

# Application Packet

# **RADIOGRAPHY**



Last update: November, 2020

The information in this version of the Radiography Program Application Packet is subject to change without notice. This application packet is a program resource and not intended to contain all policies and regulations applicable to students.



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Dear Prospective Radiography Student:

Thank you for your interest in the Radiography Program (“Program”). **Use the application checklist below to help you prepare for and apply to the Program.**

\_\_\_\_\_ If you are not already a Tri-C student, apply to Cuyahoga Community College. See page 15.

\_\_\_\_\_ If you have not done so already, have all **official** high school and college/university transcripts sent to Cuyahoga Community College. See page 16.

\_\_\_\_\_ **Read this information packet thoroughly** and view the information and videos on the Program’s website: [www.tri-c.edu/radiography](http://www.tri-c.edu/radiography).

\_\_\_\_\_ Meet with a counselor in the Counseling Center to specify your major as radiography and create your academic plan.

\_\_\_\_\_ Students who identify or previously identified as having a disability or who have had an individualized education plan/program (IEP) or 504 plan in the past should meet with Student Accessibility Services as soon as possible. See page 9.

\_\_\_\_\_ If you have questions that are not answered in the application packet, contact Elizabeth Gildone, Program Director, Radiography and Mammography, at (216) 987-5264.

\_\_\_\_\_ Attend a program information session as soon as possible. Attendance at a session is required prior to beginning the Program. A schedule of sessions can be found at [www.tri-c.edu/radiography](http://www.tri-c.edu/radiography). See page 18. **NOTE: This requirement has been modified due to COVID-19 restrictions. Visit [www.tri-c.edu/radiography](http://www.tri-c.edu/radiography) regularly for COVID-19 updates.**

\_\_\_\_\_ Complete all Program core (prerequisite) courses, attaining cumulative and prerequisite GPA’s which meet the Program’s admission requirements. See page 16.

\_\_\_\_\_ Apply to the Program during the semester in which your prerequisite courses will be completed. **All prerequisite courses must be completed and cumulative/prerequisite GPA’s must be met before your application will be processed. An application submitted before all admission requirements are complete will not be processed.** Use the Health Careers Application found at [www.tri-c.edu/radiography](http://www.tri-c.edu/radiography); click on “Apply to Health Careers.” Follow the submission instructions on the application. If you meet the Program’s admission requirements, the Health Careers Enrollment Center will forward your application to the Program. See page 17.

\_\_\_\_\_ Watch for your acceptance email. The Program will send you an acceptance email to the email address you placed on your Health Careers Application. Note that the admission process may take a few weeks. The email will contain important information and next steps. **Read the email thoroughly, print it and save it for future reference.** It will contain your projected start date.

\_\_\_\_\_ Understand how the delayed entry (waiting) list works and use your time on the list to prepare for success in the Program. See page 5.

\_\_\_\_\_ If you anticipate that you will not have a clear background check, now is the time to submit an Ethics Review Pre-application to the American Registry of Radiologic Technologists. See page 14.

I wish you success as you prepare for the Program!

Elizabeth Gildone, M.Ed., R.T. (R) (CT), GCDF, CTR  
Program Director, Radiography and Mammography

## **College Mission Statement**

To provide high quality, accessible and affordable educational opportunities and services - including university transfer, technical and lifelong learning programs - that promote individual development and improve the overall quality of life in a multicultural community.

## **Radiography Program Mission Statement**

The Radiography Program fulfills Cuyahoga Community College's mission, vision and values within the medical imaging profession by providing high quality, accessible and affordable radiography education. The program develops technically competent, vital members of the healthcare workforce committed to excellence in patient care, ethical behavior and lifelong learning. Furthermore, the program fosters professionals skilled in serving a diverse community with sensitivity and respect.

## **Radiography Program Accreditation**

The Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182; 312-704-5300; [www.jrcert.org](http://www.jrcert.org). The Program complies with the JRCERT *Standards for an Accredited Educational Program in Radiologic Technology*. The Standards can be viewed at [www.jrcert.org](http://www.jrcert.org).

## **Program Goals, Student Learning Outcomes and Program Effectiveness Data**

In accordance with the Joint Review Committee on Education in Radiologic Technology's *Standards for an Accredited Educational Program in Radiologic Technology*, the Program measures two types of outcomes:

Student Learning Outcomes (SLO's)

Program Outcomes (expressed as Program Effectiveness Data)

The Program establishes goals, SLO's and benchmarks. It utilizes a variety of tools to assess whether SLO's are achieved. Tools include but are not limited to student assignments, exams and laboratory assessments, the Evaluation of Technical Skills and Professional Behavior clinical form, the Clinical Portfolio and employer, graduate and Program exit surveys.

### Goal 1: Students will demonstrate clinical competence

SLO 1.1: Students will operate radiographic equipment to produce quality images

SLO 1.2: Students will practice patient care, including radiation safety, for a diverse patient population

### Goal 2: Students will demonstrate communication skills

SLO 2.1: Students will demonstrate effective interpersonal skills

SLO 2.2: Students will demonstrate effective oral and written communication skills

### Goal 3: Students will demonstrate critical thinking skills

SLO 3.1: Students will demonstrate the ability to adapt to non-routine procedures

SLO 3.2: Students will relate and apply learned concepts to formulate correct responses

Goal 4: Students will demonstrate professional behavior

SLO 4.1: Students will accept personal responsibility for ethical, technical and professional performance

SLO 4.2: Students will demonstrate an understanding of and commitment to the medical imaging profession

Program Outcomes (Program Effectiveness Data) include:

- Program Completion Rate
- Credentialing Examination Pass Rate
- Job Placement Rate

Current program effectiveness data can be viewed at <http://www.tri-c.edu/programs/health-careers/radiography/program-effectiveness-data.html> or <https://www.jrcert.org/resources/program-effectiveness-data/>.

**Professional Certification and Licensure**

Upon completion of the Program, the graduate is prepared to take the national certification examination conducted by the American Registry of Radiologic Technologists (ARRT). State of Ohio law requires all radiographers to be licensed. Radiologic licenses are obtained through the Ohio Department of Health after ARRT certification is obtained.

**Equal Opportunity Educational Program**

In conformance with state and federal mandates, the Radiography Program at Cuyahoga Community College (“College”) is an equal opportunity educational program. The Program does not discriminate on the basis of age (see page 18 for minimum age requirement), ancestry, color, disability, military status, national origin, race, religion, sex, sexual orientation, gender identity and expression, pregnancy, veteran status and genetic information. In compliance with Family Educational Rights and Privacy Act guidelines (FERPA) and in order to protect the privacy of its students, the release of information to third parties may occur only after receiving written permission from the student.

**Program Track Options: Daytime and Evening/Weekend**

The Program offers both daytime and evening/weekend tracks. Both tracks are six semesters in length and include two summer semesters. All courses, labs and clinical requirements are the same for both tracks. Both tracks alternate academic and clinical semesters. The primary difference between the tracks lies in the scheduling of the courses, labs and clinical hours.

Daytime Track – Begins in the Fall and Spring Semesters	
1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Semesters	Academic courses and labs are held at the western campus in Parma. Courses and labs are generally held between the hours of 8:00 AM and 5:00 PM, Monday through Friday
2 <sup>nd</sup> , 4 <sup>th</sup> , and 6 <sup>th</sup> Semesters	Clinical semesters <b>requiring 40 hours per week, Monday through Friday, at a hospital facility.</b> Clinical hours are generally during the day with starting times varying from approximately 7:00 to 8:00 AM. Some clinical sites require mobile radiography rotations that may start as early as 6:00 AM during select weeks. Other rotations include 11:30 AM to 8:00 PM and evening rotations of 2:30 to 11:00 PM. Students are not scheduled for clinicals on weekends or College-recognized holidays.

<b>Evening/Weekend Track – Begins in the Fall Semester Only</b>	
<b>The evening/weekend track requires students to have significant flexibility in their schedules because <u>some daytime clinical hours are required</u> in order to meet clinical competency requirements.</b>	
1 <sup>st</sup> Semester - Fall	Academic courses and labs are held Monday through Friday at the western campus in Parma between the hours of 5:00 and 11:00 PM. Hours may vary depending on the day and semester.
2 <sup>nd</sup> Semester - Spring	Clinical hours are scheduled Monday through Friday evenings for 5 hours each evening. Starting times are between the 4:30 and 6:00 PM and are dependent on the clinical site. There is also an 8-hour scheduled Saturday clinical rotation each week which may be scheduled during daytime or evening hours at the discretion of the Program and/or clinical site.
Intersession 1 - Between spring and summer semesters	In May of the first year of the Program, between the spring and summer semesters, this <u>daytime</u> intersession clinical requires 80 hours, Monday through Friday, over the course of two designated weeks. The total number of clinical hours in any given week will not exceed 40.
3 <sup>rd</sup> Semester - Summer	Academic courses and labs are held Monday through Friday at the western campus in Parma between the hours of 5:00 and 11:00 PM. Hours may vary depending on the day and semester.
4 <sup>th</sup> Semester - Fall	Clinical hours are scheduled Monday through Friday evenings for 5 hours each evening. Starting times are between the 4:30 and 6:00 PM and are dependent on the clinical site. There is also an 8-hour scheduled Saturday clinical rotation each week which may be scheduled during daytime or evening hours at the discretion of the Program and/or clinical site.
Intersession 2 - Between fall and spring semesters	In December and January of the second year of the Program, between the fall and spring semesters, this <u>daytime</u> intersession clinical requires 80 hours, Monday through Friday, equating to two designated weeks. The total number of clinical hours in any given week will not exceed 40.
5 <sup>th</sup> Semester - Spring	Academic classes and labs are held Monday through Friday at the western campus in Parma between the hours of 5:00 and 11:00 PM. Hours may vary depending on the day and semester.
6 <sup>th</sup> Semester - Summer	During this 10-week summer clinical semester, clinical hours are on the <u>daytime</u> shift, Monday through Friday, 40 hours per week.

### **Delayed Entry List (Waiting List) and Limited Enrollment Capacity**

The limited enrollment capacity of the Program, like other health career programs at Cuyahoga Community College, means that not all students who apply and are accepted can begin the Program immediately. This results in the existence of a delayed entry or “waiting” list. The number of students accepted into the Program is determined by a number of factors, the primary one being the availability of space in the Program's clinical sites. It is likely that there may be some qualified applicants who cannot be accommodated by the Program immediately. These applicants will be accepted, placed on the delayed entry list and given a projected start date. The Program website indicates the semester for which the Program is accepting applicants based on the length of its delayed entry list. The Program does not maintain separate delayed entry lists for the daytime and evening/weekend tracks of the Program.

**Students are not placed on the delayed entry (waiting) list until all admission requirements are met and the student formally applies to and is accepted into the Program.**

**The average length of time a student is on the delayed entry list is approximately one year. While there is no guarantee, it is possible that students may be contacted by the Program prior to their projected start date to inquire if they would be able to begin the Program sooner.** This occurs when students ahead of them on the delayed entry list choose not to pursue the Program.

Students are contacted in the order in which they were placed on the delayed entry list. While a student may be contacted about an earlier start date, the student is under no obligation to begin the Program earlier than their original projected start date. Additionally, acceptance into radiography academic courses does not guarantee immediate clinical placement due to variables affecting clinical site capacity which are outside the control of the Program.

## How to Spend Time on the Delayed Entry List (Waiting List) Wisely

Students on the delayed entry list are encouraged to:

1. Complete remaining associate of applied science (AAS) degree requirements. See the College Catalog or meet with a counselor in the Counseling Office for a list of AAS degree requirements. Note that degree requirements may change over time and are determined by the semester in which a student begins the Program. BIO 2200 (Radiobiology) and PHYS 2250 (Radiographic Physics and Quality Control) may NOT be taken prior to beginning the Program; they must be taken concurrently with designated radiography courses in specific semesters.
2. Prepare **now** for success in the Program. **Strong note taking, test taking and study skills are essential.** The following are highly recommended:
  - a) GEN-1022, Strategies for Success (3 credits).
  - b) Tri-C students have 24/7 access to Student Lingo, a free, online student success resource. There are nearly 50 brief modules containing excellent success strategies. Some are designed for specific students, such as first-generation college students, recent high school graduates and students with test anxiety. Visit [www.studentlingo.com/tri-c](http://www.studentlingo.com/tri-c).
  - c) The Counseling Center offers web-based and in-person student success workshops. Visit <https://www.tri-c.edu/counseling-center/student-success-workshops.html> for a schedule of offerings.
3. Read *Becoming a Radiologic Technologist* by Jeremy Enfinger, R.T. (R). This short, inexpensive book contains a wealth of advice and information. It is available for loan through the western campus library or for purchase through Amazon.com in hard copy and e-book editions. It is a must-read for prospective radiography students.
4. Pursue short-term certificate programs or other experiences that will complement their radiography training and enhance their professional preparation (e.g. Phlebotomy Short-Term Certificate [[www.tri-c.edu/phlebotomy](http://www.tri-c.edu/phlebotomy)], the Leadership Certification Program through the Office of Student Life [<http://www.tri-c.edu/student-life/student-leadership/student-leadership-certificate-program.html>]). Contact the programs directly for information.
5. Obtain volunteer experience in a hospital if they do not already have exposure to the healthcare environment. Contact the hospital's volunteer department directly to explore these opportunities.
6. Adjust their employment and personal commitments with the understanding that once they enter the Program, they will be committed to a full-time program (in terms of time commitment) that is significantly more challenging than what they experienced when completing their core courses.
7. Take courses which will apply to a bachelor degree. **If a student receives financial aid, this option should first be discussed with the Office of Financial Aid to determine if/how a student's financial aid award may be affected.**

## Student Commitment

The Program is a very rigorous and comprehensive combination of academic course work, lab practice/competency demonstration and clinical training. **Radiography students express that the amount and level of work required in the Program is significantly greater than what was required while taking prerequisite coursework.** Students should keep these points in mind:

1. Students must achieve a minimum of a 'C' grade in all Program coursework. Courses in which a 'D' or 'F' grade is earned may result in Program academic probation and/or dismissal from the Program in accordance with the Program's academic policies. The Program's grading scale is below.

%	Grade
93 up to 100	A
85 up to 92.99	B
75 up to 84.99	C
70 up to 74.99	D
Below 70	F

2. The Program's attendance and tardiness requirements for classes, labs and clinicals are stringent and are designed to prepare students for the expectations of healthcare employers. Repeated absences and/or tardiness will result in point deductions that can affect course grades. Excessive absences and/or tardiness can result in suspension and/or dismissal from the program.
3. While enrolled in the academic semesters, students are required to attend lectures, labs and additional practice lab sessions. **Regular attendance, study and active participation in all aspects of didactic coursework are critical to the student's retention of information and academic success. A general rule of thumb is that for every hour spent in the classroom or lab, a student should expect to engage in at least two hours of study time. If one's schedule does not permit this level of commitment, it is important to reconsider the feasibility of pursuing the Program.**
4. While enrolled in clinical semesters, students are assigned rotations at one of the Program's clinical sites. Students attend clinicals 40 hours per week (33 hours/week for evening/weekend track students); therefore, **full-time employment is strongly discouraged and can significantly impact a student's ability to succeed in the Program.** Employment must be scheduled so as not to interfere with class, lab and clinical hours. **Class, lab and clinical hours will not be adjusted to accommodate a student's employment/personal schedule.** Flexibility in one's schedule is essential and having a strong personal support system is very important.
5. The Program requires participation in occasional meetings outside of a student's class/lab/clinical schedule. Examples include orientation sessions and clinical assignment meetings.
6. Students must adhere to a Program calendar which is provided at the beginning of the Program. The calendar details each semester including semester begin/end dates, breaks, etc.
7. Clinical rotation schedules will be provided to students in advance to allow for planning employment and personal schedules.
8. The Program assigns students to clinical sites and cannot guarantee assignment to any particular site. Students must have reliable transportation and must be willing to commute to new or unfamiliar locations. The Program's clinical sites include\*:

Akron General, Akron  
 Akron General Health and Wellness Centers in Bath, Green and Stow  
 Cleveland Clinic, Cleveland  
 Cleveland Clinic Family Health Centers in Beachwood, Independence, Strongsville and Twinsburg  
 Fairview Hospital, Cleveland  
 Marymount Hospital, Garfield Heights  
 Medina Hospital, Medina  
 MetroHealth Medical Center, Cleveland  
 Northern Ohio Medical Specialists – Southwest Orthopaedics, Parma and Middleburg Heights  
 Southwest General Health Center, Middleburg Heights  
 St. Vincent Charity Medical Center, Cleveland  
 University Hospitals Cleveland Medical Center, Cleveland



University Hospitals Parma Medical Center, Parma

*\*Clinical sites are subject to change.*

9. Students must understand that they will be required to engage in direct physical contact with classmates in labs and with patients in the clinical setting. The physical contact is within the scope of practice of a radiographer (e.g. patient transfers, patient positioning for radiographic exams, etc.) and must be done regardless of age, ancestry, color, disability, military status, national origin, race, religion, sex, sexual orientation, gender identity and expression, pregnancy, veteran status and genetic information.
10. A student's physical appearance must convey professionalism and competence. The healthcare environment demands certain standards of appearance which may require students to set aside their personal styles and preferences in the lab and clinical setting in order to comply with professional and safety standards. Students will be required to follow the dress code established by the assigned clinical site while in their clinical rotations. The Program's dress code is as follows:
  - a) Tattoos must be covered by the uniform or other acceptable coverings (e.g. arm "sleeves")
  - b) Hair, including facial hair, must be kept clean, odor-free and well-groomed. Long hair (defined as past shirt collar) must be tied back. Hair must be of a "natural" color. "Fashion" colors including but not limited to blue, pink, purple, green, etc. are not permitted.
  - c) Glitter and excessive make-up are prohibited.
  - d) Fingernails must be kept short (1/8 inch or shorter). Nail polish shall be a solid, light, single color in keeping with a professional image. Colors such as blue, orange, green, purple or black are not considered appropriate for creating a professional image. No artificial nails of any sort are permitted; they harbor bacteria and violate hospital infection control policy.
  - e) Shirts worn under scrubs must be of a solid color, preferably white, and must comply with the clinical site's dress code.
  - f) Undergarments must not be visible beneath the uniform.
  - g) Gum chewing is prohibited.
  - h) Visible body piercing, including nose, tongue and mouth piercing, is prohibited.
  - i) Excessive and/or dangling jewelry is prohibited. Earrings should be of the "post" style.
  - j) Perfume, cologne, scented lotions and the odor of cigarette smoke are prohibited.
  - k) Shoes must be solid white. If the clinical site dress code permits another solid color shoe (e.g. black), students may wear that color of shoe. Colored shoelaces are not permitted.
  - l) Mobile communication devices (e.g. cell phones, Apple watches, etc.) must be kept in a locker during clinicals. Students may not carry them on their person.

## **Essential Functions of a Radiography Student**

Below is a list of the essential functions for entrance into and progression through the Program. While not definitive, this list is meant to provide an overview of what is expected of each student. The functions are essential to support the job responsibilities of the radiologic technologist as defined in the American Registry of Radiologic Technologists' Task Inventory for Radiography ([www.arrt.org](http://www.arrt.org)).

The radiography profession requires extensive, direct patient care in a fast-paced, constantly changing clinical environment. Radiography students must be able to handle the physical, psychological and emotional demands of this type of work. Students must possess the following characteristics and abilities in order to be successful in the Program and the profession.

1. Handle the physical, psychological and emotional requirements of a radiography student.

2. Demonstrate the ability to manipulate radiographic supplies and equipment and adjust the radiographic tube, which is at a height of 76 - 80 inches from the floor.
3. Understand and manipulate spatial distances, spatial relationships and alignment/angulation of imaging equipment and patient anatomy.
4. Recall and perform radiographic skills in an organized, sequential manner in a timeframe deemed appropriate by the Program based on clinical parameters.
5. Lift, carry and manipulate radiographic accessories and up to five imaging receptors which can weigh up to 50 pounds.
6. Transfer and skillfully position patients who may weigh in excess of 300 pounds.
7. Transport a mobile radiography unit for bedside radiographs.
8. Give clear commands at a sufficient volume to the patient who is positioned for the radiograph at a distance 6 to 20 feet from the technologist control area.
9. Read and adjust the radiographic control panel, correctly position the patient and observe them from a distance of 6 to 20 feet.
10. Hear and respond to a patient from a distance of 6 to 20 feet.
11. Must not be highly allergic to substances found in the laboratory and/or clinical environment.
12. React rapidly and appropriately in emergency situations.
13. Understand and follow verbal and written instructions completely in the academic and clinical settings.
14. Demonstrate the capacity for calm and reasoned judgment in the academic and clinical settings.
15. Perform in high-stress, life and death situations.
16. Demonstrate professionalism, integrity and honesty in all matters.
17. Demonstrate effective interpersonal communication.
18. Display compassion towards all patients.

### **Student Accessibility Services (SAS)**

The Americans with Disabilities Act (A.D.A.) defines a disability as any mental, physical or learning condition that substantially limits any major life function. The A.D.A. mandates access to higher education for those self-identifying as disabled. Student Accessibility Services (SAS) (<https://www.tri-c.edu/student-accessibility-services/index.html>) supports students with disabilities at any Tri-C campus, site, location or online course. Common disability types include learning disabilities, sensory limitations, psychiatric conditions, physical mobility conditions and chronic health issues. All matters related to a person's disability are kept confidential.

To receive services, students must schedule an intake appointment with a SAS advisor and provide documentation of disability. Typical academic disability accommodations include extended time for testing, assistive hardware and software, disability advising, advocacy and referral to appropriate College programs and community agencies.

**Although a student's self-identification as a person with a disability is voluntary, the Program highly encourages students with disabilities to self-identify with SAS. This should be done well in advance of beginning the Program.** Successfully completing Program prerequisites and other college courses without the use of accommodations does not guarantee that they will not be needed in a rigorous health career program. The Program can only accommodate known and documented disabilities following the receipt of an accommodations memo from SAS. Each semester, the student is responsible for providing

Program faculty and the Program Director with the accommodations memo given to the student by SAS. **Note that due to the expediency, safety and/or technical requirements in the lab and/or clinical environment, accommodations afforded in the lecture component of the Program may not be provided in the radiography lab and/or at the clinical site.**

## **Communication Skills**

Communication is the key to conveying competence and professionalism. Excellent verbal and written communication skills are critical for radiographers and prospective radiography students. Professional body language and tone of voice are also very important. The Program is committed to helping students develop these skills from the application phase of the Program through graduation. Professional and thorough business-appropriate communication is expected of students as they fulfill admission requirements, while on the delayed entry (waiting) list and while pursuing the Program.

Radiography applicants and students will be expected to:

1. Understand and follow instructions in the academic and clinical settings.
2. Demonstrate comfort and confidence in having unscripted, in-person conversations with individuals in the academic and clinical settings.
3. Communicate clearly, accurately and concisely when communicating with Program personnel, patients and health care professionals to ensure safe and effective patient care.
4. Communicate in a clear, rapid manner in emergency situations.
5. Relay information to and receive information from others in an accurate, sensitive and confidential manner.
6. Display professionalism by communicating with fellow students and Program, College and clinical officials with maturity, courtesy, patience and thoroughness. This includes but is not limited to in-person interactions, voicemails/telephone calls and email correspondence. This means the following:

### **In-person Interactions**

Professional body language, tone of voice and behaviors are required. Unprofessional behaviors while engaged in in-person interactions include but are not limited to eye-rolling, interrupting others when they are speaking, engaging in inappropriate side conversations during class, promoting rumors/gossip, making accusatory statements without being properly informed, falling asleep in class and improper use of mobile communication devices and social media.

### **Voicemail/Telephone Calls**

When communicating verbally or when leaving a voicemail, students should state their first and last names clearly, provide their Tri-C student number (if they have one), provide specifics as to the reason for their inquiry and leave their phone number so that a Program representative can contact them.

#### **Unprofessional voicemail inquiry:**

“What do I have to do to get into your radiography program? Can you call me?”  
*(No name, student number or phone number is provided and the message is not specific. It is difficult to know how to best help this student.)*

#### **Professional voicemail inquiry:**

“Hello. My name is Mary Smith and while I’ve looked at the website and read the application packet, I still have some questions. I’m wondering if my courses from another school will transfer and fulfill the program’s prerequisite requirements. I already applied to Tri-C and had my

transcripts sent from my other school. Would you please call me? My S# is S11111111 and my phone number is (555) 555-5555. Thank you.”

*(This enables a Program representative to look up Mary’s record and provide her with specific answers when returning her call. She leaves a very good impression of being an organized, resourceful and articulate student.)*

### **Email Correspondence**

When communicating via email, students should use complete sentences with proper spelling, capitalization, grammar and punctuation. Slang (informal speech), abbreviations and texting should be avoided. They should convey their message in a mature, professional manner and provide the recipient with their contact information to include their full name, student number and phone number. They should also include a subject in the “subject” line, appropriately address the recipient and write a detailed message.

#### **Unprofessional email:**

Subject line: Hey!

Body of email: “what do I ned 4 ur radography prgam”

*(Subject is too casual for professional communication, no name or phone number is provided, contains misspellings and message is very poorly written.)*

#### **Professional email:**

Subject line: Radiography Program Requirements

Body of email: Hello Ms. Gildone, I am taking prerequisites for the radiography program and heard from another student that I need a background check to get into the program. Can you tell me more about the background check and when I should get that done?

Thank you,

Sam Jones (S11111111)

(216) 555-5555

*(The specificity of Sam’s questions enables a Program representative to respond directly to his question.)*

## **Semester Sequence**

The following two pages detail the courses required for the 64-credit Associate of Applied Science Degree in Radiography.

## Suggested Semester Sequence

PROGRAM ADMISSIONS REQUIREMENTS SEMESTER		CREDIT HOURS
<a href="#">BIO-1221</a>	Anatomy and Physiology for Diagnostic Medical Imaging <sup>1</sup>	4
<a href="#">DMS-1351</a>	Patient Care Skills	1
<a href="#">MA-1020</a>	Medical Terminology I	3
<a href="#">MATH-1240</a>	Contemporary Mathematics (or higher) <sup>2</sup>	3
Select one of the following:		3
<a href="#">ENG-1010</a>	College Composition I	
<a href="#">ENG-101H</a>	Honors College Composition I	
Select one of the following:		3
<a href="#">PSY-1010</a>	General Psychology	
<a href="#">PSY-101H</a>	Honors General Psychology	
<b>Credit Hours</b>		<b>17</b>
FIRST SEMESTER		
<a href="#">BIO-2200</a>	Radiobiology	2
<a href="#">RADT-1300</a>	Fundamentals of Radiography	4
<a href="#">RADT-1400</a>	Radiographic Positioning	3
<b>Credit Hours</b>		<b>9</b>
SECOND SEMESTER		
Select one of the following:		
<a href="#">RADT-1911</a>	Clinical Radiography I (Option A (7 credit hours)) <sup>3</sup>	
<a href="#">RADT-191S</a>	Clinical Radiography I (Option B (5 credit hours)) <sup>3</sup>	
<a href="#">RADT-191A</a> & <a href="#">RADT-191B</a>	Clinical Radiography I-A and Clinical Radiography I-B (Option C (7 credit hours))	
<b>Credit Hours</b>		<b>0</b>
SUMMER SESSION		
<a href="#">RADT-1351</a>	Image Acquisition and Evaluation	3
<a href="#">RADT-1410</a>	Intermediate Radiographic Positioning	3
<a href="#">RADT-2401</a>	Imaging Systems	2
Select one of the following:		3
<a href="#">ENG-1020</a>	College Composition II	
<a href="#">ENG-102H</a>	Honors College Composition II	
<b>Credit Hours</b>		<b>11</b>
THIRD SEMESTER		
Select one of the following:		
<a href="#">RADT-2911</a>	Clinical Radiography II (Option A (7 credit hours))	
<a href="#">RADT-291S</a>	Clinical Radiography II (Option B (7 credit hours))	
<a href="#">RADT-291A</a> & <a href="#">RADT-291B</a>	Clinical Radiography II-A and Clinical Radiography II-B (Option C (7 credit hours))	
<b>Credit Hours</b>		<b>0</b>
FOURTH SEMESTER		
<a href="#">PHYS-2250</a>	Radiographic Physics and Quality Control	4
<a href="#">RADT-2350</a>	Radiographic Pathology	3
<a href="#">RADT-2362</a>	Interventional Radiography and Pharmacology	1
<b>Credit Hours</b>		<b>8</b>
SUMMER COMPLETION		
Select one of the following:		
<a href="#">RADT-2921</a>	Clinical Radiography III (Option A (5 credit hours))	
<a href="#">RADT-292S</a>	Clinical Radiography III (Option B (7 credit hours))	
<a href="#">RADT-2921</a>	Clinical Radiography III (Option C (5 credit hours))	
<b>Credit Hours</b>		<b>0</b>
<b>Total Credit Hours</b>		<b>45</b>

This page is a continuation of the Suggested Semester Sequence and explains the three clinical options. Students are assigned a clinical option based on when they begin the Program (fall or spring semester) and on their Program track (daytime or evening/weekend).

- <sup>1</sup> [BIO-2331](#) Anatomy and Physiology I and [BIO-2341](#) Anatomy and Physiology II together will be accepted in place of [BIO-1221](#) Anatomy and Physiology for Diagnostic Medical Imaging.
- <sup>2</sup> MATH-1200 and MATH-1280 completed prior to Fall 2016 and MATH-1270 completed prior to Summer 2017 will meet Tri-C's math requirements for graduation only through Summer 2021. Students applying to the program at this time will graduate after Summer 2021 so they must complete [MATH-1240](#) or a higher level math course ( e.g. [MATH-1410](#), [MATH-1530](#), etc.) which will meet the math requirement for graduation after Summer 2021.
- <sup>3</sup> Students beginning program in fall semester (daytime track) must take [RADT-1911](#) Clinical Radiography I, [RADT-2911](#) Clinical Radiography II and [RADT-2921](#) Clinical Radiography III. Students beginning in spring semester (daytime track) must take [RADT-191S](#) Clinical Radiography I, [RADT-291S](#) Clinical Radiography II and [RADT-292S](#) Clinical Radiography III. Students beginning in the fall semester (evening/weekend track) may take modular courses [RADT-191A](#) and [RADT-191B](#) in place of [RADT-1911](#) and must take [RADT-291A](#), [RADT-291B](#), and [RADT-2921](#). [RADT-191A](#) & [RADT-191B](#) are accepted in place of [RADT-1911](#); [RADT-291A](#) & [RADT-291B](#) are accepted in place of [RADT-2911](#).

## OPTIONS

### (A) Fall Start - Daytime Track

Students beginning the program in a fall semester (daytime track) will complete the following clinical courses: [RADT-1911](#) Clinical Radiography I, [RADT-2911](#) Clinical Radiography II and [RADT-2921](#) Clinical Radiography III.

<a href="#">RADT-1911</a>	Clinical Radiography I	7
<a href="#">RADT-2911</a>	Clinical Radiography II	7
<a href="#">RADT-2921</a>	Clinical Radiography III	5
Additional program courses		45
<b>Total Credit Hours</b>		<b>64</b>

### (B) Spring Start - Daytime Track

Students beginning the program in a spring semester (daytime track) will complete the following clinical courses: [RADT-191S](#) Clinical Radiography I, [RADT-291S](#) Clinical Radiography II and [RADT-292S](#) Clinical Radiography III

<a href="#">RADT-191S</a>	Clinical Radiography I	5
<a href="#">RADT-291S</a>	Clinical Radiography II	7
<a href="#">RADT-292S</a>	Clinical Radiography III	7
Additional program courses		45
<b>Total Credit Hours</b>		<b>64</b>

### (C) Fall Start - Evening/Weekend Track

Students beginning the program in a fall semester (evening/weekend track) will complete the following clinical courses: [RADT-1911](#) Clinical Radiography I or [RADT-191A](#) Clinical Radiography I-A and [RADT-191B](#) Clinical Radiography I-B; [RADT-291A](#) Clinical Radiography II-A and [RADT-291B](#) Clinical Radiography II-B; and [RADT-2921](#) Clinical Radiography III.

<a href="#">RADT-191A</a> & <a href="#">RADT-191B</a>	Clinical Radiography I-A and Clinical Radiography I-B	7
<a href="#">RADT-291A</a> & <a href="#">RADT-291B</a>	Clinical Radiography II-A and Clinical Radiography II-B	7
<a href="#">RADT-2921</a>	Clinical Radiography III	5
Additional program courses		45
<b>Total Credit Hours</b>		<b>64</b>

## Additional Program Requirements

The Program requires students to complete the following additional requirements to maintain compliance with external agency and certification standards. It is important that applicants be aware of these additional requirements prior to applying to the Program.

**These should NOT be completed at the same time as the Health Careers Application, but will be required later in the admission process or following admission to the Program. The Program will inform students when they should obtain these requirements as many have time limitations. Completing them too early may necessitate having to repeat them and incur additional costs.**

1. Basic Cardiac Life Support Certification for Health Care Provider

Evidence of current certification in Basic Cardiac Life Support for health care providers through the American Heart Association will be required prior to receiving a clinical assignment. Students will be asked to verify certification by submitting a photocopy of both sides of their CPR card prior to clinical assignment. Certification must be maintained throughout the Program.

2. Compliance with Health Requirements

The work of a radiographer frequently deals with life and death situations and places students in direct contact with patients. Health requirements mandate that the student submit evidence of good health through a physical examination and titers or immunizations after admission to the Program but prior to clinical assignment. A student can be dismissed from the Program if significant limiting health conditions are present or arise which prevent the student from performing the normal functions of a student radiographer and/or constitute a hazard to the health or safety of patients, fellow students and/or College/hospital personnel. All students must carry health insurance during clinical semesters. More information about these requirements can be found at <https://www.tri-c.edu/programs/health-careers/>.

3. Background Check

All health career students are required to complete a background check that includes finger printing and a court search. The background check must be completed and approved by the College prior to beginning the Program. Students are responsible for any and all costs incurred. Additional information about background checks can be found at <http://www.tri-c.edu/programs/healthcareers/Pages/BackgroundCheckInformation.aspx>.

a) Background Checks, Clinical Placement and American Registry of Radiologic Technologists (ARRT) Certification

It is very important that applicants understand that the College's determination of acceptable background check results for the purposes of the educational program **does not guarantee** a similar determination by other entities (i.e. clinical sites, professional certifying organizations [i.e. American Registry of Radiologic Technologists] and/or future employers). Students with a history of prior conviction should be prepared and will be required to comply with the requirements of clinical and accrediting agencies throughout the course of their educational program and career.

Individuals who have been convicted of, pleaded guilty to, or pled *nolo contendere* to a crime may not be eligible to take the ARRT certification examination, according to the ARRT's Code of Ethics. **Prior to applying to the Radiography Program**, prospective applicants who may be impacted by this are highly encouraged to contact the ARRT by calling (651) 687-0048, extension 8580 and/or visiting <https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-review-preapplication>. **Students with prior offenses are encouraged to complete the ARRT Ethics Review Pre-application Process prior to beginning the Program.**

b) Drug Testing and Nicotine Use

Some clinical sites require mandatory drug testing. Students are responsible for the cost of testing. A positive result on the test will delay or prevent a student from beginning a clinical rotation. All of the Program's clinical sites are non-smoking environments and many will not hire individuals who test positive for nicotine. Students who pursue health career programs should be mindful of their lifestyle choices because they may impact clinical training opportunities and future employment prospects.

## Program Costs

Student tuition rates are published on the College's website at <http://www.tri-c.edu/paying-for-college/tuition-and-fees>. Other expenses which the student radiographer should be aware of include, but are not limited to:

Background check	Medical liability insurance
Lab and clinical fees ("supplemental fees")	Uniforms and shoes
Physical examination	Transportation for clinical experiences
Titers and immunizations	Parking at clinical facilities
CPR certification	Registration fee for certification examination
Health insurance	State of Ohio licensure fee
Drug testing	Miscellaneous expenses (e.g. name badge, image markers, etc.)

Below is an estimate of expenses. Students should plan accordingly so that they are able to address these expenses when they arise. An inability to do so can impact a student's ability to complete Program and professional requirements.

Radiography Program Expenses*			
	In-County	Out-of County	Out-of-State
Tuition	8,000.00	10,000.00	18,000.00
Lab and Clinical Fees	920.00	920.00	920.00
Textbooks & Supplies	1,400.00	1,400.00	1,400.00
Parking	260.00	260.00	260.00
Uniform (shoes, lab coat & scrubs)	300.00	300.00	300.00
Liability Insurance	30.00	30.00	30.00
National Registry Examination Fee	200.00	200.00	200.00
State of Ohio Licensure Fee	65.00	65.00	65.00
Background Check Screening	120.00	120.00	120.00
Drug Testing	50.00	50.00	50.00
<b>Total Estimated Cost of Program</b>	<b>\$11,345.00</b>	<b>\$13,345.00</b>	<b>\$21,345.00</b>

\* Fees and expenses are estimated and subject to change at any time.

## Admission Requirements and Processes

Applicants must complete all of the following admission requirements. **Applications will be processed once all requirements have been met.**

1. College Admission

If an applicant has not previously attended Cuyahoga Community College, he/she must submit a completed Application for Admission, an official high school transcript or official General Education Development (GED) certificate and official transcripts from all colleges and universities attended.



If a Cuyahoga Community College student has not enrolled in classes for three consecutive semesters, they must reapply to the college to reactivate their record. Upon receipt and approval of the application, a letter/email will be sent indicating admission to Cuyahoga Community College as a general admission student. Admission to the college does **not** admit a student into restricted programs like the radiography program. To apply or reapply to the College, visit <https://www.tri-c.edu/get-started/index.html>.

Applicants who are full-time students at Cuyahoga Community College do not need to submit another application for admission to the College nor do they need to resubmit any transcripts that were previously submitted to the College. However, transcripts that reflect coursework taken elsewhere following admission to Cuyahoga Community College should be submitted.

Part-time students should submit their high school transcript/GED certificate along with all other official transcripts from colleges and universities they have attended (if they had not done so previously) to the Office of the Registrar (see address below). It is not necessary to reapply for admission to the College.

2. High School Transcript/GED Certificate

All Program applicants must be graduates of an accredited high school in the United States or have successfully obtained a GED certificate. The official high school transcript or GED certificate should be sent directly to the Office of the Registrar (see address below).

3. College Transcripts for General Admission

Cuyahoga Community College must have official transcripts from **all** schools, colleges and universities attended sent **directly** to the Office of the Registrar:

Office of the Registrar  
Cuyahoga Community College  
P.O. Box 5966  
Cleveland, Ohio 44101-0966

Allow a minimum of 6 to 8 weeks for transcript evaluation. Applicants will receive an email from the College notifying them when the evaluation of their transfer credit has been completed.

Foreign transcripts should be submitted early for evaluation and translation. Contact the Enrollment Center for specific guidelines for the evaluation of foreign transcripts. The Enrollment Center can be contacted at (800) 954-8742 or by visiting <http://www.tri-c.edu/enrollment-center>.

Applicants do not need to resubmit an official high school transcript, GED certificate and college/university transcripts if they were previously sent to and formally evaluated by the College and their receipt can be verified by the Health Careers Enrollment Center.

4. Academic Requirements

- a) High school graduate or successful completion of GED equivalency.
- b) Overall GPA of 2.0 or higher.
- c) Completion of core (prerequisite) courses with core GPA of 2.50 or higher. A prerequisite GPA can be calculated by using the Back to College GPA Calculator at <http://www.back2college.com/gpa.htm>. **Core courses may be repeated only once to improve a grade below a "C."** Core courses include:

**BIO 1221 Anatomy & Physiology for Diagnostic Medical Imaging** or transfer equivalent. BIO 2331 AND BIO 2341 will be accepted as a substitute for BIO 1221.

- Grade(s) of “C” or better.
- DMS 1351 Patient Care Skills** or transfer equivalent. Grade of “C” or better.  
Note that this course cannot be waived by possession of a medical credential or work experience (e.g. STNA, medical assistant, etc.)
- ENG 1010 College Composition I** or transfer equivalent. Grade of “C” or better.
- MA 1020 Medical Terminology I** or transfer equivalent. Grade of “C” or better.
- MATH 1240<sup>1</sup> Contemporary Mathematics** (or higher) or transfer equivalent.  
Grade of “C” or better.
- PSY 1010 General Psychology** or transfer equivalent. Grade of “C” or better

<sup>1</sup> *MATH-1200 and MATH-1280 completed prior to Fall 2016 and MATH-1270 completed prior to Summer 2017 will meet Tri-C's math requirements for graduation only through Summer 2021. Students currently applying to the Program will graduate after Summer 2021 so they must complete MATH-1240 or a higher level math course (e.g. MATH-1410, MATH-1530, etc.) which will meet the math requirement for graduation after Summer 2021.*

Courses used as core courses for the health career and nursing programs must have a traditional letter grade. The pass/no pass option for core courses will not be accepted by the health career and nursing programs.

There is no time limit on core courses. However, applicants are advised that they will be held accountable for the content of core courses when they begin the Program. Applicants are strongly advised to review math and skeletal anatomy prior to beginning the Program.

5. Health Careers Program Application

In order to be considered for acceptance into the Program, applicants are required to complete the Health Careers Program Application which can be accessed from the Program website ([www.tri-c.edu/radiography](http://www.tri-c.edu/radiography)). Click on “Apply to Health Careers.” **This application should NOT be submitted until a student is in the final semester of taking prerequisite (core) courses.** Follow the submission instructions on the application. If you meet the Program’s admission requirements, the Health Careers Enrollment Center will forward your application to the Program.

6. Age Requirement

A student must be 18 years of age in order to begin the Program. Students who have completed Program admission requirements but who are younger than 18 may apply and can be accepted and placed on the Program’s delayed entry list, but they will not be permitted to begin the Program until they turn 18. This age requirement is due to rules and regulations surrounding the use of ionizing radiation in the College’s radiography lab and clinical sites.

7. Mandatory Program Information Session

Students are required to attend a Radiography Program Information Session prior to entering the Program. Attendance at an information session does NOT need to be completed prior to applying but must be completed prior to Program entry. Sessions are held each semester and are posted on the Program’s webpage ([www.tri-c.edu/radiography](http://www.tri-c.edu/radiography)). Students are encouraged to bring a support person (e.g. parent, friend, spouse, partner, etc.). **Students must arrive on time, sign in to document their attendance and attend the entire session. Students who do not arrive on time or leave early will be required to attend another session. NOTE: This requirement has been**

**modified due to COVID-19 restrictions. Visit [www.tri-c.edu/radiography](http://www.tri-c.edu/radiography) regularly for COVID-19 updates.**

Sessions are designed to help students prepare for success in the Program. Students with an interest in health careers but are uncertain which one is right for them are welcome to attend. During the session, students will learn important information about the Program, hear from current students and/or recent graduates and tour the radiography lab.

## **Frequently Asked Questions**

### ***What is a radiographer?***

A radiographer, or radiologic technologist, is a healthcare professional who provides an essential service for the diagnosis and treatment of injury and disease. A radiographer administers radiation in the form of x-rays to create images (radiographs) of the human body for use in diagnosing medical conditions.

Responsibilities of the radiographer include adjusting equipment to the correct settings for each radiographic procedure, positioning the patient, manipulating equipment for proper imaging and providing patient care and radiation protection. Radiation, when used by uneducated persons, can be dangerous to the patient and the user. The trained radiographer understands radiation principles and knows how to safely produce quality diagnostic examinations while protecting both the patient and the radiographer. In carrying out these responsibilities, the radiographer must apply knowledge of physics, anatomy and physiology, patient care and other related radiographic principles which are included in the Program curriculum. The clinical environment for radiographers and radiography students includes intensive care units, surgical suites and settings in which they must work safely in the presence of bodily fluids and contagious diseases.

Individuals interested in a career as a radiographer need a strong science and math background. They must be compassionate, have a genuine interest in working with people, possess excellent communication skills and be able to adapt to a variety of situations. They must act with professionalism, organization, accuracy and discernment. They must be able to apply the knowledge and skills learned in the classroom and lab to the unpredictable and ever-changing hospital environment.

### ***What employment and career opportunities are available?***

Radiographers can find a wide market for their skills. Opportunities for employment are available throughout the country. Graduates may work in hospitals, clinics, surgical centers and urgent care facilities providing services to patients around the clock. Qualified radiographers may also find job opportunities in education, civil service, industry and commercial sales/ training. As is the case for many health care professions, the demand for radiographers fluctuates from time to time due to variables affecting the healthcare industry as a whole. Current job placement data for the Program can be found at <https://www.tri-c.edu/programs/health-careers/radiography/program-effectiveness-data.html>.

The hourly rate for a new graduate ranges from \$18.00 to \$25.00 per hour. The annual salary ranges from \$36,000 - \$50,000 for a new graduate. Typically, salaries are higher on evening or night shifts and/or in hospitals and may be lower in urgent care facilities and physician practices. The hourly rate of a PRN position ("as needed" schedule and without employer benefits) is typically higher than the hourly rate for a full-time or part-time position with benefits.

Graduates with an Associate of Applied Science Degree in Radiography are highly encouraged to continue their education to earn a bachelor's degree. Advanced degrees enable radiographers to move into positions in management, education, industry and government. Continuing technical education and/or clinical experiences are available for technologists interested in pursuing interventional radiography, computed tomography (CT), mammography and/or magnetic resonance imaging (MRI). With continuing

formal technical education, a radiographer can become a nuclear medicine technologist, a radiation therapist or a diagnostic medical sonographer.

### ***Is financial aid available?***

Students may qualify for federal or state programs. **ALL students are encouraged to apply for scholarships through Tri-C even if they are ineligible for other forms of financial assistance.** Additionally, some professional organizations offer scholarships for students once they are enrolled in the Program. For more information, contact:

Financial Aid Office at the Western Campus 216-987-6000  
[www.tri-c.edu/paying-for-college/financial-aid-and-scholarships](http://www.tri-c.edu/paying-for-college/financial-aid-and-scholarships)

College Now Greater Cleveland 216-241-5587  
[www.collegenowgc.org](http://www.collegenowgc.org)

Cleveland Foundation 216-861-3810  
[www.clevelandfoundation.org/scholarships/how-to-apply/](http://www.clevelandfoundation.org/scholarships/how-to-apply/)

American Society of Radiologic Technologists 800-444-2778  
[www.asrt.org](http://www.asrt.org)

Ohio Society of Radiologic Technologists 866-405-6778  
[www.osrt.org](http://www.osrt.org)

Lambda Nu Honor Society for Radiologic and Imaging Sciences  
[www.lambdanu.org](http://www.lambdanu.org)

*Radiography students who achieve a Program GPA of 3.20 or higher at the midpoint of the Program are inducted into the honor society. These students are eligible to apply for Lambda Nu scholarships.*

### ***When can I apply to the Program?***

Applicants should submit the Health Careers Program Application only after all admission requirements have been met. See page 15 for admission requirements. Following submission of the Health Careers Program Application (Visit [www.tri-c.edu/radiography](http://www.tri-c.edu/radiography); click on “Apply to Health Careers”), the Health Careers Enrollment Center will review the application and if all admission requirements are met, the application will be forwarded to the Program. Following an additional review by the Program, applicants will receive an email to the email address they placed on the Health Careers Enrollment Application informing them of their acceptance status and providing them with a projected start date.

### ***How many applications are received each year? How many students are accepted?***

The Program averages 50 - 75 applications annually. The Program's daytime track begins twice annually, fall semester (August) and spring semester (January). The Program's evening/weekend track begins once each year in the fall semester (August). Maximum class size for the daytime track is approximately 19 - 24 students. The evening/weekend track accepts a maximum of 8 students. **Applicants must keep their contact information current with the College and Program. Failure to do so could result in the Program's inability to contact the student regarding Program admission.**

### ***How long is the Program? Can it be completed on a part-time basis?***

The Program is a two-year Associate of Applied Science Degree Program. Students can complete core (prerequisite) and degree requirements on a part-time basis. **However, once accepted into the Program, a full-time commitment is necessary to complete the required number of clinical hours and variety of clinical procedures. While the credit hours per semester reflect a part-time status (<12**

**credits/semester), the time commitment required is that of a full-time student.** The Program offers two tracks: daytime and evening/weekend. See page 4.

***Can I work while attending the Program?***

**Full-time employment is strongly discouraged and can significantly impact a student's ability to succeed in the Program.** Employment must be scheduled so as not to interfere with class, lab and clinical hours. Class, lab and clinical hours will not be adjusted to accommodate a student's employment schedule. Flexibility in one's work schedule is essential. Students must account for substantial study time in addition to their classes/clinicals and work hours when determining if the Program is feasible.

***Can I transfer credits from another college or university?***

Generally, yes. Students should schedule an appointment with a counselor after their transcripts have been forwarded to and evaluated by the College. Many degree requirement courses may transfer; however, not all courses transfer directly. It is important that students confirm course transferability with the Counseling Center and complete a course substitution/course waiver form if instructed to do so. Counseling appointments can be scheduled by calling (216) 987-6000, option #4. Students seeking to transfer from another radiography program should read *Transferring from Another Radiography Program* (page 21).

***If I already have college credits, can I complete the Program in fewer than two years?***

No. Students must complete the Program's six-semester radiography course sequence (including two summer semesters), in order to fulfill the Program's academic and clinical requirements. Students are strongly encouraged to complete all non-radiography degree requirements prior to entering the Program.

***What courses are included in the Program?***

The Program's Suggested Semester Sequence is provided on pages 13 and 14. Program specialty courses are those that begin with the prefix RADT and also include BIO 2200 and PHYS 2250. Course descriptions are available in the Cuyahoga Community College Catalog (<http://www.tri-c.edu/college-catalog/>).

## **Radiography Shadowing**

The Program has a number of primary hospital sites where students engage in clinical training. These sites are listed on the next page. Students are assigned to a hospital site for their clinical education by the Program prior to the second semester. Students must be willing and able to travel to all clinical sites.

The Program welcomes weekday, daytime observation visits by prospective students at many of its clinical sites. An observation can help students determine if the healthcare environment and the radiography profession are right for them. Observations can be arranged by contacting one of the clinical instructors listed. Note that there is a designated observation contact, Amy Graska, R.T.(R)(M), for all Cleveland Clinic system hospitals. Her telephone number is listed as the observation contact number for multiple sites.

This invitation does not imply acceptance to the Program, but rather an opportunity for prospective students to become acquainted with the field of radiography. Once students are accepted into the Program, they will be required to complete a separate, formal observation and an Observation Verification Form indicating the observation has been completed.

**Professional, business casual attire is required. Students who are dressed inappropriately will be sent home and will be required to reschedule the observation.** Inappropriate attire includes jeans, shorts, hoodies, leggings/yoga pants, short skirts, low-cut blouses, halter tops, bare midriffs, visible tattoos, facial piercings, tennis shoes, open-toed shoes/flip-flops and shoes with heels exceeding one inch.

**NOTE: As of the revision date of this packet, the Program has been informed that hospitals have suspended observation visits due to COVID-19. To determine if visits are occurring at a later date, contact the hospitals directly at the numbers listed below.**

<p><b>Akron General*</b> Ms. Theresa Harris, R.T.(R)(CT) Clinical Instructor/Radiology Department 1 Akron General Avenue Akron, Ohio 44307 <b>Contact: Amy Graska</b> Phone: 440-695-4297 Email: amgras@ccf.org</p>	<p><b>Marymount Hospital*</b> Ms. Noedi Irizarry, R.T.(R) Clinical Instructor/Radiology Department 12300 McCracken Road Cleveland, Ohio 44125 <b>Contact: Amy Graska</b> Phone: 440-695-4297 Email: amgras@ccf.org</p>	<p><b>Southwest General Health Center</b> Ms. Jessalyn Stys, R.T.(R)(MR) Clinical Instructor/Radiology Department 18697 East Bagley Road Middleburg Heights, Ohio 44130 Phone: (440) 816-8778</p>
<p><b>Cleveland Clinic*</b> Mr. Mark Moore, R.T.(R) Clinical Instructor/Director of Education Imaging Institute 9500 Euclid Avenue Cleveland, Ohio 44106 <b>Contact: Amy Graska</b> Phone: 440-695-4297 Email: amgras@ccf.org</p>	<p><b>Medina Hospital*</b> Ms. Sandi Ramsey, R.T.(R) Clinical Instructor/Radiology Department 1000 E. Washington Street Medina, Ohio 44256 <b>Contact: Amy Graska</b> Phone: 440-695-4297 Email: amgras@ccf.org</p>	<p><b>University Hospitals Cleveland Medical Center</b> Ms. Sheri Thibo, R.T.(R) Ms. Carey DeMeza, R.T.(R) Clinical Instructors/Radiology Department 11100 Euclid Avenue Cleveland, Ohio 44106-5000 Phone: (216) 844-1170 <b>(UH Employees Only)</b></p>
<p><b>Fairview Hospital*</b> Ms. Carol Gaba, R.T.(R) Ms. Karen Hogan, R.T.(R) Clinical Instructors/Radiology Department 18101 Lorain Avenue Cleveland, Ohio 44111 <b>Contact: Amy Graska</b> Phone: 440-695-4297 Email: amgras@ccf.org</p>	<p><b>MetroHealth Medical Center</b> Ms. Nancy Schwind, R.T.(R) Clinical Instructor/Radiology Department 2500 MetroHealth Drive Cleveland, Ohio 44109 Phone: (216) 778-5454</p>	<p><b>University Hospitals Parma Medical Center</b> Ms. Laurie O'Neal, R.T.(R) Clinical Instructor/Radiology Department 7007 Powers Boulevard Parma, Ohio 44129 Phone: (440) 743-4669 <b>1. Students are required to show proof of a negative two-step (Double Mantoux) TB or completion of an IGRA blood test (QuantifERON Gold or T-Spot) for TB performed within the past 6 months.</b> <b>2. Students are required to show proof of health insurance coverage.</b></p>

*\*Facility requires an eight-hour observation.*

## Transferring from Another Radiography Program

Transfer students from other radiography programs must follow the same admissions procedure and meet the requirements for admission to the College and to the Program. Students dismissed from another radiography program will not be accepted into the Cuyahoga Community College Program as a transfer student.

Students seeking to transfer from another radiography program must ask the Program Director of their original radiography program to send a letter directly to the Cuyahoga Community College Program Director. The letter must explicitly state that the student was in good academic and clinical standing and was not dismissed from the program. The letter should be sent to:

Elizabeth Gildone, M.Ed., R.T.(R)(CT), GCDF, CTR  
Program Director, Radiography and Mammography  
Cuyahoga Community College Western Campus  
11000 Pleasant Valley Road  
Parma, Ohio 44130

Transfer students must complete the College admissions application, the Health Careers application and meet all other admission requirements including submitting official transcripts and other documentation prior to consideration for acceptance. All transfer students must contact the Program Director to determine their status and requirements.

A list of completed radiography courses and a syllabus for each course must be sent to the Program Director for evaluation. The equivalency status of radiography courses taken at another institution will be determined by the Program Director in collaboration with Program faculty and staff. This procedure may require the student to demonstrate proficiency in academic content and/or previously completed clinical competencies. Transfer students' prior clinical experience will be evaluated and required competencies will be identified. A student's placement will be determined by course equivalency, competencies completed and is contingent upon available space in the Program. Regardless of a student's transfer status, all students will be required to successfully complete RADT 2921 or RADT 292S, Clinical Radiography III.

Students transferring from another college who have less than a 2.5 GPA on a 4.0 scale (in non-radiography courses) must achieve a 2.5 GPA or better in at least 15 semester hours at Cuyahoga Community College before admission to the Program. These hours should be in subjects appropriate to the completion of the Program's admission and/or degree requirements.

Students who completed their radiography education through a certificate program and want to earn an associate degree should contact the Program Director to discuss their options. Various degree options exist.