



**Los Angeles City College**  
**Radiologic Technology Program**  
**2023 Application Handbook**



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## LACC RT Application Process Introduction

Thank you for your interest in applying to the Los Angeles City College Radiologic Technology Program. The intent of this handbook is to provide details about the RT program application process. The program has an existing **Waiting List** of student applicants who applied previously and are waiting to be accepted into the program. Currently, the waiting list is 2-3 years before starting the program.

New qualified applicants are selected for entry into the Radiologic Technology Program through a waiting list process. The order of the waiting list is determined by a true “lottery” where new qualified applicants are added to the waiting list each application period by computerized random selection, ensuring new applicants are added in a fair and equitable manner. The lottery occurs after all new student applications and transcripts are reviewed, and it is determined the student meets all the prerequisite and other entry requirements. The LACC RT program selects the top 20 students on the Waiting List ranking to start the program each Fall semester.

**NEW Applicant Process:** If you are a new applicant to the RT program, you must complete all prerequisite requirements before applying to the program. New applicants may apply during the application period with courses in progress if all prerequisite requirements are completed by the end of the Spring semester. If you have met all prerequisite requirements, you may then:

1. Complete the entire online application.
2. **Submit official e-transcripts by July 15th** to verify completion of all the RT prerequisites and general education courses including the coursework completed at Los Angeles City College and other colleges. Guidance when to submit your official e-transcript(s) is outlined on Page 6.

Qualified applicants will receive an email with a link to their placement on the **Waiting List** based on the lottery selection. The waitlist document will have the student:

- Wait List ranking
- Last four digits of their Student ID#
- Projected Cohort year admitted to the program

The email letting students know about their status on the waiting list will be sent to all applicants by the end of July before the start of the Fall semester.

**Waiting List - Returning Applicant Process:** Returning applicants currently on the waiting list must reapply each year and continue to meet the current prerequisite requirements and other qualifications to maintain their standing on the waiting list. If a reapplication is not received, the student is dropped from the Waiting List.

**All new and returning applicants are required to submit an online application to the LACC RT department during the February 1st to March 31st application period. \***

\*Applicants will receive a confirmation message upon successful submission. Applicants will then have the option to print or save their application answers.

## LACC RT Program Prerequisite Courses

1. RT 200: Introduction to Radiologic Technology
2. RT 201: Medical Terminology for Radiologic Technology
3. RT 202: Introduction to Electromagnetic Radiation Image Recording and Processing
4. Human Anatomy 1: Introduction to Human Anatomy
5. Human Physiology 1: Introduction to Human Physiology
6. Math 125 or higher or meets requirements for Associate Degree
7. English 101 College Reading and Composition I
8. Completion of sections A-D of the General Education Requirements for an Associate Degree by the end of the Spring semester of the application year.

For students who have completed a General Education course outside of the LACC you can make an appointment with **Academic Counseling department** to review course equivalencies.

For Example:

Course completed at Antelope Valley College: **HIST 107 U.S. HISTORY, 1607–1877**

Course Equivalency at Los Angeles City College: **HISTORY 11 POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I**

Please keep in mind: The repository of courses can be modified or updated from time to time. **It does not replace proper academic advising.** Appropriate credit will be awarded when transcripts are officially verified and graduation petitions and/or transfer certification requests are submitted properly. Neither the Articulation Office nor the College can guarantee complete accuracy at the time of academic service.

## LACC RT Application Overview for New Applicants

**Step One:** Submit Online RT Application between February 1st and March 31st

**Step Two:** Submit official e-transcripts for all prerequisite coursework to [RadTech@lacitycollege.edu](mailto:RadTech@lacitycollege.edu).  
(Please see Page 6 for How to Submit Official e-Transcripts.)

**Step Three:** Wait for email from LACC RT Program Director with waiting list rankings. The timeline for response is approximately the end of July or early August.

### **NOTE: New Applicants that have already earned an Associate or Higher Degree:**

Applicants that have already earned an Associate or Higher Degree must submit an official transcript having the conferred degree indicated on the transcript

## LACC RT Application Overview for Waiting List Applicants

**Step One:** Submit Online RT Application between February 1st and March 31st

**Step Two:** Wait for email from LACC RT Program Director with waiting list rankings. The timeline for response is approximately the end of July or early August.

**NOTE:** Applicants already on the existing Waiting List do not need to submit official transcripts.

## How to Submit Official e-Transcripts

To start a transcript request, click on the “Transcripts” link on the LACC student Home Page in the “Apply & Register” section. New applicants must submit all official transcripts from the LACCD and/or other educational institutions **by electronic transcript (e-transcript) ONLY**. Most colleges use the Parchment website to process transcript requests. No paper transcripts will be accepted by mail or unofficial transcripts in PDF format.

Transcripts must be sent to the following email address: [RadTech@lacitycollege.edu](mailto:RadTech@lacitycollege.edu). Once received an email will be sent to you confirming receipt and review of prerequisite completion status.

### **e-Transcripts must be received by July 15th**

For those students completing prerequisite course work at one of the LACCD campuses in the Spring semester, instructor grades are submitted by the second week of June, therefore, please send your transcripts shortly after this date to be received by the July deadline.

All official transcripts must demonstrate completion of all RT prerequisite courses with a letter grade of “C” or higher and that the applicant has satisfied the LACC General Education requirements.

The Radiologic Technology Department will review all transcripts after the deadline. Due to the high volume of transcripts submitted we are unable to provide confirmation of received transcripts until they are reviewed. After review, the student will receive an email confirmation of transcript received, and whether all prerequisites necessary for admission have been received.

**NOTE: It is highly recommended that proof of transcript request and payment should be kept by applicant in case transcripts do not arrive by the deadline.**

## RT Online Application Information

The RT Online Application link can be seen on the Rad Tech Program website sometime in January, but only accessible starting February 1<sup>st</sup>.

**The online application is only available from February 1st through March 31st.**

All applicants, including those on the waiting list need to submit an online application. **Applications are only accepted via online submission.**

## Frequently Asked Questions

1. Do all the prerequisite courses need to be completed by the end of the Spring semester?

Yes, all prerequisite courses including general education courses must be completed by the end of the Spring semester. All official transcripts submitted must demonstrate completion of all prerequisite classes with a grade of C or better. Official Transcripts that do not demonstrate a letter grade for the Spring semester will not be accepted. It is the applicant's responsibility to ensure all submitted transcripts have letter grades.

2. Can I have courses in progress for the application process?

Yes, all RT prerequisite courses including general education courses can be in progress for the Spring semester. However, all prerequisite requirements must be completed by the end of the Spring semester with a letter grade of "C" or better indicated on the submitted transcript.

3. How are applicants added to the waiting list?

The order of the waiting list is based off a true lottery randomizer process. The true lottery process occurs after all student applications are reviewed, and it is determined the student meets all the prerequisite requirements.

4. Where do I find the current waiting list information? Do all the applicants have to reapply to be stay on the waiting list?

The current waiting list from the last application process can be retrieved on the LACC Rad Tech website home page. Students on the waiting list must reapply each year to maintain their ranking on the Waiting List before acceptance into the program.

5. When is the online application available? Where will it be posted?

The Rad Tech Program online application will become available on the Rad Tech website in January. Online application submission will be available starting February 1st through March 31st.

6. Do I have to submit Official Transcripts to demonstrate completion of the prerequisite requirements?

Yes, all new applicants must submit official transcripts demonstrating completion of the prerequisite requirements. All re-applicants currently on the waitlist do not need to submit transcripts. **Please review Page 6 for more information on how to submit official transcripts.**

7. Do all applicants need to submit an online RT application? What about students on the existing waiting list?

Yes, all applicants including those currently on the waiting list must submit an online application.

8. Can I submit an official paper transcript by mail, or send an unofficial transcript by email in a PDF document?

No. Paper transcripts will not be accepted, nor unofficial transcript documents.

9. If I already earned an Associate or higher degree from an accredited college, what do I need to submit?

New applicants who already have an Associate or higher degree from an accredited college will have to demonstrate proof of completion by an official transcript upon entry into the program.

10. When do I submit official transcripts?

Please submit official e-transcripts as soon as your grades for the Spring semester are posted. Make sure they are sent in time to reach the Rad Tech department email by July 15<sup>th</sup>. For applicants that are reapplying and currently on the Waiting List, no transcript is necessary.

11. Do I get bumped up on the Waiting List ranking if students higher on the waiting list do not reapply or go to other programs?

Yes, students who applied previously and were placed on the waiting list are removed from the waiting list if they enter another program or do not reapply. When this occurs, the students below the ranking slot advance in ranking on the Waiting List.