



2025 Application for Radiologic Technology

This application is due no later than noon, Friday, May 30th

This application is for students applying to the 1st clinical semester courses in Radiologic Technology starting September 2025. You must have completed all prerequisite courses, or their approved substitution and grades must be available by application deadline. This application must be legible.

Personal Information

Full Legal Name _____

Last First Middle
Previous Name(s)

Last First Middle

MSU Billings Student ID _____

Current mailing address _____

City _____ State _____ Zip _____

Phone _____

Current E-mail address _____ (this is where we will send notifications to)

Have you ever been convicted of a misdemeanor, felony or military court martial? Yes No

Have you ever been suspended, dismissed or expelled from a post secondary medical educational program that you attended in? Yes No

Have you had any professional license or certification revoked, suspended or put on probation? Yes No

If you answered yes to any of the three questions above, the American Registry of Radiologic Technologists (ARRT) may not allow you to take the national certification examination following the completion of the Radiologic Technology Program. Your ability to take the examination, if you answered yes to any of the three questions above, is approved or denied by the ARRT on an individual basis. You will also be required to pass a background check for felony and misdemeanor convictions and pass a drug screen test before the hospitals will allow you to enter their facility to obtain your clinical experience. If you answered yes to any of the three questions above, contact the director of Radiologic Technology for further information before making an application to the program.

2025 Application for Radiologic Technology

This application must be received no later than noon, May 30, 2025. Applications can be submitted before this date (all documents need to be submitted in one packet - except for the reference letters which must be sent directly to us from the reference). Radiologic Technology is a competitive program and the following process will be used to select those students who will continue into the clinical courses in Radiologic Technology starting **September 2025**. If you are not currently registered as a student with City College at MSU Billings, you must complete an application for admission and be accepted as a MSU Billings student before you can make application to this program. You may apply for admission at www.msubillings.edu/citycollege. If you have questions about the general admissions process to City College at MSU Billings, please call Jacket Student Central at 406-247-3007. The selection process for this program is divided into two phases and only the top 25 students from Phase I will move to the second phase. Phase II consists of a personal interview with the Radiological Technology Selection Committee that will make the final selection of students for the next class in Radiologic Technology.

Phase I Selection Criteria

Phase I is based on a point system. Points are awarded for grades, previous education, degrees, certificates, prior work experience (particularly if that experience is in the medical field), letters of reference, answers to the site visit questions, a written essay, and successful completion of an optional college physics course and/or a second semester of a 200 level A&P II. The points will be totaled from the information you provide with this application and your transcripts, and the top scoring 25 students will continue to Phase II. Please note that you must provide verifiable documentation of your education, such as a copy of your certificate, degree and official transcripts. Work and medical experience require a contact name and phone number for verification.

1. Grades. Points will be awarded based on the Grade Point Average (GPA) of **only the prerequisite semester courses** (or equivalent transfer courses). The points will be awarded on the following basis. A GPA of less than 2.5 will receive no points.

2.5 GPA: (2.5)	2.9 GPA: (2.9)	3.3 GPA: (3.3)	3.7 GPA: (3.7)
2.6 GPA: (2.6)	3.0 GPA: (3.0)	3.4 GPA: (3.4)	3.8 GPA: (3.8)
2.7 GPA: (2.7)	3.1 GPA: (3.1)	3.5 GPA: (3.5)	3.9 GPA: (3.9)
2.8 GPA: (2.8)	3.2 GPA: (3.2)	3.6 GPA: (3.6)	4.0 GPA: (4.0)

All grades from prerequisite courses (or substitutions) must be received by application deadline for the Phase I process. The resulting grades will be taken from the MSU Billings student records. Official college transcripts must be submitted to MSU Billings Admissions **prior** to submitting this application for those students who are not currently enrolled at MSU Billings.

2. Education. Points will be awarded for completion of specific education beyond the courses required for the Radiologic Technology prerequisite semester. A bachelors or associate degree and specific college completion can add additional points to the Phase I point total

- Bachelor's degree (medically related 2 points). Bachelors degree (non-medically related) (1 point)
- Associate's degree (medically related) (1 point). Associate's degree (non-medical) (.5 point)

Education: You must provide a copy of your received degree or certificate. If your education did not occur at MSU Billings you must provide an **official** copy of your transcripts from the institution you attended to the admissions office prior to submitting the competitive application.

Complete School Name	School address and phone number for verification	Dates attended and credit hours obtained	Degree/certificate received & date received	# of months worked (& hrs./week) using this education

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3. Medical Education and/or Experience Points will be awarded for completion of specific medical related education and experience. Certification or license with no experience, where experience is listed, will result in a 50 percent deduction in points awarded. **You must provide a copy of your certificate or license as well as the school and contact information where you received the certificate or license education for verification. The applicant must provide supporting documentation or contact person and phone number for verification of work history using this education.** The following education will count toward Phase I total points. Please note points are not stackable in this category.

- a. Limited permit x-ray tech with 6 months full time equivalent experience (2) points
- b. Limited permit x-ray tech with less than 6 months full time equivalent experience (1) point
- c. CNA with 6 months full time equivalent experience (1) point
- d. CNA with less than 6 months full time equivalent experience (1/2) point
- e. EMT with 6 months full time equivalent experience (1) point
- f. EMT with less than 6 months full time equivalent experience (1/2) point
- g. Other 1 year health care certificate with 12 mo. full time equivalent experience (1) point
- h. Other 1 year health care certificate with less than 12 mo. full time equivalent experience (1/2) point
- i. Clinical patient care in a x-ray department with 12 months of full time equivalent or more (1) point
- j. Performed volunteer work in a hospital, nursing home or healthcare facility for **minimum** of 80 hours (1/4) point

Medical Related Education and/or Work Experience

Name of institution and complete address	<u>Contact person</u> (supervisor) & current phone number for verification	Dates of employment & Total number of hours worked or volunteered	Job Title and Job Responsibility

Non-Medical Work Experience Please list the three previous jobs you have held not listed above. The applicant must provide supporting documentation **or** contact person and phone number for verification of employment.

Company with address	Supervisor's name and current phone number	Dates of employment & total number hours worked	Job Title and Job Responsibility

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Volunteer Experience Please list any volunteer experience you have had that does not fit into Category 3 above. The applicant must provide supporting documentation **or** contact person and phone number for verification of volunteer experience.

Company with address	Supervisor's name and current phone number	Dates of volunteer time & total number <u>hours</u> volunteered	Volunteer Title and Responsibility

4. Letters of Recommendation (1) point will be awarded to students who provide **two letters of recommendation** from individuals other than family members. **These letters of recommendation must be emailed by the author to janet.drinkwalter@msubillings.edu or mailed by the author to the Radiologic Technology Program, City College at MSU Billings, 3803 Central Avenue, Billings, Montana 59102.** Points will be awarded based on content. It is recommended you ask three individuals for letters of recommendation in case one of the letters is not received by us.

5. Site Visit. (Up to 4 points) You are required to attend and document a site visit to a radiology department and answer a list of site visit question as part of this application process. Grammar and content are considered. See “**Radiology Department Site Visit**” link in website for details.

6. Essay. (Up to 2 points) Essay must be 1 to 3 pages, typed, double-spaced and no pictures. **Grammar and content are considered.** The essay needs to address the following points:

- 1) based on research - explain what you learned about the role of radiologic technologists
- 2) how do your personal skills, attributes and aptitudes match up to the role
- 3) what drives you to pursue this career

7. Physics and/or A&P II: **If you complete a college level physics course and/or a second semester 200 level or higher Anatomy & Physiology II course with a grade of “C” or better, you can earn 1/4 point for each course towards your Phase I point total**

____ Have you completed a college physics course with a “C” or better, with evidence of this course found in your transcripts?

____ Have you completed a second semester 200 level or higher A&P II course with a “C” or better with evidence of this courses found in your transcripts?

Additional Radiology Related Courses The completion of the following courses will not add points to your point total for Phase I, but may be taken into consideration in the interview process in Phase II.

____ Did you complete, and pass, a physics course in high school?

____ Did you complete, and pass, a chemistry course in high school?

Site Visit Narrative

You must submit the "Site Visit Form" with the signature from the site you completed your visit at and also answer the following questions on a separate sheet of paper. **Both the form and the answers to these questions need to be submitted with your application.**

1. What procedures or x-ray examinations were you able to observe? Give a brief description of each exam.
 2. List the job responsibilities of the radiologic technologist(s) that you observed.
 3. How does the radiology department staff interact with each other?
 4. What did you notice about the interactions between the radiologic technologist and the patient?
 5. What part of the site visit did you find the most interesting and why?
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Phase II Personal Interviews Interviews will be held **June 25, 26 and 27.**

Only the top scoring 25 individuals in the Phase I selection process will be given a personal interview. The personal interview portion of the selection process will involve answering a series of questions from the Radiologic Technology Selection Committee. All applicants will be asked the same questions with follow up questions likely. Interviews are held on the City College campus. Interview candidates are scored by each evaluator according to a formula and these scores are totaled to determine the total points for Phase II. The decision of the Selection Committee is final. The scores from Phase I and Phase II are then added together to create the final overall score.

If you are selected for a personal interview, you will be notified by email. Notification will be sent the **week of June 16th**. We will use the email address you provided on the first page of this application. After receiving notification, you are responsible to schedule a time for your interview with Janet Drinkwalter at janet.drinkwalter@msubillings.edu or (406) 247-3077. **Any student who does not schedule their personal interview by the deadline noted in the email, will not be considered for the program. Therefore, it is imperative that we have your current telephone, address information and email address.** Should either your street address or email address change, you are responsible to notify us immediately. Notification of any change to your contact information must be sent to Janet Drinkwalter by calling (406) 247-3077 or janet.drinkwalter@msubillings.edu

Final selection. When the final selections are determined, an invitation via email or postal mail will be sent to those selected to start the program. Students must accept by the date noted in the letter in order to secure their spot.

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Competitive Application Checklists

Students must be admitted to MSUB (City College or the University Campus) prior to submission of the Radiologic Technology program application. No program applications will be reviewed unless the applicant applies first to MSUB and all official college transcripts are received by MSUB Admissions. Also, all required rad tech application documents must be received by deadline. For any questions on this, call Jacket Student Central at 406-247-3019.

Checklist items prior to submitting Radiologic Technology application:

- Currently enrolled or accepted for admission to MSUB.
- If applicable, official transcripts from all other colleges attended have been received by MSUB Admissions. If taking Spring 2025 courses from another college, official or updated official transcripts need to include final grades by the application deadline.
- All prerequisite course requirements are complete with a grade of “C” (2.0) or higher.

Checklist of Required items to be submitted with the completed Radiologic Technology application:

- Radiologic Technology application
- Include copies of unofficial college transcripts
- Site Visit form (signed by site coordinator where you visited)
- Site visit narrative (answer to 5 questions listed on application)
- Essay
- Licensure/Certifications (if applicable)
- Medical education and/or work experience (if applicable)
- Volunteer experience documentation (if applicable)

Important Note: The Radiologic Technology application and related documents must be submitted all together in 1 packet. If sending via email, all documents must in a pdf format only- **NO jpeg, png files, etc.**

Letters of Recommendations must be emailed to Janet Drinkwalter or mailed to the Radiologic Technology program by author and received no later than the application deadline.

Application must be received by deadline.

Submit in person, by email or mail:

office: Janet Drinkwalter, Health Science building, room 226
email to: janet.drinkwalter@msubillings.edu
mail to: City College
Radiologic Technology-Janet Drinkwalter
3803 Central Avenue
Billings MT 59102