

**Southwestern Oklahoma State University**

**Radiologic Technology Program  
Application**

**and**

**Information**  
(revised 12/2024)

**APPLICATION FOR ADMISSION TO RADIOLOGIC TECHNOLOGY PROGRAM:**

**\*\*All information in this application is current but subject to change without any prior notice\*\***

1. Students must meet eligibility requirements for admission and enrollment as determined by the sponsoring institution (university), including removal of all academic deficiencies.
2. Applicants are required to submit an online application to the Department of Nursing and Allied Health Sciences by June 15 each year
3. Successful completion of an anatomy course, 2154 Human Anatomy, A&P I or equivalent, a medical terminology course and an acceptable math course will be required, with a grade of C or higher, as prerequisites prior to matriculation into the program.
4. An official college transcript is required. SWOSU students should provide one official copy of their transcript to the Department of Nursing and Allied Health Sciences Office 206. Transfer students will need to provide two official copies of their transcript along with their completed application.
5. Every student must have two MMR shots, three Hepatitis B shots and two Hepatitis A on file. The American College Association and Centers for Disease Control require these records to be on file. You must supply the program a copy of an official immunization record with your application. Additional vaccinations may be necessary if the student cannot prove previous vaccination for MMR (measles, mumps, and rubella) now known as MRR (mumps, rubella and rubeola). All immunizations must be complete before the first clinical rotation.
6. Applicants are responsible for submission and receipt of all documentation. Late documentation may not be accepted. Incomplete applications will not be processed and will result in removal from consideration of the applicant for that year.
7. Applicants may schedule a meeting with a member of the program faculty to answer questions and review application material completion and content. This is not required, but faculty will schedule a meeting if an applicant desires to do so.
8. Selected applicants will be required to appear for a personal interview before the program admissions interview committee. Applicants will be notified of the appropriate time/date/place. Applicants failing to appear for their scheduled interview will receive no score for their interview, which will remove them from consideration for that year's admissions. Interviews will be graded on a rubric and added to the application rubric for final scoring.
9. Completed applications must be received no later than June 15th for consideration of the next scheduled class to begin in August. If there are insufficient qualified applicants by the deadline date, applications may be reviewed, considered and accepted by program faculty, later than the deadline date. Applicants will be notified as to their status.
10. A maximum of 30 applicants will be selected for appearance before the program admissions interview committee. Selection of those to be interviewed will be based upon cumulative point totals derived from submission of application materials, removal of remedial requirements and completion of general education requirements per the application rubric.
11. Any questions regarding the application procedure, submitted documents, etc. should be directed to program faculty or the Allied Health Sciences chair.
12. Applicants are required to have a minimum of 2.7 retention GPA to be considered for admission. Applicants with lower than 2.7 retention GPA will not be eligible for admission to the program.

13. All applicants will be required to submit a background check performed by Castlebranch.com at the beginning of each academic year. This is a nationwide background search based on the information you provide to Castlebranch.

Ordering instructions for the background check are:

1. Go to [www.castlebranch.com](http://www.castlebranch.com)
2. Click on "Place Order".
3. In the package code box, enter the package code: SD93bg
4. Enter your payment information – Visa, MasterCard, or Money Order. Follow the online instructions to complete your order. The cost of this background check is \$37.00.

**THE FOLLOWING IS GENERAL AND FINANCIAL INFORMATION RELEVANT TO STUDENTS AND APPLICANTS TO THE RADIOLOGIC TECHNOLOGY PROGRAM:**

The program accepts a maximum of twenty (20) students for each fall class.

Enrollment in the program necessitates the purchase of textbooks. Professional Radiologic Technology Program textbooks are available in print and e-book. Books are available at the Alma Mater Merc (SWOSU bookstore) at a bundled price. Print or e-books may be purchased separately at the discretion of the student. Rental is available on most textbooks from outside sources; however, the current or previous edition is required.

Students are required to attend clinical rotations for a minimum of three (3) semesters in recognized clinical settings. During these rotations, students are required to attend a scheduled 40-hour clinical week, (not to exceed 40 hours/week). NO stipend or financial compensation is provided. This is educational in nature only.

Students may be assigned to clinical sites geographically distant to their place of residence. Students are solely responsible for their own transportation and/or relocation to the area of their clinical assignment. Relocation is not required; however, students are expected to maintain their scheduled clinical rotations. The program does NOT guarantee assignment to any specific clinical site, and assignment will NOT be based upon student location and/or inability to provide transportation.

Students are required to maintain acceptable medical liability insurance of a minimum coverage amount, which is acquired and paid for by the university. Students are also advised that assignment to specific clinical sites may require proof of health insurance coverage, and some clinical sites may require various tests, at student cost, including but not limited to drug screens, immunizations, etc.

All students of the Radiologic Technology Program are also required to maintain current health insurance. Health insurance for college students and their families is available in the Dean of Student/Title IX Office and Student Health Services. Health insurance for International students is required and available in the International Student Affairs Office. Athletes are also required to carry a health insurance policy.

Students are required to provide their own uniforms for clinical rotations. The program's uniform policy is provided in the student policies manual and must be followed. Students are encouraged not to purchase uniform clothing prior to reviewing the prescribed policy with a member of the program faculty.

Nametags, provided by the university and having the student's name and identifying them as a SWOSU radiology student, will be worn at all times during clinical rotations

Students will purchase personalized radiographic image markers. The program will provide information regarding the purchase of these. Approximate cost is \$35.00 per set.

Radiation monitoring is required during all energized laboratory sessions and at all times during clinical rotations. The program provides radiation monitoring devices to students at no cost. Students are responsible for maintenance and replacement of any lost or damaged devices. Approximate cost is \$50.00

Beginning in the second spring semester of the program, students will be required to become members of the ASRT (American Society of Radiologic Technologists), the cost for student membership is \$35. Valuable information regarding the ARRT (American Registry of Radiologic Technologists) registry exam including mock registries are included as part of student membership.

Cardiopulmonary resuscitation (CPR) training and certification is required prior to the first clinical assignment. Certification from an American Heart Association approved program in all aspects of CPR is required. Cost of certification is not provided by the university, and the course will be taught by SWOSU faculty. Approximate cost is \$30.00.

Approximate total tuition and fees for completion of this program is \$20895 (84 credit hours x \$248.75/hour). Students are urged to verify the hourly tuition rate, which is subject to change periodically. This amount includes general education courses, prerequisites, and professional courses. Additional fees may apply. Price per semester will vary depending on how many credit hours in which a student is enrolled.

An exam preparatory review seminar will be offered during the last summer of the program. Students are highly encouraged but not required to participate in the review seminar. The approximate cost is \$200.00

Successful completion of this program provides the graduate with the opportunity to attempt the certification examination administered by the A.R.R.T. (American Registry of Radiologic Technologists). Successful completion of the exam provides the graduate with a nationally recognized certification and qualifies the graduate to work in the capacity of a radiographer at hospitals, clinics and other diagnostic imaging facilities. The current cost of the exam is \$200.00

Cost estimates for travel during clinical assignments will vary depending upon the location of clinical assignments and/or student residence. Calculations for approximate cost should consider 5-days/week/semester for two (2) 16 week semesters and one (1) 8 week summer semester. Program costs are subject to change without notice, and subject to occasional cost increases.

Clinical site locations include but are subject to change are:

1. Alliance Health Clinton, Clinton, OK
2. Elkview General Hospital, Hobart, OK
3. Grady Memorial Hospital, Chickasha, OK
4. Great Plains Regional Medical Center, Elk City, OK
5. Integris Baptist Medical Center, Oklahoma City, OK
6. Fairview Regional Medical Center, Fairview, OK
7. Integris Southwest Medical Center, Oklahoma City, OK
8. Jackson County Memorial Hospital, Altus, OK
9. SSM Health St. Anthony Hospital-Midwest, Midwest City, OK
10. OU Medical Center, Oklahoma City, OK
11. JCMH Orthopedic Clinic, Altus, OK
12. Weatherford Regional Hospital, Weatherford, OK
13. Integris Health Woodward, Woodward, OK
14. Mercy Health, Oklahoma City, OK
15. SSM Health St. Anthony Healthplex El Reno, El Reno, OK

Of the three (3) required clinical rotations, each student must attend a minimum of two (2) locations. No student may do all three rotations at the same facility. Placement of students at clinical affiliates remains solely the decision of the program.

The length of the program is 24 months. Previously completed radiography courses are not transferable. General education courses are transferable as long as they are from an accredited university. Accelerated completion of radiologic technology courses is not permitted. All transfer courses must be approved by the Registrar.

This program and its students will adhere to the code of ethics and standards of professionalism established and maintained by the A.R.R.T. and affiliated organizations.

Financial aid (scholarships, loans, grants, etc.) is available. Students should contact the financial aid office for details.

Information regarding admission requirements, acceptance, and policies that apply to program students are subject to revision periodically and may be changed without any prior notice.

Because the number of applicants generally exceeds the available positions in the class, potential students should be aware that application points will be awarded for college courses completed, when applying to the program. For this reason, applicants are encouraged to maximize their opportunity for selection by completing as many of the non-radiology courses (general education courses) as possible, prior to application.

Upon acceptance into the program and prior to the first clinical rotation, students will be required to provide proof of a tuberculosis screen in the form of a PPD test result. Students have the option to include this with their application, or to complete this following acceptance. Students with no PPD test result on file with the program will not be permitted to begin clinical work. A PPD must be done within one year of beginning the first clinical rotation.

Please make copies of all application information before turning it in, in the event it is misplaced or lost.

**For an application to be complete, all information/documentation must be submitted. This includes a nationwide background check, shot records, 4-hour observation form and your most recent OFFICIAL college transcripts with your GPA.**

**All applications must be submitted online. Additional information can be submitted to the Allied Health Sciences office at the Weatherford Campus located in SCI 206 or can be mailed to:**

**Radiologic Technology Applications  
Attn: Allied Health Sciences – SCI 206  
100 Campus Drive  
Weatherford, OK 73096**

**Radiologic Technology Program  
Application Check sheet  
(Applicant use only – do not turn in with application)**

- \_\_\_\_\_ 1. Application for the Radiologic Technology Program
- \_\_\_\_\_ 2. Application for admission to SWOSU if not a current student
- \_\_\_\_\_ 3. Current immunization records. These may be submitted to the program along with the application. Complete immunization records will be required after acceptance to the program for participation in clinical rotations.
- \_\_\_\_\_ 4. Background check by Castlebranch
- \_\_\_\_\_ 5. Documentation of 4 hours of observation on the Clinical Site Visit form.
- \_\_\_\_\_ 6. Essential job functions signature page
- \_\_\_\_\_ 7. One copy of an official SWOSU transcript for current SWOSU students, or two official copies of each college attended if a transfer student

Once accepted into the program, updated immunizations, a background check and a 10 panel drug screen will be required every year at student cost

All the above information should be submitted online on the program website at: [www.swosu.edu/allied-health/radiologic-technology/](http://www.swosu.edu/allied-health/radiologic-technology/)





**APPROVED CLINICAL VISIT - Required for application**

All applicants for the Radiologic Technology Program are required to complete a visit to an approved radiology department, or diagnostic imaging facility prior to submission of application materials. Visit must be scheduled in advance and requires that the applicant spend a minimum of four (4) total hours in the department. Time is to be spent observing examinations, touring department and/or facilities, and discussing the field of radiography with technologists and department staff.

DATE \_\_\_\_\_

Hospital/Clinic \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

This is to certify that \_\_\_\_\_, an applicant for admission to the Radiologic Technology Program has completed a visit to this department under the criteria specified. The applicant arrived at \_\_\_\_\_ and departed at \_\_\_\_\_. During the course of the visit, the applicant observed approximately \_\_\_\_\_ exams, which included:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature of Contact Person)

\_\_\_\_\_  
(Registry and Registry #)

\_\_\_\_\_  
(Signature of Applicant)

**AGREEMENT TO MAINTAIN CONFIDENTIALITY OF PATIENT PROTECTED HEALTH INFORMATION WHILE PREFORMING CLINICAL OBSERVATION FOR APPLICATION**

Maintaining patient information in a confidential manner is important to the School of Radiologic Technology at Southwestern Oklahoma State University. As an applicant applying to the Radiologic Technology Program at Southwestern Oklahoma State University, it is imperative that you maintain the confidentiality of all patient information that you encounter while doing your clinical observation.

**AGREEMENT**

I understand that the information that I will be reviewing at an on-or off-campus facility (or facilities) will contain information of a confidential nature. By signing this document, I hereby agree to maintain strict confidence of the information observed/obtained and will not divulge such information to another in a manner which could or does breach the patient's right of confidentiality. **I understand that I will be withdrawn from the selection process for program acceptance should it be determined that I have failed to abide by this agreement.**

SIGNATURE

DATE

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SWOSU  
RADIOLOGIC TECHNOLOGY PROGRAM  
**Essential Job Functions**

Because an Associate Degree in Radiologic Technology signifies that the holder is eligible to sit for the American Registry of Radiologic Technologists and signifies that the holder has completed the competency requirements of the Joint Review Commission on Education in Radiologic Technology and is prepared for entry into the profession of radiography, graduates must have the knowledge and skills to deliver services in clinical, private, or community settings. Therefore, the following abilities and expectations are expected of all students entering the program.

It is the student's responsibility to notify the Program Director if there is any reason why he/she cannot meet any of the expectations for Radiologic Technology students described below. If there are any expectations that the student cannot meet, he/she must inform the faculty of reasonable accommodations that will facilitate successful completion of the physical therapist assistant competencies and provide documentation to support the need for accommodation(s).

The following are abilities and expectations related to essential job functions for radiologic technologists as compiled from observations of a wide variety of job experiences. These essential job functions address radiologic target jobs and may vary depending on the type of facility where services are provided.

**1. Visual Acuity**

Read various meters, thermometers, and LED readouts on a variety of machines.  
Ensure radiologic equipment remains in working order.  
Operate radiologic equipment to produce images of the body for diagnostic purposes.  
Read department protocols for procedures, texts, manuals, and journals.  
Read and write client chart and miscellaneous information, synthesize quickly.  
Monitor the treatment area for architectural constraints and potential dangers.  
Observe the patient for nonverbal communications and response to treatment.

**2. Hearing Activity**

Hear and retain pertinent information in order to relay instructions and report results.  
Hear and respond to client/significant other's verbal communication.  
Hear client call bells and machine alert signals.  
Hear and respond to verbal communication from physicians, health care personnel either in person or by telecommunications.

**3. Speaking Ability**

Speaking clearly and loudly enough to be understood by a person in the treatment area, in the department, or on a phone/intercom.  
Possess the communication skills necessary to maintain good interpersonal relationships with a diverse population of clients and their significant others, peers, and other health care team members.

#### **4. Digital Dexterity**

Grasp and manipulate objects required to perform job functions.

Operate radiologic equipment to produce images of the body for diagnostic purposes.

Position radiologic equipment and adjust controls to set exposure time and distance according to specification of examination. Take x-rays following established radiologic requirements and regulations to ensure patient care and safety.

Assist patients to dressing and x-ray rooms.

Proficient ability to use a computer and electronic medical record.

Manipulate dials to position radiologic equipment and adjust controls to set exposure time and distance according to specification of examination.

Ability to apply universal precautions and use personal protective equipment for patients with potential contagious diseases.

#### **5. Physical Ability**

Move and position clients as part of the treatment session.

Maneuver various pieces of equipment and machines.

Pull/push medical equipment of all sizes.

Assist clients in confined spaces and allow for quick movement during client emergencies.

Flexibility – Ability to adapt easily to changing conditions and work responsibilities.

Serve as a back-up for clinical team members as needed by controlling patient flow, performing EKG tests, obtaining blood pressure measurements, documenting vital signs in the EMR and administering injectables.

Set up treatment sessions using equipment.

Transport patients safely using wheelchairs and assistive devices to x-ray room.

Ability to perform CPR, first aid, and fire safety.

Agility to move fast enough to ensure patient safety in all situations.

Ability to prevent and/or break patient falls.

Ability to operate radiologic equipment to produce images of the body for diagnostic purposes. Position radiologic equipment and adjust controls to set exposure time and distance according to specification of examination.

Ability to Take x-rays following established radiologic requirements and regulations to ensure patient care and safety while in positions of stooping, kneeling, bending, and standing.

#### **6. Adaptive Ability**

Complete tasks or job functions within deadlines.

Complete required tasks/functions under stressful situations with tact and respect.

Perform tasks as delegated by the supervisor/manage with the ability to make immediate decisions regarding treatment based on the responses of the client.

Interact appropriately with diverse populations and personalities.

Adjust to a variable work schedule both in its hours and assignments.

Tolerate performing certain job tasks which may include clients with conditions involving offensive odors or behaviors.

Adapt to changing environments, display flexibility and function in the face of uncertainties inherent in the clinical problems of many patients/clients

SWOSU/  
RADIOLOGIC TECHNOLOGY PROGRAM  
**Essential Job Functions**

I have thoroughly read and understand the “Essential Job Functions” for the Radiologic Technology Program.

\_\_\_\_\_ I am able to meet the expectations listed without accommodations.

\_\_\_\_\_ Due to a disability, I am unable to meet one or more of the expectations listed without accommodation(s). I understand that I must inform the program director and meet with the faculty prior to enrollment to discuss reasonable accommodations that will facilitate successful completion of the Radiologic Technology Program. I will also provide the program director with documentation in support of my need for accommodation(s).

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Non discrimination policy:**

Southwestern Oklahoma State University, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans With Disabilities Act and to the extent required by these and other federal laws and regulations, does not discriminate on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, genetic information, sexual orientation or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.