

Dear Radiologic Technology Program Prospective Applicant:

At the Odessa College Radiologic Technology Program website, [Odessa College Radiologic Technology](#) you can view and print a copy of the information packet for the program as well as many other forms required for your program admission application packet. There is a wealth of information on the website to assist you in the completion of your application packet. Please visit all areas of the program website, and visit the Odessa College website at www.odessa.edu to access the catalog and course schedules. Additionally, the site includes information for students regarding Odessa College, e.g. financial aid, housing, etc. In the catalog in the Radiologic Technology Program section, there is a course of study for the program. This course of study indicates all of the classes required to complete our program. After visiting the websites, if you have questions, please e-mail myself, Ms. Carrie Nanson, Program Director & Professor of Radiologic Technology at cnanson@odessa.edu; Mrs. Liliana Ramirez, Clinical Coordinator & Associate Professor of Radiologic Technology at qramirez@odessa.edu or Mrs. Vicki Hughes, Clinical Instructor at vhughes@odessa.edu. Or call us; my office phone number is (432) 335-6469; Mrs. Ramirez's phone number is (432) 335-6449; and Mrs. Hughes's phone number is (432) 335-6822.

Because the radiology program is a limited enrollment program, only 18 students enter the program each year. As a result, competition for selection is quite fierce. Applicants that have completed all or most of the recommended core courses as listed below, with a grade point average of approximately 3.0 or higher, by the end of the spring semester in the year in which they intend to apply to the program, will be more likely to earn the points necessary to be invited to participate in the next step in program student selection. **ALL REQUIRED CLASSES FOR THE RADIOLOGIC TECHNOLOGY PROGRAM MUST BE COMPLETED WITH A GRADE OF "C" OR HIGHER. Classes that transfer to OC from another college or university that are below a "C" will not be accepted by the Odessa College Radiologic Technology Program.**

PREREQUISITE CORE COURSES

BIOL 2401 ANATOMY & PHYSIOLOGY I AND BIOL 2402 ANATOMY & PHYSIOLOGY II (maximum number of allowable attempts to achieve a grade of "C" or higher is 3 per class). These courses must have been completed within the last 3 years. For purposes of the point system, three or more attempts will not be accepted with any grade higher than a "C".

ENGL 1301 – Composition I

MATH 1314 – College Algebra

PSYC 2314 – Lifespan Growth & Development

PSYC 1300 – Learning Frameworks

The **Introduction to Radiography** course (RADR 1201) is offered during the spring one term each year **on-line** or **Monday and Wednesday afternoon from 2 to 3:50p.m.**, and in the spring two term, if necessary. It is also offered in the second summer semester. Our introductory class is the only radiologic technology program class open to anyone interested in radiologic technology. The class gives prospective students a better idea of the field of radiology and the part we play in the role of patient advocate, when they enter the program as students and later the field as technologists. This course is also part of the degree plan and if completed successfully, gives the student additional points toward the application process.

Thank you for considering our program. We look forward to further communication.

Carrie Nanson

Carrie Nanson, MSRS, BSRS, RT(R), MRT
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Odessa College
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ODESSA COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
APPLICATION INFORMATION

<u>Department Chair:</u> Carrie Nanson	<u>Office:</u> HSB 113	<u>Phone:</u> (432) 335-6469
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DEPARTMENTAL MISSION, PURPOSE, PHILOSOPHY & GOALS

A. Department's Mission Statement:

The mission of the Radiologic Technology Program offering an Associate of Applied Science Degree at Odessa College is to provide an excellent environment for students to gain the educational experiences and skills required to enter necessary to enter and/or remain employable in the entry-level position within the field of radiologic technology, to become lifelong learners, and to be an integral part of their medical community.

B. Philosophy:

The faculty of the Radiologic Technology Program believes the students within this program will become an integral part of the community at large as well as care givers within the medical community. These students must possess not only technical skills and critical-thinking skills, but also excellent interpersonal communication skills. These skills will enable them to work effectively and efficiently with administrations, physicians, co-workers, and patients within the medical community and will prepare them for leadership roles within the community at large.

C. Accreditation:

The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The current length of accreditation award is 8-years, effective 2023. The next scheduled review is the Interim Report in 2027. The contact information for the JRCERT is:

JRCERT

20 N. Wacker Drive

Suite 2850

Chicago, IL 60606-3182

Phone: (312) 704-5300

Fax: (312) 704-5304

E-mail: mail@jrcert.org

Website: www.jrcert.org

The Odessa College Radiologic Technology Program's Program Effectiveness Data can be found on the JRCERT website

[JRCERT Odessa College Program Effectiveness Data](#)

Odessa College does not discriminate in regard to sex, race, color, age, ethnic/national origin, religion/creed, marital status, veteran status, or disability.

D. Goals:

1. Students will be clinically competent.
2. Students will communicate effectively.
3. Students will demonstrate critical thinking skills.
4. Students will demonstrate professionalism

E. Student Learning Outcomes:

- 1.1 Students will demonstrate radiation protection.
- 1.2 Student will properly position patients for radiographic procedures.
- 1.3 Student will accurately determine proper central ray location.
- 2.1 Students will demonstrate effective written communication skills.
- 2.2 Students will communicate effectively with patients.
- 3.1 Students will modify routine imaging parameters for trauma patients.
- 3.2 Students will determine which formula is required for solving Inverse Square Law (ISL) vs. Direct Square Proportion (DSP) problems.
- 4.1 Student will demonstrate model professional behavior within the communities of interest.
- 4.2 Students will understand the importance of professional organizations.

Job Description:

The Radiologic Technologist is a health care professional who possesses the knowledge and skills to utilize diagnostic level x-radiation and associated instrumentation in the production of medical images of the human body, and in the performance of radiologic procedures. The radiographer provides basic nursing and medical care and assists with emergency patient treatment where indicated.

Prerequisite for Admission:

- High school graduate or equivalent.
- College GPA of 2.5 or higher. (3.0 or greater recommended)
- All required application paperwork submitted no later than April 30.
- Three (3) completed character references using departmental approved form (on website) (**MUST BE SUBMITTED BY THE PERSON COMPLETING THE REFERENCE FORM FOR THE APPLICANT**). **Hand delivered letters brought by the applicant will NOT be accepted. References from family members will NOT be accepted. Reference forms must be mailed by the person completing the reference for the applicant. Reference forms mailed by the applicant will not be accepted.**
- Complete requirements for the Texas Success Initiative (TSI).
- Acceptable scores (as determined by the program faculty) on the TEAS, 70 or above on each section, preferred. Only scores in Reading and Math are considered. The test may be taken twice in any application period, but you must wait 30 days between attempts. Scores below 70 will be accepted.
- Completed immunization record on file in the program directors' office prior to the application deadline. As per the Texas requirements, ALL students must receive two varicella vaccines, regardless of prior status regarding infection with chicken pox.
- Grade of "C" or higher in all course work applied toward degree.

Prerequisites that must be completed by the end of the application cycle are: (end of the spring semester in which the student is applying)

BIOL 2401 Anatomy & Physiology I AND BIOL 2402 Anatomy & Physiology II (maximum number of allowable attempts to achieve a grade of “C” or higher is 3 per class) The Anatomy and Physiology must have been completed within 3 years prior to the application year. **For purposes of the point system, three or more attempts will not be accepted with any grade higher than a “C”.**

- ENGL 1301
- PSYC 2314
- MATH 1314
- PSYC 1300
- RADR 1201

Applicants should also take **RADR 1201 - Introduction to Radiography** course. It is **offered during the spring semester each year Monday and Wednesday afternoon from 2:00p.m. to 3:50p.m. or on-line and in the second summer semester from 9:00am – 10:50am, Monday thru Thursday. This course introduces the field of radiologic technology and previews what is to come. If a person is undecided, this course is essential. The RADR 1201 course is required in the degree plan, but can be taken prior to entering the program.**

Applicants are required to be of good moral character. A criminal background check is required for all students entering our program and the fee is the student’s responsibility.

According to the ARRT Pre-Ethics Review:

- Have you ever been charged with or convicted of a misdemeanor or felony? (This includes court convictions and military court-martials.) These include:
 - Charges or convictions – including those that were stayed, withheld or deferred, set aside, or suspended
 - Any plea of guilty, Alford plea, or plea of no contest (nolo contendere)
 - Court conditions applied to your charge – including court supervision, probation, or pretrial diversion
 - Traffic violations charged as misdemeanors or felonies
 - Traffic violations that involved drugs or alcohol
- Offenses and convictions that do not need to be reported include:
 - Offenses and convictions that occurred before you turned 18 and that were processed in juvenile court
 - Speeding and parking tickets that weren’t charged as misdemeanors or felonies and that didn’t involve drugs or alcohol
 - Charges that were dismissed with no court conditions required
 - Court records that were sealed or expunged (if you do not have court documents that prove your case was sealed or expunged, the charge must be reported)
- Has a regulatory authority or certification board (other than ARRT) ever done one or more of the following?
 - Denied, revoked, or suspended your professional license, permit, registration, or certification?
 - Placed you on probation, under consent agreement or under consent order?
 - Subjected you to any conditions or disciplinary actions?
- Have you ever been suspended, dismissed, or expelled from an educational program you attended to meet ARRT certification and registration requirements?

If an applicant has ever been convicted of a crime, they should contact **the American Registry of Radiologic Technologists (ARRT) @ 1255 Northland Drive, Mendota Heights, MN 55120 or @ (612) 687-0048 or their website: www.arrrt.org**. The ethics review preapplication can be found here: [ARRT Ethics Review Preapplication](#). The applicant must complete the necessary ARRT process to determine if they will be eligible

to sit for the national certification examination administered by the ARRT. The ARRT decision regarding registry eligibility can be a lengthy process, up to 2 years; therefore, the applicant should submit the required documentation as quickly as possible.

If a person is not allowed to attend clinical practicums because of a conviction, they cannot complete the program. They would therefore not be eligible to enter the program. Also, if the applicant would not be eligible to take the ARRT national examination, they would not be eligible to enter the program. Written documentation of eligibility for participation in clinical practicums and eligibility for the ARRT examination must be provided to the program prior to program entrance when applicable.

If a student enrolled in the program were convicted of a crime, the process listed above would have to be completed. The consequences of a conviction would depend on the ARRT ruling, Texas Administrative Code 41.225, Texas Health and Safety Code 250.006, the Texas Medical Board – General Medical Radiologic Technologists (GMRT) program, and the clinical affiliates of the program.

Program Admission Test Required:

The **TEAS** is required for admission to the program. Reservations to take the test at Odessa College may be made by contacting the testing center at 335-6620. **Scores must be submitted to the Radiologic Technology Program faculty for advisement and recommendations.**

Admission Interview:

Program applicants who receive the highest points as indicated on the point evaluation form will be invited to interview.

Number of Students Admitted to the Program: 18 per year

The Odessa College Radiologic Technology Program does not discriminate on the basis of sex, race, color, national origin, religion, disability, or age.

Only one class begins each year with a maximum capacity of 18 students. Because this program has limited enrollment, selection for entrance is competitive, and the applicant should contact the program faculty and/or begin the application process as soon as possible.

Length of the Program:

The Program begins with the Second Summer Session (July) and lasts for 22 months, even if all general education courses are completed prior to acceptance into the program. The student will complete approximately 1500 hours of clinical training.

Clinical Obligations:

Students will be required to complete clinical assignments in Monahans, Odessa, Andrews, and Midland. These clinical assignments may include evening and/or weekend rotations.

Health and Accident Insurance Requirement

The student must provide proof of health and accident insurance before the start of clinical rotations in the fall semester. Odessa College provides information regarding an insurance policy on the OC Website, under the Student Services Tab, Health and Wellness. Health and accident insurance must be maintained throughout the program.

Student Professional Liability Insurance Requirement

Professional liability insurance is required and is part of the college fee schedule.

Costs:

Tuition:	Approximately \$8150 (for in-district tuition)	
Books:	Approximately \$945-\$1165 (may vary depending on where books are purchased)	
Lab Fees:	Approximately \$1600	
Clinical Costs:		
	Liability insurance \$12/clinical course – total \$60 (included in tuition/fees)	
	Trajecsys (clinical tracking system) \$150 (one-time fee paid in RADR 1266 – Practicum I fee)	
	Drug Screen - approximately \$20-\$25 (completed at instructor’s direction during first summer session)	
	Background Check – approximately \$49	
	Vaccinations may range from \$50-\$250, depending on those necessary to complete clinical assignments	
	Clinical Uniform – ceil blue scrub top and black scrub pants, black shoes, patches - \$200-\$350	
	Physical - \$25-\$50	
	TB Skin Test - \$10-\$35 (must be completed annually)	
	CPR - \$40	
ARRT National Exam:	\$225 – payed directly to ARRT	
MRT State License (Texas residents)	\$80 payed to Texas Medical Board	
Fingerprints for MRT Application	Approximately \$40	
Jurisprudence Exam for MRT Application	Approximately \$34 per attempt	
Transportation:	Will vary depending on type of vehicle but will be approximately \$200-500/month	

Grading System:

All Radiologic Technology courses are graded on the following scale:

A = 92.5-100

B = 83.5-92.4

C = 74.5-83.4

74.4 or below – unable to continue to the program

Program Reinstatement (ONLY FOR STUDENTS WHO LEFT THE PROGRAM VOLUNTARILY. ALL OTHERS MUST REAPPLY.)

Students who wish to reenter the program must contact the program director the semester prior to planned reentry for further information regarding testing and space availability.

CPR Certification Requirements

If you do not have your CPR certification, please wait to see if you are accepted into the program. The faculty schedules CPR for the students accepted into the program. If the student already has their CPR certification, it must remain current throughout the program. If their CPR certification expires, the student will not be allowed to participate in clinicals until they become recertified. Any clinical time missed, must be made up at the instructor's discretion and will be counted as unplanned absences.

Minimum Required Vaccinations and Acceptable Evidence of Vaccination Immunization Requirements

Students in health career programs are required by state law, Odessa College and/or by clinical agencies to have certain immunizations or health screening. Students must show proof of the following *prior to being admitted to the program*:

1. Tetanus/Diphtheria/adult pertussis (Tdap) current within the last 10 years.
2. Hepatitis B – this is a series of injections that must be completed prior to starting clinical rotations in the Fall.
3. Rubella (usually an MMR*).
4. Mumps (usually an MMR*).
5. Rubeola. If born on or after January 1, 1957, you are required to have two vaccines; one vaccine if born prior to January 1, 1957. Vaccines must have been given after the first birthday. (usually an MMR; sometimes an MR*).
6. All students are required to have received two doses of varicella (chickenpox) vaccine.
7. Find out if you were immunized against polio as a child. Booster shots are not required for college students but may be recommended when you go to work as a radiographer.
8. COVID-19 vaccinations or approved exemption (COVID vaccine is HIGHLY recommended).

*MMR = measles (rubeola) mumps and rubella; MR – measles (rubeola) and rubella.

Note: In lieu of dates showing hepatitis B, rubella, rubeola, and mumps vaccine(s), the student may demonstrate immunity through laboratory blood tests showing positive antibody titers. These lab results will need to be filed in the Program Director's office.

Student Pregnancy

The Nuclear Regulatory Commission's (NRC's) regulations on radiation protection are specified in 10 CFR, Part 20, "Standards for Protection Against Radiation"; and Section 20, 1208, "Dose to an Embryo/Fetus," and requires licensees to "ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv). Section 20, 1208 also requires licensees to "make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman."

10 CFR, Part 20, 100: Declared pregnant woman (student) means a woman who has voluntarily informed the licensee, in writing, of her pregnancy and the estimated date of conception. The declaration remains in effect until the declared pregnant woman withdraws the declaration in writing or is no longer pregnant.

10 CFR, Part 20, 1502, "Conditions Requiring Individual Monitoring of External and Internal Occupational Dose," requires licensees to monitor the occupational dose to a declared pregnant woman, using an individual monitoring device, if it is likely that the declared pregnant woman will receive, from external sources, a deep dose equivalent in excess of 0.1 rem (1 mSv). In addition, according to paragraph (e) of 10 CFR, Part 20, 2106, "Records of Individual Monitoring Results," the licensee must maintain records of dose to an embryo/fetus if monitoring was required, and the records of dose to the embryo/fetus must be kept with the records of dose to the declared pregnant woman. The declaration of pregnancy must be kept on file, but may be maintained separately from the dose records.

A copy of the NRC Regulatory Guide 8.13, "Instruction Concerning Prenatal Radiation Exposure" and the NRC Regulatory Guide 8.29 are provided to the student in the appendices of the Program Student Handbook, and the applicant may access the information via the Internet at:

A pregnant student/applicant should read the NRC Regulatory Guide 8.13. In accordance with the information provided and the recommendations provided in NCRP #116, the student/applicant is requested to use the form letter included in the Guide for declaring her pregnancy and the estimated date of conception, in writing. At that time, specific assistance will be provided to the declared pregnant student to assist her in providing the best protection for her unborn child.

A student does not have to declare her pregnancy. The student may declare her pregnancy and later withdraw her declaration. In accordance with [Title IX](#), the pregnant student has 3 options available to her:

- 1) continuation in the clinical component of the program without modification
- 2) continuation in the clinical component of the program with clinical reassignments, or
- 3) leave of absence. (may apply for program reinstatement [see above]).

Required Physical Examination

Upon entering the program, students are required to successfully complete a physical examination to include completed documentation of the required vaccination information, including a TB test. The student must also complete a drug screen, scheduled by the instructor. The consequence of a failed drug screen will result in dismissal from the program without program re-entry options. The student is responsible for all costs related to the physical examination, drug screen, vaccinations, and TB test.

Salary:

Approximate beginning salary is \$22-\$28 and up per hour. This figure does not include shift differential or weekend differential. The salary and benefits offered at individual facilities will vary.

Employment Opportunities:

Advancement in Radiologic Technology can include Senior Radiographer, Department Supervisor (various), Chief Radiographer, and Radiology Manager (Administration). Opportunities also exist in Radiologic Technology education with a minimum of a Bachelor of Science degree and three years of experience in the field. For further advancement, Masters and Doctoral degrees relating to Allied Health are available. Related jobs can be found in Nuclear Medicine, Medical Sonography, Cardiac and Vascular Interventional Technology, Computerized Tomography (CT), Magnetic Resonance Imaging (MRI), Radiation Therapy (Oncology), and Radiation Dosimetry that require additional training. Also, related sales and service positions in business, industry, and government, both state and national, are available.

Articulation Agreement

The OC Radiologic Technology Program has an Articulation Agreement with Midwestern State University in Wichita Falls, Texas). This agreement allows the student to continue their education at MSU, with a pre-determined credit for courses taken at OC.

License, Certification, or Registry:

All graduates of the Odessa College Radiologic Technology Program are eligible to take the National Registry Examination from the American Registry of Radiologic Technologists (ARRT) to become certified as a Radiologic Technologist (ARRT) (R). Annually thereafter, the technologist will register with the ARRT.

Additionally, graduates are eligible for state certification through the Texas Medical Board as a General Medical Radiologic Technologist (GMRT). Students can apply for a temporary MRT certificate, effective for one year, upon successful completion of the program. After passing the ARRT examination, the radiologic technologist must update their temporary certificate to a permanent certificate as an MRT.

Major Physical Tasks of Job Performance and Clinical Education

1. **Transport** patients within the department and in the hospital at large.
2. **Assist** with patient movement and **perform** direct positioning for radiographic projections and procedures.
3. **Provide for** the patient's physical safety and well being while s/he is under the technologist's jurisdiction.
4. **Retrieve, manipulate, and operate** radiologic equipment and adjunct instruments for patient imaging.
5. **Prepare and use** procedural materials such as: sterile drugs, contrast media, sterile trays, instruments, linens, and other patient care items.
6. **Retrieve** radiographic imaging products, and dispatch patient and radiographic records.
7. **Evaluate** image quality for technical accuracy and procedural determinations.
8. **Provide** basic life support services when needed.
9. **Secure and assist** with advanced life support services, where indicated.
10. **Coordinate** the provision of fluoroscopic and contrast media examinations, and **provide** physician assistance.
11. **Perform** surgical and bedside radiography and **operate** related instrumentation.
12. **Work** with various radiographic units within the radiology department of JRCERT recognized affiliated clinical sites.
13. **Perform** basic equipment quality control tests ensuring proper equipment maintenance and performance.

ODESSA COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
CONTINGENCY PLAN

In the event that classroom and/or clinical instruction is disrupted due to a catastrophic event, the program will follow Odessa College's Contingency Plan. Faculty and students will be notified of the activation of the Contingency Plan via the institution Wrangler Alerts and/or emails. Program faculty will maintain communication with students at all times, via cell phones, emails, or Zoom, WebEx, or Blackboard Collaborate. The faculty will also maintain communication with all the institution and all clinical sites as needed.

The student will need access to a working computer, with camera and speaker, internet access, and a webcam. Student confidentiality will be maintained at all times. One-on-one meetings with instructors may be scheduled as necessary

Per institution guidelines, the program didactic face-to-face courses will transition to an online format using Blackboard Collaborate. The lab component of courses may be completed using video recordings, case-study analysis, or virtual tours.

If clinical instruction is disrupted for the event, courses will be front-loaded, with the clinical rotations completed when facilities are available. Clinical schedules may be adjusted to allow for completion of required competencies.

Any personal protective equipment (PPE) necessary for completion of courses on campus or at the clinical facilities will be provided by the institution and program. Restrictions or limitations may apply with the availability of PPE and facility policies.

APPLICATION PACKET CHECKLIST

Applicants attending Odessa College for the first time must complete an **Application to Odessa College** which must be submitted to the OC registrar's office. All applicants must complete an **Application Packet for the Radiologic Technology Program** and include the following.

Applicant's Checklist:

1. First time college students must:

- _____ (a) **must** provide an official high school transcript or copy of GED scores to the Admissions/Registrar's Office.
- _____ (b) **must** complete an Odessa College application online or paper ensuring that the completed form reaches the registrar's office.
- _____ (c) **must** contact Records Office concerning residency requirements.
- _____ (d) **must** contact the Wrangler Express and Testing Center (335-6433) to learn about any testing required prior to registration.

2. Students new to Odessa College to include transfer students:

- _____ (a) **must** complete an Odessa College application online or paper ensuring that the completed form reaches the record's office.
- _____ (b) **must** contact Records Office concerning residency requirements.
- _____ (c) **must** provide an official college transcript for ALL schools previously attended to the Records. Official transcripts must be sent directly to the Records Office or delivered in the original sealed envelope to Records. **Please request a transcript evaluation from the Records Office when official transcripts are submitted. This is a form that can be completed online on the Records Office home page.**
- _____ (d) **must** check with the student advising to see if they need to do any testing prior to entering OC
- _____ (e) **should** check their OC online transcript occasionally to be sure a transcript evaluation for all schools previously attended has been performed by the Records Office at Odessa College. The transferred courses will be easily identifiable since the grade for the course will have a T in front of it. Example: TA, TB, etc. This evaluation must be completed prior to the April 30 program application deadline.

3. All Program applicants:

- _____ (a) **should** visit the program website at [Odessa College Radiologic Technology](#)
- _____ (b) **must** complete and include in their program application packet an Application for the Odessa College Radiologic Technology Program, available on the website.
- _____ (c) **must** include a copy of their TEAS test results in program application packet. Please check with program faculty to determine current entry test.
- _____ (d) **must have** three completed program reference forms in their file by April 30. These forms can be located on the program website or in the program information packet available in the advising center. The applicant must have (3) designated individuals (not relatives) complete the program reference letters and mail them to the program director at the address indicated on the first page of the reference form. **APPLICANTS MAY NOT HAND DELIVER FORMS AND FORMS MAY NOT BE INCLUDED WITH MAILED INFORMATION SENT BY THE APPLICANT. HAND**

DELIVERED FORMS BY THE APPLICANT WILL NOT BE

ACCEPTED. Reference forms from family members will not be accepted.

- _____ (e) **must provide** acceptable documentation of all required immunizations prior to the application deadline of April 30. **Hepatitis B vaccinations are required.** These must be completed prior to the program application deadline. **COVID-19 vaccinations or approved exemption is required.** The TB test will be completed after the student enters the Program.
- _____ (f). **complete program application file** by the program application deadline of **April 30** in order to be considered for interview &/or selection for admission to the program including unofficial transcripts.

4. Program applicants invited to interview will be asked **at that time** to write a letter to be included in their application file.
5. **An interview for the top applicants will be scheduled by invitation only, with short notice,** with the Radiologic Technology Department.

***** Completion of the above procedure is the responsibility of the applicant!!!**