PROGRAM OVERVIEW: The purpose of this program is to prepare students to practice as proficient, multi-skilled professionals in culturally diverse health care settings, to demonstrate outcomes required by the American Registry of Radiologic Technologists (ARRT) and program guidelines and to prepare students for application and completion of ARRT certification examinations. Upon completion of program and the general education requirements students will be eligible to apply for an Associate of Applied Science degree. Please note: Diagnostic Imaging is a program of the Radiologic Sciences; it is not applicable towards Ultrasonography.

PROGRAM FORMAT: Classes are tailored specifically to the students in the training. Students attend class for approximately 40 hours a week. It does not follow the traditional college terms. Classes are taught using “Virtual Classroom” and a robust online course management system. Lab experiences will take place at the local healthcare facilities and/or the Lebanon lab. Distance Education (DE) designated students should expect to make a minimum of 7 trips to the LBCC campus in Lebanon, Oregon during the course of the program. Traditional (TRAD) designated students are required to attend LBCC campus in Lebanon, Oregon a minimum of twice per week. Once enrolled in the Diagnostic Imaging Program, students are LBCC students and are supported by LBCC.

ESTIMATED PROGRAM COST: $21,537.91 (subject to increase; see last page)

PROGRAM DATES: June 17, 2019 through March 2021

PRE-APPLICATION INFORMATION SESSION: Offered online or in-person at LBCC’s Healthcare Occupations Center, 300 Mullins Drive, Lebanon, Oregon 97355 on Thursday, September 20, 2018, from 12 - 2 pm. To participate in the in-person session go to https://goo.gl/forms/rCk3h7vHyuVTX5j2 and submit the online form by August 31, 2018. To complete the online information session go to https://www.softchalkcloud.com/lesson/serve/S3CfdhGajMpDH4/html; to enable the audio feature open the link in either Internet Explorer or Google Chrome.

APPLICATION DATES: Online application opens: January 4, 2019, midnight
(Neither early nor late applications will be accepted.)
Online application deadline: January 18, 2019, midnight

POINTS LETTERS: Scheduled to be sent via email by the week of February 11, 2019
MULTIPLE MINI-INTERVIEW: February 22, 2019
(See Admission Interview below)
ADMISSION DECISION: Scheduled to be sent via email by the week of March 4, 2019

CLASS SELECTION PROCESS: Admission to the program, when determined by LBCC, is based first on residency then the point system, and NOT on a first-come, first-served basis; Resident Priority is given to in-state, out-of-state, then international applicants respectively. In the event of a tie the selection process will be based as follows: (a) number of points for documented work experience, (b) number of points for Anatomy & Physiology, then (c) accumulative GPA for complete Anatomy & Physiology series. Only qualified applicants will have their points evaluated. It is your responsibility to be informed on and adhere to all requirements, procedures and deadlines as they may change from year to year. The program is subject to cancellation if there is an insufficient number of clinical sites or eligible students. Students admitted to a cancelled session must reapply when the program is offered again.

SUPPORT COURSES FOR POINTS: 15 points possible (see page 3)

WORK EXPERIENCE POINTS: 9 points possible (see pages 3 and 6)

ALTERNATE POINTS: 2 points possible (see page 3)

ADMISSION INTERVIEW: 18 points possible. The top 40 ranked qualified Traditional applicants will go through a mandatory Multiple Mini-Interview (MMI) during which they will rotate through three separate interview stations, answering 1 question at each station. Qualified applicants will be ranked based first on residency then on points. The MMI might not apply to Distance Education applicants, but may be requested from Distance Education sites.
ADMISSION LIMITATIONS

Applicants should be aware of the following Admission Limitations; failure to comply may result in application denial:

➢ APPLICATION COMPLETION: Applicants must submit proof of completing all Minimum Application Requirements by the deadlines given to be considered for admission to this program. Applicants with application related transfer courses are responsible for ensuring LBCC’s Admission department has up-to-date transcripts and course information from all relevant institutions.

➢ HOLDS*: Applicants must have no registration Holds at LBCC during the entire application and admissions process to be considered for admission to this program.

➢ ACADEMIC STANDING*: Applicants’ Academic Standing must be in Good Standing at LBCC during the entire application and admissions process to be considered for admission to this program.

➢ STUDENT STATUS*: Applicants must be in good Student Status with Student Services at LBCC during the entire application and admissions process to be considered for admission to this program.

* To view your status at LBCC: 1) Log in to WebRunner, 2) Select “Student,” 3) Select “Registration,” 4) Select “Check Your Registration Status,” then 5) Select the next available term. Contact the Academic Planning Assistant if you have questions about your status (contact information is noted on page 5).

NOTE REGARDING FINANCIAL AID: The Federal Financial Aid standards and policies regarding Satisfactory Academic Progress (SAP) are not identical to the college’s standards on admission/registration eligibility. Poor Financial Aid SAP status will not limit your potential admission into this program, but may severely affect your funding options. To view your current SAP status: 1) Log in to WebRunner, 2) Select “Financial Aid,” 3) Select “Your Financial Aid Status,” 4) Select “Check Your Registration Status,” then 5) Select the next available term. Contact the Academic Planning Assistant if you have questions about your status (contact information is noted on page 5).

CIVIL RIGHTS

LBCC STATEMENT OF NONDISCRIMINATION: LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our Board Policies and Administrative Rules. Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: linnbenton-advocate.sympli.com/public_report

DISCRIMINATION/HARASSMENT COMPLAINT PROCESS: If you feel you have been discriminated against in any interaction at LBCC or have been harassed by a person while at LBCC or wish to report any concern or complaint, please use this form: Report Concerns / Complaints Form

Any complaint about a student or a student complaint about the College:
Contact: Lynne Cox, 541-917-4806, coxly@linnbenton.edu, T-107B, Albany, OR 97321
Any complaint about an LBCC staff member:
Contact: Scott Rolen, 541-917-4425, rolens@linnbenton.edu, CC-108, Albany, OR 97321

REQUEST FOR SPECIAL NEEDS OR ACCOMMODATIONS: Direct questions about or requests for special needs or accommodations to the LBCC Disability Coordinator, RCH-105, 6500 Pacific Blvd. SW, Albany, Oregon 97321, Phone 541-917-4789 or via Oregon Telecommunications Relay TTD at 1-800-735-2900 or 1-800-735-1232. Make sign language interpreting or real-time transcribing requests 2-4 weeks in advance. Make all other requests at least 72 hours prior to the event. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer.

This and additional information can be found at http://www.linnbenton.edu/current-students/administration-information/policies/equal-opportunity

page 2 of 11
2019 MINIMUM APPLICATION REQUIREMENTS CHECKLIST

If you satisfy the minimum application requirements and do not have any other admission limitations, you will be considered a qualified applicant. Course numbers noted below refer to LBCC courses as described in the LBCC Catalog. Courses must be completed with a grade of “C” or higher at a regionally accredited institution prior to the application deadline. Official transcripts from non-LBCC institutions must be sent prior to or with your application. Course equivalency is considered on a case by case basis and is not guaranteed.

| **PRE-APPLICATION INFORMATION SESSION** (see page 1) |
| **CHECK FOR APPLICATION LIMITATIONS** (see page 2) |
| **OFFICIAL TRANSCRIPTS** from non-LBCC institutions are required (go to: www.linnbenton.edu/transcripts) |
| **ONLINE APPLICATION** (see page 4) |

**ONLINE SUPPLEMENTAL INFORMATION FORM**

After completing the online application, a link to the Online Supplemental Information Form will be sent to applicants via email. Information regarding the following will be required to be provided within that form. 

**NOTE:** Applicants will be required to supply the following for each applicable course: course number, college or university where each course was completed, month and year course was completed, and the grade received.

- Residency & Cohort Selection (see page 5)
- Understanding and Compliance (see page 6)
- Minimum Application Requirement Courses*

<table>
<thead>
<tr>
<th>Course</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>WR 121 – English Composition</td>
<td></td>
</tr>
<tr>
<td>MTH 095 – Intermediate Algebra/MTH111 - College Algebra highly recommended (completed since June 2014)</td>
<td></td>
</tr>
<tr>
<td>Medical Terminology 1 or pass the LBCC Challenge Exam</td>
<td></td>
</tr>
<tr>
<td>BI 231 – Anatomy &amp; Physiology 1</td>
<td></td>
</tr>
<tr>
<td>Communications** (COMM 218 is recommended)</td>
<td></td>
</tr>
<tr>
<td>Human Relations course** (a course from the Humanities Support Courses for Points list will be accepted)</td>
<td></td>
</tr>
</tbody>
</table>

- Support Courses for Points (only one course per support course category will be considered toward points)

<table>
<thead>
<tr>
<th>Course</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 232 - Anatomy &amp; Physiology II (strongly recommended)</td>
<td>2 points</td>
</tr>
<tr>
<td>BI 233 - Anatomy &amp; Physiology III (strongly recommended)</td>
<td>2 points</td>
</tr>
<tr>
<td>MTH 111 - College Algebra (strongly recommended)</td>
<td>2 points</td>
</tr>
<tr>
<td>Biology with Lab</td>
<td>1 point</td>
</tr>
<tr>
<td>Chemistry with Lab</td>
<td>1 point</td>
</tr>
<tr>
<td>Physics with Lab</td>
<td>1 point</td>
</tr>
<tr>
<td>Humanities (only: HST 201, 202 or 203; or HUM 101, 102 or 103; or R 101, 102, 103, or 202; or SOC 204, 205, 206 or 222; or WS 280)</td>
<td>1 point</td>
</tr>
<tr>
<td>General Science with Lab (only: GS 104, GS 105, or GS 106)</td>
<td>1 point</td>
</tr>
<tr>
<td>Digital Literacy (only: CS 120 or CIS 125)</td>
<td>1 point</td>
</tr>
<tr>
<td>General Psychology (only: PSY 201, PSY 202, or PSY 203)</td>
<td>1 point</td>
</tr>
<tr>
<td>Medical Terminology Series Completion</td>
<td>1 point</td>
</tr>
<tr>
<td>College Level Career Exploration Course (3+ credits of multi-career exploration)</td>
<td>1 point</td>
</tr>
</tbody>
</table>

- Alternate Points for 2018 DI Alternates who were not offered admission to the DI Program | 2 points |

- Work Experience Form Submission, if applicable (see page 7) | 4-9 points |

* Students admitted to this program will be required to meet the Diagnostic Imaging degree requirements as outlined in the 2019-20 LBCC catalog which might not match the minimum application requirements outlined in this application bulletin.

** For lists of Communication and Human Relations courses accepted for this application see LBCC’s 2018-19 Associates of Applied Science in Diagnostic Imaging.
ONLINE APPLICATION INFORMATION

When applying for the Diagnostic Imaging Program you are required to apply online. Applications will open online on January 4, 2019 at midnight. The deadline is January 18, 2019 at midnight. Online applications will receive an automatic time/date stamp once submitted. Neither early nor late applications will be considered.

1. Go to http://www.linnbenton.edu/apply
2. Select “I am interested in earning a degree or certificate”
3. Select “I am interested in pursuing a Health Career at LBCC”
4. Select “Apply Now”
5. Create a Login ID:
6. Create and verify a PIN:
7. Select “Login”
8. Select Diagnostic Imaging from the Application Type drop down options (See NOTE below)
9. Select “Continue”
10. Select “Summer 2019” from the Admission Term drop down options
11. Enter at least your first and last name into the appropriate boxes
12. Select “Fill Out Application”
13. Complete all online application checklist items:
   ✓ Name
   ✓ Permanent Address
   ✓ Mailing Address, if different from permanent
   ✓ Personal Information
14. Select “Application is Complete”

LBCC STUDENTS: Log in to your WebRunner account, select the “Student” tab, select “Admissions”, select “Apply with an Online Application”, and then, beginning at step 8, follow the rest of the above online application steps. (See NOTE below)

NOTE: If you are applying within the appropriate application dates but are unable to view this program on the Application Type drop down list, create a new application by starting at Step 1 (using a new Login ID and password). Be sure to select the appropriate program from the drop down list and not to select A New Student nor Transfer Student.

Remember: After completing the Online Application for Admission you will receive an email with a link to the Online Supplemental Information Form with a response deadline included. See pages 3, 5 and 6 for additional information.

Tips: ¹ Date of Birth (DOB) and Social Security Numbers (SSN) are used to help ensure applications are not mismatched between LBCC applicants with the same names. This information is very useful, but is optional for the purposes of this online application.

² Once you submit your application a time/date stamp will be applied electronically. If additional information is needed to process your application, the original stamp will remain and you will be contacted by a staff member from the Admissions department. Failure to provide accurate information will result in your application being delayed and may result in it being denied.
RESIDENCY INFORMATION FOR SPECIAL ADMISSION PROGRAMS

For admission to special programs, a resident is defined as someone who established permanent residency 90 days before the first day applications are accepted for that program. Permanent residency is defined as the home a person intends to return to after any absence, and in which one's dependents reside for an unlimited period of time. As part of the Online Supplemental Information Form you will be required to submit information regarding your residency for the entire 90 day period leading up to the application. Information you will be required to provide includes legal name, phone number, LBCC student ID or Social Security Number, program of choice, street address, city, state, ZIP, and time period at the applicable address(es). You may be required to submit additional documentation upon request to show proof of your permanent residence. Misrepresentation of your permanent residence may result in forfeiture of your application status with this program.

**NOTE:** Not all student Visas allow students to claim USA permanent residential status and/or be admitted to this program. International students need to consult International Admissions to see if they are eligible to apply. Go to [http://www.linnbenton.edu/international-students](http://www.linnbenton.edu/international-students) for more information.

### 2019 DIAGNOSTIC IMAGING - PARTICIPATING COLLEGE CONTACTS

Applicants will only be able to select one participating college cohort to apply towards when completing the Online Supplemental Information Form. The following college partner areas have selected to have their area's applicants submit applications through LBCC using the application criteria outlined in this application bulletin. For application questions please contact the application advisor listed under the partner college area toward which you plan to apply.

<table>
<thead>
<tr>
<th>TRADITIONAL LBCC APPLICANTS</th>
<th>CENTRAL OREGON COMMUNITY COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Planning Assistant: Lorraine Lara</td>
<td>Advisor: Diana Kalanquin</td>
</tr>
<tr>
<td><a href="mailto:lorraine.lara@linnbenton.edu">lorraine.lara@linnbenton.edu</a></td>
<td>541-383-7200</td>
</tr>
<tr>
<td>541-917-4923</td>
<td><a href="mailto:dlkalanquin@cocc.edu">dlkalanquin@cocc.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLATSOP COMMUNITY COLLEGE</th>
<th>COLUMBIA GORGE COMMUNITY COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor: Allison Sansom</td>
<td>Lorraine Lara, LBCC</td>
</tr>
<tr>
<td><a href="mailto:Asonsom@clatsopcc.edu">Asonsom@clatsopcc.edu</a></td>
<td><a href="mailto:lorraine.lara@linnbenton.edu">lorraine.lara@linnbenton.edu</a></td>
</tr>
<tr>
<td>541-867-8521</td>
<td>541-917-4923</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OREGON COAST COMMUNITY COLLEGE</th>
<th>LANE COMMUNITY COLLEGE @ FLORENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor: Colleen Doherty</td>
<td>Lorraine Lara, LBCC</td>
</tr>
<tr>
<td><a href="mailto:colleen.doherty@oregoncoastcc.org">colleen.doherty@oregoncoastcc.org</a></td>
<td><a href="mailto:lorraine.lara@linnbenton.edu">lorraine.lara@linnbenton.edu</a></td>
</tr>
<tr>
<td>541-867-8521</td>
<td>541-917-4923</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>SW OREGON COMMUNITY COLLEGE</th>
<th>TILLAMOOK BAY COMMUNITY COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor: Patrick Platt</td>
<td>Advisor: John Sousa</td>
</tr>
<tr>
<td><a href="mailto:pplatt@socc.edu">pplatt@socc.edu</a></td>
<td><a href="mailto:johnsousa@tillamookbaycc.edu">johnsousa@tillamookbaycc.edu</a></td>
</tr>
<tr>
<td>541-888-7298</td>
<td>503-842-8222 Ext. 1145</td>
</tr>
</tbody>
</table>

The partner college(s) listed below have chosen to select their own area’s student cohort and may or may not choose to use the LBCC Point System, including the pre-admission interview.

<table>
<thead>
<tr>
<th>BLUE MOUNTAIN COMMUNITY COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor: Helen Doherty</td>
</tr>
<tr>
<td><a href="mailto:hdoherty@bluecc.edu">hdoherty@bluecc.edu</a></td>
</tr>
<tr>
<td>2411 NW Carden Ave NW, Pendleton, OR 97801</td>
</tr>
<tr>
<td>For additional information go to:</td>
</tr>
<tr>
<td>bluecc.edu/academics/degree-partnership-programs/diagnostic-imaging-technology</td>
</tr>
</tbody>
</table>
As part of the Online Supplemental Information Form completion, you will be required to affirm that you understand all of the following:

➢ Prior to becoming a registered technologist the American Registry of Radiologic Technologists (ARRT) requires all registry applicants to have a Social Security Number (SSN). Questions regarding registry requirement should be directed to ARRT at 651-687-0048.

➢ LBCC's Students Rights and Responsibilities Handbook, including the Standard of Student Conduct located at www.linnbenton.edu/go/studentrights

➢ The information on page 2 regarding the program’s Admission Limitations, LBCC Financial Aid’s Satisfactory Academic Progress, and LBCC’s Student Civil Rights.

➢ Applicants must comply with all application criteria and deadlines.

➢ You may only apply toward one partner college area cohort (see page 6)

➢ Communication from LBCC regarding your program application will be sent to your LBCC email account. If you do not yet have an LBCC email, LBCC will send information via your personal email until an LBCC email has been assigned.

➢ Some occupational health hazards in this program include heavy lifting, exposure to bodily fluids and the use of latex gloves and mask. Meet with the Diagnostic Imaging advisor if you feel you have any risk factors to consider.

➢ If you are suspected of or known to have a communicable disease which may be transmitted under normal Diagnostic Imaging activities, you will be required to have documentation of completing medical treatment prior to participating in clinical/lab assignments.

➢ If admitted, you will be required to complete all LBCC admissions processes as well as the requirements for graduation.

➢ If admitted, it will be your responsibility to gain and maintain all of the Diagnostic Imaging Technical Requirements to successfully complete this training.

➢ If admitted, you will be required to complete and pass all post-admission requirements by the deadlines which will be specified in the admission materials.

➢ If admitted, you will be required to pay for and complete the LBCC approved criminal background check. The results will determine, in part, your eligibility to remain in the program but will not guarantee your eligibility to be licensed or employed in this career field.

➢ If you have ever been charged with or convicted in court of a misdemeanor or felony (including conviction of a similar offense in a military court-martial), your eligibility for registration by the American Registry of Radiologic Technologists (ARRT) following graduation may be restricted. If admitted and any of the above apply to you, you will be required to complete and submit proof of clearing the American Registry of Radiologic Technologist (ARRT) Ethics Review Pre-Application IN ADDITION TO the LBCC approved criminal background check. For additional ethics review information contact the ARRT at 651-687-0048.

➢ If admitted, your social security number (SSN) will be matched against the US Department of Health & Human Services list of individuals who are barred from any participation in federally funded health programs. If on the list, you will not be eligible to participate in this program.

➢ If admitted, you will be required to cooperate with the drug testing policies of the program as well as any clinical experience or cooperative teaching site as a condition for continued enrollment in the course and/or related academic program. You may also be required to comply with a non-LBCC site’s policy. Testing may be random and unannounced or conducted when reasonable suspicion that performance and/or behavior may be the result of the presence of a drug. The presence, as determined by the program approved test procedures, of prescription or non-prescription drugs, controlled substances or cannabis may result in immediate dismissal from the work site and disenrollment from the course and related academic program. You may also be subject to appropriate disciplinary action for violating the Standards of Conduct as noted in LBCC’s Students Rights and Responsibilities.

➢ If admitted, you will be required to pay for, submit proof of, and keep current the required immunizations, medical screens, and CPR certification as per the criteria and deadlines which will be specified in the admission materials.

➢ If admitted, you will be required to maintain a minimum “C” grade in each degree required course, and courses must be taken in the specified sequence.
WORK EXPERIENCE VERIFICATION FORM

You may receive up to 9 points for showing proof of 75 hours or more of direct patient work experience within the last 5 years (does not include in-home health care). Work experience may only be verified using this form and the lower portion must be completed by the Supervisor or Human Resources representative of the facility in which you received your work experience. You may duplicate this form as needed to show proof of the minimum hours, but only ONE Work Experience Category will be considered toward points. Incomplete forms will not be considered for points.

NOTE: To submit the form, an electronic copy of the completed form will need to be uploaded during your completion of the Online Supplemental Information Form submission (see page 3).

Dear Supervisor/Human Resources,

I am in the process of applying to the Diagnostic Imaging Program offered through Linn-Benton Community College. The points process requests verification of applicable paid work experience in a patient care setting for a minimum 75 hours within the last 5 years (may be from more than one location).

I, ________________________________ (program applicant’s name), authorize the college to contact the individuals listed on this form to verify the information provided.

Program Applicant’s Signature: ___________________________ Date: ________________

- - - - - - - The portion below is to be completed by your Supervisor/Human Resources Representative - - - - - - -

A. Work Experience Category: (Select one)
   ____ Certification in a certified health care field (4 pts) (ie: CNA, CMA, EMT, etc; minimum hours don’t apply)
   → Training must have included internship/externship hours
   → Must submit proof of certification/license with this form
   ____ Combination of Volunteer and Paid Employment (4 pts) (volunteer hours alone will not suffice)
   ____ Paid Employment (5 pts)
   ____ Paid Employment in a certified health care field (8 pts) (ie: CNA, CMA, EMT, etc)
   → Must submit proof of certification/license with this form.
   ____ Paid Employment in a Diagnostic Imaging Facility (9 pts)

B. Paid Employment Position Title: ________________________________________________________________

C. Description of Duties: ______________________________________________________________________
   ____________________________________________________________________________________________

D. Dates of Service: __________________________________________________________________________
   mm/dd/yy - mm/dd/yy
   Total Paid hours: __________
   Total Volunteer hours: __________

E. Supervised by: ___________________________ Title: ___________________________
   Name

F. Medical Facility: ___________________________ Phone: ___________________________
   Facility Address: ____________________________________________________________________________

G. Site Representative’s Signature: ___________________________ Date: ________________
Linn-Benton Community College offers both a “hybrid” instructional program and a “distance education” program for Diagnostic Imaging. Using a combination of clinical instruction, online courses in LBCC’s eLearning System and the synchronous virtual classroom environment, both traditional and distance education students can receive dynamic instruction to help them achieve their learning goals. All traditional and distance education students in the Diagnostic Imaging Program must meet all technical requirements in order to successfully complete the program.

**SKILLS NEEDED TO BE A SUCCESSFUL DIAGNOSTIC IMAGING LEARNER:**
This is both an asynchronous and synchronous (real time) training environment. This means that ALL students will log into their computer at designated scheduled times via their webcam and their internet from their home into a “virtual classroom” in which the instructor will provide a “live” lecture. Lectures WILL NOT be recorded, so attendance is mandatory. Homework, assignments, and “online” resources will be available via the course management system. Mandatory labs for various courses will be scheduled throughout the term. For learning to occur, learners must actively participate in the training experience and be responsible for completing the designated activities/assignments within the prescribed timelines.

**DESCRIPTION OF INSTRUCTIONAL METHODS FOR TRADITIONAL STUDENTS:**
Traditional students will be required to travel to Lebanon 3 - 4 times per week during the first 3 terms of the program. These days require attendance for labs, “hands-on” instruction, lab practice time, and exams. During the first 3 terms of the program, courses will be offered in a hybrid instructional manner: “live” virtual face-to-face instruction with additional online resources and mandatory lab attendance.

**DESCRIPTION OF INSTRUCTIONAL METHODS FOR DISTANCE EDUCATION STUDENTS:**
Distance students will be required to travel to Lebanon a minimum of 7 times during the course of the program for midterm and final examinations. Distance students will receive academic instruction in their homes. This education is provided in a variety of learning technologies which include streamed video and audio, email, web-conferencing, video conferencing, and virtual classroom. Students will receive their lab and clinical education from their local health care facilities and/or at the Lebanon lab. Students will be required to travel to their local health care facilities and/or the Lebanon lab on a scheduled weekly basis.

*Course lectures* and labs are delivered via a web based conferencing platform accessed through the Learning Management System.

*Positioning lab* instruction includes demonstration of skills and experiments related to content of courses. Students will complete a portion of the program lab exercises and practice (approximately 8 hours/week) in the hospital setting working with a clinic staff member as a mentor/preceptor and/or at the Lebanon lab.

**ALL DIAGNOSTIC IMAGING STUDENTS:**
*Clinical education* provides the students with hands on application of theory and demonstration of skills from all instructional methods. Students will complete program specific competencies in the clinical setting.

*Web-based instruction* is offered via a web browser, an email account, and the use of LBCC’s eLearning System. Interaction with the instructor and classmates is through the forum, internet, email, virtual classroom, and web or phone conferencing. Students need to have high speed internet services available in their homes. Listed below are the requirements and skills necessary for web-based instruction.

**LEARNERS MUST COMPLETE A VARIETY OF ACTIVITIES:**
➢ Read and view information resources online
➢ Participate in the class discussion questions using the online forum
➢ Interact with fellow learners and the instructor in a respectful manner
➢ Complete exercises and homework as assigned by the designated due date
➢ Participate equally in the completion of team projects
➢ Take quizzes and tests online
➢ Attend and participate in live lecture in real time via the virtual classroom

TO BE ABLE TO PARTICIPATE AS AN ACTIVE LEARNER, YOU MUST MEET THESE TECHNICAL PREREQUISITES:

☐ Basic familiarity with computers and the web environment
☐ Access to reliable DSL or broadband / high speed internet via your own Internet Service Provider (ISP). You need an ISP that seldom times out or drops your connection.
☐ Have multiple web browsers. Specifics will be provided upon admittance. (Example: Chrome and FireFox)
☐ Ability to read and print online documents
☐ Ability to type responses and to post to the online learning environment
☐ Allocation for the time required to complete the online activities of this program
☐ Have access to and be skilled in the use of Microsoft Word and PowerPoint
☐ Ability to attach and email Word documents
☐ Ability to use other applications in the Microsoft Office Suite is desirable
☐ Access to a web camera and headset with microphone

TO ACCESS THE ELEARNING SYSTEMS CLASSROOM YOU MUST HAVE ACCESS TO THE FOLLOWING EQUIPMENT:

☐ Internet Access/Software:
  ⎯ High Speed Internet –LBCC does provide registered students with an email account but does not provide home internet access.
  ⎯ Email – Once admitted to the program you must use your LBCC Email account (powered by Google).
    http://www.linnbenton.edu/lbcc-email
  ⎯ Web Browser – Firefox is recommended though Internet Explorer, Safari and Chrome (among other browsers) may be used. Whatever browser(s) used, be sure to keep it updated. Note: Pop-up windows, ActiveX and cookies must be enabled in any browser. If you are accessing these classes from behind a firewall, you need to make sure your settings allow you access to LBCC’s eLearning Systems.
  ⎯ Adobe Acrobat Reader (pdf files) – updated
  ⎯ Google Apps – edit and view documents from any computer, tablet, or smartphone; basic familiarity prior to joining the program is strongly encouraged

☐ Computer Hardware:
  ⎯ Computer – You will need access to a computer equipped with Windows 8 or higher or a Macintosh computer running System OS X 10.6 or higher
  ⎯ Processor – Recommended: Pentium dual-core (Windows) or mac processor (G5 or Intel); 1 GHz or better
  ⎯ Screen Resolution – Minimum of 800 x 600 @ thousands of colors
  ⎯ Memory - Minimum of 128 MB of RAM; 256 is better, 512 or greater would be best
  ⎯ Hard Drive Space – Enough to store files on your computer as needed
  ⎯ Modem – You must have access to high speed internet. (Note: Drops in connections may require you to reconnect to your online course. A time out of four hours of inactivity is standard. If you experience frequent drops in service, check with your ISP for solutions.)
  ⎯ Webcam and Headset with Microphone – You will need a separate headset with microphone to participate in the virtual classroom.
  ⎯ 32 GB Flash Drive

COMMON INTERNET BROWSER PLUG-INS: (Some classes may contain files that need one of the following plug-ins)

➢ Adobe Acrobat Reader (pdf files)
➢ Microsoft Word Viewer (doc, docx files)
➢ Microsoft Excel Viewer (xls, xlsx files)
➢ Microsoft PowerPoint Viewer (ppt files)
➢ Quicktime (mov files)
Windows Media Player 10 or higher (wma, mp3 & mp4 files)
RealAudio RealPlayer (rp, mp3 files)
Flash (swf files)
Java *
* In some cases you may be prompted to download a plug-in for Java Runtime. This is normal for machines without Java installed.

NOTE: Please realize that despite meeting all technical recommendations you may still encounter difficulty accessing course content from your computer. It is required that you locate an alternate computer to use and have a plan for backup technical support in case you encounter difficulties which cannot be resolved with your instructor and LBCC Support Services. Personal computer problems will not be an acceptable excuse for not completing coursework on time.

POST-ADMISSION REQUIREMENTS
Please do not turn in proof of the items listed below with your application packet. Only students who are admitted to this program will be required to complete the Post-Admission Requirements. Instructions and deadlines will be provided with the admission emails. The following requirements and estimated costs are subject to change:

DEPOSIT: A non-refundable tuition deposit of $2,500 (subject to increase) will be due in May 2019
MANDATORY ORIENTATION: June 2019 in Lebanon, Oregon (date TBA).
INFORMATION RELEASE: Instructions will be provided to admitted students with the admission materials
CRIMINAL BACKGROUND CHECK: Passing the LBCC approved criminal background check will be required (estimated cost is $66; not included in the estimated program cost)
— Admitted students who have ever been charged with or convicted in court of a misdemeanor or felony (including conviction of a similar offense in a military court-martial) will be required to complete and submit proof of clearing the American Registry of Radiologic Technologist (ARRT) Ethics Review Pre-Application in addition to the LBCC approved criminal background check. (estimated cost is $100; not included in the estimated program cost)
HEALTH AND TRAINING DOCUMENTATION: Electronic submission of appropriate health and training documentation will be required (estimated review and tracking cost is $35; cost of completing health and training requirements varies; not included in estimated program cost)
— Hepatitis B* – Positive titer (antibody blood test)
— MMR (Measles, Mumps, Rubella)* – positive titers for all three or 2 doses
— Varicella (Chicken Pox)* – positive titer or 2 doses
— Tdap (Tetanus, Diphtheria and Pertussis)* – 1 dose within last 10 years and updated every 10 years
— Annual Negative Tuberculosis (TB) test* – Either 2 separate TB skin tests within 1-3 weeks of each other, resulting in 2 Negative PPDs OR a Negative Quantiferon Gold test; must be updated annually
— CPR – ONLY AMERICAN HEART ASSOCIATION’S (AHA) HEALTHCARE PROVIDER LEVEL CPR CERTIFICATION WILL BE ACCEPTED. Other CPR certifications, even through AHA, will be denied. CPR certification must be kept current.
* Proof of vaccination/medical screening must be a copy of an official immunization card / copy of an original immunization/medical screening document. Documentation must include: 1) Your name, 2) Date of Birth, 3) Name of administering Agency or provider, 4) Name of injection, test, etc. and results, if applicable, 5) Date of injection, results, etc., 6) Signature, official stamp or letterhead of your provider.
RECOMMENDED IMMUNIZATIONS: Electronic submission of the following will not be required but is recommended. Since some clinical sites in Oregon may require one or both of these immunizations for clinical placement acceptance, not completing these might result in fewer clinical placement options while in the program. (cost varies; not included in estimated program cost.)
— Flu shot – Current flu vaccine & repeated annually
— Polio – positive titers or 3 doses
DRUG TEST: Instructions will be provided to admitted students with the admission materials (estimated cost is $45).
TECHNICAL REQUIREMENTS: Gaining the technical requirements prior to the start of the program and maintaining them throughout the training will be required (cost varies; not included in estimated program cost)
LBCC ADMISSION FEE: If you have never paid the one-time LBCC Admission Fee in the past, you will be required to submit payment of the LBCC Admission fee prior to your first term of classes at LBCC.

DEFERRED NOTE CONTRACT (DNC): DNCs set up the payment plan for paying the Program Fees (see below).

NOTE: Prior to becoming a registered technologist the American Registry of Radiologic Technologists (ARRT) requires all registry applicants to have a Social Security Number (SSN). Questions regarding registry requirement should be directed to ARRT at 651-687-0048.

THE ESTIMATED COST of the 2019-21 Diagnostic Imaging Program is $21,537.91 (subject to increase). This cost consists of both the estimated LBCC Tuition & Fees and the Program Fees. Both will be paid to LBCC. This program is eligible for financial aid, however, Financial Aid cannot be used towards the deposit due to disbursement schedules. To apply for aid you must file a FAFSA each year and include LBCC as a receiving school (006938). Financial Aid is disbursed in equal payments each year; students might not receive a Financial Aid credit until a year’s entire Program Fees show a zero balance on their LBCC student account.

Estimated LBCC Tuition & Fees ($10,120.71; subject to increase) refer to the cost of the Diagnostic Imaging Program specific course credits (all courses with a “DI” prefix; as per 2017-18 In-State per credit table; Out-of-state and Foreign/International per credit tuition is higher). LBCC Tuition & Fees are charged by credit per term. For information regarding potential LBCC Tuition & Fee payment plans go to http://linnbenton.edu/business-office.

Estimated Program Fees ($11,417.20; subject to increase) refer to the Diagnostic Imaging Program’s remaining required non-refundable $2,500 deposit, instructional costs, books, and laboratory fees. Program Fees are divided equally between the first and second academic year. A payment plan will be made available to admitted students.