HIGHLANDS COLLEGE
OF MONTANA TECH

RADIOLOGIC TECHNOLOGY PROGRAM APPLICATION
MILES CITY SATELLITE PROGRAM

FOR FALL 2026 CLINICAL PLACEMENT

APPLICATION DEADLINE: *Thursday April 16, 2026 – 4:00 p.m.*

*Applications received after this date/time will receive a deduction in points and may not be considered

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**Carefully read and review your application for completeness before signing and submitting
AN INCOMPLETE AND/OR UNSIGNED APPLICATION WILL NOT BE CONSIDERED**

Return complete, signed application and materials:

By mail: Highlands College of Montana Tech
                    ATTN: Rad Tech
                    25 Basin Creek Road
                    Butte, MT 59701

In person: Highlands College front office during regular office hours - ATTN: Rad Tech

Via Email: radtech@mtech.edu
                    All application materials must be clearly *scanned*, complete and attached to the email

PERSONAL INFORMATION - *PRINT CLEARLY*

_____   _____   _____
Last Name   First Name   MT Tech Student ID Number

_____
Preferred E-mail Address
**Notification of acceptance/non-acceptance will be sent to this email *after* spring 2026 grades post and selective GPAs are calculated

_____   _____   _____   _____
Mailing Address   City   State   Zip

_____
Telephone Number

*DOCUMENTATION –

Submit copies/documentation of <u>each</u> of the following with application – please ensure copies are full-size and legible – failure to properly include any of the following is an incomplete application

☐ **VACCINATION RECORDS – proof of each of the following must be included**
  o <u>MMR</u> (measles, mumps, rubella) → 2 doses or positive titer
  o <u>Hepatitis B series</u> → completion of 3 dose series or positive titer
  o <u>Varicella</u> → 2 doses or positive titer
  o <u>tDap</u> → tetanus/pertussis, must be within the past 10 years

☐ **PROOF OF FREEDOM FROM TUBERCULOSIS**
  o Proof of a current clear PPD skin test, negative blood test or chest x-ray
    • Must be completed *annually* while in program

☐ **CURRENT CPR CERTIFICATION**
  o Must be a *Basic Life Support (BLS)* course covering infant through adult from either the American Heart Association or American Red Cross
    • Must be current at time of application and kept current throughout program for those accepted

☐ **ESSAY**
  o **Prompt**: Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
    • **Essay must be**: Typed – 12-point font – Double-spaced – At least one page, no more than two pages – grammar and content are considered

☐ **PROFESSIONAL LETTER OF RECOMMENDATION**
  o Submit one professional letter of recommendation
  o Letter must be:
    • **Submitted in a sealed envelope with reference's signature over the seal, OR emailed from the letter writer directly to radtech@mtech.edu prior to the application deadline**
    • Signed and dated within the last 2 years & includes contact information
    • From someone like a current or prior employer, coach, teacher or mentor; it may *not* be from a family member or friend
    • Should speak to things like: conduct and attitude – strengths and dependability – work ethic and adaptability – resourcefulness and enthusiasm – overcoming barriers

☐ **JOB SHADOW – HOUR CONFIRMATION & SYNOPSIS:**
  o Complete & signed *Job Shadow Experience Form* confirming shadow hours
    • Minimum 8 total hours – *16 hours earns full points*
  o Shadow requirements and synopsis questions are included on the *Job Shadow Experience Form*
  o Synopsis answers need to be typed and at least 12-point font

* *REQUIRED* PREREQUISITE COURSES

I understand that all prerequisite courses:

*Check off each to indicate understanding

- ❑ Must be complete by the end of spring semester 2026
- ❑ May only be repeated once, with the most recent final grade used for the selective GPA
- ❑ Must be complete with a final grade of C or higher

COMPLETE THE FOLLOWING:

REQUIRED COURSE *If there is an OR option, please select the course taken or if you've taken both – select which course you would like used in your selective GPA*	SELECT Currently Enrolled SPR 2026 OR If complete – fill in year and select semester taken
BIOH 201/202 Anatomy & Physiology I Lecture & Lab	❑ Currently Enrolled SPR 2026 OR _____ Year ❑ Fall ❑ Spring ❑ Summer
BIOH 211/212 Anatomy & Physiology II Lecture & Lab	❑ Currently Enrolled SPR 2026 OR _____ Year ❑ Fall ❑ Spring ❑ Summer
❑ **M 121** College Algebra **OR** ❑ **M 140** College Math for Healthcare	❑ Currently Enrolled SPR 2026 OR _____ Year ❑ Fall ❑ Spring ❑ Summer
❑ **WRIT 101** College Writing I **OR** ❑ **WRIT 121** Intro to Technical Writing	❑ Currently Enrolled SPR 2026 OR _____ Year ❑ Fall ❑ Spring ❑ Summer
❑ **CHMY 121** Intro to General Chemistry **OR** ❑ **AHXR 104** Intro to Radiologic Sciences	❑ Currently Enrolled SPR 2026 OR _____ Year ❑ Fall ❑ Spring ❑ Summer
AHXR 100 Intro to Diagnostic Imaging	❑ Currently Enrolled SPR 2026 OR _____ Year ❑ Fall ❑ Spring ❑ Summer
❑ **PHL 221** Intro to Philosophy & Biomedical Ethics **OR** ❑ **HCI 316** Healthcare Ethics & Regulations	❑ Currently Enrolled SPR 2026 OR _____ Year ❑ Fall ❑ Spring ❑ Summer

RECOMMENDED PREREQUISITES – *COMPLETE THE FOLLOWING*

AHMS 144 Medical Terminology	❑ Course not taken ❑ Currently Enrolled SPR 2026 OR _____ Year ❑ Fall ❑ Spring ❑ Summer
CAPP 120 or CAPP 151 Intro to Computers/MS Office	❑ Course not taken ❑ Currently Enrolled SPR 2026 OR _____ Year ❑ Fall ❑ Spring ❑ Summer

*ETHICS –

Have you ever been convicted of a misdemeanor or felony?

❑ YES   ❑ NO

Have you ever been suspended or expelled from a post-secondary education program?

❑ YES   ❑ NO

Have you had any professional license or certification revoked, suspended or put on probation?

❑ YES   ❑ NO

→ If the answer is 'yes' to any of the questions above, please contact radtech@mtech.edu *before* submitting your application. The ARRT may not allow you to take the national registry exam upon completion of the program. Additionally, all accepted students must pass a background check for clinical placement.

*TRANSCRIPTS – *PLEASE READ CAREFULLY AND SELECT ONE OF THE FOLLOWING*

**Directions to view your MT Tech unofficial transcript……………. Login to your MyMtech account, in OrediggerWeb box:
Student & Financial Aid – Student Records – View Academic Transcript – Unofficial

❑ All college courses have been taken at MT Tech and are listed on my MT Tech unofficial transcript
  → No further action required

❑ I have attended other college(s) *prior* to spring 2026 – all transfer credits have been officially submitted, evaluated by MT Tech admissions, I have confirmed they appear on my MT Tech unofficial transcript
  → No further action required

❑ I am *currently* taking prerequisite courses at another college – including MCC

  Name of other college you are currently attending _____
  → Include a current copy of your unofficial transcript(s) – showing complete and in-progress courses from all other universities attended with your program application
  → Upon *completion* of Spring 2026 semester – email radtech@mtech.edu a copy of your unofficial transcript from the transfer institution reflecting your Spring 2026 final grades as soon as they post

*Students selected for the program may be required to (re)apply for admission to MT Tech and submit official transcripts, please wait until selections are made for directions on how to initiate this process. Any discrepancies in grades from those emailed and official transcripts will result in revocation of clinical placement.

*Carefully read through the following information and <u>check-off</u> each item indicating your understanding and agreement before signing and submitting your application

❑ This program is highly competitive – not all qualified applicants will gain acceptance to the program

❑ ***Selection is based solely on a 100-point selection system – qualified applicants earning the most points will be selected for clinical placement in the program***

→ Point System: 75% from selective GPA of *required* prerequisite courses
25% from proper submission & content of application materials

→ Notification will occur *after* Spring semester final grades post; notification will be via email by mid-June 2026 – *the decision of the selection committee is final*

❑ "Plan B" – I have a plan B if not accepted to the program – if that includes alternative courses for Fall 2026, I have contacted my advisor to register for those back-up courses

❑ *Selected* students will be required to submit a clear background check (at student's expense - $40)

❑ *Selected* students may be required to submit for a drug screen for clinical entrance (at program's expense)

❑ COVID-19 Vaccination Attestation: some clinical facilities must report how many students are vaccinated against COVID-19 and may request declaration of vaccination status as a part of clinical admission. While vaccination status is not required for program placement, it may be requested for clinical placement.

❑ Some affiliated clinical facilities may annually require seasonal flu vaccinations or appropriate declination

❑ Clinical site assignments are made after program selections and are for the entirety of the 4-semester program – students *cannot* be guaranteed a preferred clinical site (Current sites: Miles City, Glendive, Sidney)

❑ Selected students will start the program Fall semester 2026: all program courses must be complete in the semester offered; there is no part-time enrollment in the program, or variations to the curriculum – the program is four full-time semesters including the summer semester, with a Fall (December 2027) graduation

❑ The radiologic technology program is demanding and rigorous. Many requirements exceed general Montana Tech student requirements – attendance, travel, no program course repetition, clinical hour expectations, uniforms, grade expectations, etc. Clinical hours may be scheduled on days, weekends and evenings. There are extra expenses associated with this program. Students are responsible for all travel expenses and must have dependable vehicle/travel arrangements – including preparedness for winter travel.

❑ Clinical students are involved in direct patient care experiences, therefore the expectation for professional behavior is of utmost importance. Following professional standards like punctuality, appropriate hygiene/appearance, demonstrating empathy, and using appropriate communication and behavior are critical to success, and are part of student assessment and grading. Students are guests at their assigned clinical site; and performance there determines if this program stays viable.

❑ Notifications are via email – all applicants will receive an email regarding acceptance status – this information will only be communicated via email; you will be contacted as soon as possible – those selected are required to confirm acceptance within one week of notification (so check your email frequently!)

❑ I have retained a copy of this application and its contents for my records, it is all accurate and up to date

_____   _____

Applicant Signature   **Date**