**Tyler Junior College**

**Radiologic Technology Program**

**Steps in Application**

The steps in application for the Radiologic Technology Program are detailed below the summary.

Steps 1-5- Applications

TJC, Selective admissions, program signature sheets

Steps 6-10 Required documentation to be submitted with the application

Transcripts, HESI scores, shadowing paperwork, work experience and ARRT paperwork (where applicable)

Step 11-16 and required meetings

June orientation for all applicants

June interview for applicants who have been scheduled

July orientation meeting for students who are accepted

August clinical orientation meeting

Classes begin

Disqualifying issues

**Detailed steps in application**

1. Apply to Tyler Junior College.

 Yellow box. Top of the page: <https://www.tjc.edu/>

2. See program website. Scroll down until you see the “How To Apply” tab

 <https://www.tjc.edu/info/20120/radiologic_technology>

3. Under the How To Apply tab, click “Selective Admissions”

 Then click “Selective Admissions Application.” (<https://www.tjc.edu/selectiveadmissions>)

 Then click “Download” (<https://www.tjc.edu/downloads/file/1660/selective_admissions_application>)

 Fill out the application and sign.

Hold on to it to submit with your application packet.

4. Click the back arrow to return to the “How to Apply” tab.

 Click “Application Documents.” (<https://www.tjc.edu/downloads/download/59/radiologic_technology>)

 Click “Program Application Packet.” (link provided: <https://www.tjc.edu/downloads/file/2651/program_application_packet>

 Click “Download.”

 READ the information in pages 1-12 regarding application.

Print, READ and sign the signature sheets on pages 13-20.

Hold on to it to submit with your application packet.

5. Provide a set of your official college transcripts. Don’t break the seal on the envelope. Submit with your application packet.

6. Provide your HESI A2 test scores with your application packet.

7. Provide your shadowing log form and evaluations with your application packet.

 Do not break the seal on your shadowing evaluation.

8. Provide your ARRT Ethics Pre-application determination (ONLY IF YOU HAVE HAD CRIMINAL LEGAL ISSUES) See FAQ for more information. (<https://www.tjc.edu/downloads/file/2650/frequently_asked_questions_-_radiologic_technology>)

9. If you have previous direct patient care work experience, obtain from your employer a letter detailing the nature of your work (your specific job duties) and an estimate of how many hours you have spent in direct patient care. Veterinary medicine, dentistry, pharmacy, office work/desk/reception do not qualify. Work as a CNA, EMS, patient transporters, orderlies, etc. does apply.

10. Submit items 1-9 to:

Suzanne Garrigan

TJC Campus

Roger’s Nursing and Health Science Building

Office 2.243

\*Note\*- Your application to TJC must be made, your selective admissions application and program signature sheets have to be submitted or postmarked by April 15 unless otherwise announced in a banner on the program website. Any information that you receive to the contrary is erroneous. No applications will be accepted after the 15th unless otherwise announced by banner on the program website.

11. Attend the orientation. The orientation date will be different for each application period but is usually held the first Thursday in June. **This applies to all applicants**. **The selection process is not over and the class is not accepted until after the interviews, roughly 3 weeks after the orientation.**

\*Note\*- This orientation meeting is the last date that updates to your application can be submitted. No transcripts, test scores, shadowing, pre-applications, etc. will be accepted after the June orientation meeting.

12. Attend the interview if you are scheduled.

13. Selection will occur roughly a week after the interviews.

14. Follow the instructions provided in the conditionally accepted packet.

15. Attend the meeting around the end of July only for students who are accepted.

16. Attend the 2-day clinical orientation will be held the week before classes start in August.

Only students who interviewed will receive further communication from TJC regarding application for the current year.

Students who are accepted have a limited time to respond affirming their place in the program. Failure to respond will result in the student forfeiting their position in the program.

Students who were accepted and who have a positive/inconclusive drug screen, who fail to complete the drug screen/background check or who have a history on their background check that was not previously cleared by the ARRT Ethics Pre-application will not be allowed to enroll in the program, and will forfeit their seat to the next alternate.

Students who do not complete their TDHS vaccinations will not be allowed to start classes and will forfeit their seat in the program.