

**DELGADO COMMUNITY COLLEGE
ALLIED HEALTH DIVISION**

Office of Admissions
615 City Park Avenue
Building 4, Room 313
New Orleans, LA 70119
Phone: 504-671-6201 Fax: 504-483-4609

Thank you for your interest in the **Radiologic Technology Program**.

Please review all instructions before beginning the application.

YOUR COMPLETED ADMISSIONS PACKET FOR THE RADIOLOGIC TECHNOLOGY PROGRAM SHOULD CONTAIN:

- Application
- Narrative
- Academic Transcript(s)
- Technical Standards Questionnaire
- 3 Recommendation Forms in sealed, signed (over flap) envelopes
- Documentation of Observation form(s) in sealed, signed (over flap) envelopes
Observation in a Radiology department is optional but strongly recommended

Please submit your complete application for the Radiologic Technology Program

November 1- February 15

APPLICATION PACKET "POSTMARK" DEADLINE

If the deadline falls on a weekend or holiday the deadline will be the following weekday.

FEBRUARY 15

(Class Beginning – August)

You may hand deliver to City Park Allied Health Admission Office

APPLICATION INSTRUCTIONS

Your application form will be processed after the deadline only if the packet is **COMPLETE**. We request that you carefully complete the forms and include all supplemental documents required.

FAILURE TO PROPERLY COMPLETE THE FORM WILL SIGNIFICANTLY DELAY OR PREVENT THE PROCESSING OF YOUR APPLICATION.

- Application and Narrative must be "Typed"
- Be sure to date and sign your application.
- An incomplete or illegible application will not be processed.
- Please fill in **ALL** applicable responses.
- Keep a **copy** of the application for your records.

Have you ever been convicted in court of a misdemeanor or felony (including conviction of a similar offense in a military court martial)? You are required to report: charges or convictions that were stayed, withheld/deferred, set aside, or suspended; any plea of guilty, Alford plea or plea of no contest (nolo contendere), court supervision, probation or pre-trial diversion. Do Not report juvenile convictions processed in juvenile court. Do Not report traffic citations unless they involved alcohol or drug use.

TRANSCRIPTS

- An **official transcript** is required for **EACH** college or university attended other than Delgado. These **MUST BE INCLUDED IN ALL FILES FOR PROGRAM APPLICANTS**. If the transcript is for a college outside Louisiana, you must also submit course descriptions to aide in determining course equivalencies.
- The official transcripts should be returned (in college sealed envelopes) with your application packet that will be submitted to the Allied Health Admissions Office.
- **Electronic transcripts issued to and opened by applicant are UNOFFICIAL. It is STRONGLY RECOMMENDED that you request to receive your transcripts by mail to submit with your application packet.**

If academic renewal has been granted by another college you must submit the transcript as documentation.

Note: If you send your application packet DURING ANY semester while you are enrolled in a college/university, it will be necessary for you to submit updated transcripts after completion of that particular semester.

Acknowledgement and Notification of Missing Credentials:

An Acknowledgement verifying receipt of your application by the Allied Health Admissions Office will be sent via email provided on Application. Notification of Missing Credentials email may be sent at a later date if your application packet is missing any information.

Technical Standards Questionnaire

This questionnaire **must** be complete and included with application.

RECOMMENDATION OF APPLICANT FORMS

Distribute the Recommendation of Applicant Form to the appropriate individuals accompanied by a self-addressed, stamped recommendation return envelope. Place appropriate postage on your self-prepared envelopes if you want them to return to you by mail. When the 3 recommendations are returned to you, **DO NOT OPEN** – envelopes with broken seals will **NOT** be reviewed. The individual who prepares your evaluation may deliver it to you in person only if sealed and signed over the flap. After the 3 forms are returned to you include with your packet for submission.

RETURN TO THE OFFICE OF ALLIED HEALTH ADMISSIONS

- Completed **APPLICATION**
- **TYPEWRITTEN** narrative
- **OFFICIAL TRANSCRIPTS** from every college or university attended other than Delgado. (Course descriptions where applicable)
- Technical Standards Questionnaire
- **3 Recommendation forms** in sealed, signed (over flap) envelopes (**professional references required**)
- **Documentation of Observation Form**, from each Observation Site attended, in sealed, signed (over flap) envelope(s). Observation in a Radiology department is optional but strongly recommended.

PLEASE PLACE ALL OF THE ABOVE DOCUMENTS IN A 9 INCH X 12 INCH ENVELOPE AND RETURN TO:

**DELGADO COMMUNITY COLLEGE, ALLIED HEALTH DIVISION, OFFICE OF ADMISSIONS,
615 City Park Avenue, Building 4, Room 313, New Orleans, LA 70119.**

NOTE 1: If you have any questions after reviewing the application, please contact the Allied Health Admissions Office – 504 – 671-6201

NOTE 2: Questions regarding curriculum, academic schedules or special circumstances should be directed to the Program Director, Carleen Boudreaux – 504-671-6210 or e-mail cbouadr@dcc.edu .