A GUIDE TO THE PCC RADIOGRAPHY APPLICATION REQUIREMENTS

Minimum application requirements for the program beginning Summer 2018

Course completion deadline:
• All required prerequisite courses must be complete by the end of the winter term prior to the application deadline.

Grade requirements:
• Individual prerequisite courses must be taken for a letter grade and must be completed with a grade of "C" or higher.

Prerequisite Courses with a 7-year expiration

BI 231, 232 & 233 Anatomy and Physiology I, II & III:
• The full anatomy & physiology sequence must be completed by the end of winter term prior to the application deadline. The full sequence of human anatomy and physiology with laboratory, inclusive of all body systems is required. Chemistry and/or Biology may be required prior to the A&P sequence at some institutions. PCC requires completion of BI 112 prior to BI 231.

Math 111 College Algebra or higher:
• MTH 111 or higher must be completed with a grade of "C" or higher by the end of winter term prior to the application deadline
• Students who have expired MTH 111 may use college math placement test scores to update their math requirement. Students who update their math by completing a college placement test and place back into MTH 111 will need to use the grade from their expired math course for points. PCC will only accept Compass, ALEKS, Asset, and Accuplacer placement test scores for the math competency. MTH 111 placement will be determined based on PCC’s Testing Center’s placement recommendations. Please speak with a health admission advisor for specific inquiries. The placement test must be completed by the end of winter term prior to the application deadline. Students can use higher-level algebra based math courses such as calculus or trigonometry. Statistics courses cannot be used to satisfy the math requirement.

Courses with no expiration date

WR 121 English Composition:
Remedial English such as sentence structure and punctuation will not be accepted as sufficient to meet the prerequisite.

MP 111 Medical Terminology:
The course must cover prefixes, suffixes, root words, abbreviations, conditions, symptoms and procedure terms. The course needs to be taught by body systems. If you are taking this course at another college/university, please contact a health admission advisor to verify transfer equivalency.*

Basic Computer Literacy:
The Radiography Program does not require a computer science prerequisite. However, success in the radiography program requires that students be computer literate, including word processing, data entry, use of spreadsheets and internet research. Students with no computer experience should discuss with an advisor how to achieve competency prior to program application. A recommended course at PCC is CAS 133.

* Students with transfer courses are encouraged to meet with a health admissions advisor. Each transfer course is subject to review by the PCC Student Records Office, the Medical Imaging Department as well as the Health Admissions Office to determine transfer equivalency.

Gaining healthcare experience

Students interested in applying to this program are strongly encouraged to gain experience in a clinical setting. Students can do this by volunteering in a clinical setting or gaining an entry-level certification to work in a clinical setting. It is also helpful to talk with current professionals in the field. This can be done through informational interviews or setting up a formal job shadow. Please see the FAQ section for more information regarding gaining health care experience.

Radiography degree requirements that may be taken prior to acceptance

All students must complete the general education requirements for the Associate of Applied Science Degree. To view degree requirements, please visit http://www.pcc.edu/admissions/health/general-ed.html
Information is subject to change. Visit www.pcc.edu/radiography for updated program information. PCC will not consider degrees, work experience, certifications, or courses earned for points after Winter term 2018.

Program selection for PCC’s Radiography program is a three-tier process. The first evaluation is based on a point system worth up to 62 points as detailed below. Based on the 62 points, we select the top applicants to participate in the second tier of selection, which includes two clinical interviews (worth 35 points total). The Radiography department selects up to 34 applicants for admission to the program.

Prerequisite Courses /40

All prerequisite courses must be completed with a grade of “C” or higher by the end of Winter term 2018 to apply for the 2018-2020 program. Students will be awarded 10 points for an A grade, 6 points for a B grade, and 2 points for a C grade in the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Value</th>
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<tbody>
<tr>
<td>College Algebra – MTH 111</td>
<td>10</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology I – BI 231</td>
<td>10</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology II – BI 232</td>
<td>10</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology III – BI 233</td>
<td>10</td>
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Overall College GPA /18

Students are awarded up to 18 points based on their overall college GPA. The overall GPA includes cumulative GPA’s from any and all institutions where a prerequisite course/requirement was completed.

<table>
<thead>
<tr>
<th>GPA</th>
<th>Points</th>
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<tbody>
<tr>
<td>4.00</td>
<td>18</td>
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<tr>
<td>3.99</td>
<td>16</td>
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<tr>
<td>3.59</td>
<td>14</td>
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<tr>
<td>3.39</td>
<td>12</td>
</tr>
<tr>
<td>3.19</td>
<td>10</td>
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</table>

Health care/medical licensure and experience in a medical setting with direct patient contact /4

2 points awarded to applicants with a minimum of 100 hours documented volunteer or work experience in a medical setting with direct patient contact. Job shadowing will not be considered for points. A medical setting is a hospital, clinic, nursing home or other environment where licensed practitioners diagnose, treat, and prevent acute and chronic illness or injury.

3 points awarded to applicants with documented professional healthcare licensure/certification and a minimum of 200 hours documented post-certification patient care hours. Examples of some acceptable certifications include CNA, LPN, EMT, Paramedic, Certified Phlebotomy Technician, Certified Medical Assistant (CMA), Licensed Massage Therapist (LMT) employed in a clinical setting, and Dental Hygienist licensure. Copies of licensure along with documented post-certification patient care hours will be required.

4 points awarded to applicants with a minimum of 300 hours of demonstrated paid work experience as a radiography aide, radiography transporter or radiography assistant with direct patient contact. A job description of responsibilities related to a radiography department will be required.

TIER I Total Points: /62
2018 – 2020 PCC RADIOGRAPHY PROGRAM
PREREQUISITE COURSE PLANNING SHEET

- All prerequisites must be completed by the end of Winter term prior to the application deadline.
- All prerequisites must be completed with a grade of “C” or higher.
- Meeting minimum application eligibility requirements does not guarantee entrance into the program.

<table>
<thead>
<tr>
<th>COURSE COMPLETED</th>
<th>PREREQUISITE COURSES</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANATOMY AND PHYSIOLOGY I, II, III:</strong></td>
<td>Course</td>
<td>Term / Year</td>
</tr>
<tr>
<td>☐ BI 231 Anatomy &amp; Physiology I (within 7 years)*</td>
<td></td>
<td>/</td>
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<tr>
<td>☐ BI 232 Anatomy &amp; Physiology II (within 7 years)*</td>
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<tr>
<td>☐ BI 233 Anatomy &amp; Physiology III (within 7 years)*</td>
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Note: Prerequisite for BI 231 at PCC is BI 112 Cell Biology

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<thead>
<tr>
<th>COURSE COMPLETED</th>
<th>MATHEMATICS:</th>
<th>CREDIT</th>
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<tbody>
<tr>
<td>☐ MTH 111 College Algebra (within 7 years)*</td>
<td></td>
<td>/</td>
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<tr>
<td><strong>OR</strong></td>
<td>Placement test scores into MTH 111 or higher (within 7 years)</td>
<td>Placement:</td>
</tr>
</tbody>
</table>

Students who have expired MTH 111 may use college math placement test scores to update their math requirement. Students who update their math by completing a college placement test and place into MTH 111 or higher will need to use the grade from their expired math course for points. PCC will only accept Compass, ALEKS, Asset, and Accuplacer placement test scores for the math competency. MTH 111 placement will be determined based on PCC Testing Center’s placement recommendations. Please speak with a health admission advisor for specific inquiries. The placement test must be completed by the end of Winter term prior to the application deadline. Students can use higher-level algebra based math courses such as calculus or trigonometry. Statistics courses cannot be used to satisfy the math requirement.

**ENGLISH COMPOSITION:**

<table>
<thead>
<tr>
<th>COURSE COMPLETED</th>
<th>ENGLISH COMPOSITION:</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ WR 121</td>
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**MEDICAL TERMINOLOGY:**

<table>
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<tr>
<th>COURSE COMPLETED</th>
<th>MEDICAL TERMINOLOGY:</th>
<th>CREDIT</th>
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<tr>
<td>☐ MP 111</td>
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Applicants are required to be computer literate. If applicants do not feel confident using Microsoft Office suite and/or do not possess basic internet navigation skills, we recommend taking CAS 133. Students will need to complete a Computer Literacy Verification form as a part of the radiography program application.

**COMPUTER LITERACY COURSE:** (recommended, not required)

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<tr>
<th>COURSE COMPLETED</th>
<th>COMPUTER LITERACY COURSE:</th>
<th>CREDIT</th>
</tr>
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<tbody>
<tr>
<td>☐ CAS 133</td>
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</table>

Students must have all prerequisites completed by the end of Winter term prior to the application deadline in order to be eligible to apply. Please view the Point Distribution Sheet on pg. 3 for more details.

All requirements and selection criteria are subject to change on a yearly basis.
Before you apply

- Be aware that admission to this program is highly competitive. Up to 34 students may be selected each year from a pool of approximately 100-150 applicants. **Completion of the radiography prerequisites does not guarantee entrance into the program.**

- Applicants are strongly encouraged to research the field of radiography (though job shadowing, informational interviewing, etc.) and have a strong understanding of the job duties of a radiologic technologist.

- Applicants should gain experience in a medical setting through work or volunteer experience to become familiar with the health care environment and culture.
Admission Process

Tier I: Application evaluation
- Applications are evaluated on a 62-point scale based on academic achievement in science and math prerequisites, overall college GPA and health care experience (see page 3).
- Applicants must meet minimum eligibility requirements.
- Only complete applications submitted by the application deadline will be considered.

Tier II: Clinical Interviews
- Students who score the highest on Tier I of selection will be invited to participate in two clinical interviews. The interviews are worth 35 points total.
- Applicants will be notified of invitation to clinical interviews via their PCC email address. This is the only method of notification. Applicants who do not check their PCC email address regularly should forward their PCC email address to one they check more frequently.
- Applicants will be required to attend a mandatory orientation prior to attending their clinical interviews. Orientation dates will be posted on our website www.pcc.edu/radiography in early January.

Tier III: Post-Selection Requirements
Applicants offered a seat in the program must meet the following requirements prior to beginning the Radiography Program in the Summer.
- Pass a criminal background check from an agency designated by PCC
- Pass a 10-panel drug screen from a lab designated by PCC
- Submit proof of current immunizations
- Submit proof of current CPR for Health Care Providers certification

Applicants should NOT pursue meeting these requirements prior to being admitted to the Radiography Program. Admitted students will receive specific directions from PCC’s Radiography department on how to meet these requirements. For more information on required immunizations please visit www.pcc.edu/radiography.

Application timeline for Summer 2018 admission
- February 1 through April 2, 2018 (Tier I) – Application acceptance period. Applications submitted before February 1, 2018 will not be accepted.
- April 2, 2018 at 5:00 p.m. – APPLICATION DEADLINE. This is NOT a postmark deadline. We do not accept faxed or emailed applications or materials. Mailed applications must be received in the Health Admissions Office by the 5 p.m. deadline on April 2, 2018. If submitting your application within two weeks of the application deadline, hand delivery of your application materials is the only way to guarantee receipt by the 5pm application deadline. Due to PCC centralized mail distribution process, expedited mailing options are not directly received by the Health Admissions Office on the delivery confirmation date.
- Second week of April 2018 – Students notified of by PCC email of clinical interview selection.
- Mid-April 2018 (Tier II) – Mandatory orientation for students selected to participate in clinical interviews.
- Late-May 2018 – Final student selection.
- First week of June 2018 (Tier III) – Notifications to applicants offered placement will be e-mailed to PCC email address.
- Summer 2018 - Students offered placement in the program must meet the post-selection requirements before final admission status is complete. Radiography Program will begin Summer Term with an online course. Fall Term begins a full-time, Monday-Friday, 8am – 5pm style schedule of courses through graduation. The Radiography Program consists of 9 consecutive quarters.

How to apply
- Apply to Portland Community College online at www.pcc.edu/admissions. ALL students must be admitted to PCC prior to applying to the PCC Radiography Program.
- Complete the PCC Radiography Program Application Packet. Applications will be available online at www.pcc.edu/rad in early January.
- Students should submit their radiography application, final official transcripts (other than PCC), supporting documentation, and a $40 non-refundable application fee to the Health Admissions Office by the 5pm deadline on April 2, 2018.
- Official transcripts, other than PCC, must be submitted with the program application. Transcripts mailed separately or submitted to departments other than the Health Admissions Office will not be accepted.

Certification requirements after graduation
Upon graduation from PCC Radiography program, students will apply to take the national certification examination offered by the American Registry of Radiologic Technologists (ARRT) and for licensure as a radiographer in the state of Oregon. Candidates for certification are held to stringent ethics standards in order to be eligible for initial certification and annual renewal of registration. Successful completion of PCC criminal background check does not guarantee eligibility for ARRT certification. For additional information please visit www.arrt.org/Certification. Applicants with criminal history are encouraged to begin an Ethics Review Pre-Application with ARRT prior to applying to the PCC Radiography program. For more information, please visit www.arrt.org.
How many spaces to you have in your program?

PCC’s Radiography Program selects up to 34 students to begin the program each summer. The Radiography Department reserves the right to adjust acceptance numbers. Final acceptance numbers may change from year to year depending on several factors.

How competitive is PCC’s program?

Admission to PCC’s Radiography Program is competitive, with approximately 100-150 students applying each year for up to 34 spots. Points are awarded for several criteria and it is difficult to predict the chances of acceptance in advance. It is important to be as successful as possible in your prerequisite coursework and gain work experience in the medical field. Selection is based primarily on grades in prerequisite courses, overall GPA, healthcare experience and interview scores. Applicants who were offered placement into the 2015–2017 program had an average overall GPA of 3.73. They also had an average science GPA of 3.95 (science GPA being comprised of BI 231, 232, 233 and MTH 111).

How do I get health care experience?

There are several ways students can acquire health care experience:

- Contact volunteer services departments in local hospitals, clinics, nursing homes, adult foster care facilities, or other similar types of organizations, to find volunteer positions.
- Obtain a certification such as CNA or Phlebotomy and get a part-time job.
- PCC offers a cooperative education program that helps students explore potential career paths. To learn more, please visit www.pcc.edu/resources/careers/co-op/

Once I complete the program will I be licensed or certified?

Once you complete the program you will be eligible to take the national certification examination. After passing the national certification exam, you will be certified by the American Registry of Radiologic Technologists (ARRT). Licensure is done on a state by state basis and is required to practice in most states.

What skills and abilities are required of radiography students?

Students are required to meet technical standards for the radiography program. These are “non-academic” criteria which include physical capabilities required of radiography students and radiography professionals. Students should be aware that they must be able to meet these standards in order to successfully complete the program. Students are encouraged to carefully review these technical standards to ensure they can meet each requirement. For list of technical standard please refer to page 8 of this guide or visit http://www.pcc.edu/programs/radiography/standards.html.

How many PCC graduates pass the ARRT certification exam on their first attempt?

ARRT Certification exam pass rates, program completion rate data as well as 5-year average job placement information can be found at www.jrcert.org.

What if I have a criminal record? Can I still be accepted to the PCC program?

Specific offenses will keep students from being licensed as a radiologic technologist. For more information regarding misdemeanors and felony offenses that may impact your ability to apply to work in this field, please contact the ARRT to discuss the preapproval process www.arrt.org.

For more frequently asked questions about the radiography program please visit the radiography homepage www.pcc.edu/radiography.

For PCC general questions, visit www.pcc.edu/askthepanther

Additional Resources

- American Society of Radiologic Technologist: www.asrt.org/
- Oregon Board of Medical Imaging: www.oregon.gov/RadTech/
- American Registry of Radiologic technologist: www.arrt.org/
- Joint Review Committee on Education in Radiologic Technology: www.jrcert.org
The following standards are capabilities related to successful practice in the Radiography profession. They are “non-academic” criteria and include physical capabilities required of radiography students and radiography professionals.

Students should be aware that they must be able to meet these standards in order to successfully complete the program. Please read each item carefully to determine if you are able to meet each requirement.

Communication Ability
The ability to communicate both orally and in writing as it relates to:
- Obtaining and recording patient history.
- Explaining or discussing procedures.
- Discussing patient consent forms.
- Providing clear verbal instructions to patients either face to face or from the radiography control area, which is a distance away from the patient.

Visual Acuity
The ability to see fine lines and to distinguish gradual changes in blacks, grays and whites is necessary to evaluate:
- Radiographic images in dimmed lighting.
- Assess the direction of the central ray to the anatomical part being imaged.
- Read department protocols for imaging procedures, examination request, monitors and any written directions or orders.

Hearing Ability
The ability to hear sounds is necessary in order to:
- Respond to patient questions, concerns and needs.
- Hear faint or muffled sounds when the use of surgical masks is required.
- Hear faint or muffled sounds since operator control areas are separated from the x-ray table and patient.
- Monitor equipment operation or dysfunction, which may be indicated by low sounding buzzers or bells.

Motor Functions Ability
Good manual dexterity, motor skills and eye-hand coordination are necessary in order to:
- Manipulate machine locks and controls.
- Don surgical gloves, fill syringes and handle sterile trays and equipment.
- Operate both mobile and stationary medical imaging equipment.
- Provide strength to move and operate equipment and patient carts and wheelchairs.
- Stand unassisted for long periods of time.
- Provide strength to transfer and position patient without placing patient at risk.
- Reach overhead in order to manipulate and x-ray tube that hangs from the ceiling.

If you need reasonable accommodations, please contact PCC’s Disability Services department for assistance. If you are accepted into the program and your functional abilities change please meet with the Radiography Program Director for assistance.