PROGRAM OVERVIEW: The purpose of this program is to prepare students to practice as proficient, multi-skilled professionals in culturally diverse health care settings, to demonstrate outcomes required by the American Registry of Radiologic Technologists (ARRT) and program guidelines and to prepare students for application and completion of ARRT certification examinations. Upon completion of program and the general education requirements students will be eligible to apply for an Associate of Applied Science degree. Please note: Diagnostic Imaging is a program of the Radiologic Sciences. It is not applicable towards Ultrasonography.

PROGRAM FORMAT: Classes are tailored specifically to the students in the training. Students attend class for approximately 40 hours a week. It does not follow the traditional college terms. Classes are taught using “Virtual Classroom” and a robust online course management system. Lab experiences will take place at the local healthcare facilities and/or the Lebanon lab. Distance Education (DE) designated students should expect to make a minimum of 7 trips to the LBCC campus during the course of the program. Traditional (TRAD) designated students are required to attend LBCC campus a minimum of twice per week. Once enrolled in the Diagnostic Imaging Program, students are LBCC students and are supported by LBCC.

ESTIMATED PROGRAM COST: $20,500 (subject to increase; see last page)

PRE-APPLICATION INFORMATION SESSION is an online process, is mandatory, and is available now at: https://www.softchalkcloud.com/lesson/serve/S3CfdhGajMpDH4/html
To enable the audio feature please open the link in either Internet Explorer or Google Chrome.

PROGRAM DATES: June 20, 2016 through March 2018.

APPLICATION DATES:
Online application opens: January 4, 2016, midnight
(Neither early nor late applications will be accepted.)
Online application deadline: January 19, 2016, midnight

POINTS LETTERS: Emailed to your LBCC email account the week of February 8, 2016
MULTIPLE MINI-INTERVIEW: February 26, 2016 (See Point System for additional information)
ADMISSION DECISION: Emailed to your LBCC email account the week of March 7, 2016

POST-ADMISSION REQUIREMENTS DEADLINE: May 2016 (includes $3,000 estimated deposit)
MANDATORY ORIENTATION: June 2016 at LBCC Lebanon Campus

CLASS SELECTION PROCESS: Admission to the program, when determined by LBCC, is based first on residency then the point system, and NOT on a first-come, first-served basis; Resident Priority is given to in-state, out-of-state, then international applicants respectively. In the event of a tie the selection process will be based as follows: (a) number of points for documented work experience, (b) number of points for Anatomy & Physiology, then (c) accumulative GPA for complete Anatomy & Physiology series. Only qualified applicants will have their points evaluated (see the point system information in this bulletin). The number of points needed for admission varies based on the applicant pool. It is your responsibility to be informed on and adhere to all requirements, procedures and deadlines as they may change from year to year.

CANCELLATION: The program is subject to cancellation if there are an insufficient number of clinical sites or eligible students. Students admitted to a cancelled session must reapply to be given consideration for admission to the next session.
ADMISSION LIMITATIONS

Applicants should be aware of the following Admission Limitations; failure to comply may result in application denial:

- **APPLICATION COMPLETION**: Applicants must submit proof of completing all Minimum Application Requirements by the deadlines given to be considered for admission to this program.
- **HOLDS**: Applicants must have no registration Holds at LBCC during the entire application and admissions process to be considered for admission to this program.
- **ACADEMIC STANDING**: Applicants’ Academic Standing must be in Good Standing at LBCC during the entire application and admissions process to be considered for admission to this program.
- **STUDENT STATUS**: Applicants must be in good Student Status with Student Services at LBCC during the entire application and admissions process to be considered for admission to this program.

* To view your status at LBCC: 1) Log in to WebRunner, 2) Select “Student,” 3) Select “Registration,” 4) Select “Check Your Registration Status,” 4) Select the next available term. Contact your LBCC advisor if you have questions about your status.

**NOTE REGARDING FINANCIAL AID**: The Federal Financial Aid standards and policies regarding Satisfactory Academic Progress (SAP) are not identical to the college’s standards on admission/registration eligibility. Poor Financial Aid SAP status will not limit your potential admission into this program, but may severely affect your funding options. To view your current SAP status: 1) Log in to WebRunner, 2) Select “Financial Aid,” 3) Select “Your Financial Aid Status,” 4) Select “academic progress.” To find out more about Financial Aid Academic Standards at LBCC go to: http://www.linnbenton.edu/financial-aid/academic-standards

CIVIL RIGHTS

**LBCC STATEMENT OF NONDISCRIMINATION**: LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. (For further information http://po.linnbenton.edu/BPsandARs/) Board Policy P1015

**PERSONS RESPONSIBLE FOR COORDINATING TITLE II (ADA reasonable accommodations), TITLE IX (gender discrimination), and SECTION 504 (discrimination against individuals with disabilities – a civil rights issue):**

- **Affirmative Action Officer**: Scott Rolen - 541-917-4425
- **ADA Coordinator (Students)**: Carol Raymundo - 541-917-4690
- **ADA Coordinator (Employees/Applicants)**: Kathy Withrow - 541-917-4420
- **Title IX Coordinator**: Lynne Cox - 541-917-4806

**DISCRIMINATION/HARASSMENT COMPLAINT PROCESS**: If you feel you have been discriminated against in any interaction at Linn-Benton Community College or have been harassed by another person while at LBCC please contact us immediately based on the following:

- **A student complaint about another student:**
  Contact: Lynne Cox, 541-917-4806, coxly@linnbenton.edu

- **A student complaint about an LBCC staff member:**
  Contact: Scott Rolen, 541-917-4425, rolens@linnbenton.edu

- **An LBCC staff member complaint about another staff member or student:**
  Contact: Scott Rolen, 541-917-4425, rolens@linnbenton.edu

This and additional information can be found at http://www.linnbenton.edu/current-students/administration-information/policies/equal-opportunity

2016 MINIMUM APPLICATION REQUIREMENTS
All supplemental documentation, listed below, must be submitted/postmarked (c/o LBCC Special Admissions) in a sealed envelope within 2 business days of completing your online application. If you satisfy the minimum application requirements and do not have any other admission limitations you will be considered a qualified applicant. Failure to do so may result in your application being denied. Course numbers noted in this bulletin refer to LBCC courses as described in the LBCC Catalog. Course equivalencies are considered on a case by case basis and are not guaranteed. Once supplemental documentation is submitted, new materials may not be added.

- **CHECK YOUR STATUS:** Prior to the day applications open, if you have ever been an LBCC student, log in to WebRunner to view your Academic, Financial, Student, and Financial Aid statuses (see page 2)
- **ONLINE APPLICATION:** Complete the ONLINE Application for Admission (see next page)
- **READING PLACEMENT TEST:** Complete the LBCC Computerized Placement Test (CPT) for reading or petition to have it waived. Students who have previously taken the LBCC CPT for reading do not need to repeat it.
- **TRANSCRIPTS:** If submitting Official transcripts from any non-LBCC institutions, please follow the transcript submission steps noted at [www.linnbenton.edu/transcripts](http://www.linnbenton.edu/transcripts). Transcripts must be official, unopened copies from the institution(s) where you completed the applicable course(s).
- **SUPPLEMENTAL DOCUMENTATION:** Submit all applicable supplemental documentation to the Albany LBCC Admissions department in a sealed envelope with your legal name and the program title written on the front:
  - **Online Pre-Application Information Session:** Print and submit your information session completion certificate with your application packet (see page 1 for the link)
  - **Special Admission fee UPDATE:** The LBCC application fee is now a Post-Admission Requirement (see last page)
  - **Compliancy:** Complete and submit the Statement of Understanding and Compliance
  - **Residency:** Submit proof of your official residency for 90 days prior to January 4, 2016 by completing the Request to Establish Residency Status form along with supporting documentation. If submitting a packet to a partner college (see page 5), contact the partner college to learn about their specific residency requirements.
  - **Minimum Application Requirement Courses:** Complete and submit the Application Course Details form. All Minimum Application courses must be completed prior to application to be considered for admission.
  - **Points:** Submit all applicable documentation (see Point System below)

**PETITION PROCESS:** To petition for an exception to a minimum course requirement complete a Petition to Waive Minimum Admission Requirement to a Special Admissions Program form (available through LBCC Admissions, 541-917-4811). Petitions do NOT guarantee an exception will be granted.

## POINT SYSTEM

**SUPPORT COURSES FOR POINTS:** (13 points max) If applicable, complete the Support Course portion of the Application Course Details form (page 9). Only one support course per support course category will be considered for points.

**WORK EXPERIENCE FOR POINTS:** (9 points max) If applicable, complete and submit the Work Experience Verification Form (page 10). Only one work experience category will be considered for points.

**ALTERNATE POINTS:** (2 points max) 2015 Alternates for the Diagnostic Imaging Program who were not offered an opportunity to enter the program will be awarded 2 points.

**ADMISSION INTERVIEW:** (18 points max) The top 40 ranked qualified Traditional applicants will go through a mandatory Multiple Mini-Interview (MMI) during which they will rotate through three separate interview stations, answering 1 question at each station. Qualified applicants will be ranked based first on residency then on points. Additional directions will be sent via email to those applicants who rank in the top 40. The MMI might not apply to Distance Education applicants, but may be requested from Distance Education sites.

**NOTE:** If you are applying toward a Distance Education cohort, ask your advisor (see page 5) whether they will be utilizing any of the above Point System in their selection process.

## ONLINE APPLICATION INFORMATION
When applying for the Diagnostic Imaging Program you are required to apply online. Applications will open online on January 4, 2016 at midnight. Online applications receive an automatic time/date stamp. The deadline is January 19, 2016 at midnight. Neither early nor late applications will be considered.

NEW STUDENTS: Students who have never attended or applied to LBCC must begin at step 1.
1. Go to http://webrunner.linnbenton.edu/admit_home.htm
2. Select “I Want to Earn a Degree or a Certificate”
3. Create a Login ID:
4. Create and verify a PIN:
5. Select “Login”
6. Select Diagnostic Imaging from the Application Type drop down options (See NOTE below)
7. Select “Continue”
8. Select “Summer 2016” from the Admission Term drop down options
9. Enter at least your first and last name into the appropriate boxes
10. Complete all online application checklist items:
  - Name
  - Permanent Address
  - Mailing Address, if different from permanent
  - Personal Information
11. Select “Application is Complete”

LBCC STUDENTS: Log in to your WebRunner account, select the “Student” tab, select “Admissions”, select “Apply with an Online Application”, and then, beginning at step 6, follow the rest of the above online application steps.

Note: If you are applying within the appropriate application dates but are unable to view this program on the Application Type drop down list, create a new application by starting at Step 1 (using a new Login ID and password). Be sure to select the appropriate program from the drop down list and not to select A New Student nor Transfer Student.

Remember: The supplemental documentation must be submitted/postmarked in a sealed envelope in entirety to the Albany Admissions department (c/o LBCC Special Admissions) within 2 business days of submitting your online application. Submit all documentation you believe will be necessary to satisfy the application requirements. Failure to do so will result in your application being denied. You may NOT add new information once submitted.

Tips: 1 Date of Birth (DOB) and Social Security Numbers (SSN) are used to help ensure applications are not mismatched between LBCC applicants with the same names. This information is very useful, but is optional for the purposes of this online application.

2 Once you submit your application a time/date stamp will be applied electronically. If additional information is needed to process your application, the original stamp will remain and you will be contacted by a staff member from the Admissions department. Failure to provide accurate information will result in your application being delayed and may result in it being denied.
LINN-BENTON COMMUNITY COLLEGE (LBCC)

Traditional Applicants
Academic Planning:
Lorraine Lara
lorraine.lara@linnbenton.edu
541-917-4923
Submit Supplemental Materials to:
LBCC Admissions
6500 Pacific Blvd SW, Albany, 97321
Between January 4 - 19, 2016

NOTE: Partner Colleges which select their own student cohort might choose not to use the LBCC Point System.

BLUE MOUNTAIN COMMUNITY COLLEGE
Advisors: Crystal Patton Doherty
cpatton@bluecc.edu
Submit Supplemental Materials to:
Blue Mountain Community College
2411 NW Carden Ave NW,
Pendleton, OR 97801
Between January 4 - 19, 2016

CENTRAL OREGON COMMUNITY COLLEGE
Advisor: Diana Kalanquin
541-383-7200
dlkalanquin@cocc.edu
Submit Supplemental Materials to:
LBCC Admissions
6500 Pacific Blvd SW, Albany, 97321
Between January 4 - 19, 2016

CLATSOP COMMUNITY COLLEGE
Advisor: Allison Sansom
Asansom@clatsopcc.edu
Submit Supplemental Materials to:
LBCC Admissions
6500 Pacific Blvd SW, Albany, 97321
Between January 4 - 19, 2016

COLUMBIA GORGE COMMUNITY COLLEGE
Lorraine Lara, LBCC
lorraine.lara@linnbenton.edu
541-917-4923
Submit Supplemental Materials to:
LBCC Admissions
6500 Pacific Blvd SW, Albany, 97321
Between January 4 - 19, 2016

OREGON COAST COMMUNITY COLLEGE
Advisor: Barbara K Kessel
bkessel@occc.cc.or.us
541-867-8521
Submit Supplemental Materials to:
Oregon Coast Community College
Between January 4 - 19, 2016

LANE COMMUNITY COLLEGE @ FLORENCE
Lorraine Lara, LBCC
lorraine.lara@linnbenton.edu
541-917-4923
Submit Supplemental Materials to:
LBCC Admissions
6500 Pacific Blvd SW, Albany, 97321
Between January 4 - 19, 2016

SW OREGON COMMUNITY COLLEGE
Advisor: Susan Walker
swalker@socc.edu
541-888-7298
Submit Supplemental Materials to:
LBCC Admissions
6500 Pacific Blvd SW, Albany, 97321
Between January 4 - 19, 2016

TILLAMOOK BAY COMMUNITY COLLEGE
Advisor: Ann Hovey
annhovey@tillamookbaycc.edu
(503)842-8222 Ext. 1030
Submit Supplemental Materials to:
Tillamook Bay Community College
Between January 4 - 19, 2016

For additional program information please visit: www.linnbenton.edu/diagnostic-imaging.
2016 STATEMENT OF UNDERSTANDING AND COMPLIANCE

Initial:

___ I understand I may only apply toward one cohort, and I am choosing to apply toward the following (select one):
       ___LBCC ___BMCC ___CGCC ___OCCC ___Clatsop ___LCC at Florence ___OCCC ___TBCC ___SACC.

___ I understand that communication from LBCC regarding my application to this program will be made using my LBCC student email account (if I do not have an LBCC email address, I give LBCC permission to contact me via the other email address I have provided).

___ I have read, understand and agree to uphold those policies put forth in LBCC's Students Rights and Responsibilities Handbook, including the Standard of Student Conduct located at www.linnbenton.edu/go/studentrights.

___ I have read and understand my civil rights as a student at LBCC.

___ I have read this Diagnostic Imaging Bulletin and understand that it is my responsibility to be aware of and comply with all requirements by the deadlines specified in the bulletin.

___ I have read and understand the information on page 2 regarding Admission Limitations and Financial Aid SAP.

___ I understand that only the forms included in this Diagnostic Imaging application packet may be used, however, they may be copied if more than one of the same form is needed.

___ I understand it is my responsibility to meet the Diagnostic Imaging Technical Requirements in order to successfully complete this training. All responsibility for gaining and maintaining access to the required technology is mine.

___ I understand some occupational health hazards include heavy lifting, exposure to bodily fluids and the use of latex gloves and masks; therefore, I will meet with the Diagnostic Imaging advisor if I feel I have any risk factors to consider.

___ I understand that, if admitted, I will be required to complete and pass all post-admission requirements and meet all deadlines as set by the program in the Admission emails to remain admitted in the program.

___ I understand that my social security number (SSN) will be matched against the US Department of Health & Human Services list of individuals who are barred from any participation in federally funded health programs. If on the list, I am not eligible to participate in this program.

___ I understand that, if admitted, I will be required to complete and pay for the LBCC approved criminal background check. The results will determine, in part, my eligibility to be in the program but does not guarantee I will be eligible to be licensed* or employed in this field.

___ I understand that, if admitted, I will be required to pay for, submit proof of, and keep current the required immunizations, medical screens, and CPR certification as per the Admission email.

___ I understand that if I am suspected of or known to have a communicable disease which may be transmitted under normal Diagnostic Imaging activities, I will be required to have documentation of medical treatment prior to participating in clinical/lab assignments.

___ Student Drug Testing Notification: Cooperating with the drug testing policies of any work experience, clinical or cooperative teaching site is a condition for continued enrollment in the course and/or related academic program. A student may also be required to comply with the non-LBCC site's policy. Testing may be random and unannounced or conducted when reasonable beliefs that behavior may be the result of the presence of a drug. The presence, as determined by the program's test procedures, of prescription or non-prescription drugs, controlled substances or cannabis may result in immediate dismissal from the work site and disenrollment from the course and/or related academic program. The student may be subject to appropriate disciplinary action for violating the Standards of Conduct as outlined in the LBCC Students Rights and Responsibilities.

___ I understand that, if admitted, I must maintain a minimum “C” grade in each required course, and courses must be taken in the specified sequence.

___ I understand that I must complete all LBCC Admissions processes as well as the requirements for graduation.

___ I understand that, if I wish to grant a third party (employer, TAA, CSC, spouse, etc) access to information regarding my application status, grades, etc, I must complete and submit the Disclosure Authorization form available at www.linnbenton.edu/forms or update this information through WebRunner.

Applicant's Signature       Date

*Eligibility for registration by the American Registry of Radiologic Technologists (ARRT) following graduation may be restricted if a person has been charged with or convicted of a crime (misdemeanor or felony). If you have questions, it is recommended that you contact the ARRT (651-687-0048) to inquire about eligibility prior to the beginning of classes in the Diagnostic Imaging program.
RESIDENCY INFORMATION REQUIRED FOR SPECIAL ADMISSIONS PROGRAMS

For admission to special programs, a resident is defined as someone who established permanent residency 90 days before the first day applications are accepted for that program. Permanent residence is defined as the home a person intends to return to after any absence, and in which one’s dependents reside for an unlimited period of time. You must complete the residency information below and provide at least one document from Category 1 AND one document from Category 2 to prove your permanent residency status.

NOTE: Not all student Visas allow students to claim USA permanent residential status and/or be admitted to this program. International students need to consult International Admissions to see if they are eligible to apply. Go to http://www.linnbenton.edu/international-students for more information.

CATEGORY 1 (One of below)

Rent receipts with your name, resident address, and dates of occupancy for the period of time in question. (Rental agreements are not acceptable.)
Notarized affidavit substantiating your permanent residency for the period of time in question. (Applicants cannot complete the Affidavit for Residency for themselves.)
Documents proving your own Oregon property and that the property is your permanent residence.

CATEGORY 2 (One of below)

Oregon driver’s license
Oregon vehicle registration with your resident address.
Oregon state income tax return (for previous year) with resident address.
Verification of local bank account showing resident address.
Oregon voter registration.
Oregon Hunting/Fishing license.

ALL documents must have your name and permanent address for the period of time in question. The address on these documents must agree with the permanent address on your application form or the previous addresses you have listed below.

COMPLETE THE INFORMATION BELOW

Name ___________________________ Phone ___________________________
ID # or SS# ___________________________
Program for which you are requesting to establish your residency ___________________________

Please list all addresses you have lived at for the time period involved (see the special admissions bulletin for the time period).

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

List the two documents you are submitting to verify your permanent address.

Category 1 ___________________________ Category 2 ___________________________

The above information is a true and accurate statement of my residency.

_________________________________________ Date

Student signature

Admissions & Records
AFFIDAVIT OF RESIDENCY IN OREGON

STATE OF OREGON )
COUNTY OF _____ )

I, ________________________________________, being first duly sworn, state the following:
   (Landlord certifying residency)

That_________________________________________________________________ has lived at
   (student’s name and ID #)

____________________________________________________________________________________
   (street, city, state)

since ______________________________ .
   (date first at above address)

By affixing my signature, I hereby affirm that this information is accurate and correct. I further state
that my statement is not for any fraudulent purpose.

__________________________________________    _________________________________
   (date)                                           (signature of Landlord certifying residency)

NOTARIZATION:    Subscribed and sworn before me this _____ day of _____ , 20_______

__________________________________________
Notary Public for the State of Oregon

My Commission expires:

6500 Pacific Blvd SW          Albany, Oregon 97321          (541) 917-4812
APPLICATION COURSE DETAILS

Print:

Last Name (legal)   First Name (legal)   Middle (optional)   Former Name (if applicable)

LBCC Student ID (optional)   LBCC Email Address (application communication will be sent via email)

Fill in the course number/title, grade, completion date, and college/university for courses you believe will fulfill the Minimum Application and Support Course requirements. Courses must be completed with a grade of “C” or higher at a regionally accredited institution prior to the application deadline. Official transcripts from each non-LBCC institution must be sent prior to or with your application. Course equivalence is considered on a case by case basis and is not guaranteed.

<table>
<thead>
<tr>
<th>Minimum Application Requirement Courses:</th>
<th>Course Number/Title:</th>
<th>Grade:</th>
<th>Date Completed:</th>
<th>College/University:</th>
</tr>
</thead>
<tbody>
<tr>
<td>WR 121 – English Composition</td>
<td>required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications* (COMM 218 is recommended)</td>
<td>required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH 111 – College Algebra (since June 22, 2011)</td>
<td>required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Relations course*</td>
<td>required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Terminology 1 or pass the LBCC Challenge Exam</td>
<td>required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology: BI 231 – Anatomy &amp; Physiology 1</td>
<td>required</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Support Courses for Points:</th>
<th>Points:</th>
<th>Course Number/Title:</th>
<th>Grade:</th>
<th>Date Completed:</th>
<th>College/University:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 232 - Anatomy &amp; Physiology II (strongly encouraged)</td>
<td>2</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>BI 233 - Anatomy &amp; Physiology III (strongly encouraged)</td>
<td>2</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Biology with Lab</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry with Lab</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics with Lab</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Science with Lab – GS 104, GS 105, or GS 106 only</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Literacy – CS 120 or CIS 125 only</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Psychology – PSY 201, PSY 202, or PSY 203 only</td>
<td>1</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Humanities – HST 201, 202 or 203; HUM 101, 102 or 103; R 101, 102 or 103; SOC 204, 205, 206 or 222; WS 280</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Terminology series completion</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Level Career Exploration Course (3 credits or more)</td>
<td>1</td>
<td></td>
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</tr>
</tbody>
</table>

* For lists of approved Communication and Human Relations courses see LBCC’s 2015-16 Associates of Applied Science in Diagnostic Imaging requirements in the catalog.
WORK EXPERIENCE VERIFICATION FORM

You may receive up to 9 points for showing proof of 75 hours or more of direct patient work experience within the last 5 years (does not include in-home health care). Work experience must be verified using this form and the lower portion must be completed by your Supervisor or a Human Resources representative of the facility in which you received your work experience. You may duplicate this form as needed to show proof of the minimum hours, but only ONE Work Experience Category will be considered toward points. Incomplete forms will not be considered for points.

Dear Supervisor/Human Resources,

I am in the process of applying to the Diagnostic Imaging Program offered through Linn-Benton Community College. The points process requests verification of applicable paid work experience in a patient care setting for a minimum 75 hours within the last 5 years (may be from more than one location).

I, ____________ (program applicant’s name), authorize the college to contact the individuals listed on this form to verify the information provided.

Program Applicant’s Signature: ___________________________ Date: ____________

- - - - - - - - The portion below is to be completed by your Supervisor/Human Resources Representative - - - - - - - -

A. Work Experience Category: (Select one)
   ___ Certification in a certified health care field (4 pts) (ie: CNA, CMA, EMT, etc; minimum hours don’t apply)
      → Training must have included internship/externship hours
      → Must submit proof of certification/license with your application
   ___ Combination of Volunteer and Paid Employment (4 pts)
   ___ Paid Employment (5 pts)
   ___ Paid Employment in a certified health care field (8 pts) (ie: CNA, CMA, EMT, etc)
      → Must submit proof of certification/license with this form.
   ___ Paid Employment in a Diagnostic Imaging Facility (9 pts)

B. Paid Employment Position Title: ________________________________________________________________

C. Description of Duties: ________________________________________________________________

D. Dates of Service: ___________________________ Total Paid hours: ____________
   mm/dd/yy - mm/dd/yy Total Volunteer: ____________

E. Supervised by:
   ___________________________ Name, Title

F. Medical Facility: ___________________________ Phone: ___________________________
   ___________________________ Facility Address: ________________________________________________________________

G. Supervisor’s signature: ___________________________ Date: ___________________________
Linn-Benton Community College offers both a “hybrid” instructional program and a “distance education” program for Diagnostic Imaging. Using a combination of clinical instruction, online courses in LBCC’s eLearning System and the synchronous virtual classroom environment, both traditional and distance education students can receive dynamic instruction to help them achieve their learning goals. All traditional and distance education students in the Diagnostic Imaging Program must meet all technical requirements in order to successfully complete the program.

**DESCRIPTION OF TRADITIONAL INSTRUCTIONAL METHODS:**
During the first 3 terms of the program, courses will be offered in a hybrid instructional manner: “live” virtual face-to-face instruction with additional online resources and mandatory lab attendance. This means that ALL students will log into their computer at designated scheduled times via their webcam and their internet from their home into a “virtual classroom” in which the instructor will provide a “live” lecture. Lectures WILL NOT be recorded, so attendance is mandatory. Homework, assignments, and “online” resources will be available via the course management system. Mandatory labs for various courses will be scheduled throughout the term.

Students will be required to travel to Lebanon 2 - 3 times per week during the first 3 terms of the program. These days require attendance for labs, “hands-on” instruction, lab practice time, and exams.

**DESCRIPTION OF DISTANCE EDUCATION INSTRUCTIONAL METHODS:**
Students in the Diagnostic Imaging program will receive academic instruction in their homes. This education is provided in a variety of learning technologies which include streamed video and audio, email, web-conferencing, video conferencing, and virtual classroom. Students will receive their lab and clinical education from their local health care facilities and/or at the Lebanon lab. Students are required to travel to their local health care facilities and/or the Lebanon lab on a scheduled weekly basis.

Distance students are required to travel to Lebanon a minimum of 7 times during the course of the program for midterm and final examinations.

**Course lectures** and labs are delivered via Windows Media files accessed through the Learning Management System or in the virtual classroom on the web.

**Positioning lab** instruction includes demonstration of skills and experiments related to content of courses. Students will complete a portion of the program lab exercises and practice (approximately 8 hours/week) in the hospital setting working with a clinic staff member as a mentor/preceptor and/or at the Lebanon lab.

**ALL DIAGNOSTIC IMAGING STUDENTS:**

**Clinical education** provides the students with hands on application of theory and demonstration of skills from all instructional methods. Students will complete program specific competencies in the clinical setting.

**Web-based instruction** is offered via a web browser, an email account, and the use of LBCC’s eLearning System. Interaction with the instructor and classmates is through the forum, internet, email, virtual classroom, and web or phone conferencing. Students need to have high speed internet services available in their homes. Listed below are the requirements and skills necessary for web-based instruction.

**SKILLS NEEDED TO BE A SUCCESSFUL DIAGNOSTIC IMAGING LEARNER:**
This is both an asynchronous and synchronous (real time) training environment. For learning to occur, learners must actively participate in the training experience and be responsible for completing the designated activities/assignments within the prescribed time lines.

**Note:** Please realize that despite meeting all technical recommendations you may still encounter difficulty accessing course content from your computer. It is required that you locate an alternate computer to use and have a plan for
backup technical support in case you encounter difficulties which cannot be resolved with your instructor and LBCC Support Services. **Personal computer problems will not be an acceptable excuse for not completing coursework on time.**

**Attention:** Higher Education Software from the American Registry of Radiological Sciences (ARRT) is not compatible with Mac Computers. Student who have Mac Computers will be required to find alternative PC computers to view some required materials.

**LEARNERS ARE EXPECTED TO COMPLETE A VARIETY OF ACTIVITIES:**
- Read and view information resources online
- Participate in the class discussion questions using the online forum
- Interact with fellow learners and the instructor
- Complete exercises and homework as assigned by the designated due date
- Participate equally in the completion of team projects
- Take quizzes and tests online
- Attend and participate in live lecture in real time via the virtual classroom

**TO BE ABLE TO PARTICIPATE AS AN ACTIVE LEARNER, YOU MUST MEET THESE TECHNICAL PREREQUISITES:**
- Basic familiarity with computers and the web environment
- Access to high speed internet via your own Internet Service Provider (ISP). You need an ISP that seldom times out or drops your connection.
- Have a web browser. Specifics will be provided upon admittance. (Example: FireFox)
- Ability to read and print online documents
- Ability to type responses and to post to the online learning environment
- Allocation for the time required to complete the online activities of this program
- Have access to and be skilled in the use of Microsoft Word and PowerPoint
- Ability to attach and email Word documents
- Ability to use other applications in the Microsoft Office Suite is desirable
- Access to a web camera and headset with microphone

**TO ACCESS THE ELEARNING SYSTEMS CLASSROOM YOU MUST HAVE ACCESS TO THE FOLLOWING EQUIPMENT:**
- **Internet Access/Software:**
  - High Speed Internet – If you don’t already have access through an Internet Service Provider (ISP) go to [http://www.thelist.com](http://www.thelist.com) for a complete listing of national ISPs. LBCC does provide registered students with an email account but does not provide home internet access.
  - Email Software – Once admitted to the program you must use your LBCC Email account (powered by Google). All students who have registered for credit courses since January 2010 automatically have a LBCC Email account created for them. [http://www.linnbenton.edu/lbcc-email](http://www.linnbenton.edu/lbcc-email)
  - Web Browser – Google Chrome and Internet Explorer are recommended. Note: JavaScript, pop-up windows, ActiveX and cookies must be enabled in any browser. If you are accessing these classes from behind a firewall, you need to make sure your settings allow you access to LBCC’s elearning systems.
- **Computer Hardware:**
  - Computer – You will need access to a computer equipped with Windows 7 or higher or a Windows operating system.
  - Processor – Recommended: Pentium or Athalon; 500 MHz or better.
  - Screen Resolution – Minimum of 800 x 600 @ 256 colors
  - Memory - Minimum of 128 MB of RAM; 256 is better, 512 or greater would be best
  - Hard Drive Space – Enough to store files on your computer as needed
  - Modem – You must have access to high speed internet. (Note: Drops in connections may require you to reconnect to your online course. A time out of four hours of inactivity is standard. If you experience frequent drops in service, check with your ISP for solutions.)
Webcam and Headset with Microphone – You will need a separate headset with microphone to participate in the virtual classroom.

COMMON INTERNET BROWSER PLUG-INS: (Some classes may contain files that need one of the following free plug-ins)

- Adobe Acrobat Reader (pdf files)
- Microsoft Word Viewer (doc, docx files)
- Microsoft Excel Viewer (xls, xlsx files)
- Microsoft PowerPoint Viewer (ppt files)
- Quicktime (qt files)
- Windows Media Player 9 or higher (wma, mp3 files)
- RealAudio RealPlayer (rp, mp3 files)
- Flash (swf files)
- Java *

* In some cases you may be prompted to download a plug-in for Java Runtime. This is normal for machines without Java installed.
POST-ADMISSION REQUIREMENTS

Please do not turn in proof of the items listed below with your application packet. Only students who are admitted to this program will be required to complete the Post-Admission Requirements. Instructions and deadlines will be provided with the admission emails. The following requirements and estimated costs are subject to change:

- **DEPOSIT**: A non-refundable tuition deposit of $3,000 (subject to increase) will be due in May 2016
- **DEFERRED NOTE CONTRACT (DNC)**: DNCs set up the payment plan for paying the remaining Program Costs
- **RECORD RELEASE**: All admitted students will be required to complete and submit a Record Release form
- **CRIMINAL BACKGROUND CHECK**: All admitted students will be required to complete and pass the LBCC approved criminal background check to remain eligible for this program (estimated cost is $60; not included in program cost estimate)
  - If you have or have had criminal proceedings including misdemeanor charges and convictions, felony charges and convictions, military court-martials, and/or disciplinary actions taken by a state or federal regulatory authority or certification board, and/or honor code violations, you must also complete the American Registry of Radiologic Technologist (ARRT) Ethics Review Pre-Application process (additional costs will apply)
- **HEALTH AND TRAINING DOCUMENTATION**: All admitted students will be required to electronically submit the appropriate immunization, medical screening, and CPR documentation. Only the 3rd in the HepB series will be accepted after the deadline stated in your admission letter (estimated review and tracking cost is $35; cost of immunizations, medical screenings, and CPR certification varies; NOT included in program cost).
  - **Hepatitis B** – positive titer and 3 doses
  - **MMR (Measles, Mumps, Rubella)** – positive titer or 2 doses
  - **Varicella (Chicken Pox)** – positive titer or 2 doses
  - **Tdap (Tetanus, Diphtheria and Pertussis)** – 1 dose within last 10 years
  - **2-Step TB (Tuberculosis) Skin Test (PPD)** – 2 separate tests within 1-3 weeks of each other, resulting in Negative PPDs within last 12 months & repeated annually
  - **CPR** – Submit proof of current CPR certification; ONLY AMERICAN HEART ASSOCIATION’S HEALTHCARE PROVIDER CPR WILL BE ACCEPTED. Other CPR certifications will be denied. CPR certification must be kept current for the duration of the program.
    - *Documentation: Proof of vaccination/medical screening must be a copy of an official immunization card / copy of an original immunization/medical screening document. Documentation must include: 1) Your name, 2) Date of Birth, 3) Agency or provider administering the injection, test, etc, 4) Name of injection, test, etc and results, if applicable, 5) Date of injection, test, etc, 6) Signature, official stamp or letterhead of your provider.*
- **RECOMMENDED IMMUNIZATIONS**: The following immunizations are recommended but not required for admission to this program. Since some clinical sites in Oregon require one or both of these immunizations for clinical placement acceptance, not completing these requirements might result in fewer clinical placement options while in the program. (Cost of immunizations varies; NOT included in program cost.)
  - **Flu shot** – Current flu vaccine & repeated annually
  - **Polio** – positive titer or 3 doses
- **DRUG TEST**: Instructions regarding the drug test (completing and clearing) as a requirement for continued admission will be provided with the admission letter (estimated cost is $45).
- **MANDATORY ORIENTATION**: Attendance at the Mandatory Orientation in June 2016 is a requirement for continued admission in this program.
- **TECHNICAL REQUIREMENTS**: All admitted students must meet the technical requirements in order to successfully complete this training. The responsibility for gaining and maintaining access to the required technology is that of the student’s.
- **LBCC ADMISSION FEE**: If you have or have had criminal proceedings including misdemeanor charges and convictions, felony charges and convictions, military court-martials, and/or disciplinary actions taken by a state or federal regulatory authority or certification board, and/or honor code violations, you must also complete the American Registry of Radiologic Technologist (ARRT) Ethics Review Pre-Application process (additional costs will apply)

TUITION, EXPENSES AND FINANCIAL AID: Estimated Program Costs noted in this bulletin are paid to LBCC. The estimated cost of the training is $20,500, is divided between Year 1 and Year 2, and includes LBCC registrations, lab fees and instructional costs. Payment options and plans are available to those who qualify. All admitted students will be required to make a non-refundable $3,000 (estimate) deposit. This program is eligible for financial aid, however, Financial Aid cannot be used towards the deposit due to disbursement schedules. To apply for aid you must file a FAFSA each year and include LBCC as a receiving school (006938). Financial Aid is disbursed in equal payments each year; students will not receive any money in hand (credit balance) until a year’s entire tuition is paid in full. For students NOT receiving Financial Aid, half of the full program cost must be paid prior to orientation date. You may pay for training costs online with a credit card. Certification exam fees are not covered in the cost of the program.