



# RADIOLOGIC TECHNOLOGY ORIENTATION

Process Overview and Degree

# PROGRAM COORDINATOR

## Application/Program Questions

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# PROGRAM SPECIFICS

- 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.
- Some of our pre-application courses may transfer; however, program specific courses (RTE) typically will not. If your goal is to earn a 4-year degree, please check with the institution first to make sure they will accept these specific courses.

# IMPORTANT ITEMS

- RTE is a closed cohort with pre-designed curriculum and schedules - full-time status may be required, courses and clinical rotations are dictated by state curriculum
- Students who fail a RTE course will be withdrawn from the program without an option of re-entry or re-applying.
- Students must be at least 18 years old at the start of the RTE Program.
- Licensure or certification is NOT provided by Aims. Aims faculty provide the approved coursework to prepare a student to take the national registry.
- Aims tuition and fees do NOT apply to state exams, national registration exams, drug screenings, background checks or immunizations.
- Rad Tech classes are charged differential tuition rates due to the cost of the program. ([www.aims.edu/student/cashier/tuition](http://www.aims.edu/student/cashier/tuition))
- If you are accepted into the program it is very difficult to maintain outside full-time employment.

## STEP 1: ONLINE ORIENTATION POWER POINT

After reading through this Rad Tech online orientation Power Point, please print the Certificate of Completion with your name, the date, and the authorizations code (found later in the PowerPoint). This is one of the items you need to submit with your application to Rad Tech.

## STEP 2: APPLY TO AIMS

Apply to Aims: [www.aims.edu](http://www.aims.edu)

- Must submit a new application to Aims if: A student has never attended Aims OR hasn't attended within the last year
- Must declare (in My Aims): Pre-Radiologic Tech-AAS Degree
  - You can change your major by meeting with a Pathway Allied Health Advisor.
- If you are unable to log-in to your "My Aims" account, please contact the help desk (970) 339-6380.

## STEP 3: CSI ASSESSMENT AND INTRO TO AIMS WORKSHOP

Go to your “My Aims” account under the “Student tab, registration + advising + graduation.”

- Please view the “Intro to Aims Workshop”
- Take the required College Student Inventory
  - Visit: [www.aims.edu/prospective/how-to-get-started](http://www.aims.edu/prospective/how-to-get-started) for a complete list of all College Enrollment steps.

## STEP 4: TRANSCRIPTS

- Please send your official transcripts to Aims if you took your general education and/or prerequisite classes at another college.
- You can have them emailed to [transfer@aims.edu](mailto:transfer@aims.edu).
- By law, the college has 30 business days to evaluate your transcript once received, apply it to your Aims student record.

## STEP 5: ALLIED HEALTH ADVISOR APPOINTMENT

- Schedule time with your Allied Health Advisor (970-339-6443) at least once each semester while you are Pre-Rad Tech to ensure you are meeting prerequisite requirements. You can find them in Arty's Burrows after January 4, 2021.

## STEP 6: ACADEMIC AND PERSONAL ASSESSMENT

- A student must meet the minimum assessment requirements in reading, sentence skills, and elementary algebra. If you have a high school degree or an Associates of Arts or Science degree or higher, please bring the unofficial transcripts with you to your initial advising appointment. Please make sure to send your official transcripts to Aims to be evaluated ([transfer@aims.edu](mailto:transfer@aims.edu))
- For the most current minimum score requirements for ACT & SAT please go to: [www.aims.edu/student/testing/faq-placement-testing](http://www.aims.edu/student/testing/faq-placement-testing)

## STEP 7: FINANCIAL AID

- If you would like to apply for FAFSA or have other financial aid questions, please ask someone at the Student Center, located in Arty's Burrows after January 4, 2021.

# PREAPPLICATION COURSE REQUIREMENTS

Actively work to complete ALL required pre-application, prerequisite coursework with a “C” or higher. GPA will be calculated to rank students during the application process. The higher your GPA, the better your chances are for being accepted.

Students must have a 2.0 or higher to apply for RTE 101 and be completed with all listed coursework, course challenges, CLEP, DANTES, or Accuplacer tests by the end of summer semester in the year they are applying. Grades need to be posted on your unofficial transcript by the last day of September. No classes, Accuplacer, CLEP, DANTES, course challenges or credit for prior learning will be accepted in your application if they are “in progress.”

- ENG 121 OR 122 OR 131
- PSY 235 OR PSY 101 accepted ONLY if taken prior to January 1, 2018
- BIO 106 OR both BIO 201 & 202
- COM 125
- MAT 107 OR any of the following: MAT 108, 120, 121, 122, 125, 135, 155, 156, 201, 202, 203 or 255
- HPR 178 (3 credits is now required) or HPR 144 (starting summer 2021)

# CREDIT FOR PRIOR LEARNING

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. (The Challenge Course and grade must be taken/posted on the unofficial transcripts by the end of summer semester in the year in which you apply) Remember that many faculty do not work over the summer, so Course Challenges should be taken in the early spring or fall semester. Course challenges taken in the summer semester must be completed by end of Aims summer semester and applied to the student academic record no later than the last day of September. This applies to Accuplacer, CLEP, and DANTES exams as well.
- [www.aims.edu/students/sert/docs/course\\_challenge\\_procedure.pdf](http://www.aims.edu/students/sert/docs/course_challenge_procedure.pdf)
  - Applicants **MUST** have at least 3 prerequisite coursework classes with earned grades in order to determine GPA and ranking for admittance to RTE 101. HPR 178 IS a general education required class, however it is NOT used to for ranking purposes.

# EXPIRATION RULES

If you took PSY 101 BEFORE January 1, 2018, it will be accepted in lieu of PSY 235 in your application.

If your MAT is older than 10 years, or your BIO is older than 7 years in the Fall in which a student is applying, the following choices are available. Documentation must be included in your application submission.

- Retake MAT and/or BIO courses
- Contact the chair of the respective departments to complete a Course Challenge
- If you are transferring MAT into Aims, you 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 your application material.

## 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 FOR RTE 101

1. Review the application directions Power Point between April and September in the year you are applying.
2. Gather your application materials to submit
3. 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 faculty and staff are NOT allowed to review application materials so that the application process is fair to all students.

**PICTURE YOUR FUTURE**

Radiology technicians are responsible for producing clear and accurate images of the body, helping physicians diagnose and treat many medical conditions.

**Where Clear Vision Meets Education**

Rad techs work in hospitals and private medical facilities performing x-rays and have the opportunity after graduation to obtain more certifications in advanced modalities such as CT, MRI, mammography and more.

- Rad Tech Home
- Why Aims
- Start Today
- Degrees and Certificates
- Classes
- Apply to RTE 101**
- Essential Skills

# APPLICATION RANKING CRITERIA

- A point system is used to rank applicants based on their GPA and critical thinking assignment grade. An extra half point will be given to those students who can prove they have had direct patient care experience (see Application Directions Power Point posted in April for specific submission requirements).
- RTE 101 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.
- Applications must also be complete.
- Incomplete applications are not processed.
- Candidates that submit incomplete applications are not eligible for acceptance into RTE 101 but can apply again the next year.

# RTE 101 APPLICATION TIMING

Candidates must apply for RTE 101 each year they attempt acceptance.

- Students must meet the standards for the year in which they apply.
- Standards may be changed for each application cycle. Please view the most current PowerPoint.
- Students are required to read through the online Power Point orientation for the year in which they apply.
- Students planning to apply for RTE 101, must also view an additional Power Point titled “Application Directions” 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 TO RTE 101 “INTRODUCTION TO RADIOLOGIC TECHNOLOGY”

- You are applying for a course called RTE 101 “Introduction to Radiologic Technology.” This course 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 101 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 101 a highly competitive class. We also create an alternate pool during RTE 101 just in case someone DOES accept their program invitation but must drop out due to unforeseen circumstances.

# WHAT IS THE PURPOSE OF RTE 101?

RTE 101 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 are required to 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:

IPSILATERAL

# RTE 101 CRITERIA

## RTE 101 may only be taken once.

- If you are accepted into RTE 101 but end up experiencing a “life event” prior to the course starting, you will need to contact the Department Chair to discuss the possibility of a one-time deferral to RTE 101 the following year. If you are unable to finish the course, you cannot reapply. The reason you cannot take the course again is related to the unfair advantage you would have over the other students who would be taking the class for the first time. Students are ranked during RTE 101, and only the top candidates will be accepted into the Fall cohort. The other students will have a deferred start until fall of the following year.
- Students must earn an 80% or higher on 3 performance evaluations. Students who do not meet this criteria will be administratively withdrawn for RTE 101 immediately and will not be allowed to complete the remainder of class. Students who are administratively withdrawn are NOT eligible to advance into the program.
- 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 101 vary yearly and is influenced by the number of clinical sites available, classroom size and lab space.
- More students are accepted into RTE 101 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 101 to fill spots in the Radiography Program for the fall of the same year. Ranking is based on the student's RTE 101 percentage at the end of the course.
- Those earning the highest percentage during RTE 101 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 offered a program start to begin the following year.

# CAN I DECLINE THE PROGRAM INVITATION?

- Students who successfully complete RTE 101 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 you determine after RTE 101 that this is not the field for you, we would appreciate you notifying us as soon as possible so that we can onboard one of the alternates as quickly as possible.

# AFTER SUCCESSFUL COMPLETION OF RTE 101

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

- 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.
- You will have a 4-5 hour mandatory orientation in May to attend and need to complete the following items by the June deadline: Training modules, Clinical site orientations, Exams, Immunizations, Background check and Drug screen and CPR certification class.

# PROGRAM COSTS IN ADDITION TO TUITION & FEES

Book costs are high (\$700) the first semester

Students are required to purchase and wear approved scrubs for class and clinical rotations.

# CURRENT CLINICAL SITES

- Harmony Imaging Clinic – Ft Collins
  - Longmont Clinic
  - Kaiser Rock Creek - Lafayette
  - Summit View Medical Commons- Greeley
  - 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
  - Longmont Urgent Care
- 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.

# CLINICAL SITE RULES AND REGULATIONS

- Students are guests at clinical sites and are always expected to act professionally.
- Students failing to submit documentation or follow protocol of clinical sites by the assigned due dates will receive a clinical letter grade deduction.
- 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 will 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 banner from a clinical site, they will NOT be allowed to enter ANY of the Allied Health Programs at Aims.

# CLINICAL HOURS AND PROGRAM CLINICAL INSTRUCTORS

- Jeanette McDonough
  - Joe Griffith
  - Joey Sanchez
  - Marna Juarez
  - Megan Kossuth
  - Monica Hinze
  - Roberta Eckdahl
- 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 have multiple clinical sites and will be your main contact while completing your internship rotations.

# CLINICAL SCHEDULE

**1<sup>st</sup> & 2<sup>nd</sup> Semesters – 5 credit hours each**

Clinical Rotations will be 16 hours/week

**3<sup>rd</sup> Semester – 7 credit hours**

Clinical Rotation will be 40 hours/week  
for 8 weeks

**4<sup>th</sup> & 5<sup>th</sup> Semesters – 8 credit hours each**

Clinical Rotations will be 24 hours/week

- 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
- Personal days are given during internships. Grade deductions occur once you exhaust all personal days.
- 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 you are in a morning section one semester does not guarantee that you will get morning sections for all semesters.
  - Sections are 1<sup>st</sup> come 1<sup>st</sup> 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)

1<sup>st</sup> & 2<sup>nd</sup> semesters – 13 credit hours

Monday and Wednesday's 5-6 hours  
each day.

4<sup>th</sup> & 5<sup>th</sup> semesters – 4.5 credit hours

Tuesday and Thursday's 3-4 hours  
each day.

# JUST GIVING YOU A “HEADS UP”

ONCE ACCEPTED INTO THE RTE AAS PROGRAM  
YOU WILL NEED TO COMPLETE THE FOLLOWING:

- American Heart Association or Red Cross Basic Life Support for Healthcare Providers card (CPR) \$65
- Cleared background check and drug screen - \$81.50
- Tetanus, Diphtheria and Pertussis (Tdap) – less than 10 years old
- Current TB skin test or blood titer
- 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 - \$39.50

THE SECOND AUTHORIZATION CODE IS:  
AXIAL