

Radiography Program Application Instructions:

This list of instructions has been provided to assist students in the application process to the Radiography Program. It is the student's responsibility to ensure that all of the steps are completed by the deadline date and that all information provided is accurate.

Step I: Apply to State College of Florida – Application available online at www.scf.edu

- Complete all steps required for application to the college as a degree seeking student.
- Apply to the college for the current term
- If you applied to the college more than 1 year ago and have not enrolled in courses over the past year, you will need to reapply to the college.

Step II: Once accepted to the college, the student will be able to apply to the Radiography Program if the following criteria have been met:

- Completed all prerequisite courses required by the program with a grade of "C" or better at the time of application.
 - BSC 2085C – Anatomy & Physiology I
 - Mathematics – Any Area II, A.S.
- Earned GPA of 2.5 or greater in all general education courses required by the Radiography program
- Earned overall GPA of 2.0 or greater as required for graduation.

Step III: Complete Program Application

1. Sign on to SCF Connect
2. Select "Student Tab"
3. Select "Banner Self-Service"
4. Select "Student Services and Financial Aid"
5. Select "Apply for Admission to Limited Access Programs"
6. Select "Display Application Information"
7. Locate the Application Type Drop Down Box: Select the Desired Program Application: Radiography Program – RTE
8. Complete the Application Process
9. Complete Payment
 - The application process will automatically search to see if the one-time application fee has been paid by the applicant. If no proof of payment can be located, the student will be directed to a payment screen where the payment can be completed using a credit card. If a student believes they have paid the one-time application for this program in the past, they must first pay the \$20.00 fee to submit the application and then follow-up with the cashiering office. If a duplicate payment is noted, the student will receive a refund of the application fee. If a credit card is not available, alternate methods of payment are available via the cashiering office.
10. The student may be prompted to provide additional information during the application process. Requests for additional information will be submitted via the SCF student email address issued to the student upon acceptance to the college. The applicant must submit all requested information by the application deadline, 4pm January 31, for the application to be complete and to be considered for admission to the program. Failure to submit all required information by the January 31, deadline will result in an incomplete application. Incomplete applications will not be considered for acceptance.
11. **Only submit 1 application** to the program. Once the completed application is submitted, the student will receive an email confirming submission. This email will be sent to the SCF email address issued to the student upon acceptance to the college. **If you wish to check that you have successfully submitted your application** following steps 1 – 7 above. The bottom of the page will display all programs to which the student has submitted an application.
12. Students must submit a CAPP/Degree Audit and Information Session Attendance Certificate. These items must be delivered to the program by one of the following methods:
 - Delivered by hand to the Radiography program by January 31 by 4pm, in the Bradenton Campus, building 2, Room 131.
 - E-mailed to the Radiography program at Radiography@scf.edu (As a Word document or PDF) by 4:00 p.m. on January 31.

To complete a CAPP Audit please follow the directions below:

How to Print a CAPP Degree Audit

Please follow these steps:

From the SCF home page (www.scf.edu):

- Click on 'SCF Connect'
- Type in your SCF e-mail User ID (ex: jsmith) and PIN.
- Click on "Student" folder at the top
- Click on "Banner Self Service"
- Click on 'Student Services and Financial Aid'
- Click on 'Student Records'
- Click on 'CAPP/Degree Audit'
- Select the current Term – click "submit"
- Click on 'What-If Analysis' at the bottom of the page
- Enter Term – click "continue"
- Program – choose "AS, Radiography or Dental Hygiene", click "continue"
- First Major – choose "AS, Radiography or Dental Hygiene and Department: None", click "submit"
- Evaluation Term – choose the current term, click "Generate Request"
- General Requirements is the default, click "submit"
- Print the results of the displayed CAPP Audit **

**** The report must be printed in Landscape format so the grades for each class show up. Incompletely printed CAPP Audits are not accepted and will result in the application being incomplete.**

Please note: If you have taken more than one math class, from any Area II Math courses for the AS degree, and you wish to use a different math course than the one appearing in your CAPP audit (For calculating Program GPA purposes), you must indicate that on your submitted CAPP audit.