

# HALIFAX HEALTH



We appreciate your interest in our School of Radiologic Technology and would like this opportunity to introduce you to our Radiography Program. Please read all the information provided carefully to answer your questions about our selection process. We are now processing applications for the January **2013** class.

The Radiography Program consists of course work and clinical education in radiographic imaging sciences.

Our students also must complete required prerequisite and general education courses at Daytona State College (DSC) prior to, or while in the program. (Refer to Suggested Program of Study, which includes all required courses). The entire program is of thirty-month duration, with the first twenty-four months consisting of both hospital-based courses and general education courses. **The following required general education courses are prerequisites: ENC 1101, MAC 1105, BSC 1085/BSC 1085L. The prerequisite courses must be completed with a "C" or better grade at Daytona State College or transferred to DSC by the end of the summer 2012 semester to be eligible for the interview process.** The other three required college courses must be completed by the end of the first twenty-four months of the program or the student will not be able to participate in the graduation ceremony. We strongly suggest that as many college courses as possible be completed prior to the beginning of the program for academic preparation and to decrease your class load and financial expenses. Anatomy & Physiology II is a recommended course. The program is designed so the student has no more than a 40-hour week including RTE didactic and clinical/lab classes and college courses. The RTE courses can only be taken once you have been accepted into the Radiography Program.

The clinical schedule normally consists of 20-24 hours per week and will include evening clinical experiences (2p-9:30p). You are notified as to your schedule in advance of each semester to make the necessary arrangements. Due to the clinical requirements, which must be met by each student, the clinical schedule is set and does not allow for flexibility.

The student is permitted a specific amount of absenteeism during each semester. Any other absence will result in the student making up the missed clinical time. Also, each student does receive a one-week vacation each August, two-week vacation each December and a two-week vacation during the last three months of the program.

Applicants are required to provide evidence of high school graduation or the equivalency. If you have not graduated, have your preliminary transcript sent. If you have graduated, please have an **OFFICIAL HIGH SCHOOL OR GED TRANSCRIPT** mailed directly from the school to **THE HALIFAX MEDICAL CENTER SCHOOL OF RADIOLOGIC TECHNOLOGY**. To be official, the transcript must be issued by and received from the issuing institution in a sealed envelope. **THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.** Transcripts, which are received directly from the applicant, are considered unofficial and will not be accepted. Also, send an official copy of any college transcripts. You will need to send these documents to Daytona State College separately as the Halifax Health Medical Center (HHMC) Program is a separate entity.

Applicants must document a minimum of a 2.0 GPA in high school and any required college courses and maintain a 2.0 GPA in each course while in the program. A student will not be considered if their high school GPA is below 2.0 unless they can document at least 12 hours of the program's **required** college courses completed with a "C" or better per course. No courses will be accepted without a minimum of a "C." A student with a GED will not be considered if they scored less than 55 in the math or the science sections, unless they can document at least 12 hours of the program's **required** college courses completed with a "C" or better per course.

The student is also responsible for meeting the application requirements and being accepted into DSC prior to the selection committee meeting for the Halifax Health Medical Center Program. Students are required to have college courses transferred to DSC if they previously attended another institution. This is the student's responsibility and must be done through DSC prior to admission into our program. Any courses not transferable must be taken by the student to complete the program's requirements. Students having courses transferred in from other institutions must provide the Halifax Health Medical Center Program Office with a copy of the transfer evaluation available on DSCs falconet under your records.

Once the applicant has returned a completed application form to the program office, they can call the office 386-254-4075, option 4 or 5 and set up a Radiology Departmental tour to gain more insight into our profession. Tours of our Department are provided during the months from March-first week in September each year. The tour must be scheduled in advance. This tour is highly recommended to improve the applicant's knowledge of the profession for which they are preparing to enter and assist with career decisions. If the applicant tours another radiology facility, they must provide written documentation to the program office for their file by the stated deadline dates.

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Although the application **deadline** is August 1, 2012 for consideration for the January 2013 class, it is advisable to return the completed form as soon as possible and begin sending your documentation to avoid delays or missing deadlines. It is vital that the application forms be completed correctly to avoid delays in the process. Incomplete applications will be returned to the applicant unprocessed. The interviews are normally held in late September or early October for the class, which begins in January. You will be notified of the status of your selection by mid-October.

Each applicant meeting our minimum requirements will be considered on an individual basis. The entire selection process consists of four (4) phases:

#### **Phase 1**

- Applicant completes application (\$25.00 fee)
- Applicant provides 2 references (employers or educators). The program will contact the references via mail.
- Applicant provides satisfactory evidence of high school graduation or equivalency by sending an official high school transcript or an official GED transcript. **The transcript from high school or your GED is mandatory. There is no exception even if you have completed college courses. All transcripts must be translated into English. If you are unable to obtain an official high school transcript, you have the option of taking the GED exam.**
- Applicant successfully completes standardized aptitude exam (there is a \$25.00 fee for this exam)
- Applicant documents completion of the prerequisite courses with a "C" or better grade. If courses are completed at an institution other than DSC, they must be transferred to DSC. Documentation of completion and transfer of the ENC 1101, MAC 1105 and BSC 1085/BSC 1085L courses must be received by the Program Office by the end of the summer 2012 semester to be eligible for invitation to attend the selection committee interview.
- Applicant meets all stated deadlines

#### **Phase 2**

- Applicant is interviewed by selection committee (by appointment)

#### **Phase 3**

- Applicant successfully completes documentation verification and background review

#### Phase 4

- Prospective student completes background screening to include finger print check of state and federal criminal history information conducted through FDLE and FBI
- Prospective student completes Halifax Health Medical Center EmployMed testing
- Prospective student completes drug screening (testing negative)
  - Any student receiving a dilute negative drug screening will be required to retake the drug test at their own expense until a satisfactory drug screen is obtained, or until the student declines consent to retest. This must be completed prior to final admission into the program. To avoid this situation, it is recommended that on the date of the drug screen test, you avoid excess fluid intake.
- Prospective student meets all stated deadlines to complete file

Each phase must be completed before moving to the next phase in the selection process.

The Aptitude Test is given at Halifax Health Medical Center and you will be notified by mail as to the dates and times available so that you can call to schedule. No other aptitude tests previously taken can be substituted for this exam. Applicants must receive a 55 percentile score. The five (5) categories included on the exam are academic aptitude, spelling, reading comprehension, natural sciences, and vocational adjustment. Sixty-five (65) percentile or above is preferred. This is a standardized exam and is based on past-learned knowledge. There is no suggested study guide available. There is a fee for the aptitude exam that must be paid by cash, check or money order prior to the exam. The exam sheets are sent to the testing service agency for evaluation and once we receive the results, you will be notified by mail.

Normally 10 students are accepted each year depending upon the total number of current students. Alternates are also selected for each class. The program normally has more applicants than can be accepted for each class. Those applicants not accepted have the option to re-apply for the following year's class. **The Program does not have a waiting list.**

The Joint Review Committee on Education in Radiologic Technology accredits the Program. Successful fulfillment of the requirements of this program will provide satisfactory eligibility for examination by the American Registry of Radiologic Technologists and a certificate from Halifax Health Medical Center for satisfactory completion plus approximately 19 hours of transferable general education college credits. The program has an affiliation with DSC and DSC will award college credit for Radiologic Technology (RTE) courses successfully completed. Those individuals successfully completing all requirements of the program will be eligible for an Associate of Science Degree in Radiography. The Program has an articulation agreement with the College of St. Francis to allow graduates to continue their education toward a baccalaureate degree. Graduates are also eligible to continue work toward their baccalaureate degree through DSC.

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Please refer to the program brochure concerning entrance standards for applicants and financial aid information. Students have the option of declaration or non-declaration of pregnancy. To allow for radiation protection to the declared pregnant student and their conceptus, the program officials and radiation safety officer will counsel declared pregnant students as to options available.

International students:

*You are classified as an international student if required forms must be submitted to the US Department of Justice. However, if you have immigrated to the US and have a resident alien number, you will not be classified as an international student. All DSC criteria for international students must be followed prior to admission. Refer to DSC catalog.*

*In addition, certified official academic transcripts are required from secondary schools, colleges, universities, technical and other post-secondary schools attended. Transcripts in languages other than English must include official certified English translations authentic verifying statements and signatures. The following agencies are acceptable for translation of Transcripts:*

*World Education Services, Inc. [www.wes.org](http://www.wes.org) Course By Course Translation is required!*

*Josef Silny & Associates, Inc. [www.jsinly.com](http://www.jsinly.com) Course By Course Translation is required!*

*For further information concerning the process contact the Immigration and Naturalization Services (INS) at 1-800-375-5283 or [www.ins.usdoj.gov](http://www.ins.usdoj.gov).*

**If you have criminal record of a felony or misdemeanor, you must report this on your application. All offenses must be reported regardless of how long ago they were committed.**

**Exceptions are:**

- **offenses committed while a juvenile and processed in the juvenile court;**
- **traffic violations that did not involve drugs or alcohol;**
- **charges that were dismissed if there were no court conditions required for the dismissal.**

**All other misdemeanor or felony offenses must be reported, including convictions or charges resulting in a plea of guilty, plea of nolo contendere (no contest), withheld or deferred adjudication, suspended or stay of sentence, pre-trial diversion activity, or military court-martial. You will be required to complete the ARRT Pre-application process prior to the interviews. Information concerning this process is available on <http://www.rrt.org/index.html?content=ethics/preapp.htm> or call 651-687-0048.**

You may contact the Program Office for additional information on Student Services, outcome assessments and due process procedures.

Classes begin each year in January and we are currently accepting applications for our class, which will begin in January **2013**. We realize there is a lot of information in this letter, but hopefully many of your questions were answered. Please feel free to contact the program office with further questions. For your convenience, anyone in the office can assist you if I am unavailable. Thank you for your interest in our technologically innovating and exciting profession! We look forward to receiving your application.

**Please note: All Halifax Health Medical Center campuses are smoke/tobacco free!**

Halifax Health Medical Center Radiography Program Fee Structure:

Application Fee	\$25.00	accompanies completed application
Aptitude Exam	\$25.00	paid on the date of the exam
Tuition	\$1000.00	paid quarterly
	\$1644.00	out of state rate

Deadlines for Tuition for HHMC (RTE) courses:

*January 15*

*April 15*

*July 15*

*October 15*

\*Estimated fees (may vary dependent upon vendor)

\*Books \$500.00 (for entire program/paid the first day of classes)

\*Lab Supplies \$30.00 (CPR certification, CPR mask, lead markers)

\*Graduation Fee \$10.00 (paid for prior to graduation)

\*Patches \$1.00 per patch (student is provided with 5 patches free of charge)

Sincerely,

Darcie J. Nethery, PhD, RT(R)  
Radiography Education Coordinator

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## FEES AND REFUND POLICIES

DSC students follow the community college policies for non-RTE courses. All fees paid to Halifax Health are non-refundable.

Schedule of Fees	Payment Deadlines	Refund
<b>Application Fee \$25.00</b>	<b>The application fee must accompany the application form</b>	<b>Non-refundable fee</b>
<b>Aptitude Test \$25.00</b>	<b>The aptitude test fee is paid on the day of the test</b>	<b>Non-refundable fee</b>
<b>Tuition per calendar quarter</b>	<b>The tuition must be paid in full by the stated deadline date</b>	<b>Non-refundable</b>
<b>1<sup>st</sup> Quarter (Yearly) *</b>	<b>January 15</b>	<b>Non-refundable</b>
<b>2<sup>nd</sup> Quarter (Yearly) *</b>	<b>April 15</b>	<b>Non-refundable</b>
<b>3<sup>rd</sup> Quarter (Yearly) *</b>	<b>July 15</b>	<b>Non-refundable</b>
<b>4<sup>th</sup> Quarter (Yearly) *</b>	<b>October 15</b>	<b>Non-refundable</b>
<b>Lab Supplies CPR (5.00 first year, final year) CPR Mask (approx 10.00)</b>	<b>CPR must be paid on the day of the class. CPR masks must be purchased by February 1 of the first semester. Masks are available for purchase at the Daytona State Bookstore (approximate cost 10.00) or may use any vendor as long as it is re-useable and has a one way valve. The masks will be required for initial CPR class and renewal class prior to graduation.</b>	<b>Non-refundable</b>
<b>Markers</b>	<b>Initial Set is purchased by Halifax Health</b>	
<b>Graduation Fee</b>	<b>Must be paid by March 1 prior to graduation</b>	<b>Non-refundable</b>
<b>Books</b>	<b>Must be paid on the first day of scheduled classes</b>	<b>Non-refundable</b>
<b>Patches</b>	<b>Must be paid for when purchasing extra patches</b>	<b>Non-refundable</b>

**\*Tuition is due the closest Friday prior to the 15<sup>th</sup> of the months listed if the 15<sup>th</sup> falls on a holiday or weekend.**

All fees must be paid to Halifax Health Health Medical Center in full by check or money order. Failure to pay the fees by the stated deadlines will result in termination from the program.

In the case of an insufficient funds check, the following procedure will be followed:

- \*Application Fee – the application will be put on hold until the fee is paid
- \*Aptitude Test Fee – the results will be held until the fee is paid
- Tuition – the student will be suspended until such time as the tuition is paid
- Lab supplies/Books – the student will not receive the supplies until paid
- Graduation Fee – the student will not receive the pin until paid
- CPR – the student will not receive a CPR card until paid

Incomplete applications will be returned to the applicant for completion. The check will be held for 30 days. If the appropriately completed application is not received within the 30-day period, the check will be returned to the applicant.

The aptitude test results will be held for a maximum of 30 days. If the applicant does not pay the fee within the 30 days, the applicant must re-take the exam, as their file will be placed inactive.

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