March 1, 2017

Dear Prospective RAD Student:

Welcome to the application process for the Wallace Community College Radiologic Technology (RAD) program. You will find the following forms and instructions needed to complete the application packet. Please check to be sure you have all the required items before you begin.

- Application Instructions (Evolve Reach Admission Assessment (A2) testing information included)
- Submission of Application Materials
- RAD Program Application
- RAD Essential Functions
- Checklist

If you are a new student to the College, you must complete the College application. An OFFICIAL COPY of your high school and a separate transcript from each college attended must be forwarded to the Office of Admissions and Records. Furthermore, an UNOFFICIAL COPY of these transcripts must be included in your admission packet for the RAD program. These documents are very important as the RAD application review committee will be evaluating transcripts as part of the selection process. Even if you are currently attending or have ever attended WCC, you must provide a WCC transcript copy with your RAD application packet. An unofficial copy of your WCC transcript may be obtained from the College’s Web site, www.wallace.edu, by selecting My WCC from the Quick Links option. If a WCC transcript is to be obtained from the Office of Admissions and Records, allow for a 72 hour processing time.

Students will be considered for admission into the program based on past academic achievement and performance on the Evolve Reach Admission Assessment (A2) Exam. All forms must be completed and submitted no later than 5:30 PM on Thursday, May 25, 2017, to be considered for admission into the Radiologic Technology program.

All applicants, regardless of acceptance status, will be notified by mail. Applicants accepted for the Fall Semester 2017 class will receive a “conditional” program admission pending completion of a required physical exam and a criminal background check.

Please read your packet contents carefully! Make copies of all paperwork before the packet is submitted. Copies will not be made for you. There is a copy machine in the LRC. A picture ID is required and copies are at your expense. Once the application packet is submitted, no records will be released back to applicant.

We appreciate your interest in Wallace Community College and the Radiologic Technology program. If we can be of further assistance, please let us know by contacting Ms. Tomi Sherlock, Allied Health Secretary, at 334-556-2388 or by email at tsherlock@wallace.edu.

Sincerely,

Bates Gilmore, M.A., H.S., R.T. (R)
Program Director
All completed packets must be returned by the **DEADLINE of 5:30 PM, Thursday, May 25, 2017.** If mailed, the application packet must be postmarked no later than **May 25, 2017.**

**Wallace Community College Application for Admission Form** (If not currently a WCC student)
Complete all requirements for admission to the College in the Office of Admissions and Records at any WCC location or print the application form from the College website, [http://www.wallace.edu/admissions/online_application.aspx](http://www.wallace.edu/admissions/online_application.aspx). You may return the completed WCC application in person with a driver’s license or acceptable photo I.D. or mail or email the application to the Office of Admissions and Records with a copy of your driver’s license or other acceptable photo I.D. A WCC Admission Agreement will be mailed to you when this process is completed.

**Complete all of the following before submission of RAD application packet:**

1. **RAD program Application**
   Complete the RAD program application. Please print or type, **DO NOT** use pencil. This is **not** an application to Wallace Community College as mentioned above. The College admission application is a separate document. All forms must be completed by the application deadline—**no exceptions. Return in packet by May 25.**

2. **Admission Agreement**
   - An **ADMISSION AGREEMENT** must be included in your application packet to the RAD program. *This form must be marked as “Unconditional Admission” or “Conditional Status Cleared.”*

   - If you are enrolled for spring semester at another college and cannot obtain “unconditional” status, you must submit all transcripts up to the semester in progress to the Office of Admissions and Records at WCC and then follow up with an official transcript (following grade posting) at the end of the semester. A notation of your status should be made on your Admission Agreement by Admission personnel. Current WCC students may obtain a copy of their Admission Agreement from the Office of Admissions & Records.

   - Request for a copy of your Admission Agreement is subject to a **72-hour process time. Return in packet by May 25.**

3. **Transcripts**
   If not already on file in the WCC Office of Admissions & Records, request an **OFFICIAL transcript** for high school/GED® and/or **EACH** college attended to be delivered to or mailed to:

   Wallace Community College  
   Office of Admissions and Records  
   1141 Wallace Drive  
   Dothan, AL  36303

   - Provide a **SEPARATE COPY** (unofficial) for each college attended in the RAD application packet. Although official transcripts are submitted to the Office of Admissions and Records for acceptance to the College, transcripts must also be submitted with the RAD application packet. Copies of transcripts will **not** be provided by the WCC Office of Admissions and Records for any
college other than WCC. All copies are to be handed in with the application packet. Return in packet by May 25.

- If you are currently attending or have previously attended WCC, unofficial WCC transcripts may be obtained from www.wallace.edu at the Quick Links option, my WCC. If desired, you may contact the Office of Admissions & Records to request a copy of your WCC transcript. The application review committee does not do this for you. The WCC Office of Admissions & Records requires a 72 hour processing time.

  This is a time consuming process. Please do not wait until the last minute.

4. **A² Exam**
   Applicants to all Radiologic Technology programs under the direction of the Alabama Department of Postsecondary Education must submit scores received on the Evolve Reach Admissions Assessment Exam. Although no minimum score is required, the score received on this test will count as approximately 50% of the points used in ranking applicants for admission selection. Applicants must pre-register and pre-pay to reserve a seat and date to take the exam. Go to http://www.wallace.edu/programs_of_study/health_sciences/radiologic_technology/admission_information/a2_admission_assessment_information.aspx for information on how to register for the A² Exam. Available test dates are also listed on this site. A printout of your score results must be turned in with your application packet. Return in packet by May 25.

IMPORTANT: Make copies of all paperwork before the packet is submitted. Copies will not be made for you. Once the application packet is submitted, no records will be released back to applicant.
SUBMISSION OF APPLICATION MATERIALS

Application packets must be complete (all required documents as listed in the Application Instructions #1-4) for the RAD application review committee to evaluate. Before turning in forms (in person or by mail), please check to see that you have answered all questions. It is the applicant’s responsibility to verify receipt of all required forms, transcripts, etc., with the Office of Admissions and Records and all forms, transcripts, etc. that are submitted with the application packet. Completed application packets can be submitted to the following no later than May 25, 2017:

Reception Desk, Second Floor, Attn: Tomi Sherlock  
Health Science Building, Dothan Campus  
Monday–Thursday, 7:00 AM–5:30 PM  
Switchboard Operator  
Learning Resource Center, Dothan Campus  
Monday–Thursday, 5:30 PM–9:00 PM

Student Services, Attn: Earl Bynum  
Sparks Campus in Eufaula  
Monday–Thursday, 7:00 AM–5:30 PM

If the application packet is mailed, it must be postmarked no later than May 25, 2017.

Mailing Address:  
Wallace Community College  
Tomi Sherlock, Allied Health Secretary  
1141 Wallace Drive  
Dothan, AL 36303


NOTIFICATION OF STANDING

All applicants, regardless of acceptance status, will be notified by mail. Applicants accepted for the Fall Semester 2017 class will receive a “conditional” program admission pending completion of a required physical exam and a criminal background check.

CATALOG

Students are subject to regulations stipulated in the Wallace Community College Catalog and Student Handbook and the RAD Student Handbook in effect at the time of admission to the program.

IMPORTANT: Make copies of all paperwork before the packet is submitted. Copies will not be made for you. There is a copy machine in the LRC. A picture ID is required and copies are at your expense. Once the application packet is submitted, no records will be released back to applicant.
APPLICATION FOR ADMISSION
RADIOLOGIC TECHNOLOGY PROGRAM
WALLACE COMMUNITY COLLEGE

Date: ________________

Name: _______________________________ Student #: ____________

SSN: _____________________________

Address: ____________________________________________________________

<table>
<thead>
<tr>
<th>Number and Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

E-mail Address: __________________________ Work __________________

Home __________________________ Cell __________________________

1. HIGHSCHOOL:

I am a high school graduate from ________________________________

Year of Graduation: __________

I have a high school equivalency diploma (GED®). Year: ______

2. COLLEGE

Are you currently enrolled at Wallace Community College? _____ Yes _____ No

Have you ever attended Wallace Community College? _____ Yes _____ No

If yes, give last semester/quarter and year attended and name under which attended.

________________________________________________________________________

List **ALL** colleges and/or universities you have attended or are attending at this time.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

List all names under which your transcript(s) could be listed.
________________________________________________________________________

3. In the space below, please list any degrees, diplomas, or special training certificates you have been
awarded:


4. Please place a checkmark by each course you have successfully completed with a “C” or above.

___BIO 201 A&P I ___SPH 106 Oral Communications OR
___BIO 202 A&P II SPH 107 Fundamentals of Public Speaking
___ENG 101 English Composition I ___Humanities/Fine Arts Elective
___MTH 100 Intermediate College Algebra ___CIS 146 Microcomputer Application or
    OR higher Demonstrated Competency
___ORI 101 Orientation to College OR ___PSY 200 General Psychology
    ORI 105 Orientation & Student Success
___ORI 104 WorkKeys® Assessment

NOTE: It is in your best interest to make a copy of all paperwork for your files before submission of your completed RAD admission packet.

I hereby certify that I have made no willful misrepresentations nor have I withheld information pertinent to this application. Further, I understand that acceptance of this application by Wallace Community College does not imply acceptance into the Radiologic Technology program and that the final selection of applicants is by the RAD Application review committee.

Full Signature of Applicant ___________________________ Date ___________________________

WALLACE COMMUNITY COLLEGE is an affirmative action, equal opportunity educational institution.
Wallace Community College  
Radiologic Technology Program  

ESSENTIAL FUNCTIONS FORM

The essential functions delineated below are necessary for Radiologic Technology program admission, progression, and graduation and for the provision of safe and effective patient care. If special accommodation is required, contact the ADA Coordinator at 334-556-2294.

The essential functions include but are not limited to the ability to:

<table>
<thead>
<tr>
<th>Function</th>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobility</td>
<td>1. Have physical stamina to stand and walk for 8 hours or more in a clinical setting.</td>
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<tr>
<td></td>
<td>2. Can stand on both legs, move from room to room, and maneuver in small spaces. Physical disabilities must not pose a threat to the safety of the student, faculty, patients, or other health care workers.</td>
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<tr>
<td>Flexibility</td>
<td>1. Can bend the body downward and forward by bending at the spine and waist. This factor requires full use of lower extremities and back muscles.</td>
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<tr>
<td></td>
<td>2. Can flex and extend all joints freely.</td>
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<tr>
<td>Strength</td>
<td>1. Can raise objects from a lower to a higher position or move objects horizontally from position to position. This factor requires the substantial use of the upper extremities and back muscles.</td>
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<td></td>
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<tr>
<td></td>
<td>2. Possess mobility, coordination and strength to push, pull or transfer heavy objects. (Strength to lift 25 lbs. frequently and 50 lbs. or more occasionally.)</td>
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<td></td>
</tr>
<tr>
<td>Fine Motor Skills And Hand/Eye Coordination</td>
<td>1. Possess manual dexterity, mobility, and stamina to perform CPR.</td>
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<tr>
<td></td>
<td>2. Can seize, hold, grasp, turn and otherwise work with both hands.</td>
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<td></td>
<td>3. Can pick, pinch, or otherwise work with the fingers.</td>
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<tr>
<td>Auditory Ability</td>
<td>1. Possess sufficient hearing to assess patient’s needs, follow instructions, communicate with other health care workers, as well as respond to audible sounds of radiographic equipment. Please comment if corrective devices are required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual Acuity</td>
<td>1. Possess the visual acuity to read, write and assess the patient and the environment. Please comment if corrective devices are required.</td>
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<td></td>
</tr>
<tr>
<td>Communication</td>
<td>1. Possess verbal/nonverbal and written communication skills adequate to exchange ideas, detailed information, and instructions accurately.</td>
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<td></td>
<td>2. Able to read, comprehend, and write legibly in the English language.</td>
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<td>Interpersonal Skills</td>
<td>1. Able to interact purposefully and effectively with others.</td>
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<td>2. Able to convey sensitivity, respect, tact, and a mentally healthy attitude.</td>
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<td></td>
<td>3. Oriented to reality and not mentally impaired by mind-altering substances.</td>
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<td></td>
<td>4. Able to function safely and effectively during high stress periods.</td>
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Signature: ____________________________ Date: ____________________________

2/2017
# CHECKLIST

*Application Packet Deadline*

5:30 PM, Thursday, May 25, 2017

<table>
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<tr>
<th>YES</th>
<th>NO</th>
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1. Have you completed all requirements for COLLEGE admission? Check with the Office of Admissions and Records to make sure ALL official transcripts have been received. 

2. Have you provided accurate information on the RAD application? 

3. Have you included the WCC Admission Agreement? Is the agreement marked as “Unconditional Admission” or “Conditional Status Cleared”? 

4. Have you provided unofficial copies of ALL transcripts in with your application packet? REMEMBER, if you are presently attending WCC or have attended WCC in the past, you can go to [www.wallace.edu](http://www.wallace.edu) and at the Quick Links options, click on my WCC to print your WCC transcript. If you request your WCC transcript from the Office of Admissions, they require 72 hours to respond. 

5. Have you included scores from the A² Exam? 

6. Are all required application materials, including unofficial copies of all transcripts, assembled together in a packet to be submitted in person or by mail? REMEMBER, if application packet is mailed, postmark must be stamped no later than May 25, 2017. 

7. Have you made copies of all paperwork you are submitting for your records? 

I hereby certify that I have made no willful misrepresentations nor have I withheld information pertinent to this application. I understand that acceptance of this application by Wallace Community College does not imply acceptance into the Radiologic Technology program and that applicants are selected by a Radiologic Technology program selection committee. I have also read and understand the published requirements for acceptance and progression within the Radiologic Technology program.

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Signature of Applicant

Date

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