

Radiography Program Application Instructions January 1 – January 31, 2018:

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. **Incomplete applications will not be considered for acceptance into the Radiography program.**

The Radiography Program at State College of Florida is a limited enrollment program. As such, completion of part or all of the required general academic courses required in the degree does not guarantee acceptance into the program.

All correspondence including accepted/denied emails will be sent to the students SCF email.

Step 1: 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 (Spring 2018)
- 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 2: Once accepted to the college, the student will be able to apply to the Radiography Program during the application period if they have met the following criteria:

- Completed **all** prerequisite courses required by the program with a grade of “C” or better at the time of application. These courses are:
 - BSC 2085C – Anatomy & Physiology I
 - Mathematics – Any Area II, A.S.
- Earned a program GPA of 2.5 or greater in all general education courses required by the Radiography program
- Earned an overall GPA of 2.0 or greater as required for graduation.
- Attended a free Radiography information session within the last 3 years*

*Attendance at a Radiography information session will be good for a period of 3 years from the date of the session. Students wishing to apply to the program who attended sessions greater than 3 years from the date of the application deadline will be required to attend another information session to be eligible for acceptance. Students applying to the program who have not attended an information session within the past 3 years will be considered as having submitted an incomplete application and will not be considered for acceptance into the Radiography program.

Step 3: Complete Program Application


1. Log Into 
2. Select “Student Tab”
3. Select “Self Service Banner”
4. Select “Student Services and Financial Aid”
5. Select “Apply for Admission to Limited Access and Baccalaureate 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 application fee has been previously paid by the applicant. If no proof of payment is located the student will be directed to a payment screen to complete a credit card payment. If a student believes that they have paid the onetime application fee for **this** program in the past they must first pay the \$20 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.
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. (Please check this email regularly) Students 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 4pm on January 31st, 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 provided

CAPP/Degree Audit -Directions

1. **Log Into:** 
2. **Click on:** “Student” Tab
3. **Click on:** “CAPP/Degree Audit”
4. **Select Term:** Current Term (Spring 2018)
5. **Click on:** “What-if Analysis”
6. **Click on** Current Term (Spring 2018)
7. **Select** Radiography Program
8. **First Major – Select** AS, Radiography and Department: None then **Click** Submit
9. **Evaluation Term:** Spring 2018 then **Click** “Generate Request”
10. **Review and then Print** - Print the CAPP audit in landscape to ensure that **all** grades are displayed **

** To print, click on File, Print Preview, change format to landscape & then click on the printer icon and then click print. (The report must be printed in **Landscape** format so the grades for each class show up. Incompletely printed CAPP Audits are not accepted for applications and will result in the application being incomplete.)

It is the applicant’s responsibility to review the CAPP Audit:

- Make sure all completed courses relevant to program are reflected on the CAPP/Degree Audit prior to submitting
- CAPP audits which are printed incorrectly in which grades are not visible will be considered incomplete. Incomplete CAPP Audits will **NOT** be accepted. The student’s application will be deemed incomplete and the student will not be considered for application during this application period.
- Applications received without CAPP Audits will be deemed incomplete and the student will not be considered for application during this application period.
- Applications received without Info Session Certificates will be deemed incomplete and the student will not be considered for application during this application period.

Applicants will be notified of the radiography Program application decision by SCF email