

MISSOULA COLLEGE

UNIVERSITY OF MONTANA

**Department of Health Professions
Radiologic Technology Program
Application for Fall 2021 Admission**

**Application deadline
extended to
Friday, April 23, 2021.**

Dear Radiologic Technology Applicant:

Thank you for your interest in the Health Professions programs at Missoula College (MC) of the University of Montana (UM). An internal program application specifically for Radiologic Technology is required. Students apply each spring for fall admission. Included are 4 pages of detailed instructions to go with an online portion of the application and a job shadow form. As you prepare your application for submission, there are a few items to consider.

The program application process is your opportunity to distinguish yourself as an applicant to the Radiologic Technology Program. Your application will be evaluated in four categories show below. See page 3 for full application instructions.

1. Cover letter;
2. Work experience;
3. GPA from prerequisite courses; and
4. Interviews (conducted for the top 20 candidates and scheduled in May or June 2021).

Admission / Readmission to Missoula College (if applicable):

- **Admission:** If you have never been admitted to University of Montana-Missoula, Missoula College, or Bitterroot College, you must complete an [application for admission to Missoula College](http://admissions.umt.edu/apply/missoula-college). (<http://admissions.umt.edu/apply/missoula-college>)
- **Readmission:** If you attended University of Montana-Missoula (4-yr campus) or Missoula College or Bitterroot College over 24 months ago, you must submit a [Readmission Application](https://www.umt.edu/registrar/students/Readmission%20Information.php) and check Missoula College as your campus. (<https://www.umt.edu/registrar/students/Readmission%20Information.php>)

Changing from UM-Missoula Mountain Campus to Missoula College Campus (if applicable):

- Complete the [Intra-Campus File Transfer Form](https://www.umt.edu/registrar/PDF/intra%20Campus%20transfer%20form.pdf) (<https://www.umt.edu/registrar/PDF/intra%20Campus%20transfer%20form.pdf>) and
- Submit the form to UM Admissions in the Gilkey Center or email it to admiss@umontana.edu.

All application data requirements and materials must be uploaded no later than Friday, April 16, 2021. **extended to April 23**

Detailed application instructions follow on the next several pages. We hope this information will be helpful to you. We are eager to read your application and will provide feedback to you in a timely manner. If you have questions or concerns, please contact one of the following:

- Cyndi Stary, Administrative Associate: (406) 243-7846 or Cyndi.Stary@umontana.edu
- Dan Funsch, Program Director: (406) 243-7851 or Dan.Funsch@umontana.edu.

Sincerely,
Dan Funsch, MS, RT(R)
Radiologic Technology Program Director

Program Prerequisite & Corequisite Courses

Prerequisites

- All courses are required. A minimum grade of 'C-' is required with one exception of BIOH 201N/ 202N which requires a minimum grade of 'B'.
- A minimum cumulative GPA of 2.75 is required for eligibility to formally apply to the program.

AHMS 144, Medical Terminology 3 Credits

BIOH 201N, Human Anatomy & Physiology I 4 Credits
with BIOH 202N, Human Anatomy & Physiology I Lab

BIOH 211N, Human Anatomy & Physiology II 4 Credits
with BIOH 212N, Human Anatomy & Physiology II Lab

M 115, Probability & Linear Math..... 3 Credits **–OR–**

M 121, College Algebra 3 Credits

SCN 175N, Integrated Physical Science I 3 Credits **–OR–**

CHMY 121, Introduction to General Chemistry 3 Credits

WRIT 101, College Writing I 3 Credits

Pre or Corequisites (can be taken while in the Program)

AHMS 270E, Medical Ethics 3 Credits

COMX 115, Interpersonal Communication 3 Credits **–OR–**

PSYX 100S, Introduction to Psychology 3 Credits

Total Pre and Corequisite Credits:.....26 Credits

Detailed Application Instructions

1. REVIEW THE PROGRAM REQUIREMENTS because each program is unique in its admission and acceptance requirements. Program requirements are also listed in the current University of Montana catalog under Missoula College and the Department of Health Professions. If you have questions, please contact Cyndi Stary, program support, at Cyndi.Stary@umontana.edu.

2. SUBMISSION REQUIREMENTS (follow instructions exactly) – deadline Friday, April 16. extended to April 23

❑ **APPLICATION - complete online 2021 application for Radiologic Technology**

- **Complete the online application**, which requests contact information, demographic data, a list of all colleges/universities attended, and a list of your in-progress courses.
- **You will need to create an account in Submittable** -- the software used for this portion of the application process. After clicking this link, create your account:
<https://mchealth.submittable.com/submit>.

❑ **COVER LETTER – upload within online application:**

Your cover letter is extremely important — it introduces you to the selection committee and explains why you want to be accepted. Your letter must meet these requirements:

1. Length should be between 300 and 500 words, no longer than 1 page, printed in 12-point font, single-spaced, and with one-inch margins
2. Should contain an introduction
3. Explain why you are interested in the field of diagnostic imaging
4. Describe the personal characteristics that make you a good candidate
5. Conclusion

Please use a formal letter format, with complete thoughts and your signature. Include your current address and phone number.

❑ **WORK EXPERIENCE – part of online application:**

Please include both paid work and any volunteering you have done.

❑ **JOB SHADOW FORM (last page of this document) -- upload into online application:**

- Spend a **maximum** of four hours at your job shadow.
- Shadowing can be done at any hospital (not limited to Missoula).

❑ **TRANSCRIPTS PLUS - upload into online application:**

- **Unofficial transcripts** from **ALL** colleges and universities attended. **This is regardless whether the school's transfer courses show on another of your transcripts or if UM or Missoula College or Bitterroot College has official transfer transcripts on file for you.**
- **For courses in progress**, please enter them in the designated online portion of the application.
- **If applicable, documentation of a course waiver or approved course substitution** from Admissions or from Dan Funsch, Radiologic Technology Program Director.

Selection, Acceptance, & Admission Process

1. **REVIEW:** Applications will be reviewed and evaluated by a selection committee.
2. **NOTIFICATION:** ALL applicants will be notified via email of his/her status regarding interviewing (either “invited for an interview” OR “not selected”) as soon as possible after final grades for the spring semester have been posted.

**Information regarding status will only be communicated by email.
Please do not call or email us to check on your application status – we will notify you as soon as we can.**

3. **ADMISSION OFFERS** are made only after semester final grades are known and interviews concluded.
 - Initial admission decisions will be made after grades are received at the end of spring semester.
 - Applicants will be notified via email with an offer of admission in early June.

**Again, information regarding status will only be communicated by email.
Please do not call or email us to check on your application status – we will notify you as soon as we can.**

4. **APPLICANTS WHO ARE OFFERED ADMISSION** must notify the following Radiologic Technology Program contacts in writing (email is preferred) of their intent to ACCEPT OR DECLINE admission to the Radiologic Technology program within ten (10) business days of receipt of the admission offer. **Failure to do so will result in another candidate being chosen to fill the space.** Please include both of the following in your email:

- ✦ Dan Funsch, Program Director: Dan.Funsch@umontana.edu.
- ✦ Cyndi Stary, Health Professions Administrative Associate: Cyndi.Stary@umontana.edu.

5. **AFTER ACCEPTING ADMISSION:**

- Once you have notified both Dan Funsch and Cyndi Stary of your decision to accept a slot in the Radiologic Technology Program, **you will receive an email letter confirming your admission** and indicating what courses to register for along with other important information.
- **If circumstances prevent you from attending, please notify Dan Funsch AND Cyndi Stary immediately via e-mail only**, so an alternate candidate can be notified in a timely manner.

6. **IN THE EVENT YOU ARE NOT ADMITTED into the program**, you may schedule an advising appointment with Dan Funsch (Dan.Funsch@umontana.edu) to discuss why and to formulate a “Plan B.”

IMPORTANT NOTES:

In order to ensure fairness to all applicants a spreadsheet with the dates of application, notifications, etc. will be maintained. Therefore, **your timely response(s) are critically important in guaranteeing your place in the program.** We must have an accurate name, address and telephone number to ensure we reach you.

- Currently, the program has more applicants than there are positions available.
- There is no waiting list, students compete with all who are applying to the Radiologic Technology Program.
- Students not accepted into the program after two admission attempts should request advice from career counseling regarding their educational options.

Radiologic Technology Job Shadow Form

You must have this form with you upon arrival at the facility or you will be asked to reschedule at a later date. Please be prepared!

- Complete this form in its entirety prior to leaving facility where your Job Shadow requirement takes place so that any questions you may have can be answered.
- This exercise is intended cover no more than a four (4) hour time span.
- Upload this form for inclusion with your online application into the Radiologic Technology Program.
- *****Your application will be considered incomplete without the inclusion of this form.*****

Please complete legibly.

Student Name (please print) _____ Observation Date _____

Observation Facility _____ Total # of observation hours _____

Please report on three different exams that you observed.

EXAM #1: Gross anatomy visualized on final images:

What is the reason this exam was ordered/why is the exam being done?

EXAM #2: Gross anatomy visualized on final images:

What is the reason this exam was ordered/why is the exam being done?

EXAM #3: Gross anatomy visualized on final images:

What is the reason this exam was ordered/why is the exam being done?

REGISTERED RADIOGRAPHIC TECHNOLOGIST WHO WAS PRESENT:

Printed Name _____ Signature _____