June 29, 2009

Dear Prospective Applicant,

We are pleased that you have expressed an interest in the radiology profession and the application process for our Medical Radiologic Technology Program at Lone Star College-Montgomery. If you are still interested in pursuing the application process for possible selection in the next class beginning January 2010, please follow the procedures contained in this letter and on our program website at: http://www.lonestar.edu/medical-radiology-dept-montgomery.htm.

**Prior to submission of application:**

- If you have not taken classes at a LSCS campus within the last year, you must apply to the college at http://www.lonestar.edu/admissions.htm. If you need assistance with the on-line application, please contact the Student Services Department at any LSCS campus.
- Submit an official transcript from **EACH** college you have ever attended (outside of LSCS) to the Lone Star College-Montgomery Registrar’s Office. **You cannot be admitted to or graduate from the program unless official transcripts have been submitted to the System, even if courses do not apply to the Radiologic Technology Program.**
- Verify that all college transcripts have been received and evaluated in the LSCS computer system (credit granted for courses that will transfer).
- Declare your major as Medical Radiologic Technology, 2009-2010 Catalog (Code AAS. MRDR) in the LSCS system. If your major is not declared as MRDR, you will need to complete a “Student Information Change Form” and submit it to the Student Development central desk located on the first floor of Building E on the Lone Star College-Montgomery campus.
- Determine whether you have either Passed all sections (Reading, Writing, and Math) of the TASP/THEA, an alternative test (i.e. the ASSET or COMPASS), or that you have met the SSI (Student Success Initiative) requirements in some other way (please see an advisor or counselor to confirm your status). If you are not SSI complete, you are required to test and take any required developmental coursework in order to be eligible for application to the program.
- Determine that you are at college-level placement in math, reading, and writing (eligible to enroll in MATH 1314 and ENGL 1301 due to past college coursework or placement test scores).
- Satisfactorily complete BIOL 2404 **OR** BIOL 2401 **AND** BIOL 2402 with a “C” or better within the previous five years. BIOL 2404 **OR** BIOL 2401 **AND** BIOL 2402 must have been completed prior to submission of an application for the Radiologic Technology program (by the end of the summer semester in the year you are applying).
- Verify a cumulative grade point average (GPA) of at least 2.0 in high school and/or college. If you have completed more than 24 semester hours of college courses, only the college GPA will be considered.

- If you have work or volunteer experience in the medical imaging of humans, you may be given credit in the selection process. Access http://www.lonestar.edu/medical-radiology-dept-montgomery.htm and click on “Rad Tech Documents” to print the form and instructions. Your previous or current employer is required to complete and return the volunteer/work experience verification form directly to the program. Please provide them with a stamped envelope for return. If you intend to hand deliver this form, your previous or current employer must sign across the seal of the envelope to ensure authenticity.

- ALL APPLICANTS must take the PSB Health Occupations Aptitude Test as soon as possible, but NO LATER THAN September 30, 2009. The exam will be available beginning July 13, 2009, and a $15.00 testing fee must be paid to our campus Business Office prior to taking the test in our campus Testing Center. Access http://www.lonestar.edu/medical-radiology-dept-montgomery.htm and click on “Rad Tech Documents” to print a ticket and instructions. Testing Center hours are published at: http://www.lonestar.edu/testing-montgomery.htm or you may call 936.273.7377 for current information. Further PSB exam information is available at: http://www.psbtests.com/site/products/hoae.html.

The application process is an online process and consists of four parts:

- **Part 1**: Take the PSB exam between 7/13 – 9/30 (see details above).

- **Part 2**: The application will be available online beginning July 13, 2009. Completion of the application process should be easier if all items listed above under "Prior to submission of application" have been followed. If your information is incomplete in the LSCS computer system, you will receive messages that indicate you have not met all of the necessary requirements needed to apply to the program. Once all items are satisfactorily met, the computer system will notify your approval to submit an application to the program.

- **Part 3: Application and Score Sheet**. If you have completed Part 2, you will be able to access and complete the online application. Be sure to print and sign both your application and score report. If there are any errors in the score report, it is your responsibility to address those concerns with the Program prior to submission of your application. Your score report will not be complete until you have taken the PSB and your scores have been entered by the Program.

- **Part 4: Submission of All Application Materials by October 7, 2009, by 4:00pm**. In order to complete your application file, the following materials MUST be submitted to Building B, office suite B200:
  - Printed and signed application (from the online process)
  - Printed and signed score report (from the online process)
  - Other documentation requested in application, if you are receiving points for any of these things (i.e. verification of volunteer/work experience, verification of completion of HPRS 1001 &/or current copy of licensure/certificate).
The selection process:

- Students are admitted on a competitive basis due to limited clinical space.

- The following criteria will be used to rank Program applicants for selection purpose:
  
  1. Academic course completion and grades earned in the following classes prior to the application deadline: BIOL 2404 (or BIOL 2401 and BIOL 2402) and MATH 1314.
  2. Academic course completion and grades earned in the remainder of general education courses within the RT degree plan prior to application deadline.
  4. Documented volunteer/work-related experience in medical imaging.
  5. PSB Test Score.

- According to the highest cumulative scores, approximately twenty-four (24) applicants and five (5) alternates will be selected for program admission.

- Selected students will be notified by letter prior to the spring semester.

- Final acceptance into the program, however, is contingent upon a satisfactory background check (as required by hospitals) that is completed by a college approved agency at the student's expense. Clinical facilities may also require completion of satisfactory drug screening.

- Students accepted into the program are also required to submit proof of required immunizations, TB test, and proof of current CPR certification (2 year healthcare provider type). All expenses related to these items are the responsibility of each student. Comprehensive program expenses are available for review on the Program’s website in the documents section.

Following review of this information, please feel free to contact us at 936.273.7360 if you have further questions or require additional assistance. Again, we appreciate your interest in the Medical Radiologic Technology Program at Lone Star College-Montgomery and hope to see or visit with you again in the near future. Best wishes for success in all of your future educational endeavors!

Sincerely,

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