RADIATION THERAPY TECHNOLOGY PROGRAM

2011
INFORMATION PACKET AND APPLICATION
For admission consideration into the Fall 2011 and Spring 2012 semesters

Applications must be postmarked March 1st - March 15th, 2011
<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction</td>
<td>3</td>
</tr>
<tr>
<td>2. Program Purpose and Overview</td>
<td>4</td>
</tr>
<tr>
<td>3. Background Checks, Physical Exams &amp; Immunizations</td>
<td>4</td>
</tr>
<tr>
<td>4. Program Expenses and Other Considerations</td>
<td>5</td>
</tr>
<tr>
<td>5. Sequence of Courses</td>
<td>6-7</td>
</tr>
<tr>
<td>6. Radiation Therapist Career Physical and Emotional Requirements</td>
<td>8</td>
</tr>
<tr>
<td>7. Student Screening and Selection Procedure</td>
<td>9</td>
</tr>
<tr>
<td>8. Prerequisites Course Information</td>
<td>10-11</td>
</tr>
<tr>
<td>9. Alternative Placement Testing</td>
<td>12</td>
</tr>
<tr>
<td>10. Transcript-Requirements for Current and Transfer Students</td>
<td>13</td>
</tr>
<tr>
<td>11. Research Project</td>
<td>14</td>
</tr>
<tr>
<td>12. Application Packet Assembly and Mailing Instructions</td>
<td>15</td>
</tr>
<tr>
<td>13. Application for Admission to the RTT Program</td>
<td>16-17</td>
</tr>
</tbody>
</table>
Dear Prospective Radiation Therapy Student,

Thank you for your interest in the City College of San Francisco’s (CCSF) Radiation Therapy Technology (RTT) Program. Radiation Therapy is the treatment of diseases, primarily cancer, with penetrating beams of high-energy radiation. Radiation therapists are highly skilled members of the cancer management team with responsibilities including accurately recording, interpreting and administering the treatment prescribed by radiation oncologists. RTT’s have continual contact with patients for the course of their treatment, educating them about treatment procedures and potential radiation side effects. They also monitor and observe each patient’s clinical progress and emotional needs on a daily basis. Successful Radiation Therapists are detailed oriented, interested in science/math, comfortable with computers, friendly, compassionate and possess EXCELLENT communication skills.

Application instructions must be followed CAREFULLY in order for your application to be considered. Please note the following:

- The application period is from March 1st through March 15th of every year. (Note: if March 15th falls on a weekend, the application deadline will be the following Monday.)
- Only those applications mailed according to the instructions in this packet will be considered. All application packets must contain the official forms found within this packet and will not be accepted if hand delivered, mailed in early, or mailed after the deadline.
- Applicants who have submitted an application in previous years and wish to re-apply, must submit a new application.
- Applicants will be notified by mail, (acceptance or non-acceptance), no later than May 1st.
- Successful applicants will be placed in either the Fall or Spring semesters as determined by the random selection process.
- 12 to 15 students are chosen for the RTT program every year (Note: the exact number is dependent upon available clinical training availability).

The RTT Program is a rigorous, demanding, full-time program making outside employment difficult if not impossible. Candidates are strongly urged to evaluate their financial status prior to application and plan for expenses including: tuition, fees, texts, uniforms, shoes and transportation. It is also strongly recommended that applicants complete the General Education courses required for the Associate of Science Degree prior to entering the RTT program. We also suggest you take DMI 49 (Introduction to Radiologic Technology) prior to submitting your application in order to have a realistic understanding about the commitment you’re making when joining the program.

Questions regarding prerequisites, graduation requirements, and transferability of course work should be directed to the counseling department at CCSF.

- Students with 0-25 college credits, call 415-239-3068 for an appointment
- Students with 25+ college credits, call 415-452-5235 for an appointment

Thank you again for your interest in the Radiation Therapy Technology Program. We are here to serve the students of our community college and wish you success in achieving your educational goals!

Sincerely,
The Radiologic Sciences Department Faculty

Disclaimer:
At the time this application went to print, all information within was current, true and correct. Every effort has been made to ensure that this application packet is free from content, spelling, and typographical errors.
Program Purpose and Overview

Purpose

The Radiation Therapy Technology (RTT) Program is an integral part of the community college and combines general education and radiation therapy courses. The goal of this department is to prepare students to function competently in an entry-level position as a Radiation Therapist in a Radiation Therapy Department.

The RTT program has had a rich history since the mid 1950’s at the City College of San Francisco. This program enjoys long-term relationships with major San Francisco and bay area radiation therapy treatment facilities where students conduct their clinical laboratory experience. The RTT program has the prestigious accreditation by the:

Joint Review Committee on Education in Radiologic Technology
www.jrcert.org
20 North Wacker Dr., Suite 2850
Chicago, IL 60606-3182.

Overview

The program is full-time, twenty-four (24) months in length, with day classes only and leads to state licensure and national certification. Coursework is comprised of classroom and clinical training conducted at community healthcare facilities in radiation therapy departments in San Francisco and the greater Bay Area.

All successful program students will obtain an A.S. Degree with a Major in Radiation Therapy upon program completion. If students already possesses an A.A., A.S., B.A., B.S. or higher degree from an accredited college, we recommend you make an appointment with a CCSF counselor to be sure additional G.E. courses will not be required.

Upon completion of the RTT core courses, students will be eligible to sit for the American Registry of Radiologic Technologists (ARRT) certification examination in Radiation Therapy, and upon passing, will be eligible to apply for the California Certified Radiologic Technologist (CRT)(T) license.

Background Checks, Physical Exams, Immunizations & Drug Screening

Background screening is required of all students entering the program. Any misdemeanor or felony conviction may impact your ability to attend the clinical education component, complete program requirements, or obtain eligibility for certification.

If you have had ANY previous convictions, misdemeanor or felony, please contact the American Registry of Radiologic Technologists (ARRT) at www.ARRT.org or (651) 687-0048 BEFORE starting the program in order to establish eligibility for certification.

Background checks, physical examinations and immunizations are required to attend clinical internships. The cost of required background checks, physical examinations, and immunizations will be paid by the student. Some clinics may also require drug/alcohol screening; the cost to be paid by the student.

NOTE: A positive result of a conviction may be grounds for program dismissal.
PROGRAM EXPENSES & OTHER CONSIDERATIONS

Expenses
Fees and other general information for CCSF may be obtained from the Registrar’s Office, located in Conlan Hall, Room E107, 415-239-3083, and at www.ccsf.edu

Estimated costs of attending the program are as follows and may change without notice:
- Book Bundle for the first semester, approximately $500, costs decrease thereafter
- Uniforms, lab coats, white shoes, radiology markers, etc. $300
- Radiation Monitoring device, approximately $50 per semester
- Background Screening and Review (criminal background checks), approximately $50
- Drug Screening (if required by the clinic), approximately $150
- Health Fitness Verification due the first week of the program. (Requires Full Physical Exam)
- ARRT and California CRT(T) application fees (due at the completion of the Radiation Therapy Technology Program), approximately $400

Book Bundle
Please prepare for the $500 expense at the beginning of your first semester in the RTT program. This book bundle is required by all students and purchasing the required materials is a necessary commitment to the program. It is imperative to purchase the textbook bundle from the City College of San Francisco Bookstore. Purchasing books separately is done at your own risk and will potentially cost more in the long run.

Note: While some of the required texts can be purchased individually, there is an online component that can only be purchased with the bundle and is not available anywhere else. The online component involves an individual student log-on and password. If a student doesn’t have his/her own, the required assignments cannot be done and grades will suffer.

Additional books costing approximately $500 will be required for the 2nd year RTT courses.

Transportation
Students are responsible for their own transportation and related expenses to and from the campus and clinical facilities located throughout the greater Bay Area. Students’ clinical placement assignments are determined by the Program Director and the Clinical Coordinator—not the students. Transportation issues are not considered in placement assignments.

Housing
Students are responsible for their own room, board, and other living expenses. Campus housing is not available.

Transfer and Advanced Placement
Advanced standing in the RTT program is not granted to students transferring from other radiation therapy programs, international graduates, Radiologic Technologists (Radiology), or due to loss of a CRT or ARRT certification.

International Radiation Therapy Training
The City College of San Francisco does not have a curriculum for radiation therapists trained in other countries to achieve credentialing in the United States. For information about the programs of this nature, please refer to the American Registry of Radiologic Technologists website, www.ARRT.org
The Radiation Therapy Technology Program is an Associate Degree program. All general education graduation requirements are mandatory and must be completed prior to the final (summer) semester. The following core RTT course sequence does not include AS degree (G.E.) graduation requirements or pre-requisite courses. Students should consult with a counselor to ensure all graduation requirements are being met.

**NOTE:** It is strongly recommended that students complete all G.E. courses and DMI 49 prior to starting the RTT program.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td><strong>1st SEMESTER (Fall)</strong></td>
<td></td>
<td><strong>4th SEMESTER (Fall)</strong></td>
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<tr>
<td>DMI 49 Intro to Radiation Technology</td>
<td>3</td>
<td>RTT 81 Radiation Therapy Physics</td>
<td>3</td>
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<tr>
<td>(course is open to all interested students)</td>
<td></td>
<td>Lecture – 2</td>
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<td></td>
<td></td>
<td>Lab - 3</td>
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<tr>
<td>DMI 50A Intro to Med. Radiography</td>
<td>3</td>
<td>RTT 82 Applied Dosimetry I</td>
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<tr>
<td>(Lecture &amp; Lab)</td>
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<tr>
<td>RADL 52 Patient Care &amp; Staff Relations</td>
<td>2</td>
<td>RTT 83 Radiation Oncology</td>
<td>3</td>
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<tr>
<td>Health 14 (Gen Ed. Area G2)</td>
<td>2</td>
<td>RTT63 Clinical Radiation Therapy III</td>
<td>6</td>
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<td></td>
<td></td>
<td>Lab - 3</td>
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<td><strong>Total not including GE courses</strong></td>
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<td><strong>2nd SEMESTER (Spring)</strong></td>
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<td><strong>5th SEMESTER (Spring)</strong></td>
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<tr>
<td>DMI 57 Multi Planar Imaging</td>
<td>3</td>
<td>RTT 85 Radiation Biology</td>
<td>2</td>
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<tr>
<td>DMI 50B Physics &amp; Equipment (Lecture &amp; Lab)</td>
<td>2</td>
<td>RTT 84 Applied Dosimetry II</td>
<td>2</td>
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<tr>
<td>RTT 71 Orientation to Radiation Therapy</td>
<td>4.5</td>
<td>RTT 86 Principles of Radiation Therapy II</td>
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<tr>
<td>Lecture – 4</td>
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<td>Lecture – 2</td>
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<td>Lab - 2</td>
<td></td>
<td>Lab - 3</td>
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<tr>
<td>RTT 61 Clinical Radiation Therapy I</td>
<td>3</td>
<td>RTT64 Clinical Radiation Therapy IV</td>
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<tr>
<td>Lab - 16</td>
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<td>Lab - 3</td>
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<td><strong>3rd SEMESTER (Summer, 8 wks)</strong></td>
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<td><strong>6th SEMESTER (Summer)</strong></td>
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<tr>
<td>RTT 72 Principles of Radiation Therapy I</td>
<td>1.5</td>
<td>RTT 87 Principles of Radiation Therapy III</td>
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<td>Lecture - 2</td>
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<td>Lab – 22</td>
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<td>Lab - 20</td>
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<tr>
<td>RTT 73 Patient Care in Radiation Therapy</td>
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<tr>
<td>Lecture 1.5</td>
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<td><strong>Total not including additional GE courses</strong></td>
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<td><strong>Total not including GE courses</strong></td>
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**Program Units:** $62 + 18$ additional General Education units = 80 total program units

General Education courses from Areas A,B,D,E,F, and H (see college catalogue). The student may obtain a waiver for area G1 from the Department Chair upon successful completion of the 4th semester (Fall) in the Radiation Therapy program. Pre-requisite courses cover Area C and the math graduation requirement. Note: Health 14 is never waived.
SEQUENCE OF COURSES
RADIATION THERAPY TECHNOLOGY PROGRAM
FOR STUDENTS STARTING
THE SPRING SEMESTER

The Radiation Therapy Technology Program is an Associate Degree program. All general education graduation requirements are mandatory and must be completed prior to the final (summer) semester. The following core RTT course sequence does not include AS degree (G.E.) graduation requirements. Students should consult with a counselor to ensure all graduation requirements are being met.

It is strongly recommended that students complete all G.E. courses and DMI 49 prior to starting the RTT program.

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<td><strong>Total not including additional G.Es</strong></td>
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</table>

See Fall Semester Sequence of Courses (Previous page) for Course Hours.

Program Units: 62 + 18 additional General Education units = 80 total program units

General Education courses from Areas A,B,D,E,F, and H (see college catalogue). The student may obtain a waiver for area G1 from the Department Chair upon successful completion of the 4th semester (Fall) in the Radiation Therapy program. Pre-requisite courses cover Area C and the math graduation requirement. Note: Health 14 is never waived.
RADIATION THERAPISTS’ PHYSICAL AND EMOTIONAL APPTITUDES

The student radiation therapist must be capable of meeting the physical demands of the job, found in the job descriptions of all employers.

Physical Demand Characteristics of Work:
1. Assists in lifting patients up to 400+ lbs.
2. Walks and/or stands most of the day. Bends and stoops frequently.
3. Pulls/pushes, reaches/lifts equipment/carts etc., on a regular basis.
4. 20/100 vision, correctable 20/30 in one eye or 20/100 vision correctable to 20/40 in both eyes.
5. Normal hearing, or corrected hearing within normal ranges.

Motor Function:
1. The student must be able to stand unassisted for long periods of time.
2. The student must be able to lift patients on and off the radiographic table independently 80% of the time as well as in and out of hospital beds, stretchers, and wheelchairs.
3. The student must be able to lift and handle radiographic accessories and equipment of at least 30 lbs. above head
4. The student must be able to manipulate stationary and mobile radiographic equipment.
5. The student must be able to assist personnel and patients in emergency situations.

Visual Observation:
1. Students must be able to observe and evaluate reasonably, patient's condition using signs and symptoms.
2. Students must be able to interpret instrument control panels, technique charts, and other materials for appropriate operation of equipment and patient care.
3. Students must be able to view and critique radiographs, interpret quality factors, identify anatomy and list technical and procedural components.

Hearing Ability:
1. The student must have normal hearing or have hearing corrected to within normal range when facing patients or with back turned toward patient.
2. Hear in situations when not able to see lips (i.e., when masks are worn)
3. Hear auditory alarms (i.e. monitors, fire alarms)

Tactile:
1. Feel vibrations (e.g., palpate pulses)
2. Detect temperature (e.g., skin and/or solutions, etc.)
3. Feel differences in surface characteristics (e.g., skin, rashes)

Communication Skills:
1. The student must be able to transfer information by verbal and non-verbal means to personnel and patients.
2. The student must be able to receive and interpret communication from personnel and patients and adhere to appropriate Health Insurance Portability and Accountability Act (HIPAA) confidentiality laws.
3. The student must be computer literate and able to operate a variety of computer programs, instructions, and compile data on a routine basis.

Behavioral and Social Skills:
1. The student's behavioral and social skills must be acceptable within the college and clinical locations.
STUDENT SCREENING AND SELECTION PROCEDURE

SCREENING
All applications and supporting documents become the property of the CCSF Radiologic Sciences Department. Applications will be reviewed after the final deadline date has passed. Applicants will be notified by May 1st of their standing in the random selection process.

Application Disqualification
If your application is disqualified, it will be returned to you along with a letter stating the reasons for disqualification.

Qualified Applicant Screening
Only qualified applications will be considered for admission into the random selection process. Qualification criteria:

1. Complete all prerequisites with a “C” or higher.
2. Submit ALL official transcripts reflecting prerequisites, including course equivalency forms and placement test results.
3. Overall GPA of 2.0 or higher.
4. Submit completed application and supporting documents following the mailing instructions in this document.

If your application passes the selection committee screening, you will receive notification by email of the date of the random selection process. You must notify us of any change of mailing address, email address, or phone number. The RTT program is not responsible for notices not received.

Random Selection Process
The Radiation Therapy Technology program has a limited enrollment based on clinical site availability and faculty resources. Application to the program and/or completion of prerequisite courses does not guarantee admission into the program.

Applications to the program are processed once a year and candidates are selected from this process for placement in the first available Fall or Spring semester. All student placements will be decided by a computerized random selection process.

Selection Procedure

1. All applications must be sent by certified or registered mail and postmarked between March 1st and March 15th, 2011. The U.S. mail process will be your receipt. The Radiologic Sciences department office will not send you a receipt confirmation.

2. The Radiologic Sciences Admission Committee will evaluate the application packet for appropriate criteria and determine the eligibility of the application.

3. Qualified applicants will be notified by email of the date of the random selection process. Disqualified applications will be returned to students with a letter explaining the reason for the disqualification.

4. Students will be notified by mail as to their selection or non-selection in the random selection process in May.

5. Note: A waiting list for the program is not maintained from year to year.

6. If a student is chosen to begin the program during the random selection process, but decides to give up his/her spot, the student will not receive priority admittance into another semester. The student can reapply to the program in another application year and begin the process all over again. The seven year time limit on all prerequisites will apply to the new application date.
<table>
<thead>
<tr>
<th>PREREQUISITES</th>
<th>ALTERNATIVES</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Elementary Algebra</strong></td>
<td>Math 840 CCSF or equivalent at another college</td>
<td>Algebra placement score into Math 860 or higher</td>
</tr>
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<td></td>
<td></td>
<td>Statistics is not a substitute for Algebra. Note: Math 860 is required for an A.S. Degree at CCSF</td>
</tr>
<tr>
<td><strong>2. Chemistry with a Lab</strong></td>
<td>Chem 32 (medical chemistry) at CCSF or equivalent at another college</td>
<td>Chemistry placement score into Chem 101</td>
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<tr>
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<td></td>
<td>Chem 32 or Chem 101 is a prerequisite of Physio 12 which is a program pre-requisite.</td>
</tr>
<tr>
<td><strong>3. Physics</strong></td>
<td>Physics 10 at CCSF or equivalent at another college and Physics 10L at CCSF or equivalent at another college Or Physics 40 at CCSF or equivalent at another college</td>
<td>No placement test available at CCSF</td>
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<tr>
<td></td>
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<td>If taken at another college, physics must include a lab section.</td>
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<td>Physics 40 will satisfy the Physics Component for students applying in 2011 ONLY.</td>
</tr>
<tr>
<td><strong>4. English</strong></td>
<td>English 93 or 94 (or ESL 82, 160) at CCSF or equivalent at another college</td>
<td>English placement score into English 96 or ESL 170</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English 1A will soon be a graduation requirement. Since RTT is a degree program, be sure you take 1A prior to program completion. (See catalogue rights in CCSF catalogue)</td>
</tr>
<tr>
<td><strong>5. Human Anatomy with a Lab</strong></td>
<td>Anatomy 25 at CCSF or equivalent with a lab at another college</td>
<td>No placement test available at CCSF</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Combination courses of Anat/Physio will not be accepted unless they are equivalent to Anatomy 25 and Physio 12 at CCSF and at least 4 units per semester. (CAN BIO SeqB)</td>
</tr>
<tr>
<td><strong>6. Human Physiology with a Lab</strong></td>
<td>Physiology 12 at CCSF or equivalent with a lab at another college</td>
<td>No placement test available at CCSF</td>
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</table>

**Prerequisite Course Guidelines**

1. Prerequisite courses must be completed within seven (7) years prior to submitting an application, with the exception of English. Although these courses may be taken at any accredited college or university, they must be the EXACT equivalent of those offered at CCSF. Students taking prerequisite courses at other colleges or universities may be required to seek the advice of the prerequisite course department chair if requested by the RTT department (see “Transfer Student” section for contact list). The RTT faculty may not able to assess courses taken at another institution to determine equivalency.

2. An overall grade point average (GPA) of 2.0 is required of all college courses already attempted and listed on your official transcripts. Please refer to the CCSF college catalog for determining your grade point average.

3. Academic history of excessive withdrawals, repetition of prerequisite courses due to failures, academic probation, etc., may cause your application to be disqualified. If you have excessive withdrawals or failures on your transcripts, you may type an essay explaining the reasons for your academic history and attach it to your application. This essay is not a guarantee of admission but will be taken into consideration.

4. Grades lower than “C” are not acceptable in the prerequisite courses for the program.

5. The academic qualification for our program may differ from other radiation therapy programs.

6. No credit is given for high school courses; however placement test scores are accepted from the placement testing office at CCSF. Placement test scores documentation must be submitted in application packet.
## Prerequisite Course Descriptions

### Algebra
Math 840 “Elementary Algebra” (3 units).
Lec-5 hr/wk  
Prereq.: MATH E1 or E or E3 or EX or MATH 835  OR placement in MATH 840  
Fundamental operations on integers, rational numbers, polynomials, and algebraic expressions; linear and quadratic equations; linear inequalities; integer exponents and square roots; graphing; systems of equations; and applications.

### Chemistry
Chem 32, “Introduction to Medical Chemistry” (4 units, includes a lab)  
Lec-3hr/wk, lab-3hr/wk  
Open to all students. No previous chemistry or physics required. Satisfies the requirements of nursing and related majors that require one semester of chemistry. Also satisfies the recommended prerequisite for Physiology 12 and Microbiology 12. Students taking a major that requires two semesters of chemistry should enroll in the Chem 33 after completing CHEM 32. Students preparing to enroll in Chem 101A or 103A should enroll in Chem 40.  
Basic concepts of inorganic and organic chemistry, biochemistry, and physics as they apply to the chemistry and physics of the human body. CSU

### Physics
PHYC 10 Conceptual Physics (3 units)  
Lab-3hr/wk  
A conceptual, almost non-mathematical, introduction to physics with demonstrations. Topics from mechanics, properties of matter, heat, sound, electricity, magnetism, light, nuclear physics, and relativity. Emphasis on topics that lead to a better understanding of our technological society and physical environment. CSU/UC

PHYC 10L (1 unit)  
Lec-3hr/wk  
PREREQ: Completion/concurrent enrollment in PHYC 10  
Laboratory experiments involving basic physics concepts. Emphasis on concept development, data handling, and laboratory skills. CSU/UC

### English
ENGL 93. Introduction to Academic Writing and Reading (3 units) or  
ENGL 94. Intermediate Training in Expository and Argumentative Reading and Composition (3 units)  
Lec-3hr/wk  
Prereq.: ENGL 92 or ESL 82 or 160, or placement in ENGL 93  
Advise: Completion/concurrent enrollment in ENGL 9 or 19  
Training and practice in academic essay writing and analytical reading. Emphasis is on learning to read and write pre-collegiate argumentative prose.

### Anatomy
Anat 25. “General Human Anatomy” (4 units, includes a lab)  
Lec-3hr/wk, lab-3hr/wk  
Study of the gross and microscopic structure of the human body. CSU/UC  
CAN Bio10 (CAN Bio Seq B = Anat 25 + Physio 1)  
Important: Anatomy 14, “Introduction to Human Anatomy and Physiology”, a 4 unit course, does not meet the prerequisite requirement.

### Physiology
PHYS 12. Introduction to Human Physiology (4 units, includes a lab)  
Lec-3hr/wk, lab-3hr/wk  
PREREQ.: CHEM 32 or 101A  
A course in general human physiology which stresses the normal function of the human body, including the physiology of cells, muscles, the nervous system, sensation, digestion, circulation, respiration, metabolism, excretion, endocrines, and reproduction. This course is intended for students entering nursing and other allied health fields. CSU/UC
**ALTERNATIVE PLACEMENT TESTING**

**Placement Testing Office:**
415-239-3124  
Conlan Hall, Room E203

Testing is available for English, Math and Chemistry only.  
There are no Physics, Anatomy, or Physiology placement tests available.

All applicants must complete the English, Algebra and Chemistry prerequisite courses or take the alternative placement tests.  These placement tests are a requirement for anyone desiring to graduate from CCSF.  Persons signing up for these tests may do so in one of the following ways:

a. Testing Schedules are available online at [www.ccsf.edu/new-students/step2](http://www.ccsf.edu/new-students/step2), in the information area of Conlan Hall, Counseling Offices, and in the Testing Office, E203.

b. Submit application to the Admissions and Records Office for processing. Upon submitting the application, students should choose between paper/pencil or computerized tests. To make an appointment for the computerized test, call the Testing office at 239-3124. For the paper/pencil format, no appointment is necessary. Seating is limited. Students must arrive fifteen minutes early in order to be seated, and must bring picture identification (e.g. driver's license, passport or CA I.D.) in order to take the test.

c. For Chemistry placement examination scheduling, go directly to the Chemistry department.

**Waiver:**
In order to waive the placement tests, if you have already taken specific tests or courses, you must bring proof (test scores or transcripts) to:

Matriculation Office  
Conlan Hall, Room E204

If you need more information, please see CCSF catalog, “Placement Testing Waiver”.

Please Note:

- Only those courses completed within the specified seven year period for prerequisites are applicable.
- If any prerequisite course was taken longer than seven years before the application date, it cannot be waived.
- The only exception to this requirement is English. There is no time constraint for the appropriate English course.

Placement test scores, official transcripts, and/or waiver by the Matriculation Department must be included in the application packet when applying to the RTT program.
TRANSCRIPTS

1. It is the responsibility of the student to include ALL official transcripts in their original, sealed envelopes with the application.
2. High School courses, domestic or international, will NOT be accepted as meeting a prerequisite requirement.
3. City College of San Francisco transcripts may be obtained from the Transcript Department, Conlan Hall, Rm. E107. The RTT program does not have access to the applicant’s CCSF transcripts.

International Student Transcripts:
Transcripts must be translated and the evaluation must be a “detailed” or “comprehensive” report that includes a course-by-course review with unit value, grade, and lower/upper division breakdown.

FOREIGN CREDENTIAL EVALUATION SERVICES

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>WEB ADDRESS*</th>
<th>FEE FOR DETAILED REPORT</th>
<th>TURN AROUND TIME</th>
<th>REQUIRED DOCUMENTS**</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Education Research Foundation, Inc. (IERF)</td>
<td><a href="http://www.ierf.org">www.ierf.org</a></td>
<td>$185.00</td>
<td>15 business days</td>
<td>Certified photocopies; originals from some countries; English translations</td>
</tr>
<tr>
<td>World Education Service (WES)</td>
<td><a href="http://www.wes.org">www.wes.org</a></td>
<td>$150.00</td>
<td>7 business days</td>
<td>Originals from most countries; English translations</td>
</tr>
<tr>
<td>Academic Credentials Evaluation Institute (ACEI)</td>
<td><a href="http://www.aceil.com">www.aceil.com</a></td>
<td>$160.00</td>
<td>10 business days</td>
<td>Certified photocopies; English translations</td>
</tr>
</tbody>
</table>

*On-line application is highly recommended
**Please refer to the company’s website for special document requirements for specific countries.

Prerequisites Taken at Other Colleges:
Course equivalency must be determined by the City College of San Francisco department teaching the prerequisite course or by accessing the ASSIST website: www.assist.org

If the course was taken outside of California, the applicant must see appropriate department chair and submit the “Evaluation of Course Equivalency” form. The form may also be downloaded from: http://www.ccsf.edu/Services/Admissions_Records/forms.html Or the Radiologic Technology website: http://www.ccsf.edu/dmi

You can also contact the following departments for more information on course equivalency:
Biologic Sciences (Anatomy & Physiology)
Chemistry
English
Math
Physics
IS A CAREER AS A RADIATION THERAPIST RIGHT FOR YOU?

The City College Radiologic Sciences Department staff believe that when a student is considering to dedicate his/her time, effort and resources to learning a new profession, a substantial amount of research about the prospective field should be made to determine if it is a suitable career choice. To that end, it's required that students view a short video to expose themselves to the duties, tasks, skill requirements and expectations of a radiation therapist.

First, go to the following website to view a short video (about five minutes):
http://www.asrt.org/content/RecruitmentRetention/RecruitmentTools/career_videos.aspx The video is provided by The American Society of Radiologic Technologists, the world's oldest and largest membership association for medical imaging technologists and radiation therapists.

Additional sites that might be helpful to answer the following questions are:
- http://www.asrt.org American Association of Radiologic Technologists

After viewing the video and conducting further research, reproduce the following questions by word processing or typing, then provide appropriate answers for each question. The goal is to provide short responses with quality content. Submit your answers with your application.

1. What are some of the responsibilities of a Radiation Therapist?

2. What are some of the professional and technical skills required of the Radiation Therapist?

3. Why is the Radiation Therapist required to have good written and verbal communication skills?

4. What types of cancers are treated in the radiation oncology department?

5. What are three topics of discussion unique to radiation therapy technology?

6. Why is teamwork required in the career of radiation therapy technology?

7. How much lifting, pushing, pulling of patients and equipment is required of the Radiation Therapist? Please be specific.

8. Due to the high doses of radiation required to control and kill the cancer cells, is the patient radioactive after receiving his/her treatment and does the radiation therapist need to wait for the radiation to dissipate before entering into the treatment room? Please elaborate.
APPLICATION PACKET INFORMATION

All application packets must be submitted in the following order:

1. APPLICATION

2. RESEARCH PAPER “IS A CAREER AS A RADIATION THERAPIST RIGHT FOR YOU?”

3. TRANSCRIPTS, PLACEMENT TEST SCORES, COURSE EQUIVELENCY FORMS & COURSE DESCRIPTIONS IF USING COURSEWORK FROM OTHER COLLEGES

4. ESSAY (only necessary if you need to explain problems with your academic history in your transcripts)

APPLICATION PACKET DELIVERY

1. Applications must be mailed to the address shown below using a method that provides for sender tracking such as U.S. Postal Service Certified or Registered Mail.

2. For an additional charge, the post office offers online “Track and Confirm Products and Services”.

3. Applications that are hand delivered or mailed without tracking will be immediately disqualified.

4. All application packets must be postmarked between March 1st and March 15th, 2011. Applications not postmarked during this time period will be disqualified.

Delivery Address

Radiation Therapy Technology Program
City College of San Francisco
50 Phelan Ave., Box S-91
San Francisco, CA 94112
RADIATION THERAPY TECHNOLOGY PROGRAM
APPLICATION 2011

PLEASE PRINT CLEARLY

All applicants must possess a high school diploma or a G.E.D. and be at least 18 years of age to apply.

Applicants must complete and submit the official forms contained in this application packet

New Application _______ Reapplying _______ Year(s) of all prior application(s) ________

1. Name
   LAST ________________________________________________ FIRST ____________________ MI __________

2. Address
   STREET ____________________________________________________________________________
   CITY ___________________________________ STATE ___ ZIPCODE ________________

3. Phone
   HOME ___________________ CELL ___________________ WORK ____________________

4. Email Address
   PLEASE PRINT CLEARLY – IF YOUR HANDWRITING CAN’T BE READ, IT WILL BE IMPOSSIBLE TO REACH YOU!
   ALL APPLICANTS WILL BE CONTACTED BY EMAIL

5. Total number of college units completed to date: ________________________________

6. What is your overall college G.P.A. of all units attempted? __________________________

7. CCSF Student Identification Number: ___________________________ (Required)
   You must be registered to apply to the RTT program. If not currently registered, go to www.cccapply.org/ (no cost)

8. Were you referred to us by anyone? Yes___ No___ ____________________________ NAME OF REFERRAL PERSON
   (Does not influence admission)

9. Have you ever been convicted of a misdemeanor or felony? No _____ Yes _____
   If you answered yes to the above question read this section carefully:
   Before considering this program it is imperative for you to contact The American Registry of Radiologic Technologists www.ARRT.org to determine eligibility for certification to practice radiology.
   In order to meet national certification requirements, disclosure of all misdemeanor and felony convictions must be made for the following reasons:
   • All affiliated clinical affiliates require background checks prior to student clinical placement.
   • Clinical placement may be denied by affiliates if there is a positive screening result.
   • A positive result may be grounds for RTT program dismissal due to the lack of clinical placement.

10. Do you have any physical, emotional, or medical conditions past or present which might interfere with your participation in this physically demanding and stressful profession? No _____ Yes _____
   If yes, please explain: _________________________________ (Use another sheet of paper if necessary and attach to application)
11. Previous Education: Include all colleges and the high school from which you graduated.

<table>
<thead>
<tr>
<th>Name of School</th>
<th>City</th>
<th>State</th>
<th>Units completed</th>
<th>Diploma/GED or Degree</th>
</tr>
</thead>
<tbody>
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</table>

12. Prerequisites:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Prerequisite Course</th>
<th>College Name</th>
<th>Course Number</th>
<th>Year and Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Algebra</td>
<td>(Math 840 if taken at CCSF) or Algebra Placement Test score placing you into Math 860 or higher or course equivalency form</td>
<td></td>
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<tr>
<td>Chemistry</td>
<td>(Chemistry 32 if taken at CCSF) or Chemistry Placement Test score placing you above Chem 32 or course equivalency form</td>
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<tr>
<td>Physics Lecture</td>
<td>(Physics 10 if taken at CCSF) or course equivalency form</td>
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<tr>
<td>Physics Lab</td>
<td>(Physics 10L if taken at CCSF) or course equivalency form</td>
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<tr>
<td>English</td>
<td>(ENGL 93, or ESL 160 if taken at CCSF) or placement into ENGL 96 or ESL 170 or course equivalency form</td>
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<tr>
<td>Human Anatomy</td>
<td>(Anatomy 25 if taken at CCSF) or course equivalency form</td>
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<tr>
<td>Human Physiology with a lab</td>
<td>(Phys 12 if taken at CCSF) or course equivalency form</td>
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</tbody>
</table>

13. Note: if you are using courses completed at educational institutions other than CCSF, please include the course descriptions (from the college's catalogue) with this application.

14. If you are meeting a prerequisite with a placement score, please include the placement score documentation with your application packet.

15. Have you completed DMI 49?    Yes, Final Grade _____    No _____

To the best of my knowledge, the information contained in this application is a true and correct representation of my qualifications.

__________________________________________________  ____________________________
Signature of Applicant                                Date
City College of San Francisco
Radiologic Sciences Department
50 Phelan Ave. S91
San Francisco, CA 94112
Phone: 415-239-3431

www.ccsf.edu/dmi