INFORMATION & APPLICATION PACKET
2015 - 2016

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RADIATION
Therapy

Certificate of Completion in Radiation Therapy

Julia Jacobs, MBA, RT, RT(T)
Program Director, Radiation Therapy
602-286-8483

Amy Versetto, M.Ed., RT(R)
Clinical Coordinator
602-286-8482

Gateway Community College
108 N. 40th Street • Phoenix, AZ 85034
(602) 286-8000 • www.gatewaycc.edu
Dear Prospective Student:

Thank you for your interest in the Radiation Therapy Program at GateWay Community College (GWCC).

The attached Information and Application packet will provide information about the program structure and application procedures. This is a limited enrollment program and available class spaces are filled by a competitive selective admissions process. Please be advised that the contents of this packet are subject to change throughout the year. It would be prudent to periodically check for more current versions.

The Radiation Therapy Program at GWCC is supported by the medical community, affiliate hospitals, and clinics. GateWay is committed to graduating students who can provide outstanding patient care while meeting the needs of employers in this growing profession. Application for programmatic accreditation through the Joint Review Committee on Education in Radiologic Technology has been submitted.

The deadline for applications for the July, 2016 start is February 28, 2016. Applications received after this date will be considered if spaces are available.

Please note that the curriculum and prerequisites for the program will be revised periodically. It is the applicant's responsibility to remain aware of changes that occur.

Please feel free to contact an advisor at the Center for Health Education Careers, 602.286.8183 or 602.286.8185 if you have further questions about the program.

Thank you for your interest in the program.

Sincerely,

Julia Jacobs, MBA, RT, RT(T)
Program Director for Radiation Therapy Technology
602.286.8483
jacobs@gatewaycc.edu

Amy Versetto, M.Ed, RTT
Clinical Coordinator
602.286.8482
versetto@gatewaycc.edu
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CAREER DESCRIPTION

Radiation Therapy is a vital part of the healthcare field in which radiant energy is processed and used to treat cancer and other benign diseases.

This high-tech, high-touch profession provides an opportunity to deliver high-quality patient care and comfort while working with technologically sophisticated equipment. Major responsibilities of a Radiation Therapist include:

- implementing a planned course of treatment
- constructing accessory devices
- providing patient education, care and comfort
- paying attention to detail
- taking the initiative to work independently or in team settings

Radiation Therapy is an excellent career choice for those wishing to help others while using critical thinking and problem-solving skills.

Please Note: This is a 13-month certificate program, open only to individuals who are ARRT certified in Medical Radiography (X-Ray Technology).

PROGRAM OVERVIEW

If you are looking for a rewarding and challenging health care career that allows you to help others, radiation therapy may be the perfect choice. Radiation Therapy has been described as a “high touch-high tech” profession. Radiation therapists have the opportunity to work with the patients over a six- to seven-week period. This provides the time to develop a helping relationship to better support and educate the patient through their cancer treatment experience. The equipment used in radiation therapy is very advanced, computerized, and highly technical making precise and accurate treatments possible. The radiation therapist is an integral member of the cancer treatment team. The responsibilities of a therapist include tumor localization, delivering prescribed doses of radiation, educating the patient about their treatment and possible side effects, and providing supportive care to the patient and their families.

Upon successful completion of the program, students are eligible to take the national board examination for certification in Radiation Therapy, which is administered by The American Registry of Radiologic Technologists. After passing the national board certification examination, radiation therapists are employed in hospitals, research centers, and a growing number of free-standing clinics. With additional experience a radiation therapist may advance to administration, dosimetry, education, research or commercial sales.

Mission Statement

The mission of the GateWay Community College Radiation Therapy Program is to provide a comprehensive curriculum that prepares individuals to become competent, entry-level radiation therapists who will meet the need for highly qualified practitioners in the profession.

Goals and Student Learning Outcomes

Goal: Students will build on a strong radiography foundation to develop the knowledge, critical-thinking and problem solving skills necessary to be successful in the clinical radiation therapy setting.

Student Learning Outcomes:

- Students should be able to perform treatment setup and delivery procedures competently.
- Students should be able to think through and apply knowledge to new procedures.
- Students should be able to attain passing scores on the national exam in sections B and D. (Clinical Concepts in Radiation Therapy and Treatment Delivery)
Goal: Students will develop the attitudes, behaviors, and communication skills necessary to achieve success as a practitioner in Radiation Therapy.

Student Learning Outcomes:

- Students should be able to communicate effectively with patients and colleagues.
- As a member of an elite team whose goal is to provide high quality care to patients and their families, the student should embrace all aspects of the team experience.

Goal: The students will demonstrate a high level of clinical competency in all stages of the radiotherapeutic process

Student Learning Outcomes:

- The majority of students entering the program will complete the program. (Retention Rate)
- Graduates should pass the ARRT exam in Radiation Therapy.
- Program graduates should feel prepared to take their licensing exams and enter the workforce.
- Graduates will attain full time positions
- Employers express satisfaction with the knowledge and competence of hired graduates.

Goal: The program’s comprehensive education will promote professional growth and life-long learning.

Student Learning Outcomes:

- Students should initiate activities that enhance learning without being prompted to do so.
- Students should become active in professional organizations locally and nationally.
- Graduates should pursue learning beyond what is required of ARRT Education.

Program Effectiveness Data / 5 Year Average

Retention Rate = 89%
Pass Rate ARRT Radiation Therapy National Certification = 98%
Employment Rate = 92%
Employer Satisfaction = 4.3 (0-5 Scale)
Student Preparedness for licensing exam and to enter the workforce = 4.0 (0-5 Scale)

Mental & Physical Demands

It is essential that Radiation Therapy students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. The students must have the ability to differentiate various colors and have adequate hearing capacities. Radiation therapy education also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients’ lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to completing an application.
Use of Confidential Information

Students enrolled in program pathways of the Health Care Integrated Educational System (HCIES) will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

**Program Description**

The program is 40 hours per week in classes at the college and clinical practice at affiliated hospitals in the Valley. Limited personal leave will be granted for sickness and vacations.

The program is academically rigorous in nature, involving science, math, and technical aspects of Radiation Therapy.

Drug screening is required for all allied health students. The cost of this test is approximately $45.00 and will be the responsibility of the student. The urine drug screen will test for alcoholic beverages, illegal drugs, or drugs which may impair judgment while in the clinical setting. If a drug test is positive, the student will be dismissed from the program.

Criminal background checks/fingerprinting are required to participate in educational activities at the clinical sites. The cost of this process is approximately $150.00 and is the responsibility of the student.

Program graduates must comply with the ARRT “Rules of Ethics.” One issue addressed by the Rules of Ethics is the **conviction of a crime**, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Conviction, as used in this provision, includes a criminal proceeding where a finding or verdict of guilt is made or returned but the adjunction of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere. Individuals who have violated the Rules of Ethics may request a review by the ARRT of the violation in order to obtain a ruling of the impact on their eligibility for the post-graduate ARRT examination. This review may be done either before or after entry into Gateway’s program. Contact: American Registry of Radiologic Technologists at 651.687.0048.
CERTIFICATE REQUIREMENTS - RADIATION THERAPY PROGRAM

ADMISSION CRITERIA

- Formal application and admission to the program is required.
- Graduate of postsecondary higher learning institution program in Medical Radiography accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, and the Joint Review Committee on Education in Radiologic Technology (JRCERT); or an accrediting agency recognized by the US Secretary of Education and the JRCERT, and an Associate’s Degree or higher.
- American Registry of Radiologic Technologists (ARRT) certification in Radiologic Technology by June 15th of the applicant academic year.
- Current American Heart Association Health Care Provider CPR Certification card.
- Current Arizona Level-One Department of Public Safety Fingerprint Clearance Card
- Pass the Maricopa County Community College District Background Check

PROGRAM PREREQUISITES

Successful Completion of the following college courses with a minimum, cumulative GPA of 2.0.

PROGRAM OF STUDY - RADIATION THERAPY PROGRAM (BY SEMESTER - SUBJECT TO CHANGE)

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course Name</th>
<th>Credits</th>
<th>Advisor Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Summer Session I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ RTT 101</td>
<td>Foundations of Radiation Therapy</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fall Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DM/ICE 220</td>
<td>Cross Sectional Anatomy*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>+ RTT 110</td>
<td>Radiation Therapy Patient Care</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>+ RTT 121</td>
<td>Radiation Therapy I: Physics and Calculations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>+ RTT 130</td>
<td>Clinical Internship I</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>+ RTT 133</td>
<td>Internship Seminar</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>+ RTT 145</td>
<td>Radiation Oncology</td>
<td>4</td>
<td></td>
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<tr>
<td></td>
<td>Spring Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ RTT 115</td>
<td>Radiobiology for Radiation Therapy</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>+ RTT 122</td>
<td>Radiation Therapy II: Physics and Calculations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>+ RTT 131</td>
<td>Clinical Internship II</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>+ RTT 134</td>
<td>Internship Seminar II</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>+ RTT 150</td>
<td>Clinical Radiation Therapy I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>+ RTT 155</td>
<td>Professional Issues in Radiation Therapy</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Course Prefix</td>
<td>Course Name</td>
<td>Credits</td>
<td>Advisor Notes</td>
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</tr>
<tr>
<td>+ RTT 132</td>
<td>Clinical Internship III</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>+ RTT 135</td>
<td>Internship Seminar III</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>+ RTT 141</td>
<td>Dosimetry/Treatment Planning</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>+ RTT 151</td>
<td>Clinical Radiation Therapy II</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>+ RTT 156</td>
<td>Quality Control/Organizational Issues</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>+ RTT 160</td>
<td>Seminar in Radiation Therapy</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

* Classes may be taken outside of the semester where listed but must be completed to graduate. Please see the college catalog for full description of program requirements.
The estimated cost for the program is outlined in the chart below. The student is responsible for providing transportation, housing, and uniforms.

**Certificate of Completion**

- Tuition* (55 credit hrs @ $84 a credit hr) \(^1\) .......................................................... $ 4,620
- Registration fees ($15 per semester) .................................................................................. 75
- Course / Lab Fees ................................................................................................................. 150
- Equipment / Supplies ........................................................................................................... 272
- Books ..................................................................................................................................... 444
- Other Program Costs: License/Certification, Health & Safety Requirements, etc. \(^2\) ....... 217 – 882

**Total Estimated Costs** $5,778 – 6,443

**Out-of-County residents pay $359*/ Out-of-State residents pay $325** a credit hr\(^1\)

* Rates are set according to Arizona Revised Statute. Applies only to counties with no community colleges.

** According to Arizona Revised Statute, 15-1802 F, “A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.” Therefore, unclassified and out of state surcharges do not apply to such students.

Students must also plan on the expense of driving to clinical locations across the metropolitan Phoenix and outlying areas. Several clinical affiliates are not on bus routes so one’s own private transportation vehicle is necessary.

1 Tuition and fees are set by the Maricopa Community College Governing Board and approved by the State Board of Directors for Community Colleges; all fees are subject to change. Tuition is higher for non-county residents; visit www.gatewaycc.edu for more information.

2 Other Program Costs may be less or more than listed based on a student’s individual health record in respect to being in compliance with the immunization and safety requirements for the clinical experience.

3 Drug screening is required. Any rejection will disallow student entrance into clinical rotations unless reversed on appeal. The cost for this test is the responsibility of the student.

4 Costs may be less or more than listed based on a student’s individual health record in respect to being in compliance with the immunization requirements for the clinical experience.

* Book cost may change without notice.

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**IMPORTANT** - Tuition/registration fees are all due 35 days prior to the start date of each semester. If 34 days or less, all fees are due at the time of registration or you will be dropped from your classes and lose your seat in the program for non-payment.
IMMUNIZATIONS, TESTING, AND BACKGROUND REQUIREMENTS

IMMUNIZATION AND TB TESTING REQUIREMENTS
Please review the health and safety packet available at
The health and safety requirements are subject to change based on the requirements of our clinical partners. The most up to date information can be found at the aforementioned website.

BACKGROUND CHECK REQUIREMENTS
Effective September 1, 2011, all students seeking admission to an MCCCD Allied Health or Nursing Program (Program) will be required to obtain a valid Level-One Arizona Department of Public Safety Fingerprint Clearance Card (FCC Card) and a passing score on an MCCCD background check. Students bear the responsibility for the cost of the MCCCD Background Check and the FCC Card. These changes have been implemented because several of the largest healthcare organizations that provide environments for our students’ clinical education have recently established more stringent background check standards. These new standards preclude MCCCD from assigning students to a clinical experience who cannot meet the new requirements. Please review the policy announcement and FAQs on the MCCCD website at http://www.healthcare.maricopa.edu/

Apply as soon as possible for the level one fingerprint card; it can take up to 12 weeks to obtain. You will need to send a copy of your card to:

Please send your Health & Safety documents via email to: immunizations@gatewaycc.edu

The card is good for six years.

DRUG SCREENING
Each student must go through a preclinical drug screen prior to beginning the first clinical rotation. Drug screening for all Radiation Therapy students is mandatory. The cost for tests will be the responsibility of the student. The urine drug screen will test for alcohol, illegal drugs, or drugs that may impair judgment while working with patients at the clinical site. If the drug test is positive for the illegal drugs, the student will not be able to continue in the program. Readmission is at the discretion of the college and the Program. Some clinical sites also require screening for nicotine. Students who test positive for nicotine may not be able to be placed at some clinical sites, but are not excluded from the Program.

FREQUENTLY ASKED QUESTIONS

PROGRAM ACCREDITATION
GateWay Community College is accredited by the Higher Learning Commission. The GateWay Community College Radiation Therapy Program has independently received programmatic accreditation from the Joint Review Committee on Education in Radiologic Technology (JRCERT).

HOW LONG IS THE PROGRAM?
The program is currently 13 months long. Courses begin in mid July and continue through August of the following year. Clinicals begin at the end of August and continue through August of the following year.

IS THERE A POSSIBILITY OF AN EVENING OR PART-TIME PROGRAM?
The program includes classes that are only offered during the day. The curriculum is sequential and competency-based meaning that one semester builds on the next semester and must be completed before the student can enroll for the next semester. The student can expect to spend a minimum of thirty-two to forty (32-40) clock hours per week in the program between didactic and clinical courses.

HOW IS THE PROGRAM STRUCTURED?
Classes are held on Tuesdays and Thursdays while clinical hours are completed on Mondays, Wednesdays, and Fridays.
IS IT POSSIBLE TO WORK WHILE PARTICIPATING IN THIS PROGRAM?
Yes, but it is recommended that you only work between 16 and 20 hours per week due to the study time necessary to be successful in the program.

WHERE CAN I GO FOR MORE INFORMATION ABOUT THE PROFESSION?
WWW.ASRT.ORG – American Society of Radiologic Technologists
WWW.ARRT.ORG – American Registry Radiologic Technologists

IF I HAVE A CRIMINAL RECORD, WILL THAT PROHIBIT ME FROM BEING SUCCESSFUL IN THIS CAREER?
Possibly, our clinical agreements with the healthcare facilities require that our students receive a Fingerprint Clearance Card issued by the Arizona Department of Public Safety, in addition to separate background checks at the clinical internship sites. Additionally, a student must not be listed on the Federal Government’s Office of the Inspector General’s Exclusion List. Students that are unable to obtain either of these clearances will be prohibited from attending their clinical experience.

ACCREDITATION

GateWay Community College is a Maricopa Community College, accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools (30 North LaSalle St, Suite 2400, Chicago, IL 60602-2504, Tel# 800.621.7440), and its courses are approved by the Social Security Administration for Veterans Training. This school is authorized under federal law to enroll nonimmigrant alien students.

The program is accredited by the Joint Review Committee on Educational Programs in Radiologic Technology (JRCERT), the nationally recognized accrediting agency for educational programs for nuclear medicine technologists.

CONFIDENTIALITY STATEMENT

Students enrolled in program pathways of the HCIES will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

POLICIES, RULES, REQUIREMENTS, AND REGULATIONS COMPLIANCE

- Policies, courses, programs, fees, and requirements may be suspended, deleted, restricted, supplemented, or changed through action of the Governing Board of the Maricopa Community Colleges.
- The Maricopa Community Colleges reserves the right to change, without notice, any materials, information, curriculum, requirements, and regulations.
- Admission or graduation from any Allied Health program at GateWay Community College does not guarantee the student’s professional certification, licensure, or employability. The student must comply with legal requirements of the profession. This may include provisions from Arizona Revised Statutes 41-1758.03 (sections B and C) regarding the denial of a fingerprint clearance card or being listed on the US government’s Office of Inspector General’s Exclusion List.
COLLEGE COMMUNICATION

The following information is very important so you do not miss any notices:

We communicate with students strictly through your Maricopa College email, not your personal email account.

We have a district-wide Google powered email system. This system is the way we send all official College communications concerning selective admissions, class enrollment, financial aid, tuition due dates and other important student information.

All students will need to check their new student e-mail regularly or forward the new student e-mail to a personal e-mail to ensure that all official college communication is received.

Students may access their new e-mail accounts directly from their Student Center once they log in at my.maricopa.edu. 1st section “Student Communication Center”.

The benefits to you include:

- Quicker response
- Convenience. You can receive & read email even if out-of-town
- Saves trees!

Go to my.maricopa.edu & log in to your account. Click on ‘create an account’ in the paragraph above the picture of the students to set up your student account. You may edit your information, such as address, phone, etc. here also if you need to. This is a self-service for students, which includes registering for classes, adding/dropping classes, making payments, printing your class schedules, viewing financial aid & viewing your grades. If you have any technical issues, please call 1-888-994-4433.

CONTACT INFORMATION

If you have any questions about the enclosed program material, please feel free to contact any of the following program contacts:

Julia Jacobs, Program Director / Phone 602.286.8483 / Email: jacobs@gatewaycc.edu

Caroline Delgado, Health Sciences Academic Advisor / Phone: 602.286.8183 / Email: delgado@gatewaycc.edu

Lucy Granillo, Health Sciences Academic Advisor / Phone: 602.286.8185 / Email: luciella.granillo@gatewaycc.edu
HOw to apply & enroll

GateWay is one of 10 Maricopa Community Colleges. To enroll to any of the colleges, you must first create a student account.

step 1: apply for college admission
- Go to the MEID Account Wizard which is located within my.maricopa.edu and create an account.
- Follow the instructions for the MEID Account Wizard to create a user ID & password. Keep this information to login to your Student Center in the future.

NOTE: You will need to wait 20 minutes after creating an account before you can apply.

1. Go to your Student Center on my.maricopa.edu
2. Enter your MEID (User ID) & Password
3. Once in your Student Center, click on MCCCD Admissions and continue with steps to apply

- All admitted students will be issued an email account that corresponds with their MEID, accessible through the Online Student Center. You are able to forward messages to your personal email account, too.

Please Note: This account will be used to communicate all official business messages from the college, including:
- Class Enrollment
- Financial Aid
- Grades
- Payment Invoices
- Tuition Due Dates
- Other Important Student Information
- The e-mail address for this MEID would be: ABCDE12345@maricopa.edu
- Your MEID should be a combination of approximately 10 letters and numbers in length, such as: ABCDE12345
- New to college? Learn about our iStart Smart program and get a competitive edge on starting a successful college career.
- Be sure to participate in an orientation session before beginning classes for the first time on campus.
- Learn more about our Lawful Presences policies.

Help is available upon request

step 2: assessment testing
If you are planning to enroll in an English, Math or Reading course, you may be required to take Placement Tests at Enrollment Services Testing Center, http://www.gatewaycc.edu/testing, located in the IE (Integrated Education) Building. Test scores are used to decide which courses to take. Here’s what you need to know before you go:
- Assessment tests are free of charge. These tests are good for two years.
- Separate tests for English, Math and Reading may be required.
- Testing times vary depending upon the user's pace.
- On average, each test takes approximately 25 minutes.
- Photo ID and Student ID number required.
- Bring a copy of your unofficial transcripts.
- Walk-in appointments are accepted with a Student ID.
Students may also contact a program advisor, faculty member or counselor to make an appointment.

The Testing Center’s hours of operation are:

**Fall and Spring Hours**
- Monday - Thursday, 8 a.m. - 7 p.m. (testing stops at 5 p.m.)
- Friday, 8 a.m. - 5 p.m. (testing stops at 3 p.m.)

**Summer Hours**
- Monday - Thursday, 8 a.m. - 7 p.m. (testing stops at 5 p.m.)
- Closed Friday

**STEP 3: REVIEW PROGRAM REQUIREMENTS**
Each of our Health Science programs has unique requirements. We strongly encourage you to review the program packets and the current catalog for any specialties that you might consider. These resources will provide you with detailed program information regarding prerequisite courses and application procedures.

**STEP 4: MEET WITH A HEALTH SCIENCE ADVISOR**
We strongly encourage all new students to contact a Health Sciences Academic Advisor. The mission of our advisement team is to provide services that enhance student development & success, including:
- Exploration of educational & life goals
- Selection of academic/occupational programs
- Selection of sequencing of courses
- University transfer options
- General information on campus resources & classes

The Health Sciences Academic Advisors are available by phone, email, or in person at the CHCE Center for Health Careers Education Building, [http://about.gatewaycc.edu/Contact/CampusMap/](http://about.gatewaycc.edu/Contact/CampusMap/), on the north side of campus during the following business hours:

<table>
<thead>
<tr>
<th>Walk-in basis</th>
<th>For an appointment call 602.286.8600</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays from 8 a.m. to 5 p.m.</td>
<td>Tuesdays-Wednesdays-Thursdays.</td>
</tr>
<tr>
<td>Fridays from 8 a.m. to 1 p.m. (but closed on Fridays in the Summer)</td>
<td>Decrease your waiting time by scheduling an appointment.</td>
</tr>
</tbody>
</table>

Before you meet with an advisor, we recommend you check out the current Catalog to learn more about the programs that interest you. Let your advisor know if you have any questions or concerns.

If you have taken a class for college credit and you are interested in transferring credits to GateWay, you may better prepare for your meeting if you bring a copy of your transcripts to review with your advisor and then:

a. Request **All** official college transcripts be sent to the Admissions and Records Office.  
   **Attn: Admissions & Records**  
   108 N 40th Street  
   Phoenix, AZ 85034-1704

b. Official transcripts must be sent from institution to institution, allow 2-4 weeks for receipt. Please request institution to include current name and student ID number used at GateWay Community College.

c. Evaluations of Official College Transcripts must be requested by the student after their arrival at the college. To verify receipt of transcripts and evaluation, a **request for transcript evaluation** form must be filled out and submitted to Admissions and Records. This form can be obtained from any GateWay Community College Advisor.
STEP 5: PROGRAM APPLICATION
Many of GateWay Community College’s Health Science programs have a special admissions procedure. The Radiation Therapy Program information packet contains detailed information regarding this process. Please be sure to review this information to ensure that your application materials are complete and received at the Special Admissions office by the stated deadlines. You will receive notification of your acceptance via e-mail so you will want to keep your information current with GateWay Community Colleges Admissions and Records department.

STEP 6: SELECT YOUR CLASSES & REGISTER
GateWay requires on-time registration because we believe success starts from day one. Enroll early, get your books and be in class ready to learn from the first day.

For classes with published start dates and meeting times, registration in the class must be completed before the first official class meeting date and time. No late registration in a class once it has started is allowed. Registration for a class on the date it starts must be done in person or on the phone, and must be completed before the class start time.

For classes without published meeting times, registration in the class must be completed by 11:59 p.m. the day before the class starts.

You will find there are many ways to receive academic, financial or career assistance to get involved in our community.

- The Maricopa Community Colleges Class Schedule allows you to find classes by semester, time & date.
- Pick out the classes you want and go to the My.maricopa.edu Online Student Center. Login using your MEID & password to create your class schedule.

STEP 7: APPLY FOR FINANCIAL AID AND PAY

Financial Aid
Before you apply for financial aid, you will need to complete the Free Application for Federal Student Aid (FAFSA). Once you submit this form, you can check the status of your financial aid by going to the Student Center and logging in with your MEID & password.

Additional financial aid opportunities, scholarships and grants may be available to you. To learn more, visit our financial aid page or call (855) 622-2332.

Please Note: You will need to verify and comply with all financial aid deadlines through FAFSA or your classes could be dropped.

How to Pay
Tuition/registration fees are all due 35 days prior to the start date of each semester. If 34 days or less, all fees are due at the time of registration or you will be dropped from your classes and lose your seat in the program for non-payment. The enrollment process is not complete until your payment is made in full. The following information has been created to help you find the method of payment that’s right for you.

Online
- Go to the Online Student Center and login to your account using your MEID & password to pay by credit card, e-check or payment plan online.

By Phone
- Call (602) 286-8100 to make a credit card payment by phone.
Please Note: Wait times may increase during peak periods of enrollment.
In Person
- Go to the Cashier’s Office at Enrollment Services, located in the IE (Integrated Education Building) to pay for classes in full, using cash or credit.
- Picture ID may be required for some student transactions.

**STEP 8: ATTEND NEW STUDENT ORIENTATION (REQUIRED FOR ALL FIRST-TIME STUDENTS)**
Orientations are held prior to Fall and Spring semesters and all students are welcome. Attendance to New Student Orientations are REQUIRED for all first-time to college students.
Register Now.

**STEP 9: BUY YOUR BOOKS**
Buy your Books online or on campus.

**STEP 10: GO TO CLASS!**
Be sure to review your class schedule at the Student Center for class times and building/room location. Print out a copy of our Campus Maps and bring it with you to help navigate through campus & find your classes quickly.
STUDENT SERVICES

The following are some of the services available to students.

Advising – Meeting with a Health Sciences academic advisor in the Center for Health Careers Education (CHCE) is on a walk-in basis on Mondays from 8 a.m. to 5 p.m. and on Fridays from 8 a.m. to 1 p.m. (but closed on Fridays in the Summer). For an appointment on Tuesdays-Wednesdays-Thursdays, you may call 602.286.8600.

Bookstore – Available are textbooks and supplies for classes, call 602.286.8400. You may visit their website at: www.efollett.com and selecting “College Textbooks”.

Counseling – Academic, personal, or career counseling available. Call 602.286.8900.

Employment – Upon completion of the Radiation Therapy Program, contact the Career & Re-Entry Services, at 602.286.8500 for assistance.

Financial Aid – Available for qualified students. Contact the Financial Aid Office at 602.286.8300 or visit website: http://enroll.gatewaycc.edu/FinancialAid/ApplyForFinancialAid/default.htm

Pregnancy – The student has the option of remaining in the program and continuing her education without notification or interruption. This decision should be made in consultation with her physician. If the student chooses to take a leave of absence from the program during the pregnancy, she will be allowed to re-enter the program once the period of convalescence is complete. Based upon the length of absence from training, the student may be required to re-certify in specific clinical competencies prior to graduation. Placement into the original clinical site is not guaranteed, but another training site will be provided for the student. The student must complete all program and institutional graduation requirements prior to graduation as outlined in the college catalog. (See program policies for more details).

Student Assessment Center – Services include instructor makeup exams, the English, Math, and Reading ASSET or COMPASS placement tests, and selected instruments required for acceptance into the Health Science or Nursing programs. Call 602.286.8160 for specific days and times tests are available.

Tutoring Assistance – Available through the Learning Center, 602.286.8800.

For a complete listing of student services, please refer to the college catalog, or visit GateWay’s website: www.gatewaycc.edu or call college information at 602.286.8000.
APPLICATION FOR ADMISSION INTO THE RADIATION THERAPY TECHNOLOGY PROGRAM

GATEWAY COMMUNITY COLLEGE
108 N 40th Street / Phoenix, AZ 85034-1704 / 602.286.8000
Application Deadline is February 28, 2016

Page 1 of 2

Please print clearly

An official transcript must be sent to GWCC Admission and Records Office from each attended college or your application cannot be processed.

LEGAL NAME (LAST) (FIRST) (MIDDLE)

ADDRESS (STREET)

(CITY) (STATE) (ZIP)

FORMER NAME(S) which may appear on transcript(s)

HOME PHONE NUMBER WORK / CELL PHONE NUMBER

E-MAIL ADDRESS

STUDENT ID NUMBER

PERSON TO NOTIFY IN CASE OF EMERGENCY PHONE

ADDRESS

Are you currently enrolled in college? Yes ☐ No ☐

If “YES”, where? __________________________________________

What classes are you enrolled in? __________________________________________
STARTING WITH MOST RECENT AND WORKING BACK, LIST EMPLOYERS:

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<th>OCCUPATION</th>
<th>EMPLOYER</th>
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PREVIOUS COLLEGES OR TECHNICAL SCHOOLS ATTENDED:

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<th>DATE OF LEAVING</th>
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Attach separate sheet if additional space is needed

CERTIFICATION:

I certify that the above answers are true, correct and complete. I understand that any falsification or intentional misrepresentation of information on this application may be cause for dismissal from the Radiation Therapy Technology Program and from the college. I understand that it is my responsibility to keep the Admissions/Selective Admissions Office notified of any changes of information stated on this application.

_________________________________________  ____________
Signature                                    Date

RETURN APPLICATION AND THE ADMISSION APPLICATION DISCLAIMER TO:
Admissions & Records/Selective Admissions
GateWay Community College
108 N 40th Street / Phoenix, Arizona 85034-1704
ADMISSION APPLICATION DISCLAIMER

Your admission to the GateWay Community College Radiation Therapy Technology Program is not the sole criterion for obtaining a license to practice in Arizona. You must also meet the licensing requirements of the Medical Radiologic Technology Board of Examiners (MRTBE) 602.255.4845. Certification requirements are the sole exclusive responsibility of the American Registry of Radiologic Technologist ARRT 651.687.0048, and you must satisfy those requirements independently of graduation requirements for the college. Both organizations, ARRT and the MRTBE, review (among other criteria) educational qualifications and issues of moral turpitude.

I have read and understand the Admissions Application Disclaimer.

_________________________________________  ________________
Signature                                Date

_________________________________________
Social Security Number

This disclaimer will become a part of your permanent Radiation Therapy Program record.
The Radiation Therapy Program requires that all program applicants complete a total of forty (40) hours of observational experience in a radiation therapy department prior to beginning the program.

### Observation Experience

I, ________________________________

Radiation Therapy Clinical Supervisor (Print)

certify that ________________________________

Applicant Name (Print)

has satisfactorily completed ____________ hours of observational experience in Radiation Therapy at ________________________________

Facility Name

### Areas/Procedures Observed

#### Treatment:

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<thead>
<tr>
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<th>TBI/TBE</th>
<th>IMRT</th>
<th>Proton</th>
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#### Simulation:

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#### Dosimetry:

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<th>Computer Plans</th>
<th>SRS</th>
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#### Nursing:

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__________________________  _______________
Signature                  Date
Overview of the Requirements

In order for students to be admitted to or maintain enrollment in good standing in Maricopa County Community College District’s (“MCCCD”) Allied Health and Nursing programs (“Programs”) beginning on September 1, 2011, students must provide with their application to a Program all of the following:

- A copy of an Arizona Department of Public Safety Level-One Fingerprint Clearance Card (“Card”). Students are required to pay the cost of applying for the Card. Cards that are NOT Level-One status will not be accepted.
- An original version of the “Criminal Background Check Disclosure Acknowledgement” form attached to this Summary signed by the student.

At all times during enrollment in a Program, students must obtain and maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on supplemental background check performed by MCCCD authorized vendor. Admission requirements related to background checks are subject to change as mandated by clinical experience partners

Implementation of the Requirements

1. Students that are denied issuance of a Card may be eligible for a good cause exception through the Arizona Department of Public Safety. It is the student’s responsibility to seek that exception directly with the department. Until the student obtains a Card and pays the other requirements for admission, he or she will not be admitted to a Program.

2. Students admitted to a Program whose Card is revoked or suspended must notify the Program Director immediately and the student will be removed from the Program in which they have been admitted or are enrolled. Any refund of funds would be made per MCCCD policy.

3. The Criminal Background Check Disclosure Acknowledgement directs students to disclose on the data collection form of the MCCCD authorized background check vendor all of the requested information as well as any information that the background check may discover. Honesty is important as it demonstrates character. Lack of honesty will be the basis for denial of admission or removal from a Program if the information that should have been disclosed but was not would have resulted in denial of admission. Failure to disclose other types of information constitutes a violation of the Student Code of Conduct and may be subject to sanctions under that Code. Students have a duty to update the information requested on the [background check vendor] data collection form promptly during enrollment in a Program. The [background check vendor] data collection form may ask for the following information but the form may change from time to time:
   - Legal Name
   - Maiden Name
   - Other names used
   - Social Security Number
   - Date of Birth
   - Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details.
   - Pending criminal charges that have been filed against you including dates and details. Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld.

The authorized MCCCD background check vendor will be asked to pass or fail each student based on the standards of MCCCD’s clinical experience partners that have established the most stringent requirements. The sole recourse of any student who fails the background check and believes that failure may have been in error is with the background check vendor and not MCCCD.
ACKNOWLEDGEMENT OF CRIMINAL BACKGROUND CHECK REQUIREMENTS APPLICABLE TO STUDENTS SEEKING ADMISSION INTO ALLIED HEALTH OR NURSING PROGRAMS ON OR AFTER SEPTEMBER 1, 2011

In applying for admission to a Nursing or Allied Health program (“Program”) at the Maricopa County Community College District, you are required to disclose on the Arizona Department of Public Safety (DPS) form all required information and on the MCCCD authorized background check vendor data collection form any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program on this form. Additionally, you must disclose anything that is likely to be discovered in the MCCCD supplemental background check that will be conducted on you.

Please complete the DPS form, the MCCCD authorized background check vendor form and any clinical agency background check form honestly and completely. This means that your answers must be truthful, accurate, and complete. If you know of certain information yet are unsure of whether to disclose it, you must disclose the information, including any arrest or criminal charge. Additionally,

By signing this acknowledgement, you acknowledge the following:

- I understand that I must submit to and pay any costs required to obtain a Level-One Fingerprint Clearance Card and an MCCCD supplemental criminal background check.
- I understand that failure to obtain a Level-One Fingerprint Clearance Card will result in a denial of admission to a Program or removal from it if I have been conditionally admitted.
- I understand that I must submit to and pay any costs required to obtain an MCCCD supplemental background check prior to the start of the class.
- I understand that failure to obtain a “pass” as a result of the MCCCD supplemental criminal background check will result in a denial of admission to a Program or removal from it if I have been conditionally admitted.
- I understand that, if my Level-One Fingerprint Clearance Card is revoked or suspended at any time during the admission process or my enrollment in a Program, I am responsible to notify the Program Director immediately and that I will be removed from the Program.
- I understand that a clinical agency may require an additional criminal background check to screen for barrier offenses other than those required by MCCCD, as well as a drug screening. I understand that I am required to pay for any and all criminal background checks and drug screens required by a clinical agency to which I am assigned.
- I understand that the both the MCCCD supplemental or the clinical agency background check may include but are not limited to the following:
  - Nationwide Federal Healthcare Fraud and Abuse Databases
  - Social Security Verification
  - Residency History
  - Arizona Statewide Criminal Records
  - Nationwide Criminal Database
  - Nationwide Sexual Offender Registry
  - Homeland Security Search
- By virtue of the MCCCD supplemental background check, I understand that I will be disqualified for admission or continued enrollment in a Program based on my criminal offenses, the inability to verify my Social Security number, or my being listed in an exclusionary database of a Federal Agency. The criminal offenses for disqualification may include but are not limited to any or all of the following:
  - Social Security Search-Social Security number does not belong to applicant
  - Any inclusion on any registered sex offender database
o Any inclusion on any of the Federal exclusion lists or Homeland Security watch list
o Any conviction of Felony no matter what the age of the conviction
o Any warrant any state
o Any misdemeanor conviction for the following-No matter age of crime
  - violent crimes
  - sex crime of any kind including non consensual sexual crimes and sexual assault
  - murder, attempted murder
  - abduction
  - assault
  - robbery
  - arson
  - extortion
  - burglary
  - pandering
  - any crime against minors, children vulnerable adults including abuse, neglect, exploitation
  - any abuse or neglect
  - any fraud
  - illegal drugs
  - aggravated DUI
o Any misdemeanor controlled substance conviction last 7 years
o Any other misdemeanor convictions within last 3 years
o Exceptions: Any misdemeanor traffic (DUI is not considered Traffic)

• I understand that I must disclose on all background check data collection forms (DPS, MCCCD background check vendor and a clinical agency background check vendor) all required information including any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program. That includes any misdemeanors or felonies in Arizona, any other State, or other jurisdiction. I also understand that I must disclose any other relevant information on the forms. I further understand that non-disclosure of relevant information on the forms that would have resulted in failing the background check will result in denial of admission to or removal from a Program. Finally, I understand that my failure to disclose other types of information of the forms will result in a violation of the Student Code of Conduct and may be subject to sanctions under that Code.

• I understand that, if a clinical agency to which I have been assigned does not accept me based on my criminal background check it may result in my inability to complete the Program. I also understand that MCCCD may, within its discretion, disclose to a clinical agency that I have been rejected by another clinical agency. I further understand that MCCCD has no obligation to place me when the reason for lack of placement is my criminal background check. Since clinical agency assignments are critical requirements for completion of the Program, I acknowledge that my inability to complete required clinical experience due to my criminal background check will result in removal from the Program.

• I understand the Programs reserve the authority to determine my eligibility to be admitted to the Program or to continue in the Program and admission requirements or background check requirements can change without notice.

• I understand that I have a duty to immediately report to the Program Director any arrests, convictions, placement on exclusion databases, suspension, removal of my DPS Fingerprint Clearance Card or removal or discipline imposed on any professional license or certificate at any time during my enrollment in a Program.

_________________________   __________________
Signature                          Date

_________________________   __________________
Printed Name                      Student ID Number

Desired Health Care Program