



Health & Human Services Division
 Lansing Community College
 selective_admissions@star.lcc.edu
 Phone: (517) 483-1410

Radiologic Technology 2025 Advising Guide

Application Deadline: May 1 | Admission for Fall 2025

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GENERAL PROGRAM INFO

This program is Selective Admissions, which means admission is on a competitive basis and does have program-specific entrance requirements. Admission is determined using a point system; those with the highest total points each year will be selected for the available seats.

The program admits once a year and starts every Fall semester (August). Upon program completion, students earn a **Radiologic Technology Associate of Applied Science degree** from LCC. Prior healthcare experience is not needed to pursue Radiography. For more information on this program and career, visit the [program website \(www.lcc.edu/academics/health-and-human-service-careers/medical-diagnostic-technologies/radiologic-overview.html\)](http://www.lcc.edu/academics/health-and-human-service-careers/medical-diagnostic-technologies/radiologic-overview.html).

Application Deadline	Number of Students Admitted Annually	Program Duration (once admitted)	Program Format
May 1	Approximately 26	22 Months (5 consecutive semesters)	In-Person *Some courses are hybrid (50% online)

APPLICATION PROCESS

Follow the steps below to apply to Lansing Community College's (LCC) Radiologic Technology program. Admission into the college does not guarantee entrance into a Selective Admissions program. For questions about the application process, email selective_admissions@star.lcc.edu.

1. **APPLY TO LCC:**

If you are not currently and have never been an LCC student, [apply to the college \(www.lcc.edu/get-started/\)](http://www.lcc.edu/get-started/). It's FREE!

2. ***TRANSFER STUDENTS:** Have **ALL** of your previous colleges send official transcripts directly to LCC's Registrars Office by **April 1st**. Courses must transfer into LCC as the exact class to satisfy an admission requirement.

a. Find out where to send your transcripts and how your classes will transfer to LCC using our [equivalency site \(www.lcc.edu/academics/transfer/equivalencies/\)](http://www.lcc.edu/academics/transfer/equivalencies/). Students submitting non-US transcripts for credit transfer evaluation should request a credit evaluation report to be sent directly to LCC Registrar's Office. The report must be prepared by a member organization of the [National Association of Credential Evaluation Services, Inc. \(NACES\) \(www.naces.org/\)](http://www.naces.org/). Contact one of the NACES member organizations listed at naces.org to obtain a credit evaluation request form.

b. *****Your transfer school's grading system will be used to convert letter grades to numerical. Grading scales vary by school. For most colleges (not all), a 2.5 grade is equivalent to a B.*****

3. **MEET WITH AN ACADEMIC ADVISOR FOR COURSE PLANNING:**

Schedule an appointment with an [academic advisor \(www.lcc.edu/advising/\)](http://www.lcc.edu/advising/).

The lead health careers advisors are Eric Bennett, Matt Boeve, and Angela Kuhlman.

**To get the most out of your appointment transfer transcripts should be on record with LCC prior to meeting with an advisor.*

4. **COMPLETE COURSE ADMISSION REQUIREMENTS:** See the next page for a list of requirements that must be completed to be eligible to apply.

5. **SUBMIT SELECTIVE ADMISSION APPLICATION & PAYMENT:**

***The application and payment are due May 1st.**

a. Once you have completed the steps above and the admission requirements are either complete or you are on track to finish them during the Spring semester, submit the online Selective Admission Application located on the [Advising Guide site \(www.lcc.edu/hhs/advising-guides.html\)](http://www.lcc.edu/hhs/advising-guides.html). Applications open in September.

b. Then pay the \$20 non-refundable application fee at the [Selective Admissions Store \(https://secure.touchnet.com/C20118_ustores/web/product_detail.jsp?PRODUCTID=1016&SINGLESTORE=true\)](https://secure.touchnet.com/C20118_ustores/web/product_detail.jsp?PRODUCTID=1016&SINGLESTORE=true).

ADMISSION REQUIREMENTS

Applicants must complete ALL of the following to be eligible for admission. **Coursework must be successfully completed by the end of LCC's Spring semester to be considered.** To allow for faster admission decisions, courses and degrees completed at other colleges during the semester of the deadline are not accepted. Summer classes are considered only in the event there are not enough applicants to fill seats. Only courses listed on your LCC record, which includes transfer credit, can be used to satisfy an admission requirement. Completion of the requirements does not guarantee admission into a Selective Admission program.

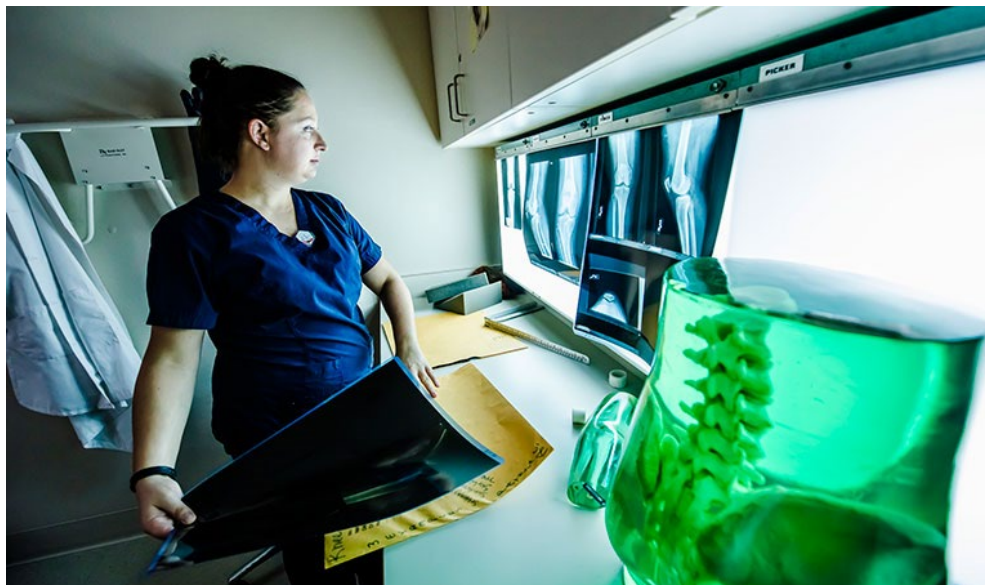
ADMISSION REQUIREMENTS	SEE NOTE	MINIMUM GRADE
BIOL 201 <u>AND</u> BIOL 202 <u>or</u> BIOL 145 <i>*BIOL 201 & 202 is recommended for transferability</i>	1	2.5 / *B
CHSE 117: Health Law & Ethics	1	2.5 / *B
CHSE 120: Medical Terminology	1	2.5 / *B
MATHEMATICS APPLIED DEGREES GENERAL EDUCATION: MATH 119, 120, STAT 170, STAT 215, <u>or</u> any course from the College Algebra section on the Applied Degrees General Education list (www.lcc.edu/academics/catalog/general-education/index.html)		2.5 / *B
ENGLISH COMPOSITION APPLIED DEGREES GENERAL EDUCATION: ENGL 121, 122, 131, <u>or</u> 132	2	2.5 / *B
COMMUNICATION APPLIED DEGREES GENERAL EDUCATION: COMM 110, 120, 130, <u>or</u> 240 <i>*Other courses cannot be substituted</i>	2	2.5 / *B
HUMANITIES, FINE ARTS, SOCIAL SCIENCES APPLIED DEGREES GENERAL EDUCATION: SOCL 120, SOCL 260, COMM 280, <u>or</u> any course from the Humanities & Fine Arts, Social Sciences, or Applied Social Sciences sections on the Applied Degrees General Education list (www.lcc.edu/academics/catalog/general-education/index.html)	2	2.5 / *B

ADMISSION REQUIREMENT NOTES:

- 1.** BIOL and CHSE courses must be completed within 8 years of the application deadline.
- 2.** The general education requirement for English, Communication, and/or Humanities/Fine Arts/Social Science will be waived by Selective Admissions ONLY IF the student has an Associate's or higher degree AND there are no classes completing the requirement(s)

on the student's academic record. Official transcripts on record with LCC's Registrars office must show proof of degree.

***TRANSFER STUDENTS:** Your transfer school's grading system will be used to convert letter grades to numerical. Grading scales vary by school; a **2.5 is typically equivalent to a B and a 2.0 is usually equivalent to a B-**. Official transcripts from **ALL** transferring colleges must be on file with LCC's Registrars office by April 1st to be considered. **Points will be deducted if transcripts are not received for all colleges attended** – except international schools. Only courses and degrees completed at LCC during the semester of the deadline are accepted.



POINT SYSTEM

Admission into this program is competitive. Applicants who complete all of the admission requirements will be ranked using the following point system. Those with the highest total points will be selected for the available seats. **Admission decisions are made mid-June.**

POINT CRITERIA	SEE NOTE <i>(NEXT PAGE)</i>	YOUR POINTS						
5 points awarded for successfully completing A&P within 3 years of the application deadline.	1							
Points will be awarded for ONE of the following: <ul style="list-style-type: none"> • 12 points: Grade of 3.0 or higher in BIOL 201 <u>and</u> BIOL 202 • 10 points: Grade of 3.5 or higher in BIOL 145 	1							
2 points awarded for <u>each</u> of the following courses completed with a minimum grade of 2.5 in one attempt; this includes withdraws (W) and attempts at other colleges. Only attempts within the last 5-years are considered. <ul style="list-style-type: none"> • BIOL 201 or BIOL 145 • BIOL 202 • MATH 119 or higher • CHSE 117 • CHSE 120 	2							
Points will be awarded for completion of the following courses with a minimum grade of 2.5: <ul style="list-style-type: none"> • 5 points: PFHW 181: Stress Management 	1							
The following points are awarded based on GPA of all courses required for admission and any additional point classes completed (PFHW 181): <table style="width: 100%; border: none;"> <tr> <td style="padding: 0 10px;">• 30 points: 3.75-4.00</td> <td>• 15 points: 3.00-3.24</td> </tr> <tr> <td style="padding: 0 10px;">• 25 points: 3.50-3.74</td> <td>• 10 points: 2.75-2.99</td> </tr> <tr> <td style="padding: 0 10px;">• 20 points: 3.25-3.49</td> <td>• 5 points: 2.60-2.74</td> </tr> </table>	• 30 points: 3.75-4.00	• 15 points: 3.00-3.24	• 25 points: 3.50-3.74	• 10 points: 2.75-2.99	• 20 points: 3.25-3.49	• 5 points: 2.60-2.74		
• 30 points: 3.75-4.00	• 15 points: 3.00-3.24							
• 25 points: 3.50-3.74	• 10 points: 2.75-2.99							
• 20 points: 3.25-3.49	• 5 points: 2.60-2.74							
Applicants who have direct-patient care experience in a health field will earn points for ONE of the following: <ul style="list-style-type: none"> • 20 points: 10+ years of paid <u>work</u> experience • 15 points: 5-9 years of paid <u>work</u> experience • 10 points: 1-4 years of paid <u>work</u> experience • 5 points: 1-11.99 months of paid <u>work</u> experience • 2 points: Less than 1 month of paid <u>work</u> experience <u>OR</u> a minimum of 8 hours/month for at least 90 days of <u>volunteer</u> experience 	1 & 3							

POINT CRITERIA	SEE NOTE (NEXT PAGE)	YOUR POINTS
4 points awarded for applicants who complete a job shadow in a Radiology department.	1 & 4	
Applicants who did not use transfer credits (including AP & CLEP exams) to satisfy any of the admission requirements will earn 2 points .	1	
The following points will be awarded for candidates who had completed all of the admission requirements and were not admitted due to the point system: 3 points: Received 3 denial letters 2 points: Received 2 denial letter	1	
YOUR TOTAL POINTS:		

POINT SYSTEM NOTES:

- 1.** This point criteria is optional. Only applicants who meet the criteria will earn points in this category.
- 2. Maximum points will be deducted if transfer transcripts are not received for all colleges attended. This does not include international schools.**
- 3.** Proof of work or volunteer experience must be documented by the HR department or a supervisor on business letterhead and include dates of employment/volunteering, position title, and a brief description of duties. To earn points, documentation must be attached to your application (*preferred*) or emailed to **selective_admissions@star.lcc.edu** by the application deadline. Paystubs and W2 tax statements are not accepted.
***Direct-patient care is defined** as giving one-on-one medical attention to patients in a healthcare setting. Examples of direct-patient care job duties include taking vitals, administering medication, assisting with mobility, helping the patient with hygiene/bathing, carrying out medical treatment plans, giving general medical care, etc. Direct-patient care must be a primary job responsibility to earn points.
- 4.** Proof of job shadow must be documented by an official representative of the facility on business letterhead and include facility name, date shadowed, contact information and signature of the Radiographer you shadowed. To earn points, documentation must be attached to your application (*preferred*) or emailed to **selective_admissions@star.lcc.edu** by the application deadline.

In the case of a tie in total points, the candidate who submitted their application first is given preference.

ACCREDITATION

LCC's Radiologic Technology program has been accredited since 1975 by:

[Joint Review Committee on Education in Radiologic Technology \(JRCERT\) \(www.jrcert.org\)](http://www.jrcert.org)

20 N. Wacker Drive, Suite 2850 | Chicago, IL 60606-3182

PROGRAM LAYOUT

Admitted applicants and those selected as an alternate will be required to attend a mandatory program orientation that typically occurs mid-July. Candidates are advised to plan Summer vacations accordingly.

Those admitted to the Radiologic Technology program begin during LCC's Fall semester. The program is 5 consecutive semesters spanning over 22 months. This is a cohort program meaning class sequence and schedules are set.

Students are in a Radiography activity 4-5 days/week. Most courses meet during the weekday between the hours of 8am-5pm; however, some events may run till 8pm. While most course content is delivered in-person at LCC's Downtown Lansing campus, some lectures are online. Classes are not held on the weekend but students may rotate through 1st shift, 2nd shift, and weekend rotation for clinicals. Clinical experience begins during the 2nd semester of the program. Students are in clinical 2-3 days per week during the Spring and Fall semesters and 5 days per week during the Summer semester. Shifts are 8-hours long. **The course load for this program is equivalent to a full-time job.** Therefore, participants are encouraged to reduce their work hours as much as possible while in the program.

Clinical sites are within a 200-mile radius of LCC's Downtown Lansing campus. Students can be placed at any clinical site regardless of distance. Participants should expect to drive upwards of 2.5 hours to at least one of their clinical sites. Students are responsible for their own transportation and any cost associated with it.

Upon program completion, students earn a **Radiologic Technology Associate of Applied Science degree**. Graduates are eligible to take the American Registry of Radiologic Technologists (AART) examination. Passing this allows them to practice as a registered Radiologic Technologists (RT(R)).

A complete Radiologic Technology program pathway, including course layout and course sequence, is available on the college's [Degree & Certificate site \(www.lcc.edu/academics/catalog/degree-certificate-programs/\)](http://www.lcc.edu/academics/catalog/degree-certificate-programs/).

Please be advised that all verbal, written, and patient care are delivered in English.

PROGRAM COST

The approximate cost for a Radiologic Technology student in 2024-2025 who receives in-district tuition rates is \$19,860; this includes the cost of the admission requirements and in-program courses along with Radiography supplies and textbooks. For a detailed cost sheet, including tuition rates for all residencies, visit the Radiologic Technology section on HHS's [Advising Guides site \(http://www.lcc.edu/hhs/advising-guides.html\)](http://www.lcc.edu/hhs/advising-guides.html).

Be advised some in-program classes have a portion of the course fee that is non-refundable. Any student who registers for the class and then drops, withdraws, or is otherwise ineligible for the program will not be refunded the non-refundable portion. The non-refundable amount and the items included in course fees vary by class. More information will be provided at the program orientation that occurs after admission decisions are made.

CRIMINAL BACKGROUND CHECK

In order for this program to be in compliance with Michigan Public Act 26 of 2006, a **Criminal Background investigation is required for all students**. Directions for completing a Background Check, which may include fingerprinting and drug testing, will be given at the program orientation that occurs after admission decisions are made. Please note digital fingerprinting may be required by the State of Michigan at the time of application for career licensure. To comply with State and Federal statutes, admission to this program will be denied for any of the following:

- Any felony conviction within 15 years + three years' probation prior to application.
- Any misdemeanor within ten years prior to application that involved or is similar to the following:
 - Abuse, neglect, assault, battery
 - Criminal sexual conduct
 - Fraud or theft against a vulnerable adult (as defined by the Michigan penal code)

It is the student's responsibility – prior to pursuing the program – to know whether they are prohibited from providing clinical services.

The [Michigan Workforce Background Check Program \(www.miltcpartnership.org/documents/legalguide.pdf\)](http://www.miltcpartnership.org/documents/legalguide.pdf) provides detailed information regarding the types of crimes and their implications to employment suitability in health care facilities and agencies.

Any student who has been charged with a felony or a misdemeanor crime after admission to the program must contact the Program Director within 72 hours of the charge. Students convicted of certain crime(s) may become ineligible for clinical/externship privileges and/or professional certification/licensure, and therefore, may be dismissed from the Program.

ENVIRONMENTAL CONDITIONS-STANDARD PRECAUTIONS

Applicants must be aware students in this program and profession will be exposed to blood, body tissues, and fluids. There is the potential of exposure to electrical hazards, hazardous waste materials, radiation, poisonous substances, chemicals, loud or unpleasant noises and high stress emergency situations. Students enrolled in this program and career path are at risk for exposure to blood and body fluids and transmission of blood-borne and other infectious diseases, including HIV. The Americans with Disabilities Act forbids discrimination against patients with infectious diseases; therefore, students are required to treat all patients assigned, regardless of the disease-state of the patient. Standard precautions must be followed when treating each patient.

IMMUNIZATION & CLINICAL REQUIREMENTS:

Applicants admitted to this program are required to present evidence from a licensed healthcare provider that they have completed ALL of the following immunizations. Exemptions are not accepted.

- COVID**
- Hepatitis B
- Influenza (flu)**
- MMR (Measles, Mumps, and Rubella)
- Tdap
- Varicella

** Immunization exemptions may be accepted by the third-party healthcare facilities with whom we partner. Should a student request an exemption at a third-party healthcare facility, it is their responsibility to secure that exemption from the facility. They will be required to request the exemption for every clinical rotation site during their time in the LCC Imaging Program. Students must be aware that if there is a change in the immunization requirements at healthcare facilities it is the responsibility of the student to ensure they meet all requirements. If not, it may impact their ability to complete the Imaging Program.

Admitted applicants must also provide the following documentation:

- TB test results showing they are free from infection
- Basic Life Support (BLS) certification
- A physical from a licensed healthcare provider
- Negative results of a 10-Panel Drug screen
- Results of a Background Check (*see the [Criminal Background Check section](#) of this guide*)

These requirements are in accordance with professional standards and third-party clinical site requirements. Students are responsible for the cost associated with obtaining immunizations, physicals, BLS certification, and any other items relating to clinical eligibility. Clinical hours must be completed in-full in order to successfully complete this program as mandated by the program's accrediting body and/or professional licensure/certification governances. Students who have not met all of the required third-party clinical requirements, including vaccinations, are not eligible to participate in this program.

Applicants should be aware some vaccinations require a series of injections. In these instances, the entire series must be complete to participate in clinical activities. Titer results showing immunity are accepted for some of the vaccinations in lieu of proof of immunization. For most students the easiest way to verify your current vaccination status is to visit the [Michigan Immunization Portal \(mcir.org/public/\)](http://mcir.org/public/) and access your State of Michigan immunization record from the Michigan Care Improvement Registry (MCIR). **Students are encouraged to consult with their healthcare provider before starting the program to ensure they can meet these immunization and physical requirements.**

More information about these requirements and how to submit them will be provided at the program orientation that occurs after admission decisions are made; do not submit these documents prior to being instructed to do so by program administration. Contact the Program Director for questions regarding clinical requirements.

ALLERGIES:

Latex sensitivity and allergy has grown as a health care concern in recent years. Beginning one's professional life with a latex allergy presents unique problems because of the increased need to don gloves in both medical and non-medical settings, and unavoidable direct contact with products containing latex rubber (gloves, syringes, tubing, etc.), or by inhaling powder from latex gloves. Applicants with latex sensitivity and allergy are therefore encouraged to consult with their primary care physician to ensure their health and safety while participating in the program.

INSURANCE:

Be aware Lansing Community College does not provide accident and health insurance coverage for students. The College provides liability insurance coverage for students in practicum for injuries and damages they cause to others. It does not cover injuries students sustain as a result of their own actions. Students must use personal funds or personal medical insurance as a primary medical coverage payment if accident or injury occurs or if emergency treatment is required.

PREGNANCY POLICY

Applicants of the Radiologic Technology program must be aware of the following policy pertaining to pregnancy. This policy is designed to inform applicants/students of the program guidelines for radiation protection of an unborn child:

The sponsorship of the program adheres to the stated rule (#R325.5205.) of the "Ionizing Radiation Rules" provided by the Michigan Department of Consumer & Industry Services, and Regulatory Guide 8.13 provided by the U.S. Nuclear Regulatory Commission. A copy of this policy is provided to all applicants prior to their admittance to the program.

If at any time during the program the student decides to voluntarily declare a pregnancy they must provide written notification to the Program Director or Clinical Coordinator. In order for a

pregnant student to fully ensure compliance with the lower radiation exposure limit and dose monitoring requirements, the student should declare their pregnancy to the Program.

In the event of a declared pregnancy, the following course of action shall be implemented:

1. The Program Director will review with the student NCR Regulatory Guide #8.13, "Instruction Concerning Prenatal Radiation Exposure." The student will sign a declaration indicating receipt of this regulation.
2. The student will receive counseling regarding minimizing radiation exposure to the embryo/fetus.
3. In an effort to closely monitor the radiation dose to the fetus, a fetal dosimeter will be ordered for the student, to be worn at the student's waist, under the lead apron, if applicable-for College lab purposes.
4. The student will be given the option of taking a leave of absence from the program, but may continue with proper precautions. If a leave is chosen, the Program will work with the student for planned re-entry at the next appropriate semester.
5. If the student continues in the program, and the student feels physical restrictions are applicable, they must obtain documentation from her physician attesting to that fact. The Program will attempt to reasonably accommodate this request.
6. In reference to the radiation dose limits applicable to the embryo/fetus, the stated published federal and state standards document limits less than 500mR during the entire pregnancy.

At any time a student may retract their declaration of pregnancy by providing written documentation to the Program Director or Clinical Coordinator.

SKILLS ESSENTIAL FOR THE FIELD

For a list of motor, cognitive, and psychological skills essential for this field, visit the Radiologic Technology section on HHS's [Advising Guides site \(www.lcc.edu/hhs/advising-guides.html\)](http://www.lcc.edu/hhs/advising-guides.html).

CHOSEN/PREFERRED NAME

LCC has adopted a policy providing all members of the campus community the opportunity to use their chosen or preferred name in records and communications across the campus. A chosen/preferred name refers to a first name which is different than the legal first name. Students may request this option via their LCC profile. The student's Chosen/Preferred Name may be used in many contexts, including class rosters, ID Cards (by request), Desire to Learn (D2L) course sites, and more. However, **LCC is legally required to use a student's Legal Name for some things. This includes at all clinical and externship sites, on immunization and medical records, official transcripts, diplomas, financial aid records, and more.** More information is available on LCC's [Chosen Name and Pronoun Initiative site \(www.lcc.edu/diversity/chosen-name.html\)](http://www.lcc.edu/diversity/chosen-name.html).

NON-DISCRIMINATION STATEMENT

LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, pregnancy, pregnancy-related conditions, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Employee Title IX Coordinator, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; HR Director of Total Compensation & Employment, 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Associate Dean, Center for Student Support, 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Director of Student Compliance, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-9632, Director of Athletics, Deputy Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-1622, U.S. Department of Education's Office of Civil Rights, Michigan Department of Civil Rights.

The nondiscrimination policy and grievance procedures can be located at [LCC's Board Policies](#) website. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [Title IX and Sexual Misconduct Resources](#) website."

CONTACT INFORMATION

Jamia Dunckel, MBA, RDMS, RT(R)
Medical Imaging Program Director
517-483-1412
Wilkinj4@star.lcc.edu

Danielle Owusu
Program Administrative Support
517-483-1410
owusud@star.lcc.edu

**Questions about the application process and/or
about your application status, should go to:**

Selective Admissions
Selective_admissions@star.lcc.edu



Check out all of the Health Career [Advising Guides \(www.lcc.edu/hhs/advising-guides.html\)](http://www.lcc.edu/hhs/advising-guides.html)