Wallace State Community College (WSCC) – Hanceville
Instructions for Completing Online Health Application for:
2019 Diagnostic Imaging Program
Application Link will be open for submissions from: March 1 thru June 1 for Fall Entry

Application Steps:

1. Apply to WSCC ADMISSIONS- *If you are currently attending WSCC-Hanceville go to #2.*

Applicant must meet the following admission criteria:

☐ Apply to WSCC Admissions **6-8 weeks prior** to program deadline.
  Must meet all general admissions requirement and be unconditionally admitted to the college. Student must be in good standing with the college.
☐ Submit to WSCC Admissions **1 month prior** to program deadline, Official high school & college transcripts from each college previously attended
☐ Submit to WSCC Admissions **1 month prior** to program deadline, highest official ACT composite score (see program requirements)
☐ If seeking Financial Aid, complete FAFSA application (fafsa.gov), School Code: 007871 by June 1.

NOTE: It is the responsibility of each applicant to ensure that all information is on file in Admissions prior to application deadline.

2. Meet Diagnostic Imaging Requirements

Applicant must meet the following requirements:

☐ A minimum of 20 ACT composite score (National or Residual) is required for admission consideration.
☐ Attain a minimum GPA of 2.5 or greater on a 4.0 scale with a grade of "C" or better on all general required DI courses. GPA calculated for program selection will be on the general required DI courses excluding ORI 110.
☐ Applicants must be at least 18 years of age. (Alabama Regulations for Control of Radiation Rule 420-3-03(6), "Occupational Radiation Dose Limits:, states that all occupational workers employing ionizing radiation, must be at least 18 years of age).
☐ Submit the online health division application with all required attachments by deadline of **June 1.**

The Diagnostic Imaging program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) located at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606 (www.jrcert.org).

3. Program Application Information

All information must be uploaded to your online application to be complete. **Information will NOT be accepted via fax or email.** Any missing documentation may result in your application being declined. Please check email periodically for application notifications. Applications must be submitted online with all required documentation uploaded by the deadline date listed above. Mailing address, email, and phone must be current in order to receive correspondence.

Information will not be released from the application. Applicants will be notified by mail of acceptance or non-acceptance to the health program by July 1st. No information regarding individual admission status will be given via telephone; **do not call** Admissions or the program to obtain status. Accepted students are required to submit to drug screenings and background checks, as well as attend a mandatory program orientation. Drug Testing Policy and Background Check Policy are available for viewing online at www.wallacestate.edu.

You will have one opportunity to open the online application link and complete from your computer. Completion of the online application may take 30 minutes, dependent on your preparation. All required documents must be correctly named and ready to upload from your computer prior to opening the link.

4. Required Documents

Specific information that you will need before starting your online application:

☐ Student must have a valid WSCC Student ID that begins with **"W" and User ID** *(used for WSCC email and blackboard).*
☐ Print most current underline transcript from **each college** previously attended. College name must be on each transcript. WSCC Admissions office CANNOT print transcripts from other colleges. WSCC transcript can be obtained from your MyWallaceState account.
  o Highlight required general courses required by program (see page 3)
☐ A minimum of 20 ACT score composite score (National or Residual). (Scores printed from Degree Works will be accepted for WSCC-Hanceville students) Transcripts with score posted are also acceptable.
☐ State Birth Certificate *(Alabama Regulations For Control of Radiation Rule 420-3-03(6),"Occupational Radiation Dose Limits", states that all occupational workers employing ionizing radiation must be at least 18 years of age).*
☐ Print and Complete General Education Worksheet (page 3)

When all documents above are gathered proceed to next step.

Wallace State Community College does not discriminate on the basis of race, color, sex, religion, national origin, disability, sexual orientation, or age.

5. Document Preparation

All documents must be named as directed below and uploaded to the online application. Document format must be PDF or JPEG with 16 MB limit. **Any missing documentation may result in your application being declined.** All documents must be legible to be valid. All pages of document (even blank pages, full set of page numbers) must be uploaded to be complete. If you do not know how to scan to PDF see suggested instructions below.

Scanning to PDF can be accomplished either by:
1. Use a copier machine to scan documents as PDF to a jump drive. You may bring documents and jump drive to the WSCC breakroom in the Tom Bevill Health Building. Free self-service. Place jump drive in slot, place documents on copier, select scan, press button. From jump drive **send documents to computer, rename as directed below and upload to online application as directed.**

2. Download the **Free Cam Scanner App to your smart phone**. Set up Free Basic Account. For details go to https://www.camscanner.com/
   For each document file:
   1. Lay document on flat surface
   2. Open CS App, Tap Camera and slide selection to either Single or Batch (multiple) pages. Example.-if transcript is 3 pages (batch in one file). All pages of document (even blank pages) must be uploaded to be complete. Maximum of 10 pages allowed per batch.
   3. Hold phone directly over document
   4. Take a Picture of document by taping camera button, edit any changes, tap ✓ (lower right)
   5. Select picture brightness, tap ✓ (lower right) when complete
   6. Select either Email or more °°° (lower right), Select Email to myself.
   7. Select files to send. Add email address. Tap Send (top right)
   8. **Open files from computer, rename as directed below and upload to online application directed.**

6. Naming Documents

Name required documents as directed below.
- ☐ **ACT** minimum of 20 composite, **Save file as – DI your FULL NAME Act**
- ☐ **State Birth Certificate**, **Save file as – DI your FULL NAME Birth**
- ☐ **General Education Worksheet** (page 3). **Save file as – DI your FULL NAME GPA**
- ☐ **Transcripts -**
     First college attended, **Save file as – DI your FULL NAME 1 college name.**
     Second college attended, **Save file as – DI your FULL NAME 2 college name**
     Third college attended, **Save file as – DI your FULL NAME 3 college name**
     Other colleges attended, **Save file as – DI your FULL NAME 4 college name**

All required documents must be named as directed above and ready to attach from your <u>computer</u> prior to opening the link.
NOTE: The online application must include all information listed above at the time it is submitted to the program.

7. Online Program Application Instructions

For the best results, please do not attempt to complete your application until you have fully read and understand all instructions. <u>Once you start the application, you must finish it in one sitting.</u> You will have <u>one</u> opportunity to open the link and complete the application from your computer. Completion of the online application may take 30 minutes, dependent on your preparation. Any missing documentation may result in your application being declined. All required documents must be ready to attach **<u>from your computer</u>** prior to opening the link.
Once the above information is gathered, completed, and document named as above, continue to the online application:

Link to Online Application: **https://www.surveymonkey.com/r/DI2018**

When prompted, Click **Choose File** and upload file **<u>from your</u> <u>computer.</u>** You can click **Remove File** to clear your response or **Replace File** to change the file. Print completed online application for your records. A confirmation of application submission will not be given. Please check email periodically for application notifications.

8. Selection

Students are selected on the basis of ACT scores and GPA of general education courses. All other factors being equal, cumulative GPA will be the deciding factor for admission. You will be notified by mail of your acceptance or non-acceptance to the health program by July 1st.

I understand that meeting minimal requirements does not in itself guarantee admission to the program. I acknowledge that I have reviewed and agree to the WSCC Health Division Background Policy and WSCC Health Division Drug Screening. I acknowledge that this information presented is truthful and accurate. Violation is subject to disciplinary action through Wallace State Community College.

It is the policy of Wallace State Community College, a postsecondary institution under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, sex, religion, national origin, disability, age, or sexual orientation be excluded from participation in, be denied benefit of, or be subjected to discrimination under any program, activity or employment. The College will not retaliate against any person because they have engaged in a protected activity opposing the College or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing alleging discrimination on a basis specified above.

General Education Worksheet

Name: _____   Student # _W_____   Program Applying To: Diagnostic Imaging _____

GPA points are awarded when the course and grade has been Highlighted on applicant's transcript. If currently enrolled in a general education course Spring Semester, do not circle a grade/point as it is not complete. All unofficial transcripts must be uploaded with general courses below highlighted to be complete and considered.   This is the responsibility of the applicant. **All light grey shaded areas must be complete to be considered. Answer each row, add columns and calculate totals.**

*CLEP or AP Credit: A copy of the official score report **must be attached**. AP Exam Score of 5 = A, 4 = B, 3 = C. CLEP will be awarded letter grade of "B".*

Course Name and Number		Circle earned grade and points	Credit Hours	For office use: Course/grade Verified / highlighted	
BIO 201 Human Anatomy & Physiology I		A=16 B=12 C=8	4		
BIO 202 Human Anatomy & Physiology II		A=16 B=12 C=8	4		
ENG 101 English Composition		A=12 B=9 C=6	3		
Math Elective: MTH 100, MTH 110, MTH 112, MTH 113, MTH 120, MTH 125, MTH 126, MTH 227, MTH 237, MTH 238, MTH 265	Course you are declaring best grade in: Course: MTH _____	A=12 B=9 C=6	3		
HUM Elective: HUM, ART, MUS, PHL, IDS, REL, THR, LIT	Course you are declaring best grade in: Course: _____ _____	A=12 B=9 C=6	3		
PSY 200 General Psychology		A=12 B=9 C=6	3		
ACT composite score: _____ *Minimum composite score of 20 required.* Date of score: _____		Add circled points from above: ÷ _____ **TOTAL PTS** (max 80)	Add hours completed: _____ **TOTAL HRS**	Divide TOTAL PTS by TOTAL HRS *(Minimum 2.5 required)* = _____ **TOTAL GPA** (max 4.000)	

Do Not Round Totals.

Meeting Minimal Requirements Does Not Guarantee Acceptance

1. Insert **Total GPA** from above	_____(max 4.000)
2. Multiply line 1 Total by 9 =	_____(max 36.000)
3. Insert ACT composite score	_____(max 36)
4. Add line 2 and 3 for Total	_____(max 72.000)