

I _____ **DID** _____ **DID NOT** meet with the Rad Tech Program Director for mandatory pre-application advising.

First & Last Name _____

LMC Student ID _____ **E-mail Address** _____

The contact information on file with the College will be added to your Radiologic Technology (Rad Tech) program applicant record. You can verify your contact information is up to date by logging in to your LMC Student Profile. Some updates to this information must be made through the LMC Records & Registration Office.

Admission to this program is competitive and based on points earned during application review. Rad Tech program admission is not guaranteed to any student, regardless of minimum grades, overall GPA, or prior work experience.

Application Criteria

- ✓ Complete a Lake Michigan College Admissions Application – www.lakemichigancollege.edu/admissions
- ✓ Have all non-LMC official transcripts sent to the LMC Records Office for evaluation of transfer credit
- ✓ Consult with an Academic Advisor before applying to review current program requirements
- ✓ Complete all required prerequisite courses by the posted application deadline(s)
- ✓ Complete or be enrolled in any remaining pre-program courses before the start of the program
- ✓ Complete mandatory pre-application advising by attending a scheduled group advising session or meeting individually with the Rad Tech Program Director
- ✓ Hold an overall College GPA of 2.50 minimum
- ✓ Submit program application and any documentation to the Health Sciences Office **by May 12, 2024**

Write the letter grade you earned for each course in the boxes below.

You may also use the following abbreviations: currently enrolled = CE; transfer credit = TR

Before application deadline:
BIOL 205
 (4 credits)
MATH 122
 (4 credits)
PHSC 101
 (4 credits)
ENGL 101
 (3 credits)
HEAL 103
 (2 credits)
PSYC 201
 (3 credits)
Before program start:
ENGL 102
 (3 credits)
HUMN 201*
 (3 credits)

*OR other applicable 3-credit humanities or fine arts elective

My signature verifies I have read and understand the requirements for application and admission to the LMC Rad Tech program; I understand the requirements of the AAS-Rad Tech degree. My Rad Tech applicant file is complete. Additionally, my signature confirms that I have consulted with an Academic Advisor before and/or while completing the program prerequisites for the current Rad Tech application cycle.

Signature _____ **Date** _____

**APPLICATION
DEADLINE
May 12, 2024**

Submit applications to:

 Lake Michigan College
 Health Sciences Office, C-103
 2755 E Napier Avenue
 Benton Harbor, MI 49022

healthsciences@lakemichigancollege.edu

Lake Michigan College is an equal opportunity institution, affording enrollment, employment, and services without distinction based on age, color, disability, gender identity or expression, genetics, national origin, protected veteran status, race, religion, sex, sexual orientation, or any other characteristic protected by federal state, or local laws. View LMC's complete Non-Discrimination Policy by [visiting our website](#).

Program Accreditation

The Radiologic Technology program is an associate degree program accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Joint Review Committee on Education in Radiologic Technology

North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

<https://www.jrcert.org/>

(312) 704-5300 phone

mail@jrcert.org

College Accreditation

Lake Michigan College is accredited by the *Higher Learning Commission* (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education. More information on College and Program Accreditation is available on the LMC website at www.lakemichigancollege.edu/accreditation.

The Higher Learning Commission

230 South LaSalle Street, Suite 7-500

Chicago, Illinois 60604-1411

(800) 621-7440 phone

www.hlcommission.org/

Upon successful completion of the Radiologic Technology program, you will receive the Associate in Applied Science (AAS) Radiologic Technology degree. Upon graduation, you may sit for the national American Registry of Radiologic Technologist (ARRT) registry examination. Successful completion of the ARRT registry exam grants the ability to use the R.T. (R) professional credential.

Any applicant that has been convicted of a felony or a misdemeanor must pre-apply to ARRT for determination of eligibility to sit for the ARRT national registry exam. If you have questions about your situation, please contact the American Registry of Radiologic Technologists, 1255 Northland Dr., St. Paul, Minnesota, 55120-1155, phone 651-687-0048 or the American Registry.

Students seeking Advanced Standing or Transfer from another Radiologic Technology program: LMC does not offer an advanced standing or transfer-in pathway for Radiologic Technology. Students must complete all listed prerequisites and apply to the program as a first-time applicant. Admission to this program is competitive. Preference will not be given to students who have prior Radiologic Technology program or imaging work experience. If selected for admission, students will start the program at the beginning and complete the curriculum as written.

For more information on program eligibility and admission, visit the LMC Rad Tech program webpage at www.lakemichigancollege.edu/radtech or contact the LMC Health Sciences Office.

Rad Tech students are subject to many rules not required of other College students. Most of these rules are listed in the Rad Tech Student Handbook. A printed copy of the handbook will be given to admitted students at their scheduled Rad Tech program orientation. The Rad Tech program schedule may not necessarily follow the LMC Academic Calendar or holiday schedule. Students may be assigned clinical shifts the morning, daytime, or evening on any day of the week.

❖ General Admission and Eligibility Criteria

The following criteria establish the minimum requirements for eligibility. Meeting the criteria for eligibility does not guarantee program admission to any applicant. Additional detail about each of the program prerequisites and admission criteria are addressed in the following pages of this application document. It is important that you review this document carefully and consult with your Academic Advisor regularly during the preparation process. Changes to program requirements may occur from time to time.

1. Submit a Lake Michigan College Application for Admission at www.lakemichigancollege.edu/admissions
2. Be a high school graduate or successfully complete the GED test.
3. Be at least 18 years old before starting Rad Tech program classes.
4. Send ALL official transcripts from colleges previously attended (other than LMC) to the LMC Records & Registration Office for evaluation.
 - It is **your responsibility** to confirm that your transcripts are on file with the Records Office. All transcripts **MUST** be received by the posted program application deadline.
 - If you previously sent official transcripts for evaluation, but completed additional coursework at another institution afterwards, have an updated official transcript sent to LMC for evaluation as soon as it is available.
 - Please allow 6 to 8 weeks for official transcripts to be evaluated. Failure to have all transcripts submitted on time will result in an incomplete program application.
5. Complete all Rad Tech prerequisite courses (BIOL 205, MATH 122, PHSC 101, ENGL 101, HEAL 103, PSYC 201) with minimum required grades by the posted application deadline.
 - Prerequisite courses and exams **must** be completed with the minimum grade requirement (or higher) and on file by the Rad Tech application deadline. Failure to complete prerequisite courses by the posted application deadline will result in an incomplete program application.
6. Complete any remaining Rad Tech pre-program courses (ENGL 102, HUMN 201 or other 3-credit humanities or fine arts elective) with minimum required grades *OR* be enrolled in any remaining required pre-program courses during the semester before the program begins.
 - Pre-program courses **must** be completed with the minimum grade requirement (or higher) before starting the program classes. Admission for accepted students is contingent on completing these requirements before Rad Tech program classes begin.
7. Meet the Health Science and Rad Tech program technical standards and functions.
8. Submit a complete Rad Tech program application by the posted application deadline:
 - Submit page 1 of this application document, plus any supporting documents you wish to include.
 - Applications and supporting documents may be submitted in person, by US Mail, or by e-mail.
 - Clear cellphone pictures and PDF attachments sent by e-mail are accepted.
 - Applications sent by US Mail (USPS, Fed Ex, UPS, etc.) must be postmarked before the application deadline.

❖ Program Prerequisites

Prerequisite classes for the Rad Tech program fall into two categories: pre-application and pre-program. Applicants must complete all prerequisite and pre-program coursework with final grades as indicated below.

If an applicant's science coursework is older than ten years from the current application deadline, and/or the applicant's math coursework is older than five years, the grade is no longer considered valid for application purposes. The applicant will need to repeat the course. Applicants may complete the Algebra Proficiency (APRO) exam to renew math course grades older than five years.

Pre-Application (complete by the application deadline)

Course Name	Minimum Grade	Credits Hours	Contact Hours
BIOL 205 Human Anatomy	C	4	5
PHSC 101 Physical Science: Chemistry & Physics	C	4	5
MATH 122 Intermediate Algebra	C	4	4
HEAL 103 Medical Terminology	C	2	2
PSYC 201 Introduction to Psychology	C	3	3
ENGL 101 English Composition I	C	3	3

Pre-Program (complete before starting program classes)

Course Name	Minimum Grade	Credit Hours	Contact Hours
ENGL 102 English Composition II	C	3	3
HUMN 201 or other 3-credit humanities/fine arts elective	C	3	3

Applicants may take the listed pre-program courses before applying; at the latest, these courses must be completed the semester before the program begins. Applicants who do not complete the classes with the minimum required grades cannot start the Rad Tech program and must reapply for admission to a future cohort.

Students who graduate from the Rad Tech program must complete all degree and program requirements, *including the minimum number of credit hours*, to earn the Associate in Applied Science (AAS) - Radiologic Technology. This includes BIOL 110, the prerequisite to BIOL 205. In some cases (e.g., specific transfer situations), course substitutions or completion of additional credits may be necessary to satisfy graduation requirements. Course substitutions are subject to approval by the Radiologic Technology Program Director. If you are seeking a course substitution (for example, if you previously completed MATH 128 in place of MATH 122), please consult with your Academic Advisor first.

❖ Grade Point Average (GPA)

All applicants must have a minimum overall GPA of 2.50 or higher. By default, an applicant's LMC GPA will be used during application evaluation. If an applicant does not have an established LMC GPA, or if they did not complete any ranking prerequisites at LMC, the applicant's transfer GPA will be used. If an applicant has transfer credit from more than one school, we will use the GPA from the school where the applicant completed most of the prerequisites.

❖ Algebra Proficiency Exam

If an applicant's math prerequisite (MATH 122 or a higher-level MATH course) is older than five years from the application deadline, the applicant has the option of completing the APRO exam instead of repeating the course. Applicants should talk with their Academic Advisor to determine which option may be best for their individual situation. The APRO exam is free and must be completed at LMC by the posted application deadline.

❖ Application Evaluation

Applications must be turned into the Health Sciences Office no later than 5:00pm on the day of the application deadline. Late applications are not accepted. Additional documentation submitted after the deadline will not be accepted for bonus points. The Health Sciences Office will log received applications and send an e-mail to the applicant confirming their application is on file.

When the application review period begins, the Health Sciences Office will compile information from the applicant's academic record, including (but not limited to) final grades for courses completed at LMC, copies of any official transcripts and evaluations, prior degrees, and test scores. This information will be recorded and used towards the evaluation of points.

During application review and evaluation, the Health Sciences Office will contact the applicant if additional information or clarification is needed. All communication regarding applications will be sent to the applicant by e-mail, except in cases where the applicant cannot be reached.

Awarding Points

Applications are evaluated using a numerical point system. Points are awarded based on grades earned in ranking prerequisite courses and overall GPA.

A table describing the points available during the application review is available on page 8 of this application.

Bonus Points

Additional points may be awarded for direct patient care work experience, professional credentials in a healthcare field, a prior degree (bachelor's degree or higher), or participation in a high school health program (e.g., professional health careers academy). Specific documentation is needed to verify work experience or credentials.

Additional information regarding the types of documentation or healthcare work experience accepted for bonus points may be found on page 9 of this application.

Incomplete Applications

If the Health Sciences Office is unable to locate or verify information about a program prerequisite during the review of an application (e.g., completion of PHSC 101), the application is incomplete. The applicant will be notified and provided with instructions to apply in the future.

❖ Application Decision

Admission to the Rad Tech program is not guaranteed to any applicant. The Rad Tech program can admit up to 25 students in one cohort. The applicants with the highest total number of points earned during the application evaluation process will be selected for admission. If two applicants are tied in points, overall GPA will be used to determine placement. If a student is not admitted due to seat limitations, they must re-apply to the next cohort.

All applicants will receive an e-mail with the outcome of their application by the notification date below:

Cohort	App Due Date	Notification of Outcome
Fall (September start)	May 12	June 15

Program admission is contingent on the successful completion of any outstanding pre-program requirements, including coursework, orientation attendance, and clinical compliance.

❖ Program Acceptance and Admission

If an eligible applicant is admitted to the program, they must formally accept their seat in writing. Admitted students will be provided with an acceptance letter and a new student packet. This packet includes a seat acceptance form, a new student checklist, and additional information to help them prepare for the Rad tech program.

Admitted students who decide to decline their seat must do so in writing. Admitted students who accept their seat but later withdraw their decision must do so in writing. The decision to decline a seat cannot be repealed.

If an applicant does not accept their seat by the provided deadline and cannot be reached by the Health Sciences Office, the applicant will forego placement and must reapply to a future cohort.

If an applicant is not selected for admission to the program, they must reapply to a future cohort. Applications and all supporting documentation must be submitted by the posted application deadlines. Applications do not automatically roll over. Applicants who are not admitted are encouraged to contact their Academic Advisor to review their application readiness and prepare for the next application period.

❖ Clinical Compliance

Clinical compliance broadly refers to all of the processes and requirements needed for clinical readiness: pre-clinical background check and drug screenings, immunizations and physical exams, CPR training, and other specific trainings (e.g., pre-clinical modules in WorkDay for Corewell Health). The minimum requirements for clinical compliance are established by the healthcare organizations that provide student access to the clinical setting.

Student Responsibility

The College does not provide or pay for criminal background checks, drug screens, health physicals, and/or any required vaccinations. Students are responsible for obtaining and paying for all screening and healthcare related costs. Admitted students are required to maintain health insurance throughout the duration of the program.

Complio by American DataBank

Admitted students will create an account in LMC's clinical compliance portal, Complio by American DataBank. Students will purchase a background check, drug screen, and program tracker access. The cost of this initial package is \$101. Students will utilize the Complio portal to upload and maintain their health records and clinical forms to maintain compliance with healthcare organization requirements for clinical participation.

Background Check & Drug Screening

All admitted students must successfully complete a background check and drug screening. Both are required to be completed and on file before the scheduled program Orientation session. Flagged reports are subject to additional review and may result in program exit.

Returning students who previously completed a background check and drug screen are required to repeat these screenings. Admitted students who were previously enrolled in another health science program will be required to complete new screenings and will be required to change their program in Complio. Additional screenings may be required periodically to meet specific clinical site requirements.

Health Records

All admitted students must upload the following health records as a part of clinical compliance. Applicants are strongly encouraged to contact the Health Sciences Office with questions in advance. Documents must be on file before starting clinicals. Failure to provide documentation will prevent a student from participating in clinicals.

1. Documentation of the following vaccinations:
 - COVID-19
 - Hepatitis B
 - Measles, Mumps, Rubella (MMR)
 - Tetanus, Diphtheria, and Pertussis (Tdap)
 - Varicella (chicken pox)
 - Seasonal influenza

Titer test results indicating immunity for Hep B, MMR, and Varicella are accepted.

2. Documentation of a negative tuberculosis (TB) test through ONE of the following options:
 - Two PPD TB skin tests completed consecutively within a 21-day period
 - One TB blood test (QuantiFERON gold or TSPOT)
 - Documentation of clear chest x-rays from within the last three years

TB test results must be from within the last year. TB testing must be completed annually during the duration of the program.

3. The program health certification (physical exam) form signed by a healthcare provider
4. Completion of Basic Life Support (BLS) Provider CPR training through the American Heart Association or Red Cross. BLS Provider certification must remain valid through the duration of the entire program. Other levels of CPR training, such as Heartsaver, CPR/AED, or fully-online certification, are not acceptable.

Immunization Exemptions

Applicants who wish to request an immunization exemption must notify the Health Sciences Office *after* they have been formally admitted to the program. Exemption requests will not be processed before admission. This will allow LMC to better plan for the timing of the applicant's assigned clinical group or rotation(s). After submitting a request for an immunization exemption, admitted students will meet with the Rad Tech Program Director and review the process for requesting an exemption or accommodation from their expected clinical location(s). Some clinical sites may have different requirements or accommodation processes.

Per the Health Sciences Immunization Request procedure: Lake Michigan College does not require immunizations or health screenings. However, some healthcare certificate or degree programs (including the Rad Tech program) require immunization and health screenings as a part of clinical education and presence at the onsite clinical environment. Therefore, you should be prepared to meet these requirements or seek an exemption by following the healthcare organization's accommodation process.

The decision to grant an exemption request is made by the healthcare organization, not Lake Michigan College. If a student is unable to secure a clinical education placement because they do not meet the relevant healthcare organization's immunization or health screening requirement, they will be unable to participate in the required clinical education component of their program and therefore unable to complete their program. Our goal is for every student to complete their clinical education. If you seek exemption of an immunization or screening requirement, we will work with you, within our capacity, and the healthcare organization to assist with the process, but ultimately Lake Michigan College does not control the outcome.

Physical Exam & Technical Standards

All admitted students will be required to provide a signed health certification form (physical exam). This form is provided by LMC and includes the program's technical standards and functions for admission, and a list of the health records and screenings required for clinical compliance. The form must be reviewed and signed by a healthcare provider. Health certification forms must be submitted to Complio before starting clinicals. A copy of the program's technical standards and functions may be found on the LMC Rad Tech webpage or obtained from the Health Sciences Office.

Clinical Site Availability

The clinical site is a third-party entity (healthcare organization, hospital, clinic, etc.) where students are placed for off-campus clinical experience. LMC cannot guarantee that a clinical site will always be available. Arrangement for such a site depends upon the College's ability to enter into formal agreement with the site. Students should not rely upon the availability of a clinical site in a particular geographical location. While the College makes every effort to arrange clinical sites in advance, LMC is not liable for changes in clinical site availability.

This page is intended to provide transparency about how points are calculated and awarded during application review and evaluation. For minimum grade and pre-program course requirements, see page 3 of this application.

Criteria for Bonus Points	Available Points
Prior Degree Prior degrees must be a bachelor's, master's, or doctorate and officially awarded/conferred by the application deadline.	2 points
Patient Care Experience, Professional Credentials, or PHCA/Allied Health Program Participation Documentation must be on file by the application deadline. <i>See page 9 for details.</i>	3 points
Prerequisite Classes	Available Points
BIOL 205 Human Anatomy	C or C+ = 6 B- or B or B+ = 8 A- or A or A+ = 10
ENGL 101 English Composition I	C or C+ = 3 B- or B or B+ = 5 A- or A or A+ = 7
HEAL 103 Medical Terminology	C or C+ = 3 B- or B or B+ = 5 A- or A or A+ = 7
MATH 122 Intermediate Algebra Students must re-take the class or pass the Algebra Proficiency exam with a score of 75% or higher if their math course was completed 5 years ago or more.	C or C+ = 4 B- or B or B+ = 6 A- or A or A+ = 8
PHSC 101 Physical Science: Chemistry and Physics	C or C+ = 6 B- or B or B+ = 8 A- or A or A+ = 10
PSYC 201 Introduction to Psychology	C or C+ = 1 B- or B or B+ = 3 A- or A or A+ = 5
Overall GPA	Available Points
Applicants must have a minimum overall grade point average (GPA) of 2.50 to be eligible for admission. LMC GPA will be used by default if any ranking prerequisite courses are completed at LMC.	2.5 = 1 3.0 = 2 3.5 = 3 4.0 = 4
Total Possible Points	56
Before the first semester of the Rad Tech program, all students must complete ENGL 102 English Composition II and a Humanities/Fine Arts course with a "C" or higher.	

❖ Accepted Forms of Documentation

Applicants must submit documentation verifying current or past direct patient care work experience and/or professional credentials in a healthcare field. The list below details the types of documentation that will be accepted for this purpose. Resumes, recommendation letters, and paystubs are not acceptable forms of documentation. An employment verification letter is not the same as a letter of recommendation. Documentation must be submitted to the Health Sciences Office by the posted application deadline(s). If any documentation provided is unclear or more information is needed, the Health Sciences Office will contact applicants for clarification during the application evaluation period.

Letter of Employment Verification: a letter or email from an employer, supervisor, or manager confirming employment, job title, and a brief explanation of duties. Verification can be emailed directly to HealthSciences@lakemichigancollege.edu or submitted with an application.

License or Certification: a photo or copy of an official license or certification document, letter, or card which demonstrates the applicant holds a formal credential for a healthcare (does not include CPR training).

Employee Portal or Dashboard information: a screenshot or printed copy from an employee portal or dashboard (e.g., Corewell WorkDay) confirming active or past employment, including full name, job title, and place of employment.

❖ Experience Eligible for Bonus Points

The following table includes examples of patient care roles and professions. This list IS NOT all-inclusive. Contact the LMC Health Sciences Office if you are unsure about the type of experience or credential you wish to submit.

- ✓ If the position requires **hands-on patient care and is considered employment**, the applicant **is eligible** for bonus points during the application review.
- ✓ If the applicant holds **a credential in a healthcare profession**, such as a national or state license or certification, the applicant **is eligible** for bonus points.
- ✓ If the applicant completed **a high school Allied Health program, such as Professional Health Careers Academy (PHCA)**, the applicant **is eligible** for bonus points.
- ✗ If a job role is **patient-facing but does not involve patient care** (e.g., front desk staff that checks-in patients prior to appointments), the applicant **is not eligible** for bonus points.
- ✗ If the experience was **completed as an unpaid volunteer or as part of student clinical requirements** during a previous health science academic program, the applicant **is not eligible** for bonus points.

Examples	Eligible?
Dental Assistant, Dental Hygienist	Yes
EMS, EMT, Paramedic, ER Technician, Patient Transporter	Yes
Imaging Technologist, or assistant to a technologist (MRI, Ultrasound, X-Ray, etc.)	Yes
Medical Assistant, Phlebotomist	Yes
Nurse Aide, Nurse Assistant, Home Health Aide, Licensed Practical Nurse	Yes
Patient Care Assistant or Technician	Yes
Pharmacy Technician	Yes
Physical Therapist Assistant, Respiratory Therapist Assistant	Yes
Resident Care Associate or Assistant	Yes
Aesthetician	NO*
Athletic Trainer	NO*
Medical Billing/Coding	NO
Medical Scribe	NO*
Patient Access Coordinator, Patient Registrar, or other non-clinical role	NO

* If the applicant's role demonstrates direct, hands-on patient care, some of the examples above may be eligible for points following additional review of submitted documentation and/or credentials.

Prerequisite Courses (before you apply)	Credit Hours	Contact Hours	Billing Hours
*BIOL 110 Human Anatomy & Physiology or other BIOL 205 prerequisite	4	5	5
BIOL 205 Human Anatomy	4	5	5
ENGL 101 English Composition	3	3	3
HEAL 103 Medical Terminology	2	2	2
MATH 122 Intermediate Algebra	4	4	4
PHSC 101 Physical Science: Chemistry & Physics	4	5	5
PSYC 201 Introduction to Psychology	3	3	3
Pre-Program Courses (before you start the program)			
ENGL 102 English Composition	3	3	3
**Humanities/Fine Arts elective	3	3	3
Prerequisite and Pre-Program Course Total	30	33	33
Fall (Semester 1)			
RADT 130 Introduction to Radiography	3	3	3
RADT 131 Radiographic Positioning I	8	10	10
RADT 134 Radiographic Physics	4	4	4
Semester Total	15	17	17
Spring (Semester 2)			
RADT 138 Clinical Experience I	2	16	2
RADT 139 Physics II & Common Equipment	4	4	4
RADT 140 Radiographic Positioning II	8	10	10
Semester Total	14	30	16
Summer (Semester 3)			
RADT 143 Clinical Experience II	6	18	6
RADT 144 Radiographic Positioning III	4	5	5
Semester Total	10	23	11
Fall (Semester 4)			
RADT 145 Radiographic Protection/Biology	2	2	2
RADT 241 Sectional Anatomy & Modalities	3	3	3
RADT 229 Clinical Experience III	4	36	4
Semester Total	9	41	9
Spring (Semester 5) – 7 weeks			
RADT 232 Clinical Experience IV	3	30	3
RADT 244 Senior Review	1	1	1
Semester Total	4	31	4
Major Course Total	52	142	57
Program/AAS Degree Total	82	175	90

Contact Hours refer to the total number of hours a student will be in lecture, the lab, and/or clinicals in a given week. Billing hours refer to the number of hours billed for tuition per the LMC tuition and fees schedule found at [on the LMC Tuition and Fees page](#).

BIOL 110:** In some cases (e.g., specific transfer situations), course substitutions or completion of additional credits may be necessary to satisfy this graduation requirement. Speak to your Advisor for more information. Substitutions are subject to approval by the Rad Tech Program Director. *Humanities or Fine Arts Course:** Any 100-level course or higher in one of the following disciplines: Art, Communications, Foreign Language (or Honors 122, 195, 196), Humanities, Music, Philosophy (or Honors 171, 175), Drama, Any 200-level English course (or Honors 204, 208, 256, 258).