

Radiologic Science Program Admission Packet

Dear Prospective Student:

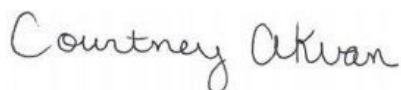
Thank you for your interest in the Radiologic Science Program at Kilgore College!

The Radiologic Science Program is an Associate of Applied Science program. The program is located at the Torrence Health Science Education Center (1612 Henderson Blvd, Kilgore TX 75662). Students enrolled in this program are prepared to assume a professional role in the field of Radiography. The program is accredited through the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and as such is recognized as an accredited educational program in Radiography by the American Registry of Radiologic Technologists (ARRT). Upon successful program completion and meeting the specified ARRT and Texas Medical Board (TMB) standards, the graduate will be eligible to sit for the national certification examination for Radiography offered by the ARRT. Graduates obtain ARRT registry status by obtaining a passing certification examination score. This is required for eligibility for certification as a Medical Radiologic Technologist (MRT) by the TMB and to gain employment as a radiographer in Texas.

Note: The ARRT and TMB each require applicants to meet specified legal and ethical standards.

The program is a 17 month program providing clinical and didactical (classroom and laboratory) education in the field of Radiologic Science. There is a limited number of applicants admitted to the program due to limited space in the classroom and available clinical assignments. To be considered for admission for the fall class, all required application materials must be submitted by the deadline listed on the Kilgore College Radiologic Science website.

Application instructions and forms necessary for program application are contained within this packet. If after reviewing this packet you have questions, please feel free to contact me.



Courtney Akvan MSRS, RT(R)(CI)(VI)

Radiologic Science Program Director

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ADMISSION REQUIREMENTS TO THE RADIOLOGIC SCIENCES PROGRAM

Application to the Radiologic Sciences Program requires the following steps:

- Submit a complete set of Official Transcripts electronically to radscience@kilgore.edu or mail to 1100 Broadway Kilgore Texas 75662 attention Radiologic Science.
- Completion of the nine program prerequisite courses with a grade of C or higher on those specific courses.
- Submission of a completed application packet to the Radiologic Science department during the designated filing period.
- Application and admission to Kilgore College

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J. General Admission Requirements to the College

Applicants to the Radiologic Sciences Program must meet college admission requirements of Kilgore College as outlined in the college catalog. Applicants must submit a complete set of Official Transcripts from each college attended. Applicants must have earned either a high school diploma or General Education Development (GED) certificate in addition to complying with Texas Success Initiative (TSI) requirements.

K. Educational Planning

Although the Radiologic Sciences Program Office advises potential applicants regarding program admission requirements, individuals who have not yet applied or been accepted to the Radiologic Sciences Program are considered general students and must follow general advisement and registration procedures for the Kilgore College.

Initial Advisement

Students pursuing the Radiologic Sciences Program who are either new to the college experience and/or need assistance with registration for prerequisite courses, have assessment issues, or need placement testing, etc., should consult a health science academic advisor.

Degree Plans / Educational Plans

You can review the Radiologic Science degree plan within the Kilgore College website to help you plan your schedule. All courses required for the degree must be completed with a C or better.

L. Program Prerequisite Courses¹

Applicants must complete the following nine prerequisite courses with a grade C or higher in these specific courses to apply to the Radiologic Sciences Program:

Kilgore College	Credit Hrs.
RADR 1201 Introduction to Radiography*	2
RADR 2209 Radiographic Imaging Equipment*	2
BIOL 2401 Anatomy & Physiology I**	4
BIOL 2402 Anatomy & Physiology II**	4
ENGL 1301 Composition I	3
MATH x3xx College Level Math	3
MDCA 1313 Medical Terminology	3
PSYC 2314 Lifespan Growth and Development	3
Humanities Elective	<u>3</u>
	27

*Students may still apply for the program if RADR are not complete. RADR courses must be completed before the start of the program

**Science courses expire after 5 years for this program (Biology 2401 and 2402). Between 6 to 7 years, students may take Biology 2404 as a refresher course to be current within the 5 year science course requirement. After 7 years, students must retake both Biology 2401 and 2402.

M. Application Packet Submission

You will find a link to the online Radiologic Science Program application on the Kilgore College Radiologic Science Applicant page at the beginning of the application period. Please follow this link and complete all necessary fields. You will need the following information to complete this form:

- Demographic information (name, address, student ID, email, phone number, etc.)
- Names of all colleges attended.

Upon completing the online program application, you must compile the applicable supporting documents as requested for the application and submit them via the Radiologic Science Application link on the Kilgore College Website.

Supporting Documents

You will find below a list of supporting documents. Each document must be submitted to the Radiologic Sciences online application link on or before the application filing deadline.

Incomplete packets will NOT be considered for admittance.

All supporting documents will be uploaded in the online application link. Supporting documents will be accepted until 5pm on the last day of the admission period.

The following supporting documents are required for your program application:

- **Official Transcripts** - must be sent to radscience@kilgore.edu or mail to 1100 Broadway Kilgore Texas 75662 attention Radiologic Science.
- **Healthcare Certificate** – A copy of the healthcare certification or license must be submitted via the online application link. This submission is optional
- **Healthcare Experience** – an official letter on organization letterhead must be sent from your employer verifying your employment length, job title and duties. The letter must be submitted via the online application link. This submission is optional.
- **Healthcare Shadowing Experience** – an official letter on organization letterhead must be sent from a healthcare setting in radiology verifying your shadowing length. The letter must be submitted via the online application link. This submission is optional.
- **Reference Letters** – submit 2 completed reference letters. You must use the provided reference letters. One letter must be completed by an instructor, while the other can be provided by anyone except a family member or friend. These letters can be submitted hand-delivered in a sealed envelope to the Radiologic Science office, e-mailed from the person filling out the form or mailed to:
Radiologic Science
1100 Broadway
Kilgore, Texas 75662
- **CPR-BLS Provider**– submit a current non expired Basic Life Support Healthcare Provider CPR (American Red cross or American Heart Association) card. This submission is optional.
- **Current Résumé** –submit a résumé listing your previous education, work, and life history. If you need assistance with your résumé, contact William Stowe. Dr. Stowe's email is wstowe@kilgore.edu , and phone number is 903-983-8602. The résumé must be submitted via the online application link.

N. Application Filing Period

Official application filing period:

The online Program Application form must be completed by the deadline posted on the Kilgore College website.

Cohort Start Date	Application Dates	Interviews
May 2025	November 1 st - January 31 st	2 nd or 3 rd of week of February
January 2026	July 1 st - September 1st	2 nd or 3 rd week of September
August 2026	January 1 st - March 31 st	2 nd or 3 rd week of April
May 2027	November 1 st - January 31 st	2 nd or 3 rd week of February
January 2028	July 1 st - September 1st	2 nd or 3 rd week of September
August 2028	January 1 st - March 31 st	2 nd or 3 rd week of April

*The dates are subject to change. Any change will be announced on the Kilgore College website and the Radiologic science Facebook page.

If selected for an interview, letters are generally e-mailed within 2 weeks after the end of the application period.

A student who applies during the official filing period and receives an acceptance letter is required to acknowledge acceptance within a specified timeframe to confirm his/her space in the class. Failure to acknowledge confirmation by the specified date for the accepted class will result in forfeiture of the student's space in that class.

NOTE: Students who are not selected for admission the semester for which they apply, or students who decline their acceptance for that semester must submit a new application packet during the next filing period to be considered for the next admission opportunity.

Late applications will NOT be accepted.

O. Selection Process

Applicants are given a series of points based on completion of the nine prerequisite courses and other core requirements. Applicants are selected for acceptance to the Radiologic Sciences Program according to the following competitive ranking process:

1. Prerequisite GPA: Minimum overall GPA (all colleges attended) for a qualified application is 2.5.
 - Applicants are given points as follows:

Prerequisite GPA	Points Awarded
4.0	5
3.99 - 3.75	4
3.74 - 3.50	3
3.49 - 3.25	2
3.24 - 3.0	1
2.99 - 2.50	0

2. Applicants are given points based on the grade achieved in required prerequisite courses as follows: A = 5; B = 3; C = 0
Any prerequisites courses not completed or in progress will receive 0 points
3. Applicants are given **three** points for a degree. You only receive three points no matter how many degrees you have achieved.

4. Applicants that have completed Basic Life Support Healthcare Provider CPR (American Red cross or American Heart Association) will receive **1** point.
5. Applicants are awarded **five** points for a national or state-level certification. A copy of the healthcare certification or license must be submitted to award these points.

Examples include but are not limited to the following:

- Certified Nurse Aide (CNA)
- Home Health Aide (HHA)
- Medical Assistant (CMA), EMT or Paramedic, Pharmacy Technician, Phlebotomist
- Psychiatric Technician
- Patient Care Technician (PCT) or Patient Care Assistant (PCA)
- Non-Certified Technician (NCT) – Radiography
- Limited Radiologic Technician (LMRT)

6. Applicants are given **one** point for 6 months up to one year of health care experience, **three** points for over one year and up to 5 years, and **five** points for five plus years of health care experience.

You must document this experience with a signed letter from your employer on the company letterhead. The documentation must include dates of employment and average hours worked per week. Documentation for work/shadow experience in a healthcare setting involving **direct patient care** will only be accepted from the following:

- hospital
- skilled nursing facility
- doctor's office or clinic
- urgent care Clinic
- physical therapy center or
- imaging center

Direct patient care is defined as direct contact with patients in the above settings that require you to:

- verify patient information by interviewing the patient, recording medical history, and confirming purpose of visit.
- Prepare patients for examinations.
- assist patients during transfers from beds, wheelchairs, etc.
- assist nursing staff in administering basic treatments.
- monitor and document vital signs.
- obtain fluid samples or other specimens needed for examinations.
- maintain adequate patient care supplies in treatment rooms.
- perform basic nursing procedures (e.g., changing bandages).

7. Applicants are given **one** point for 40 hours of health care shadowing experience, **three** points for 45 hours up to 115 hours, and **five** points for 120 plus hours of health care shadowing experience.

You must document this experience with a signed letter from the healthcare facility on the company letterhead. The documentation must include dates of shadowing and average hours attended per week. Documentation for shadow experience in a healthcare setting involving **direct patient care** will only be accepted from the following:

- hospital
 - skilled nursing facility
 - doctor's office or clinic
 - urgent care Clinic
 - physical therapy center or
 - imaging center
8. An applicant that applied in the previous application period, whose application met the minimum program requirements, will receive **four** points.
 9. Resume- Will be graded for format and thoroughness. The grading rubric can found on the next page. There is a maximum of **40** points.
 10. Reference Letters- Points will be award by which answer choice was selected. The reference letters will be placed at the end of this application. There will be a maximum of **36** points.

Based on the point ranking from the above criteria, the top 24-30 students will be admitted to the program. Final admitted total will be dependent upon clinical availability.

Resume Rubric						
Criteria	5 Points	4 Points	3 Points	2 Points	1 Point	0 Points
Contact Information	Complete and correctly formatted: Includes full name, address, phone number, and email. Clearly labeled and professional.	Mostly complete: Minor formatting issues; information is present but could be clearer.	Basic information provided: Missing some contact details or unclear formatting.	Incomplete or unclear: Missing essential details or poorly presented.	Very limited information provided; difficult to contact the candidate.	No contact information included.
Format	Professional and consistent: Clear font (12 point) and appropriate spacing. 1-inch margins	Mostly professional: Minor inconsistencies in font or spacing.	Some formatting issues: Inconsistent font choices detract from appearance.	Poorly formatted: Lacks consistency in font and spacing.	Unprofessional appearance; difficult to read.	No formatting present.
Layout	Organized and logical: Prominent, well-defined headings; sections flow logically.	Mostly clear layout: Headings present but may lack uniformity.	Some layout issues: Headings unclear; organization feels disjointed.	Poorly laid out: Difficult to navigate due to unclear sections.	Cluttered appearance; hard to follow.	No layout present.
Content & Relevance	Highly relevant: Aligns perfectly with the job, showcasing strengths effectively.	Relevant information is mostly present; some areas lack detail.	Some relevant experience, but includes unrelated content or vague achievements.	Little relevant information; unclear skills and experiences.	Minimal relevant content; difficult to assess suitability.	No relevant content provided.
Work/Volunteer History	Clearly presented in reverse chronological order; detailed entries, including shadowing experiences or volunteer if applicable.	Mostly clear; some missing details or vague descriptions; shadowing experiences may be underexplained.	Basic entries; may be unclear or incomplete, with poorly described shadowing.	Incomplete or unclear; lacks essential details about experiences.	Very limited history; hard to understand the background.	No work/volunteer history included.
Education History	Clearly presented: Includes degrees, institutions, and relevant coursework.	Mostly clear: Missing some details but generally organized.	Basic information: Missing key details; clarity issues.	Incomplete or unclear: Missing essential information about education.	Very limited education details provided; hard to follow.	No education history included.
Skills	Well-organized and relevant: Skills tailored to the job, clearly demonstrating proficiency.	Relevant skills listed, but some lack specificity or detail.	Basic skills listed: Vague or unrelated to the job, lacking organization.	Little to no relevant skills listed; poorly organized.	Very few skills mentioned; not relevant to the position.	No skills section included.
Grammar & Language	No grammar mistakes: Professional language, no slang, strong verbs, and clear sentences.	Few grammar issues: Minor errors present; tone mostly appropriate.	Several grammar errors that distract from the message; tone may be inconsistent.	Many errors present: Significant clarity issues; unprofessional language.	Frequent errors lead to a lack of professionalism and clarity.	A majority of the resume has grammatical mistakes/slang/unprofessional language.

P. Curriculum Pattern

Radiologic Science AAS Curriculum Overview 2024-2025

<u>Prerequisites</u>			<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>External Hours</u>	<u>Contact Hours</u>	<u>Credit Hours</u>
MDCA	1313	Medical Terminology	3	0	0	48	3
ENGL	1301	Composition I	3	0	0	48	3
BIOL	2401	Human Anatomy and Physiology I	3	4	0	112	4
BIOL	2402	Human Anatomy and Physiology II*	3	4	0	112	4
MATH	1332	Contemporary Mathematics**	3	0	0	48	3
PSYC	2314	Human Growth and Development	3	0	0	48	3
MUSI	1306	Music Appreciation***	3	0	0	48	3
RADR	1201	Introduction to Radiography*	2	0	0	32	2
RADR	2209	Radiographic Imaging Equipment*	2	0	0	32	2
Total Hours:			25	8	0	528	27
<u>Semester 1 1st 8 Weeks</u>			<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>External Hours</u>	<u>Contact Hours</u>	<u>Credit Hours</u>
RADR	1203	Patient Care	1	3	0	64	2
RADR	1311	Basic Radiographic Procedures	2	3	0	80	3
Total Hours:			3	6	0	144	5
<u>2nd 8 Weeks</u>			<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>External Hours</u>	<u>Contact Hours</u>	<u>Credit Hours</u>
RADR	1213	Principles of Radiographic Imaging I	1	3	0	64	2
RADR	2301	Intermediate Radiographic Procedures	2	3	0	80	3
Total Hours:			3	6	0	144	5
<u>Semester 2 1st 8 Weeks</u>			<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>External Hours</u>	<u>Contact Hours</u>	<u>Credit Hours</u>
RADR	2205	Principles of Radiographic Imaging II	1	3	0	64	2
RADR	2331	Advance Radiographic Procedures	2	3	0	80	3
Total Hours:			3	6	0	144	5
<u>2nd 8 Weeks</u>			<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>External Hours</u>	<u>Contact Hours</u>	<u>Credit Hours</u>
RADR	1202	Radiographic Image Evaluation 1	1	3	0	64	2
RADR	1266	Practicum I (or Field Experience)- Radiologic Technology/Science- Radiographer	0	0	16	256	2
Total Hours:			1	3	16	320	4
<u>Semester 3 1st 8 Weeks</u>			<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>External Hours</u>	<u>Contact Hours</u>	<u>Credit Hours</u>
RADR	2217	Radiographic Pathology	2	0	0	32	2
RADR	1267	Practicum II (or Field Experience)- Radiologic Technology/Science- Radiographer	0	0	16	256	2
Total Hours:			2	0	16	288	4

		<u>2nd 8 Weeks</u>					
RADR	2233	Advanced Medical Imaging	2	0	0	32	2
RADR	1268	Practicum III (or Field Experience)- Radiologic Technology/Science- Radiographer	0	0	16	256	2
Total Hours:			2	0	16	288	4
<u>Semester 4</u>		<u>1st 8 Weeks</u>					
		<u>Lecture</u>	<u>Lab</u>	<u>External</u>	<u>Contact</u>	<u>Credit</u>	
		<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	
RADR	2313	Radiation Biology and Protection	3	0	0	48	3
RADR	2266	Practicum IV (or Field Experience)- Radiologic Technology/Science- Radiographer	0	0	16	256	2
Total Hours:			3	0	16	304	5
		<u>2nd 8 Weeks</u>					
RADR	2335	Radiologic Technology Seminar	2	2	0	64	3
RADR	2267	Practicum V (or Field Experience)- Radiologic Technology/Science- Radiographer	0	0	16	256	2
Total Hours:			2	2	16	320	5
Grand Total:						2,480	64

*RADR 1201, RADR 2209 and BIOL 2402 must be completed prior to the first day of class

** Any College Level Math Elective may be taken

*** Any Humanities/ Fine Art Elective may be taken

Program courses are taught all year and does not follow the academic calendar for certain semesters. Once accepted into the program, semester dates will be provided.

Q. General Information

1. The Kilgore College Radiologic Science Program accepts 24-30* students every application period. Program courses are currently offered during the day and prerequisite courses offered during both day and evening hours. The clinical training experience (practicum) at a local hospital will be 32 hours per week in Semesters II, III, IV, V. Clinical hours will be set by the clinical institution to which the student is assigned and the clinical coordinator – this may include day, evening, night, and weekend instruction.

** Final admitted total will be dependent upon clinical availability.*

2. This program is rigorous, we do not recommend maintaining other responsibilities such as working or taking additional courses while in the program.
3. Students are responsible for their own actions and must not engage in any activities considered non-professional or non-conducive to proper patient care. Failure of a student to maintain a professional attitude may result in reduction of course grade, course failure, and expulsion from the program. A clinical agency reserves the right to remove a student from the facility for any behavior that disrupts the clinical setting or endangers a patient or peer’s well-being. If a student is removed from a clinical site for behavioral reasons, the student will be counseled by the Clinical Coordinator and the Program Director and will receive discipline up to and including dismissal from the program.
4. Students are responsible for their own transportation arrangements to campus and to their assigned healthcare facilities for clinical experience. Clinical assignments vary among the hospitals listed below:

Christus Good Shephard Medical Center-Longview	Longview Orthopedic Clinic
Christus Good Shephard Medical Center-North Park	Longview Regional Medical Center
Christus Good Shephard Medical Center-OSMI	UT Health East Texas -Carthage
Christus Good Shephard Medical Center-Marshall	UT Health East Texas -Henderson
Christus Good Shephard Medical Center-Saint Michaels	UT Health East Texas -Pittsburg
Hospitality Health ER- Longview	UT Health East Texas -Quitman
Hospitality Health ER- Tyler	UT Health East Texas – Tyler North East
Longview Cancer Center	Diagnostic Clinic of Longview
Longview Occupational Medicine	Titus Medical Center

This list of affiliates is subject to change. Clinical assignments are scheduled by faculty.

5. All students will spend part of their clinical rotations during day shifts and part on evening shifts.
6. In considering radiologic technology as a career, the student should be aware of the following factors:
 - The student will be required to lift and move patients, push, pull and lift heavy equipment, and carry imaging receptors.

- The student will be required to stoop, bend, and stand for prolonged periods of time. For example, you may be required to stand for an entire 8-hour clinical shift.
 - In emergency situations, the student may be required to move very quickly.
 - The student must have the physical ability to perform CPR.
 - The student must have the manual dexterity to insert catheters, prepare and administer medications and manipulate and assemble equipment for use.
 - The student will be required to utilize multiple psychomotor skills.
 - The student will be required to develop and use multiple interpersonal relationship skills and be able to function in highly stressful situations.
 - The student must be able to communicate fluently in both spoken and written English.
 - The student must be able to work in a dimly lit environment and evaluate high and low contrast x-ray images.
7. **Pregnancy Policy:** Although the risk of damage by medical diagnostic imaging to the unborn child is small, Kilgore College – Radiologic Science Program - maintains controls regarding pregnant students in the Radiologic Sciences Program. Notification of pregnancy is voluntary, not mandatory and must be declared in writing.
- The student must decide whether to accept the risks of ionizing radiation, however slight. If the pregnant student chooses to continue in the program during her pregnancy, every effort will be made to protect her unborn child. These efforts include extra radiation monitoring and isolation from areas of fluoroscopy and mobile radiography. However, experiences of this type contained in the curriculum must be completed prior to graduation. If a pregnant student chooses to withdraw during the term of her pregnancy, she will be readmitted upon completion of her pregnancy leave pending space availability. The length of pregnancy leave is to be determined by the student's physician.
8. If the student does not re-enter the program upon completion of her pregnancy leave, she must reapply under the standard readmission procedure. If the pregnant student decides to remain in the Radiologic Science Program, she accepts full responsibility regarding the outcome, and she will be required to sign a waiver of responsibility. Further information regarding pregnancy can be found in the Radiologic Science Program Handbook (received after program acceptance).
9. Immunizations are not a requirement for application. Upon acceptance to the Radiologic Science Program, a physical examination and immunization record form will be provided. All documentation of immunizations must be provided prior to the first day of the clinical practicum. The form documents a medical history, physical examination and current record of the following immunizations listed below.
- a. **Tuberculin skin test**
 - b. **Tetanus/Diphtheria/Acellular Pertussis (Tdap)**
 - c. **Measles/Mumps/Rubella ("MMR")**
 - d. **Varicella**
 - e. **Meningitis Vaccine**
 - f. **Seasonal Flu Vaccine**
 - g. **Hepatitis B Series**
 - h. **Additional Immunizations may be required as per the Clinical Affiliation Agreements for example the COVID 19 Vaccine.**

Students must complete the first injection of the Hepatitis B series upon admission to Radiologic Science Program

Health situations (i.e. pregnancy, allergies, etc.) which may prohibit the use of the Hepatitis B vaccine must be documented by a physician, and a waiver must be signed by the student.

10. All students must be certified in **Basic Cardiac Life Support for Health Care Providers**. A copy of a current non expired **American Heart Association or American Red Cross** CPR card must be submitted by a designated deadline **after acceptance** into the program. This certification is NOT a requirement for application but must be completed once accepted into the program prior to the first day of the clinical practicum.

11. Criminal Background Check / Drug Screening

All students enrolled in the Radiologic Science Program are required to undergo a criminal background check and drug screen prior to the beginning of the fall semester. This procedure is conducted **after** a student has been accepted to the program. Results of these screenings are displayed in Exxat for the Radiologic Science Program Office for review and verification that a student is eligible to attend clinical rotation. Results of these items may be required to be shared with clinical sites. Students are responsible for all charges incurred (approximately \$90) for these screenings.

POTENTIALLY DISQUALIFYING RESULTS

The criminal background check reviews a person's criminal history. The background check will include all cities and counties of the person's residency reported. The following histories may disqualify an individual from consideration for a clinical rotation:

- a. felony convictions.
- b. misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse, assault, unlawful restraint, trafficking of a person, etc.).
- c. misdemeanor/felony convictions related to moral turpitude and decency (prostitution, public lewdness/exposure, disorderly conduct, etc.).
- d. misdemeanor/felony convictions related to public health, safety and morals (weapons charges, conduct affecting public health and intoxication and alcoholic beverage offenses).
- e. felony deferred adjudications for the sale, possession, manufacture, distribution, or transfer of narcotics or controlled substances; or
- f. Registered sex offenders.

EXCEPTIONS:

If a licensing/registry body (i.e. American Registry of Radiologic Technology or Texas Medical Board) approves the individual to take the licensing/credentialing exam, the individual may participate in the clinical rotation if approved by the clinical site. If you have been convicted of anything even a minor traffic violation, you must go through the ARRT pre-application process. The ARRT process can be found on the [ARRT website](#). **The ARRT approval letters must be presented to the program director one week before the first day of class in the fall semester.** This process can take up to ten weeks. If you intend to apply this application cycle and if you have been convicted of or subject to a deferred adjudication, entered a plea of nolo contendere or guilty to a felony or misdemeanor of any of the above offenses you should start this process immediately.

For more information regarding the criminal background check and drug testing requirements, please contact the Radiologic Science Program Director.

Note: If an applicant is aware of an incident that may appear on a background screening, the applicant is strongly encouraged to submit a Pre-Application Review to the ARRT as soon as possible. This will assist in expediting enrolment eligibility during the acceptance process. It also will potentially alleviate a year long delay in enrollment should results not be received by the first class day.

- The fee for the ARRT Ethics Review Preapplication is currently \$100 and is the sole responsibility of the applicant. This letter must state that the student is an eligible candidate for the certification exam.

Applicants who:

- submit favorable results from the ARRT one week prior to the first class day will be enrolled.
- do not receive review results prior to the specified deadline (approximately one week prior to the first class day), will have deferred enrollment for the following fall, pending favorable and ARRT Ethics Review results.
- receive unfavorable ARRT review results indicating the applicant is ineligible to sit for the examination, will be deemed ineligible for program enrollment.

Drug Screening

The drug screen screens for 10 substances. These substances are:

Amphetamines	Methadone
Barbiturates	Methaqualone
Benzodiazepines	Opiates
Cocaine	PCP
Marijuana Metab	Propoxyphene

A positive drug screen disqualifies the applicant from admission to the program. The applicant will be denied future enrollment.

A clinical agency reserves the right to remove a student from the facility for suspicion of substance use or abuse including alcohol. The clinical agency reserves the right to request that a student submit to a repeat drug screening at the student's expense on the same day that the student is removed from the clinical facility. Failure to comply will result in the student's immediate expulsion from the clinical facility. Further, regardless of testing or testing results, a clinical agency reserves the right to expel a student from its facility.

12. RADIOLOGIC SCIENCE PROGRAM GRADING POLICIES

Final course grades are calculated by specifications made in each course outline.

To satisfy degree requirements, students are required to MAINTAIN a “C” average, in all RADR courses. This average must be maintained for the student to remain eligible to be enrolled in the program and eventually attain program completion. The grading scale is as follows:

Academic (Didactical) Course Grading Scale:

100-92	A
91-83	B
82-75	C
74-67	D
Below 67	F

Clinical/Practicum Course Grading Scale:

100-94	A
93-87	B
86-80	C
79-70	D
Below 70	F

Failure to achieve a “C” or better overall grade in any RADR course will result in dismissal or suspension from the program. However, this does not mean that a student is ineligible to register for other courses at Kilgore College.

Please visit the websites below for links to professional organizations and other information regarding the radiologic sciences profession.

[American Society of Radiologic Technologists \(ASRT\) website](#)

[The American Registry of Radiologic Technologists \(ARRT\) website](#)

[Texas Medical Board \(TMB\) website](#)

R. Application Checklist

This checklist is provided to assist you in following the steps toward program application. It is **not** part of the application packet.

1. Complete a Kilgore College application for college admission and submit Official Transcripts.
2. Print Radiologic Science Program information packet from website.
3. See an academic advisor/counselor as needed for TSI counseling, placement testing, etc. and complete any developmental courses as may be prescribed from test score.
4. Compile the following materials needed to complete your radiologic science program application:
 - Demographic Information (name, address, ID, email, phone number, etc.)
 - Names of all colleges attended.
 - Request Official Transcripts
 - Resume
 - Healthcare Certificate (if applicable)
 - Healthcare Experience/Shadowing Documentation (if applicable)
 - CPR (if applicable)
 - Degree conferred (if applicable)
 - Reference Letters

Access Kilgore College Radiologic Science page and then select the Radiologic-Science-Program-Applicant link. Click on the Program Application link to complete the online application form. All supporting documents must be uploaded to the Radiologic-Science-Program-Applicant **NOTE: The Application link is only available the first day of the application period through the last day of the application period.**

If you have any issues with uploading the documents or completing the application, please contact Traci Marshall tmarshall@kilgore.edu

KEY DATES:

Online application form and all supporting documents must be completed and submitted by 5pm on the last day of the application period

NOTE: Program guidelines are subject to change. Students are advised to obtain the latest program information packet from the Kilgore College Radiologic Sciences website.

J. Selection Process

Selection Process Worksheet

Point Award Criteria	Point Range		Applicant Score
<i>Overall GPA</i>	4.0	5 points	
	3.99-3.75	4 points	
	3.74-3.50	3 points	
	3.49-3.25	2 points	
	3.24-3.0	1 point	
	2.99- 2.50	0 point	
<i>RADR 1201</i>	A	5 points	
	B	3 points	
	C	0 points	
<i>RADR 2209</i>	A	5 points	
	B	3 points	
	C	0 points	
<i>BIOL 2401</i>	A	5 points	
	B	3 points	
	C	0 points	
<i>BIOL 2402</i>	A	5 points	
	B	3 point	
	C	0 point	
<i>ENGL 1301</i>	A	5 points	
	B	3 points	
	C	0 point	
<i>MATH X3XX</i>	A	5 points	
	B	3 points	
	C	0 points	
<i>MDCA 1313</i>	A	5 points	
	B	3 points	
	C	0 points	
<i>PSYC 2314</i>	A	5 points	
	B	3 points	
	C	0 points	
<i>Humanities Elective</i>	A	5 points	
	B	3 points	
	C	0 points	
<i>Degree Awarded</i>	3 points		
<i>Resume</i>	40 points		
<i>CPR - BLS Provider</i>	1 point		
<i>Healthcare Experience*</i> <i>*see pg. 6 for requirements</i>	5+ years	5 points	
	1+ 4 years	3 points	
	6 mon – 1 year	1 point	
<i>Healthcare Shadowing Experience*</i> <i>*see pg. 6 for requirements</i>	120+ hours	5 points	
	45-115 hours	3 points	
	40 hours	1 point	
	Below 40 hours	0 points	
<i>Letters of Recommendation</i>	72 points		
<i>Previously Qualified Applicant</i>	4 points		
TOTAL APPLICANT SCORE –			

K. Applicant Letter of Reference

Kilgore College Radiologic Science Program

Applicant Letter Reference Form

Applicant: Complete the upper portion of this form only

Applicant name (Please print): _____

Under the Federal law entitled the Family Educational Right and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence in the long run are of greater use in assessment of a student's qualifications, abilities and promise.

I do _____ do not _____ waive my right to review the content of this form.

Applicant signature: _____ Date: _____

Only the person completing this reference form is to respond below

The applicants whose name appears above is requesting that you complete this reference forms in regard to his/her application to the Radiologic Science Program. Please take the time to respond to the questionnaire as honestly as possible. Mark at least one but only one choice in each category.

This applicant will not be considered for the Radiologic Science Program unless this reference form is returned. Please notify the applicant if you will not be returning it. You may give the completed form to the applicant in a sealed envelope, e-mail the completed form radscience@kilgore.edu or mail the completed form to:

Kilgore College Radiologic Science Program
1100 Broadway
Kilgore, Texas 75662

Name of Person filling out form: _____ Signature: _____

1.Circle one: How long have you known this person?

< 6 months 6-12 months 1-3 years > 3 years

2.Circle one: In what capacity have you known the applicant?

Teacher/Counselor/Pastor

Non healthcare profession Employer/Co-worker

Healthcare profession Employer/Co-worker

Other please specify: _____

Reference Form

Rate this applicant's behavior in the following areas by circling one in each of the categories:

<u>Dependability/Attendance</u>			
Frequently absent or late - rarely calls if either	Never absent or late	Occasionally absent or late sometimes calls	Rarely absent or late usually calls
<u>Initiative/Motivation/Enthusiasm</u>			
Seldom needs direction and prompting; frequently initiates own activity	Self-motivated; asks appropriate questions and requests learning opportunities	Relies on direction for all actions	Occasionally initiates own activity, needing occasional direction
<u>Maturity</u>			
Occasionally acts immaturely	Acts maturely most of the time	Frequently acts immaturely	Very mature in all actions
<u>Neatness/Grooming</u>			
Consistently displays poor hygiene and grooming	Always neat and well	Occasionally displays poor hygiene and grooming	Usually neat and well groomed
<u>Attitude/Personality/Interpersonal Skills</u>			
Displays evidence of difficulty getting along with people	Gets along well most of the time with most people	Makes an attempt to get along but easily swayed or angered	Always gets along with coworkers, supervisors, and subordinates
<u>Reaction to stress</u>			
Displays good coping skills under stress	Easily upset by Stressful situations	Needs frequent. direction and assistance during stressful situations	Handles stress but shows some signs of distress during or immediately after stress
<u>Capacity for Problem Solving</u>			
Needs frequent guidance and direction for problem solving	Independent thinker	Needs occasional guidance and direction for problem solving	Usually able to problem- solve independently needing minimal guidance
<u>Communication Skills</u>			
Frequently uses poor grammar and terminology in verbal and written communication	Occasionally uses poor grammar and terminology in verbal and written communication	Always uses proper grammar and terminology in verbal and written communication	Usually uses proper grammar and terminology in verbal and written communication
<u>Organization/ Work Habits</u>			
Occasionally disorganized; requires excessive time to complete tasks	Completes tasks in timely manner even though disorganized	Disorganized; does not complete tasks	Well organized in work habits; productive
Additional Comments:			