



## APPLICATION FOR ADMISSION TO THE RADIOGRAPHY PROGRAM

**Summer 2025**

**JACKSON COLLEGE  
ASSOCIATE in APPLIED SCIENCE RADIOGRAPHY**

NAME \_\_\_\_\_ JC STUDENT ID NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ DOB \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**The following must be completed prior to entering the program:**

- ✓ Jackson College Application
- ✓ All point earning documentation must be submitted by January 31<sup>st</sup>.
- ✓ For each course listed below, please fill in an appropriate response:

Indicate your grade if you have completed the course, OR Indicate if you are currently enrolled.

**\*You must meet the required credits for each prerequisite course transferred to JC**

***THIS PROGRAM IS COMPETITIVE. Minimum Grades DO NOT Guarantee Admission.***

Must have a minimum grade of **3.0 (2.5 in BIO)** in the following classes:

**BIO 132** \_\_\_\_\_ **or** **BIO 253** \_\_\_\_\_ **&** **BIO 254** \_\_\_\_\_

\*Choose one BIO. 4 - 5 transfer credits

**HOC 130** \_\_\_\_\_

\*3 transfer credits

**DMS 100** \_\_\_\_\_

\*3 transfer credits

**MOA 120** \_\_\_\_\_

\*2-3 transfer credits

My signature verifies that I have met all requirements for application to the Radiography program; read and understand the Technical Standards for Admission and the Technical Standards and Functions documents; Radiography Admission Process (pages 2, 3, 4, & 5); my admissions file is complete.

All students must meet with a Student Success Navigator to verify their requirements have been met for the program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Navigator Signature

**Application form must be submitted directly to:** **YOUR STUDENT SUCCESS NAVIGATOR**  
Applications will only be accepted from Student Success Navigators.

**APPLICATION and TRANSCRIPT RECEIPT DEADLINE:**  
**JANUARY 31<sup>st</sup>** (RADIOGRAPHY) FOR A SPRING SEMESTER PROGRAM START (MAY)

## **RADIOGRAPHY ASSOCIATE IN APPLIED SCIENCE ADMISSION PROCESS**

Jackson College and the Allied Health Department are pleased that you are interested in the Associate in Applied Science Radiography Program. The selection process was established to enhance student success in the Radiography curriculum and passing scores on the National Exam, American Registry of Radiologic Technologist (ARRT).

### **APPLICATION PROCEDURE - ALL Applicants must:**

- 1) Submit a Jackson College application.
- 2) Submit a completed Jackson College Radiography Program Application Form and indicate the desired program year. ***This application must be submitted to your Student Success Navigator. The application fee must be paid to JC's Cashier's Office (with receipt attached to application).***
- 3) Be a high school graduate or successfully complete the G.E.D. test.
- 4) Forward to the Jackson College Admissions Office **ALL** transcripts from colleges previously attended. ***It is your responsibility to confirm that your transcripts are on file.*** (Allow 8–10 weeks for transcripts to be processed. All transcripts **MUST** be received by the application deadline. Failure to have all transcripts submitted timely to Jackson College may result in an incomplete radiography application).
- 5) Meet Technical Standards for Admission of the Allied Health Department and Technical Standards and Functions required for the Radiography Program.

### **APPLICATION REQUIREMENTS for RADIOGRAPHY PROGRAM**

The Radiography program is designed to prepare the student for employment in the field of diagnostic radiography; positions are located within hospitals, medical clinics, and other diagnostic imaging institutions. Upon successful completion students are eligible to write the American Registry of Radiologic Technologists (ARRT) exams. Satisfactory completion of the ARRT board certifying exams allows the radiographer to use the initials of R.T.(R), Registered Technologist (Radiography).

#### **Admission Requirements and Process for the Radiography Program**

1) Students must have completed all prerequisite course work with a final grade of **3.0 (2.5 in BIO)** or better in each course prior to the start of the program.

2) ***The following Pre-Requisite courses are required:***

- |    |                     |  |
|----|---------------------|--|
| 1) | BIO 132 or          | Human Biology (4 credits)                              |
|    | BIO 253 and BIO 254 | Human Anatomy and Physiology (4 – 5 credits)           |
| 2) | HOC 130             | Intro to Health Occupations (3 credits)                |
| 3) | MOA 120             | Medical Terminology (3 credits)                        |
| 4) | DMS 100             | Introduction to Diagnostic Medical Imaging (3 credits) |

**Note:** ***Please refer to page 5 to review all other degree required courses that count as points toward admission into the Radiography Program. Completing more courses adds to admissions points.***

All Radiographer (Program Core Courses) courses must be completed with a minimum GPA of 2.0 to be considered passing. All Radiographer clinical practicum courses are subject to special scheduling dates which may not follow the traditional college semester calendar.

3) All applicants' academic records are evaluated by using a numerical point system. Entry into the Radiography program is competitive and based on total points from the grades earned in prerequisite coursework and an interview process. **If a prerequisite course that is a "point counter" (see page 5) is not completed when the application is submitted, no points will be awarded for that course. Consideration for the radiography program will still apply.**

4) All **considered** applicants will have an interview with the JC Admissions Committee.

A. The Admissions Committee will be comprised of a minimum of three (3) of the following individuals:

Radiographer Program Director  
Radiographer Program Faculty  
Clinical Education Center Radiology Clinical Preceptor  
Any non-student Member of the Radiography Advisory Committee

B. All **considered** applicants will be asked to respond to the same set of questions during the consultation process.

C. Following the interview, all **accepted** applicants will receive the location of their assigned clinical site and upon their acceptance of this clinical location and passing the background check and drug screen they will receive **acceptance** to the program. Clinical placement of students is based upon points earned and proximity of clinical location. Students are placed in order of acceptance into the radiography program.

D. The following list is our current Radiography clinical sites:

Cameron Memorial Community Hospital, Angola, IN  
Henry Ford Jackson, Jackson, MI  
Hillsdale Hospital, Hillsdale, MI  
Parkview LaGrange Hospital, LaGrange, IN  
Promedica Hickman Hospital, Adrian, MI  
St. Joseph Mercy Ypsilanti, MI  
Michigan Medicine, Ann Arbor, MI  
Bronson Hospital, Kalamazoo, MI  
Bronson Hospital, Battle Creek, MI  
University of Michigan Sparrow Hospital, Lansing, MI

5) A clinical site must be arranged and approved for each applicant before final acceptance into the program. The clinical site is a third party entity into which students are placed for practical experience. JC cannot guarantee that a clinical site will always be available. Arrangement for such a site depends upon the college's ability to enter into a formal agreement with a proposed site. Students should not rely upon the availability of a clinical site in particular geographical location.

While JC uses its best efforts to negotiate clinical sites, even after they become available they can become unavailable for reasons beyond the control of JC and in that event JC has no liability. No one at JC has authority to modify the conditions and information outlined in this application other than in writing signed by the Director of Radiography.

6) Only those individuals with the highest total combined scores of the academic evaluation and the consultation session will be accepted.

7) All **accepted** applicants will be required to submit a completed statement of health/physical condition. The completed physical statement needs to include: medical history, physical exam results, and immunizations. This statement must be received by the Allied Health office prior to any Radiology student beginning their clinical education.

8) All **accepted** Radiology students must submit proof of Hepatitis B vaccination or a signed waiver.

9) All **accepted** Radiography students must complete a fingerprint based criminal background check, as required by the agreements JC has with clinical sites. The check must have been completed no longer than six months prior to the beginning of this first clinical rotation. The cost for the criminal background check is the responsibility of the student and is approximately \$180.00. The completed report (with no active exclusions reported) must be received by the JC Security Office prior to any Radiography student beginning his/her clinical education.

Admissions process is nondiscriminatory in regards to race, color, religion, national creed, national origin or ancestry, age, gender, sexual preference, marital status, or handicap.

### **ACCEPTANCE PROCESS**

- 1) The order of acceptance of qualified applicants will be based on points achieved. All prerequisites must be completed before an applicant can be considered for the Radiography program.
- 2) If more than one qualified applicant achieves the same score in the Point System for the last remaining spot, the applicant with the highest overall Jackson College grade point average will be selected.
- 3) If you are not offered a space in the program you have applied for and wish to be reconsidered for next year, you must re-submit another Program Application Form and the \$50.00 application fee for that program year. *Your application and application fee will **NOT** automatically be rolled over.*
- 4) Upon acceptance to Radiography Program, an applicant must complete the Health Certification Form and obtain Professional Level CPR certification. This training includes infant, child, adult, 1 man – 2-man CPR and choking. **This MUST be maintained and current while in the program.**
- 5) Notification of applicants' status in the Radiography program will be in April for the upcoming spring semester (May). If a student chooses not to accept their seat in the program for that year, he/she will need to reapply for the next year and compete with the other candidates for that year.

## JC Radiography Admissions Point System

Criteria	Possible Points
<b>Previous Degree/Allied Health Degree</b> (Submit documentation of degree earned)	Yes = 2 No = 0
<b>Allied Health Training/Experience</b> <i>Allied health certification/credentials proof must be submitted. Provide a letter of professional reference verifying work in the health field that includes length of time.</i>	<u>Credential(s) = 1</u> + Experience up to 2 years = 1 Experience up to 3 years = 2
<b>College GPA</b>	2.0-2.5 = 2 2.6-3.0 = 3 3.1-3.5 = 4 3.6-4.0 = 5
<b>DMS 100 – Intro. To Diagnostic Imaging</b> (3.0 minimum grade required)	3.0 = 2 3.5 = 3 4.0 = 4
<b>HOC 130 – Intro. To Health Occupations</b> (3.0 minimum grade required)	3.0 = 2 3.5 = 3 4.0 = 4
<b>MOA 120 – Medical Terminology</b> (3.0 minimum grade required)	3.0 = 2 3.5 = 3 4.0 = 4
<b>BIO 132 – Human Biology (or BIO 253/254)</b> (2.5 minimum grade required)	2.5 = 1 3.0 = 2 3.5 = 4 4.0 = 5
<b>MAT 130 – Quantitative Reasoning</b> (2.0 minimum grade required)	2.5 = 1 3.0 = 2 3.5 = 4 4.0 = 5
<b>ENG 131 – Writing Experience</b> (2.0 minimum grade required)	2.5 = 1 3.0 = 2 3.5 = 3 4.0 = 4
<b>COM 250 – Intercultural Communications</b> (2.0 minimum grade required)	2.5 = 1 3.0 = 2 3.5 = 3 4.0 = 4
<b>PSY 140 – Introduction to Psychology</b> (2.0 minimum grade required)	2.5 = 1 3.0 = 2 3.5 = 3 4.0 = 4
<b>HUM 131 – Cultural Connections</b> (Can be fulfilled with any GEO 6 course) (2.0 minimum grade required)	2.5 = 1 3.0 = 2 3.5 = 3 4.0 = 4
<b>Radiography Consultation</b>	Possible Points = 8
<b>Job Shadow (Not Required)</b> A visit to an imaging department provides students with the opportunity to view radiographers in action and visualize what radiographic work experience is like. Proof of job shadow performance must be submitted with your radiography program application.	Yes = 2 No = 0
<b>Total Possible Points</b>	<b>58</b>
Updated 4/15/24	

Revised 04/24

ADMISSION IS NOT GUARANTEED

**Note** – The selection process is based on the point system. The number of students selected into the radiography program is determined by how many clinical sites are available to host JC student(s).

## **TECHNICAL STANDARDS FOR ADMISSION ALLIED HEALTH DEPARTMENT JACKSON COLLEGE**

The Allied Health Department faculty has specified the following non-academic criteria which applicants generally are expected to meet in order to participate in the Department of Allied Health Sciences programs and professional practice. These technical standards are necessary and essential and have been developed to provide for the health and safety of the patients receiving care from the Allied Health Department program students.

**OBSERVATION** – The applicant must be able to participate in all demonstrations, laboratory exercises and clinical practicum in the clinical component and to assess and comprehend the condition of all patients assigned for examination, diagnosis and treatment.

**COMMUNICATION** – The applicant must be able to communicate with patients to effectively elicit patient compliance, understand and assess non-verbal communications; and be able to effectively transmit information to patients, physicians, paraprofessionals, faculty and staff in a timely way.

**PSYCHOMOTOR** – The applicant must have motor functions sufficient to elicit information from patients by appropriate diagnostic or therapeutic maneuvers; be able to perform basic tasks; possess all necessary skills to carry out diagnostic or therapeutic procedures; be able to interpret movements reasonably required to provide general care and emergent treatment/actions as necessary for patient safety and comfort.

**INTELLECTUAL / CONCEPTUAL INTEGRATIVE AND QUANTITATIVE ABILITIES** – The applicant must be able to measure, calculate, reason, analyze, evaluate, and synthesize information and observations. Problem solving, the critical skill demanded of Allied Health Practitioners, requires all of these cognitive abilities. In addition, the applicant must be able to comprehend three-dimensional structures and understand the spatial relationships of these structures.

**BEHAVIOR AND SOCIAL ATTRIBUTES** – The applicant must possess the emotional health required for full utilization of intellectual abilities; execute appropriate medical judgment; the prompt completion of assigned or non-assigned responsibilities for care of and service to the patient; and the development of supportive and effective relationships with patients. Applicants must be able to tolerate physical and mental work loads, function effectively under stress, adapt to changing environments and conditions, display flexibility and function in the face of uncertainties inherent in the clinical setting and with patients. Compassion, integrity, concern for others, interest and motivation are personal qualities with each applicant should possess.

**TECHNICAL STANDARDS AND FUNCTIONS THAT ARE  
REQUIRED TO SUCCESSFULLY COMPLETE AN  
ASSOCIATE IN APPLIED SCIENCE DEGREE IN RADIOGRAPHY**

Beginning with the fall semester, Radiography students start their first clinical rotation. It is important for you to be made aware of the technical tasks and function requirements associated with the profession of Medical Radiography.

	<b><u>STANDARDS</u></b>	<b><u>FUNCTIONS</u></b>
1)	Sufficient motor skills and coordination to move and adjust equipment suspended from the ceiling at a height of up to six feet.	Reach overhead in order to move the Radiographic tube-head. Rotate the tube-head and manipulate the locks.
2)	Speech sufficient to be understood by others; ability to understand the communication of others.	Explain radiographic procedures and preparations to patients. Ability to instruct patients during the course of an examination.
3)	Ability that is sufficient to understand and follow verbal and written directions and information.	Receive reports and instructions for radiographic procedures from Radiologist and other physicians.
4)	Sufficient muscle strength, lower back and knee stability, to handle and carry equipment up to 20 pounds a distance of 20 feet.	Lift and carry IR cassettes, positioning devices, lead aprons, and other shielding devices needed in performing a radiographic procedure.
5)	Sufficient muscle strength, lower back and knee stability to handle patients in a safe manner. Sufficient physical coordination to move patients on gurneys, stretchers, and wheelchairs.	Assist in placing patients on and off of wheel chairs, stretchers, and gurneys. Transport patients from their hospital room to the radiology department and back.
6)	Sufficient muscle strength, lower back and knee stability to handle patients in a safe manner.	Move patients from a stretcher or wheelchair onto an exam table and from the exam table back to the stretcher or wheelchair. Move patients into various positions while on the exam table. Such motion requires leaning across a cart and reaching to the exam table while assisting to lift the patient as well as pulling and pushing on the patient.
7)	Sufficient muscle strength and physical coordination to move and guide the motion of heavy equipment on and off elevators, and over carpet.	Move non-motorized and motorized mobile x-ray and fluoroscopy machines to and from patients' rooms, the emergency room, and surgery.

## TECHNICAL STANDARDS AND FUNCTIONS – Continued

	<u><b>STANDARDS</b></u>	<u><b>FUNCTIONS</b></u>
8)	Vision sufficient to manipulate the buttons, handles, knobs, and keyboards associated with electronic and radiographic equipment.	Select exposure factors which include KVp, mAs, automatic exposure controls, focal spot size, and IR to utilize during the examination.
9)	Sufficient vision and hearing to monitor the condition of the patient during the radiographic procedure.	Observe and care for the physical state/condition of the patient, while looking through shielding glass, under low light conditions at a distance.
10)	Vision sufficient to allow good accommodation in brightly lit, as well as, dimly lit environments.	Move from brightly lighted hallways and rooms into dimly lighted imaging rooms to view images.
11)	Sufficient hearing to distinguish typical from non-typical sounds created by operating radiographic equipment. Must be able to distinguish sounds while standing behind a lead wall in the control area.	Recognize the typical sounds of the moving bucky, rotating anode, switches and relays, which indicate that the equipment is functioning properly. Be able to hear the patient from a distance of 10 feet.
12)	Sufficient vision to discriminate between grey-scale tones associated with radiograph images and video display monitors.	Determine the technical quality of a radiograph by distinguishing structural differences derived by varying densities on a radiographic image or monitor.
13)	Sufficient psychological stability and knowledge of techniques/resources to be able to respond appropriately and efficiently in emergent situations in order to minimize dangerous consequences either patient related or environment related.	Recognizing and responding appropriately in emergency situations.
14)	Ability to learn technical medical and pathophysiological information.	Completion of the clinical and didactic components of the program requires the time and the ability to learn.

You need to be able to perform each of these tasks with or without accommodation if an accommodation is necessary because of a disability it is your responsibility to provide documentation and to request accommodation. The college will endeavor to satisfy requests for reasonable accommodations however it is not guaranteed.

### **APPLICATION and TRANSCRIPT RECEIPT DEADLINE:**

January 31<sup>st</sup> (Radiography) for a Summer Semester program start (May)