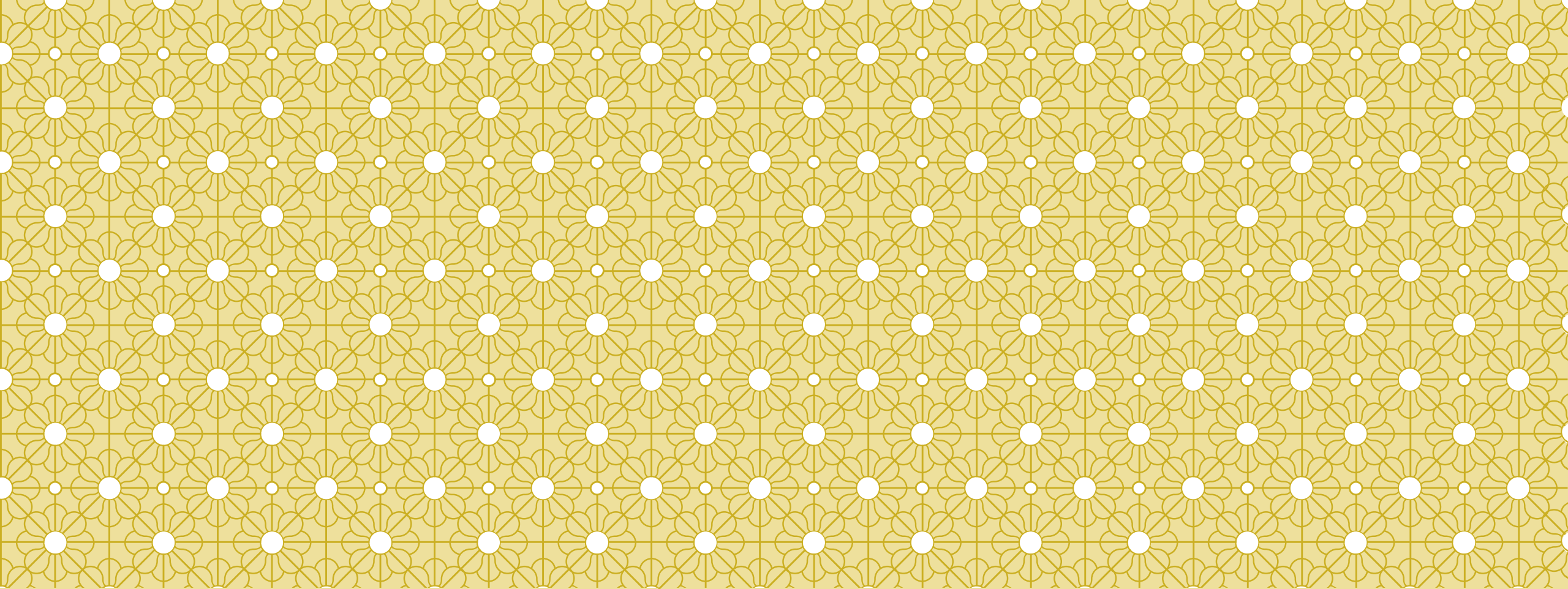


AIMS COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY
DEGREE PROGRAM
2024

Process &
Overview



PROGRAM COORDINATOR

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970-339-6500

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This Power Point is designed to give the prospective students basic information about the Radiography Program. It will be the responsibility of the student to review, understand, and retain the authorization codes from this Power Point.



PROGRAM OVERVIEW

The Radiography Program is a 2-year Associates of Applied Science degree. It is regionally accredited through the Higher Learning Commission and is a full-scope program that prepares you for the national registry exam (ARRT). It is not designed to transfer to a four-year university although some of our pre-application courses may transfer. If your goal is to earn a 4-year degree, please check with the institution first to make sure they will accept the RTE prefixed courses.

IMPORTANT ITEMS TO NOTE

- RTE is a closed cohort with pre-designed curriculum and schedules on the Greeley Campus. Full-time status is required. Courses and clinical rotations are dictated by state curriculum.
- Students must be at least 18 years old at the start of the RTE Program.
- The Cares Forward Grant does NOT cover the cost of the Radiologic Technology Program.
- Rad Tech classes are charged differential tuition rates due to the cost of the program. <https://www.aims.edu/departments/cashiers-office/tuition-fees>
- Aims tuition and fees do NOT apply to national registration exams, drug screenings, background checks or immunizations.
- If you are accepted into the program it is very difficult to maintain outside full-time employment.
- Certification is NOT provided by Aims. Approved coursework is provided to prepare a student to take the national registry exam.
- Students who fail a RTE course will be withdrawn from the program without an option of re-entry or re-applying.

SUMMARIZATION OF STEPS TO FOLLOW

1. Read through the Informational PowerPoint – (what you are doing now)
2. Apply to become an Aims Community College student. And declare the program of study in Workday.
3. Complete onboarding tasks assigned in Workday.
4. Have Official transcripts sent to: transfer@aims.edu.
5. Make an appointment with an Allied Health Advisor 970-339-6443.
6. Seek Financial Aid if needed.
7. Review Application Directions PowerPoint on the website in early April.

<https://www.aims.edu/degrees-certificates/radiologic-technology/program-entrance-requirements>

After reading through this Rad Tech informational PowerPoint, please keep the authorization codes, this is one of the items students will need to have to apply to RTE 1001 in September.

STEP 1: INFORMATIONAL POWERPOINT

1. Students must submit a new application to Aims if they have never attended Aims, or it has been longer than a year since they have attended.
2. Students must declare their Program of Study (in Workday): Pre-Radiological Tech-AAS Degree
 - Click on the Requests icon in your menu on Workday. Choose “Create Request” and click on “all”. Choose program of study (POS), update request, and click ok. You should add the semester this change will take effect and click submit.
3. If students are unable to log-in to their “My Aims” account, please contact the help desk (970) 339-6380.

STEP 2: APPLY TO AIMS WWW.AIMS.EDU

1. Go to the Aims Homepage (www.aims.edu) and click on MyAims in the top righthand corner.
2. In the dropdown menu, choose Workday.
3. Select the blue hyperlink labeled “Go to my Tasks”.
4. Students must complete “New” or “Continuing” Student Onboarding prior to registering for classes. This takes approximately 30 minutes.
5. Read instructions for each task carefully and complete the task – as you finish one task, the next will automatically pop up.
 - Financial Aid, Registration and Records (updating personal information, course registration, residency and tuition, graduation), Advising, Cashier (payment plans, statements/bills), and Military Student Resources

STEP 3: COMPLETE ONBOARDING TASKS

- Please send ALL individual official transcripts to Aims if general education and/or prerequisite classes were taken at another college. Have them emailed to: transfer@aims.edu
- By law, the college has 30 business days to evaluate transcripts once received, and apply eligible credits it to the Aims student record.

STEP 4: TRANSCRIPTS



- Call 970-339-6443 to schedule a meeting with an Allied Health Advisor (970-339-6443).
- Students will need to meet with an Advisor before registering for classes.
- If students have a hold on their account, it will impede them from registering.
 - View holds from your Workday tab in MyAims. Click on the person icon in the right corner, click “view profile.” From the left blue bar click “Action Items and Holds”, then “Active Holds.”

STEP 5: ALLIED HEALTH ADVISOR

APPOINTMENT



If students would like to apply for FAFSA, see if they qualify for a loan and/or grant, apply for a scholarship, or become a work study, click the [Finances app](#) on the homepage in Workday.

***Please note the Cares Forward Grant does not apply to the Rad Tech degree Program.

STEP 6: FINANCIAL AID



PREAPPLICATION COURSE REQUIREMENTS

- Actively work to complete ALL required pre-application coursework with a “C” or higher prior to applying to RTE 1001. GPA will be calculated to rank students during the application process. The higher the GPA, the better the chances are for being accepted.
 - Students must have a 2.0 or higher to apply for RTE 1001 and must be completed with all listed coursework, and/or any course challenges, CLEP, DANTEs, or Accuplacer tests by the end of summer semester in the year they are applying. Grades for course challenge exams cannot be added to transcripts until students are enrolled in classes at Aims.
- ***Average GPA for those students who have been accepted into RTE 1001 over the last 3 years has ranged from 3.4-3.8.

PRE-APPLICATION COURSES

Course Numbers (4 digits)

- ENG 1021 OR 1022 OR 1030
- PSY 2440
- BIO 1006 OR both BIO 2101 & 2102
- COM 1250
- HPR 1040
- MAT 1140 OR any of the following: MAT 1140, 1340, 1260, 1420, 1440, 2410

Old Course Numbers (3 digits)

- ENG 121 OR 122 OR 131
- PSY 235 OR PSY 101 ONLY if taken prior to January 1, 2018
- BIO 106 OR both BIO 201 & 202
- COM 125
- HPR 178 (3 credits only) or HPR 144
- MAT 107 OR any of the following: MAT 108, 120, 121, 122, 125, 135, 155, 156, 201, 202, 203 or 255

COURSES UTILIZED TO DETERMINE GPA FOR RANKING

- ENG 1021 (OR 1022 OR 1030)
- PSY 2440
- BIO 1006 (OR both BIO 2101 & 2102)
- COM 1250
- MAT 1140 (OR any of the following: MAT 1340, 1260, 1420, 1440, 2410)
- HPR 1040 – **THIS IS A CHANGE THIS YEAR – this course will be used to determine GPA for ranking.**

COURSE CHALLENGES

- Aims recognizes that individuals may possess college-level knowledge and competencies which they have acquired through experiences in their daily work that may warrant consideration for academic credit (including Business and Military)
- A student may challenge a course for which the student believes his or her prior training are adequate to meet the instructor's course requirements. Remember that many faculty do not work over the summer, so Course Challenges should be taken in the early spring semester.
- Students will need to submit the assessment score with their RTE 1001 application with a passing score and it will be applied to your Aims record when you start the program and are enrolled in classes.
- Link to request credit for prior learning: <https://www.aims.edu/departments/registration-records/prior-learning-experience>

Applicants MUST have at least 3 preapplication classes with earned grades in order to determine GPA and ranking for admittance to RTE 1001.

EXPIRATION RULES

- If PSY 101 was taken BEFORE January 1, 2018, it will be accepted in lieu of PSY 2040.
- If students MAT is older than 10 years, or BIO is older than 7 years in the fall in which they apply, the following choices are available:
 - Retake MAT and/or BIO courses
 - Contact the chair of the respective departments to complete a Course Challenge
 - If students are transferring MAT into Aims, they may take the NGAR and need to receive a 265+ in the Accuplacer for it to be considered a “substitute.”

*******A copy of the Assessment Scores must be included in the application material for the application to be eligible.

SAMPLE MATH EQUATION

If a student is trying to decide whether Math will be a struggle during the program, here is the type of math equation that students will regularly be completing.

Inverse Square Law

$$\frac{1000}{X} = \frac{40^2}{72^2}$$

STEPS TO APPLY TO RTE 1001

- Students need to review a 2nd Application Directions Power Point after this Informational PowerPoint if they are interested in applying to the program. The Application Directions PowerPoint needs to be viewed between April and September in the year they are applying.
- It is the student's sole responsibility to submit all required materials as outlined between the first and last day of September. It is in the student's best interest to be thorough when filling out the application documents. Allied Health Advisors or Rad Tech staff are NOT allowed to review application materials so that the application process is fair to all students.

Apply to RTE 1001 Spring 2025!

To apply to RTE 1001, start by reading the [Mandatory Informational PowerPoint](#). This mandatory orientation includes important information, including a program overview and what to expect. Students will need to have the authorization codes for their application to RTE 1001.

- When you have completed all pre-application coursework and/or the testing documentation, please review the [Apply to RTE 1001 PowerPoint](#). Students will also need to know the authorization code from this PowerPoint for their application to RTE 1001.
- In order to complete a course challenge, you must be enrolled in coursework at Aims during the semester you pass the exam for it to be applied to your record.
 - If you are not enrolled during the semester in which you course challenge, please keep your paperwork stating that you passed your challenge course and submit it with your application to RTE 1001. Once accepted into the program, you will submit your challenge course paperwork to records to have your challenge course applied to your record. Remember, many faculty are not on campus during the summer semester, or have deadlines which need to be met to take course challenge exams. (Example: the last day to let the Chair know that you'd like to take the Medical Terminology course challenge is July 12, 2024.) Once you pass the deadline to request a test, you may have to wait another year to apply.

Students will be required to upload the following information into the application for RTE 1001. Please have the information readily available at the time of application submission. Direct patient care is optional but must be uploaded if student would like credit on their application score.

- [RTE 1001 critical thinking assignment](#)
- [Proof of a Hepatitis B vaccination](#)
- [Unofficial transcripts from every school attended, including Aims](#)

Students will be required to have an American Heart Association Basic Life Support for HealthCare Providers CPR class prior to entering the program. [Visit this link](#) to sign up for a class.

When you are ready to apply, follow this link to complete your application for admission consideration: [Rad Tech Application](#)

<https://www.aims.edu/degrees-and-certificates/radiologic-technology/program-entrance-requirements>

Radiologic Technology

Program Entrance Requirements

The Aims Radiologic Technology Associate Degree Program Process

Program Overview

Requirements

Certificates

→ Program Entrance Requirements ←

APPLICATION RANKING CRITERIA

- A point system is used to rank applicants based on their GPA and critical thinking assignment grade. RTE 1001 openings are filled according to the number of points an applicant receives on their application. The higher the number, the more likely a student will be invited.
 - Up to 4 points are given for GPA
 - Up to 5 points are awarded for Critical Thinking Assignments
 - An extra half point will be given to those students who can prove they have had direct patient care experience (see Apply to RTE 1001 PowerPoint posted in April for specific submission requirements).
- Applications must also be complete. Incomplete applications will not be processed and therefore, will not be invited to start RTE 1001, but can apply again the next year with a new application submission.

RTE 1001 APPLICATION TIMING

- Candidates must apply for RTE 1001 (required to be taken at Aims) each year they attempt acceptance.
- Students are required to read through the Informational PowerPoint orientation (this presentation) AND meet the standards for every year in which they apply because standards may change for each application cycle.
- Students planning to apply for RTE 1001, must also view an additional PowerPoint titled “Apply to RTE 1001” that is only available April through September of the year they want to apply.
- September is application submission month and applications will not be accepted outside of that month.

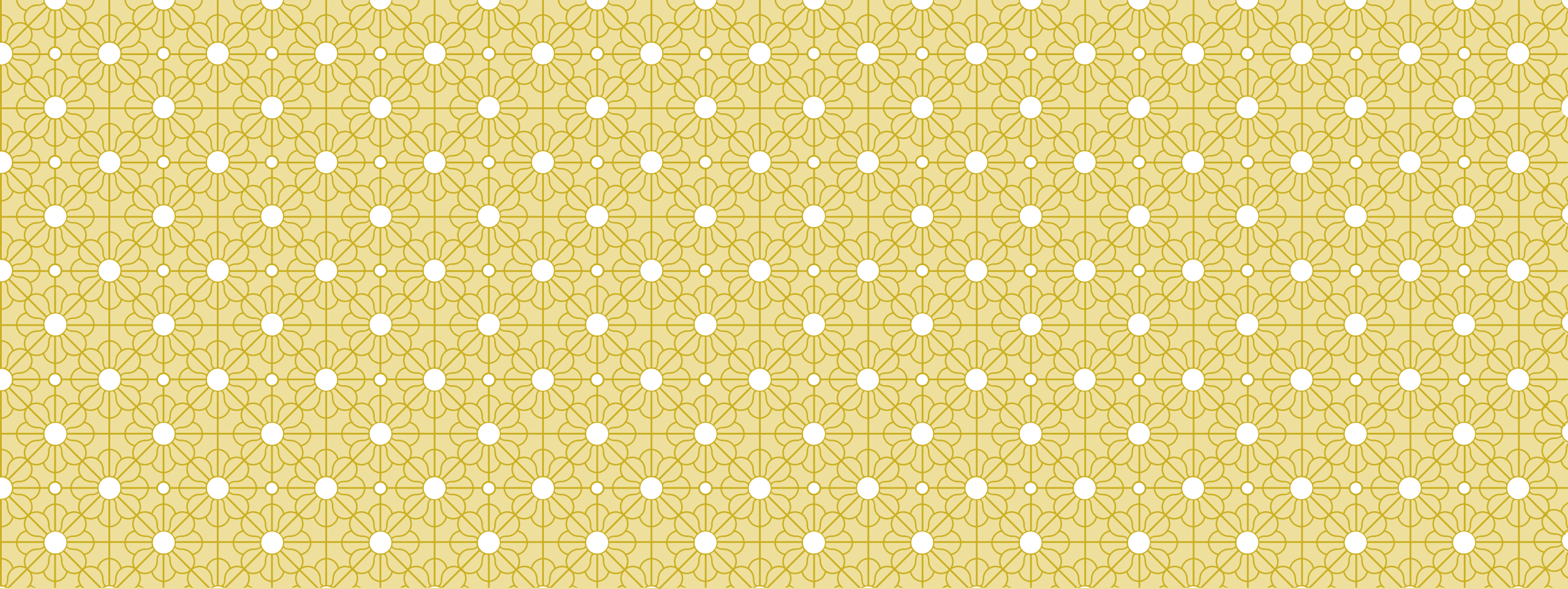
APPLY RTE 1001

“INTRODUCTION TO RADIOLOGIC TECHNOLOGY”

- Students are applying for a course at Aims called RTE 1001 “Introduction to Radiologic Technology.” Even if students have taken this course at another institution, **this course is required to be taken at Aims.** It is offered once a year during spring semester and IS a pre-requisite to starting the Rad Tech Program. Candidates must first be accepted into AND pass RTE 1001 to be invited into the actual RTE program. The Radiography Program begins each fall semester.
- We have a responsibility to applicants and the college to make every effort to fill Radiography Program seats to capacity each fall. For this reason it is necessary to make RTE 1001 a highly competitive class. We also create an alternate pool during RTE 1001 just in case someone DOES accept their program invitation but must drop out due to unforeseen circumstances.

WHAT IS THE PURPOSE OF RTE 1001?

RTE 1001 is what we call an “exploration course” and allows the student and the program to investigate and evaluate whether this profession is the right “fit” for the student. We want to set ALL students up for success. During this course, students will be exposed to all aspects of the profession and may observe the field through a shadowing program as well as conduct interviews with professionals in the field. Students will be tested on their communication, equipment knowledge, and positioning skills.



THE FIRST AUTHORIZATION CODE IS:

SIEVERT



RTE 1001 CRITERIA

RTE 1001 may only be taken once AND has to be successfully completed at Aims for entrance into the Aims Radiology Technology Program.

- If students are accepted into RTE 1001 but end up experiencing a “life event” prior to the course starting, they will need to contact the Department Chair to discuss the possibility of a one-time deferral to start RTE 1001 the following year. If students are unable to finish the course, they cannot reapply. The reason students cannot take the course again is due to the unfair advantage they would have over the other students who would be taking the class for the first time. Students are ranked during RTE 1001, and only the top candidates will be accepted into the Fall cohort. The other passing students will have a deferred start until fall of the following year.

RTE 1001 COURSE CRITERIA

- Students must earn an 80% or higher on 3 total performance evaluations. Students who do not meet this criteria for all 3 evaluations will NOT be eligible to advance into the Radiography Program regardless of their overall final grade in the class. Students who do not meet this criteria may choose to withdrawal from the course.
- Students may be required to attend an 8 hour observation shadow day in a hospital radiology department. Program faculty and staff will assist students to set this up. Students must complete all pre-observation requirements by given deadlines and successfully attend the scheduled observation date to be eligible to start the Radiography Program upon successful completion of RTE 1001.
- Students must earn a final grade of a “C” or higher. Students who earn a “D” or “F” are not eligible to advance to the Radiography Program.

HOW IS THE ALTERNATE POOL CREATED?

- The number of students accepted into RTE 1001 vary yearly and is influenced by the number of clinical sites available.
- More students are accepted into RTE 1001 than we have seats for in the Radiography Program. This creates an alternate pool in case a student drops out of the process.
- Students are ranked during RTE 1001 to fill spots in the Radiography Program for the fall of the same year. Ranking is based on the student's RTE 1001 percentage at the end of the course.
- Those earning the highest percentage during RTE 1001 will be offered a program start of the same year.
- Students not selected to begin the same year will be given alternate status. Alternates should expect to be on “standby” in case a seat becomes available. If no seats become available, alternates are GUARANTEED a program start to begin the following year.

CAN I DECLINE THE PROGRAM INVITATION?

- Students who successfully complete RTE 1001 including alternates and decline final acceptance into the program are NOT automatically offered an extended acceptance for the following year. The department chair reserves the right to decline the request and then students are no longer eligible for the program.
- If students determine after RTE 1001 that this is not the field for them, we would appreciate them notifying us as soon as possible so that we can onboard one of the alternates as quickly as possible.

AFTER SUCCESSFUL COMPLETION OF RTE 1001

Do not make plans for May the summer before you start the program.

- Students will have a 4-5 hour mandatory orientation in May to attend and need to complete the following items by the June deadline: Clinical training modules, orientations, exams, immunizations, background check, drug screen and CPR certification class.
- Students will be meeting with the Program Coordinator in person to make sure students are compliant and on-boarded to meet the specific requirements for clinical site rotations. There are many deadlines and “windows” for completing tasks and cannot be worked around vacations and employment. Students who are unable to meet deadlines and/or complete requirements during the summer will no longer be eligible to enter the program.

COSTS IN ADDITION TO TUITION AND FEES

Book costs = \$700 the first semester and vary each semester after that.

Students are required to purchase and wear approved scrubs for class and clinical rotations = \$60/set (2 sets required)

Background check and drug screen = \$100.25

Creating a My Clinical Exchange account = \$39.50/year

BLS CPR for HealthCare Providers Class = \$80

Gas and car maintenance to get to class and labs on the Greeley Campus and to clinical rotations across Northern Colorado.

CURRENT CLINICAL SITES

- During the program, students rotate through many sites for internship hours. It takes multiple sites to give students a comprehensive education. These internships can be with other students or alone.
- Students should expect a lot of commuting and some of it in inclement weather. In addition, gas and wear and tear on your car should be considered.
- Students should be aware that clinical sites may be added at any time.

Harmony Imaging Clinic – Ft Collins

Longmont Clinic

Orthopedic and Spine Center of the Rockies – Greeley & Longmont

Kaiser Rock Creek - Lafayette

Summit View Medical Commons- Greeley

Mountain Vista Orthopedics

Banner Fort Collins Medical Center

North Colorado Medical Center – Greeley

McKee Medical Center – Loveland

Poudre Valley Hospital – Ft Collins

Medical Center of the Rockies – Loveland

Skyline Medical Center – Loveland

Longs Peak Hospital – Longmont

Estes Park Hospital

CLINICAL SITE RULES AND REGULATIONS

- Students are guests at clinical sites and are always expected to act professionally.
- If students are found uncompliant at clinical sites, they may not return to the site until they comply.
- Students who FAIL to submit appropriate documentation or follow protocol of clinical sites by the assigned due dates will receive a clinical letter grade deduction or be dismissed from the program.
- Any student who is banned from a clinical site will be dismissed from the program immediately. Students should also be aware that if they are banned from a clinical site, they may NOT be allowed to enter ANY of the Allied Health Programs at Aims.

CLINICAL INFORMATION

CLINICAL INSTRUCTORS

- Chris Loukadakis
- Jeanette McDonough
- Joey Sanchez
- Marna Juarez
- Megan Pritchard
- Monica Hinze
- Roberta Eckdahl

CLINICAL HOURS

- Weekday Day Shift 7:30am-4pm
- Weekend Day Shift 7am-3:30pm
- Weekday & Weekend Evenings 1-9:30pm
- Aims clinical instructors are registered technologists. They attend multiple clinical sites and will be your main contact while completing your internship rotations.
- Personal days are given during internships. Grade deductions occur once you exhaust personal days.

CLINICAL SCHEDULE

- 1st & 2nd Semesters – 5 credits each
 - Clinical Rotations will be 16 hrs/wk
 - 3rd Semester – 7 credits
 - Clinical Rotation will be 40 hrs/wk for 8 weeks
 - 4th & 5th Semesters – 8 credits each
 - Clinical Rotations will be 24 hrs/wk
- City of residence cannot be taken into consideration when assigning clinical sites.
 - Schedules cannot be created to accommodate personal work schedules or childcare needs.
 - The student's clinical site and schedule will be announced at midterm each semester for the following semester.
 - Clinical sites and schedule are assigned by clinical instructors and program director.

CLASSROOM SCHEDULE

- Classroom attendance is mandatory for all courses
- Deductions are given for tardiness and absences
- Attendance must be at least 80% of scheduled time for each course
- Students missing more than 20% of assigned time will be dismissed from the program
- Students have 2 sections to choose from: morning or afternoon.
 - Just because students are in a morning section one semester does not guarantee that they will get morning sections for all semesters.
 - Sections are 1st come 1st serve, NO exceptions!
 - Students should be aware that morning sections can start as early as 7:40am and the afternoon sections can go as late as 4:40pm depending on the semester. (Times may vary each year)

1st & 2nd semesters – 8 credit hours

Monday & Wednesday

5-6 hours each day.

4th & 5th semesters – 4.5 credit hours

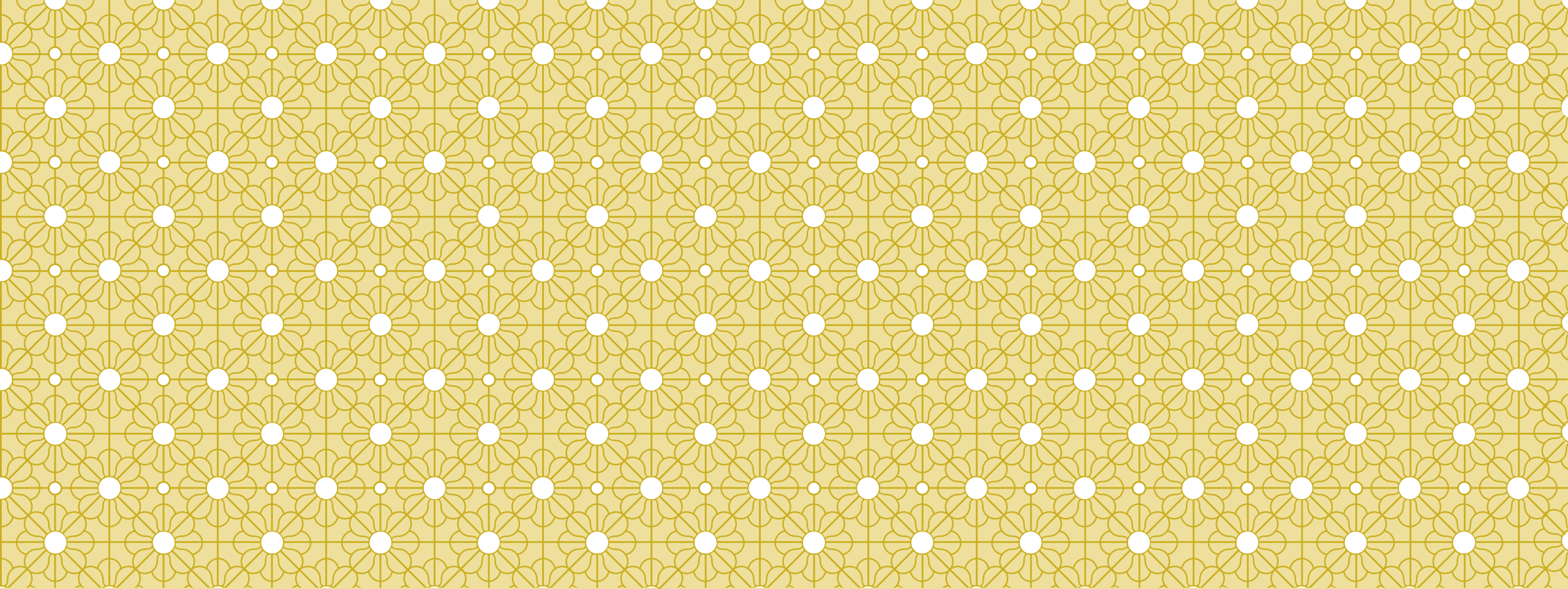
Tuesday & Thursday 3-4 hours each day.

“HEAD’S UP”

ONCE RTE 1001 IS PASSED AND STUDENTS ARE ACCEPTED INTO THE RTE AAS PROGRAM

THEY WILL NEED TO COMPLETE THE FOLLOWING:

- American Heart Association Basic Life Support for Healthcare Providers card (CPR)
- Cleared background check and drug screen
- Tetanus, Diphtheria and Pertussis (Tdap) – less than 10 years old
- TB Blood draw
- Hepatitis B series or blood titer showing immunity
- Varicella (Chicken Pox) series or blood titer showing immunity (history of disease is not sufficient)
- Measles, Mumps and Rubella (MMR) series or blood titer showing immunity to all 3 diseases
- Flu vaccination (during flu season)
- My Clinical Exchange onboarding platform



THE SECOND AUTHORIZATION CODE IS:

RADIOISOTOPE