**Electronic Application Instructions**

**Lone Star College Medical Radiologic Technology Program**

**Full-Transfer Students:**

**Please call the Radiology Department at your LSC campus regarding the GPA error message.**

How to Apply:

Go to the Health Occupations Application page, <https://webapps1.lonestar.edu/healthoccupationsonlineapp/>

* Choose the program
* Log in with your username and password

1. Review the **Requirements tab** to see the items required to apply. **Click FAQ** for general questions & answers.
2. **Click on the Application tab to review your Application Page. Click FAQ for general questions and answers. If any of your personal information has changed**, please **STOP NOW:**
   * Go to [www.lonestar.edu.](http://www.lonestar.edu/)
   * Log into your MyLonestar account.
   * Click the “**Student”** icon, then the “**Profile”** icon. View and update your name, address and phone numbers in the **Personal Details** area.

Once updated, return to the application page to:

* + Complete the remaining highlighted sections on the application.
  + Add any colleges or universities attended. Click **Add School**.
  + Read the disclaimer at the bottom of the page and **TYPE YOUR NAME** into the box as it appears.
  + Click **SAVE for LATER**.

1. **Click the Score Sheet tab to review your Score Sheet** – If there are any errors or missing items, please contact the Rad Tech Office at your first-choice campus for assistance.

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| --- | --- |
| LSC-CyFair – 281-290-3571 | [Afreen.Ahmed@Lonestar.edu](mailto:Afreen.Ahmed@Lonestar.edu) |
| LSC-Montgomery – 936-273-7368 | [Yamini.Datta@Lonestar.edu](mailto:Yamini.Datta@Lonestar.edu) |

Once your score sheet is correct:

* + Read the statement at the bottom
  + **TYPE YOUR NAME** into the box as it appears.
  + Click **SAVE for LATER.**
  + **Documents must be in PDF format.**

1. **Click the Document Uploading tab** –Upload the following items:
   * **Credit Advising Transcript** – How to get your Credit Advising Transcript:
     + Log into your “MyLonestar” account
     + Click on the “**Student**” icon.
     + Click on the “**Academic Records**” icon.
     + Click on “**View Unofficial Transcript**”.
       - Report Type: **Advising Transcript**
     + Click “**Submit**”. The report will open as a .pdf. Print or save, then scan and upload.
   * **HESI Exam Results** - How to get your HESI Exam Results:
     + Log on to evolve.elsevier.com
     + Click on **Student Access**
     + Click on **Admission Assessment Report** under Exam History (this is for the bar graph page of HESI – Save this document as a PDF)
     + Go back to **My Exams**
     + Click on the plus sign (+) next to Admission Assessment Report
     + Critical Thinking will appear in the drop-down list. Click on the link **View Results**
     + Click on **Results Report.pdf** under View Your Detailed Scoring Report on the right (save this document as a PDF)
   * **Licensures-if applicable**
   * **Observation/Volunteer Hours-if applicable using the MRT Imaging Observer-Volunteer form (found on MRT webpage)**
2. **SUBMIT –** Return to the bottom of the Application Page to find the **SUBMIT** button. **All documents must be uploaded and signatures on both the application page and score sheet before the SUBMIT button becomes available**.

Changes **cannot** be made to the application once the SUBMIT button is used.