



Bloomington, IN

RADIATION THERAPY PROGRAM



INFORMATION AND APPLICATION PACKET 2024

REVISED: 09:2013, 08:2014, 08:2015, 11:2015, 8:2016, 8:2017, 7:2018, 8:2019, 12:2020, 9:2021, 9:2022; 9:2023



Ivy Tech Community College of Indiana – Bloomington
School of Health Sciences
Radiation Therapy Program

Dear Interested Candidate:

Thank you for your interest in the Radiation Therapy Program. Enclosed you will find information about the program; the current curriculum sequence, how to apply, and answers to frequently asked questions.

Radiation Therapy is an exciting field in healthcare; it is growing and changing every year. We want to help you with your goals to become a part of this healthcare team. Please carefully read through all the information supplied in this packet. This application packet is the most current and replaces any other previously printed application packet. If you have any questions, please contact enrollment services or a program faculty member.

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Ivy Tech Community College of Indiana – Bloomington
School of Health Sciences
Radiation Therapy Program

Radiation Therapy

DEGREE AVAILABLE:
Associate of Science

SALARY RANGE:
The mean entry level salary for the profession in the South Central Indiana region is approximately \$60,000

ACCREDITATION:
Ivy Tech Community College is an accredited, equal opportunity, affirmative action institution of higher education. This Radiation Therapy Program is accredited by the Joint Committee on Education in Radiologic Technology (JRCERT).

ADDRESS:
200 Daniels Way
Bloomington, IN 47404

www.ivytech.edu

Radiation therapy utilizes ionizing radiation in a strictly controlled environment to treat disease, primarily cancer. High-energy x-ray, gamma, proton and electron beams are common forms of ionizing radiation used. Ionizing radiation can be administered using external beam therapy or by placing a radioactive material directly into a body tissue or cavity. The ultimate goal of radiation therapy is to destroy all abnormal cells while sparing the surrounding normal tissue.

Radiation therapists are part of a multi-disciplinary cancer management team. They are responsible for accurately positioning the patient for treatment, equipment operation, quality assurance, and calculating radiation dose to be delivered. Radiation therapists also have considerable responsibility for providing competent, concerned patient care. The therapist monitors patients throughout treatment, which often lasts several weeks

This program consists of a curriculum that includes patient care, pathology and treatment principles, radiation physics, radiation biology and safety, and ethics (complete list is in this packet). Clinical practice and supplemental instruction are provided at the affiliated clinical sites. Upon successful completion of this program, graduates are eligible to take the American Registry Examination given by the American Registry of Radiologic Technologists (ARRT).

This Radiation Therapy Program is a selective entrance program with limited enrollment due to accreditation standards set by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Once accepted, it is a full-time, day program with students rotating to the various clinical sites. Classroom instruction occurs on campus in the program's VERT (Virtual Environment Radiotherapy Training) lab.

For some health programs, you may not be eligible to be licensed or certified if you have been convicted of a felony. Please check with the Program Chair if you have questions concerning this before enrolling in the program or you may contact the American Registry of Radiologic Technologists (ARRT) <http://www.arrt.org>.



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Radiation Therapy

MISSION AND GOALS

PROGRAM MISSION STATEMENT

The mission of the radiation therapy program at Ivy Tech Community College - Bloomington is to empower students into a successful career in radiation oncology. Through proactive engagement with industry and community partnerships, excellence in teaching, and innovative training, the program will prepare graduates for entry-level radiation therapist positions. In addition, the program strives to promote world-class education and hands-on training throughout its curriculum that focuses on critical thinking, effective communication, diversity, and professionalism.

PROGRAM GOALS

1. Students will possess the knowledge and skills to demonstrate competency in all essential aspects of radiation therapy including treatment/simulation procedures, patient care and radiation safety.
2. The program will provide a curriculum which promotes critical thinking and problem solving skills.
3. The program will graduate students that demonstrate professionalism and ethical decision making skills.
4. The program will provide a learning environment that promotes effective communication skills.

Students are provided opportunities to develop skills in team building, critical thinking, cultural sensitivity, and effective communication. Clinical experience fosters affective growth in providing care and responding to the needs of a diverse patient population. The program continuously promotes professional growth and life-long learning.



ESSENTIAL FUNCTIONS REQUIREMENTS FOR RADIATION THERAPY STUDENTS

Qualified applicants are expected to meet all admission criteria and prerequisites, as well as, these essential abilities (technical standards) with or without reasonable accommodations. Students requesting accommodations to meet these criteria must inform the Program Chair in writing of the need for accommodations at the time of admission to the Radiation Therapy program and must provide appropriate documentation to Disability Services.

Task	Weight (lbs)/Reach	% of Time	Description Tasks	Remarks
Carrying/Lifting/ Pushing/Pulling/ Bending/Stooping/ Squatting	250 lbs	40%	Carry patient from wheelchair/stretchers to treatment table. Lifting patients from treatment table to wheelchair/stretchers and at least 25 lbs above head (with no assistance) . Pull or push wheelchair/stretchers to treatment room, devices from treatment machine. Lifting and moving equipment and patients. Perform CPR.	With assistance of 1 or 2 additional persons
Hearing/Speaking		100%	Listening and communicating with fellow students, faculty, therapist, patients, and members of health team. Identify/interpret non-verbal communication; prepare treatment charts.	Must have excellent communication skills
Vision/Touching		100%	Performing patient care (identify skin color and/or sclera, locate veins to start IV's, regulate and monitor equipment (monitors, oxygen tanks, suction units, etc.)), palpate body parts, reading treatment parameters patient charts, and driving skills	Corrected to 20/20 Vision Able to comprehend nonverbal communication
Sitting		40%	At simulation consoles, treatment planning computers, during chart reviews	Computer work
Eye/Hand Coordination		100%	Writing, setting up patients for treatment (lining up pt. marks with room lasers), patient care skills, driving	Sometimes in adverse light conditions
Standing/Walking		90%	Patient care in treatment room/simulator. From treatment room to console, waiting rooms to treatment rooms	Sometimes in adverse lighting
Thinking/Intellectual/ Conceptual/ Judgment		100%	Analytical and critical, process information, evaluate outcomes, synthesize knowledge and skills. Accurately calculate and administer radiation doses. Identify changes in patient condition.	
Emotional/Coping		100%	Avoid demonstrating personal stress or frustration when interacting with others; demonstrate professional standards of practice under stressful and ideal conditions. Comfort patient when coping with diagnosis.	



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Program Course Requirements

Prerequisite courses must be complete by the end of the spring semester the student will be applying to the program.

PREREQUISITE COURSES	CREDITS	RAD. THERAPY PROFESSIONAL COURSES SUMMER SEMESTER	CREDITS
APHY 101 – Anatomy & Physiology I	3	RDTH 225 Clinical Externship II	3
MATH 136 – College Algebra	3	RDTH 223 Radiobiology and Safety*	2
APHY 102 – Anatomy & Physiology II	3	RDTH 242 Quality Management in RTT*	1
HLHS 101 – Medical Terminology	3	RAD. THERAPY PROFESSIONAL COURSES FALL SEMESTER 2	
GENERAL EDUCATION COURSES		RDTH 232 Radiation Therapy Physics	3
BIOL 101 Introductory Biology	3	RDTH 240 Pathology and Treatment Prin. II*	2
COMM 101 – Speech or COMM102 – Interpersonal Communication	3	RDTH 235 Clinical Externship III	5
ENGL 111 – English Composition	3	RAD. THERAPY PROFESSIONAL COURSES SPRING SEMESTER 2	
PSYC 101 – General Psychology	3	RDTH 241 Treatment Planning	2
Humanities Elective	3	RDTH 243 Rad. Therapy Capstone Course*	2
IVYT 112 – Student Success in Health Care	1	RDTH 245 Clinical Externship IV	3
RAD. THERAPY PROFESSIONAL COURSES FALL SEMESTER 1			
RDTH 100 Introduction to Radiation Therapy	2		
RDTH 120 Cross Sectional & Imaging Principles*	2		
RDTH 150 Patient Care in Rad. Oncology*	3		
RDTH 110 Virtual Clinical Seminar	1		
RAD. THERAPY PROFESSIONAL COURSES SPRING SEMESTER 1			
RDTH 160 General Physics for Radiation Therapy*	3		
RDTH 220 Techniques and Applications	3		
RDTH 230 Pathology and Treatment Prin. I	2		
RDTH 155 Clinical Externship I	3		

All RDTH professional courses are face-to-face on the Bloomington campus unless designated with an asterisk (*). Those with an asterisk may be taught in a virtual, online, or hybrid format.



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Radiation Therapy Program

APPLICATION AND SELECTION PROCESS

If You Are Planning To Apply To the Radiation Therapy Program, *PLEASE* Read This Information Carefully

The Radiation Therapy Program has a limited enrollment based on the standards set by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Applications to the program and/or completion of prerequisite courses do not guarantee admission into the technical portion of the program.

PRE- RADIATION THERAPY STEPS:

Since the Radiation Therapy Program is a selective program, it is important that you closely follow the application steps and the requirements that follow:

1. The following steps are required for new Ivy Tech Community College students
 - Complete the application process for Ivy Tech Community College in the Admissions Office at any campus or on-line at <http://www.ivytech.edu/apply-now/>
 - Provide any official college transcript(s) to the Ivy Tech-Bloomington Registrar Office.
 - Complete the **Accuplacer** Assessment test, if applicable.
 - Make an appointment with your campus Enrollment Services Health Sciences Advisor in the campus advising center to help you with this process and to help you interpret your **Accuplacer** scores.
 - If necessary, complete any of the Academic Skills courses required from the results of your **Accuplacer** test.
2. Meet all of the physical requirements (see essential functions sheet in this packet)
3. Complete the prerequisites by the due dates (see below)
 - Prerequisite courses need completed by the end of the spring semester the student will be applying to the program.
4. Complete admission and selection criteria
5. Completion of ATI TEAS. - (Test of Essential Academic Skills)

IMPORTANT DATES

Application Accepted Beginning	Application Deadline	Class Selected	Start of Radiation Therapy program
March 15, 2024	May 15, 2024	May/June, 2024	August, 2024



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RADIATION THERAPY PROGRAM 2024 ADMISSION AND SELECTION CRITERIA

Selection of Radiation Therapy students will be based on the following criteria:

- ATI TEAS Admission Examination
- Completed Coursework
- Mandatory Program Information Session
- Mandatory Clinical Observation (refer to page 14 of this document)
- Documentation of an eligible current certification in healthcare (not required for admission)

1. ATI TEAS ADMISSION EXAM (refer to page 9 of this document for TEAS requirements)

2. COMPLETED COURSEWORK (refer to page 10 of this document for policy on multiple attempts at one course)

a. Prerequisite courses must be **completed by the end of the spring semester** in which you apply.

APHY 101 Anat & Physiology I	3
APHY 102 Anat & Physiology II	3
MATH 136 College Algebra	3
HLHS 101 Medical Terminology	3

3. MANDATORY PROGRAM INFORMATION SESSION

- a. All applicants **are required** to watch a Radiation Therapy Program Information Session during the year they are applying. New Information Sessions will be recorded by October of each school year. It is important that all applicants listen to a current one for the academic year in which they apply to ensure they are provided the most up-to-date information.
- b. Links for the Information Sessions can be found at www.ivytech.edu/radiation-therapy under the *Helpful Links* section towards the bottom of the page.
- c. The requirement must be documented using the attached “Attestation of Radiation Therapy Information Session” form (pg. 14 in packet). Applicants will be required to upload the completed form in the online application system (Ivy Connect).

5. MANDATORY PROFESSIONAL OBSERVATION

- a. Experience must be documented using the attached “Professional Observation” form (pg. 15 in packet).
- b. Applicants will be required to upload the completed form in the online application system (Ivy Connect).
- c. Observations can be completed at a radiation oncology center of applicant’s choice and all scheduling is the responsibility of the applicant.

5. CERTIFICATION IN HEALTHCARE

- a. Prior healthcare certification is **not required** for admission to the Radiation Therapy Program.
- b. Eligible certifications include Radiographer – RT(R); Nurse – LPN or RN; EMT; Paramedic; Medical Assistant – CCMA or CMA; CNA; Optician – ABOC or NCLEC; EKG; and Phlebotomist
- c. Applicants will be required to upload a current copy of their certification in the online application system. Only **current** certifications from the eligibility list above will be accepted.
- d. Applicants who meet the healthcare certification eligibility requirements will be awarded 5 points. Only one certification will be counted towards the application process.

**Successful completion of coursework does not imply admission into the Radiation Therapy Program. Applicant scores will be totaled and ranked automatically in Ivy Connect. Based on rankings, Ivy Connect will extend offers for acceptance to the Radiation Therapy Program.*



ATI TEAS Requirements

- A. Students must score in the proficient, advanced, or exemplary ATI Academic Preparedness Category on the ATI TEAS to be considered for admission to the Radiation Therapy Program.
1. The student's **ATI Academic Preparedness Category** appears on the TEAS Score report immediately below the **Adjusted Individual Total Score**. Students whose ATI Academic Preparedness Category is at the developmental or basic level will not be considered for admission.
 2. **The Adjusted Individual Total Score** will be included in the selection point system. Points awarded for the TEAS exam will be calculated as 20% of the Adjusted Individual Total Score.
- B. Students must take the ATI TEAS .
1. **TEAS: [How to Schedule TEAS Exam](#)**
 2. The TEAS test must include all four test components to be considered valid: Reading, English, Math, and Science. Partial tests will not be accepted.
 3. The TEAS may be taken up to 3 times in a 1-year period
 4. 14 day wait period between TEAS attempts (day of initial testing is day 0)
 5. TEAS score must be within 2 years of application deadline
 6. The application system will automatically select the higher of the 6 scores
 7. Following the instructions in the link above, the TEAS exam should be scheduled through the Ivy Tech portal, using the applicant's C#. **The C# must be formatted as C0XXXXXXX (C, zero, 7 digits).**
 8. The last day to take the TEAS test is **April 30th**, so plan accordingly.
 9. Applicants who schedule their TEAS exams directly through Assessment Technologies Institute (ATI), or take the exam anywhere other than Ivy Tech, must contact ATI at atitesting.com to request the TEAS test transcript be transferred to Ivy Tech. The student is responsible for payment of the transfer fee. ATI will update the student account so that scores can be transferred electronically.
 10. It is up to the applicant to stay in communication with ATI and the Testing Center to ensure the scores are correctly transferred to Ivy Tech and entered into the college system. Transfer requests should be initiated well in advance of the application deadline to allow time for account updates.
 11. **ONLY** the Testing Center should enter exam scores into the college system. Scores that are entered incorrectly will not be interpreted by the application system as eligible. If exam scores are not entered correctly, contact the Testing Center for review and correction of any scores that are not accurately posted.



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Radiation Therapy Multiple Course Attempts Policy

When multiple course attempts are reported on the transcript(s):

- Multiple Attempt Policy (ASOM 3.2) – Students may repeat a course one time. In cases of extenuating circumstances, students may attempt a course for a third time only with the approval of the Campus Academic Officer (CAO) or designee. A withdrawal counts as an attempt. Exclusion of course attempts for the radiation therapy admission point system does not exclude those course grades from calculation of the student’s grade point average (GPA). Please refer to the Ivy Tech catalog for policies related to calculation of GPA.
- The **highest earned grade of the first three grade attempts will be used** for the selection decision score. This includes courses appearing on transcripts from other schools as well as any course withdrawals.
 - The online application system will count the highest of the first three grade attempts from the initial attempt regardless of the date in which the course was taken. “W” (withdrawal) will not count as an attempt as we continue the transition with the online application. As an example, if an applicant took the same course in 1999, 2003, 2005, and 2010, the system will pick up the highest grade from the 1999, 2003, and 2005 attempts.



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Radiation Therapy Clinical Rotation Sites

Students will be required to rotate to various hospitals and clinics for the clinical portion of their education. The currently approved clinical sites include the following:

Clinical Site	Location	Approx. Distance from Bloomington Campus	Required Rotation for All Students
IU Health Bloomington Hospital Cancer Radiation Center - Bloomington	Bloomington, IN	5 miles	Yes
IU Health Bloomington Hospital Cancer Radiation Center @ White River Medical Park	Bedford, IN	30 miles	Yes
Schneck Medical Center	Seymour, IN	60 miles	Yes
Benesse Oncology Center of Major Hospital	Shelbyville, IN	70 miles	Yes
Terre Haute Regional Hospital	Terre Haute, IN	55 miles	Yes
IU Health Morgan Hospital	Martinsville, IN	25 miles	Yes
Columbus Regional Hospital	Columbus, IN	45 miles	Yes
Memorial Hospital & Healthcare Center	Jasper, IN	70 miles	Yes
Hux Cancer Center of Union Health	Terre Haute, IN	60 miles	Yes
Baptist Health Floyd	New Albany, IN	90 miles	No; Determined by distance from student's home



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Radiation Therapy Program Course Checklist

Applications must be completed electronically through Ivy Connect during the application period provided on page 7. Refer to the Radiation Therapy webpage at www.ivytech.edu/radiation-therapy or the Application Guidelines on page 19 of this document for an application link and more details.

The following tables can be used as a checklist for your records only; **do not submit**. Pre-requisites must be completed at the end of the spring semester in which you apply. General education courses are not required to be completed at the time of application but taking some or all general education courses is highly encouraged due to the difficulty and time demands of the program.

PREREQUISITES (REQUIRED)

PREREQUISITE COURSES	SEMESTER COMPLETED	COLLEGE/UNIVERSITY	Grade	Transcript on File: Yes/No
APHY 101: ANATOMY & PHYSIOLOGY I				
MATH 136: COLLEGE ALGEBRA				
HLHS 101: MEDICAL TERMINOLOGY				
APHY 102: ANATOMY & PHYSIOLOGY II				

GENERAL EDUCATION

BIOL 101: INTRO BIOLOGY				
ENGL 111: ENGLISH COMPOSITION				
PSYC 101: INTRO. TO PSYCHOLOGY				
HUMANITIES ELECTIVE				
COMM 101: FUND. OF PUBLIC SPEAKING OR COMM 102: INTRO. TO INTER. COMM.				
IVYT 112: STUDENT SUCCESS IN HEALTH CARE or equivalent				

**Computer literacy is required for program entrance. The applicant must be proficient in the use of presentation and document software (ex. Word and PowerPoint).



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POINT DISTRIBUTION

(For your records only, do not submit)

SECTION 1

Completion of ATI TEAS Entrance Exam (points awarded by taking 20% of the Adjusted Individual Total Score)

<i>Section 1 Points Earned</i> _____

SECTION 2

Completed Prerequisite Coursework

<u>GRADE</u>	<u>POINTS</u>
A	30
B	20
C	10
D	0
F	0

APHY 101 Anatomy and Physiology I	<input type="checkbox"/>	
MATH 136 College Algebra	<input type="checkbox"/>	
HLHS 101 Medical Terminology	<input type="checkbox"/>	
APHY 102 Anatomy and Physiology II	<input type="checkbox"/>	

** CLEP/DANTES/VERIFIED CREDIT in any of the above 4 pre-requisites is not permitted.
 **S/T/Pass = letter grade of C*

<i>Section 2 Points Earned</i> _____

SECTION 3

Program Information Session (Required for eligibility, but no points awarded)

<i>Section 3</i>	<i>Watched Information Session; form Completed</i>	<i>YES / NO</i>
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SECTION 4

Professional Observation (Required for eligibility, but no points awarded)

<i>Section 4</i>	<i>Professional Observation form Completed</i>	<i>YES/NO</i>
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SECTION 5

Healthcare Certification (Not Required)

<i>Section 5 Points Earned</i> _____

Total Points =

***In the event of a tie, cumulative GPA will be used as the deciding factor.



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Attestation of Radiation Therapy Information Session

One of the requirements to be eligible to apply to the Radiation Therapy Program is to listen to a Radiation Therapy Information Session, applicable to the academic year in which you apply. A great deal of information is shared in the recording including details about the profession and program, application requirements, and how to apply. It is extremely important that all applicants listen to the most up-to-date recording to gain an understanding of program expectations, such as course and clinical schedules, clinical assignments, time demanded in and outside of class, driving distance to clinicals, and course delivery formats, among many other details. Applicants should submit this signed form as a supplemental document with their program application in Ivy Connect.

If you missed listening to the information session, you can find the most recent recording on the [Radiation Therapy webpage](#) under *Helpful Links*. It is mandatory that you listen in its entirety before accepting a position in the program, as you will be held accountable for the information presented. If you have questions, please contact Erin Sanders, Program Director of Radiation Therapy at esanders41@ivytech.edu.

By signing below, I _____ attest that I have
(Student's Name – Printed)

listened to the most recent Radiation Therapy Information Session recording and understand I will be held accountable for the information presented.

Signature of Student _____ Date _____



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Proof of Professional Observation in Radiation Therapy

Students are **required** to visit any radiation oncology center of their choice for an observational period of 2 to 4 hours minimum with the **radiation therapists**. This may help the student determine if this profession meets the students' educational and professional goals.

Applicants should submit this form as a supplemental document with their program application in Ivy Connect. Failure to provide documentation of the professional observation will deem you ineligible to apply to the Radiation Therapy Program.

Making the Most of Your Professional Observation:

We urge you to make the most of this experience by utilizing the time you spend with the radiation therapists carefully observing what they do, as well as asking any questions you have about the profession or day-to-day job responsibilities. The more educated you are about the profession, the more likely you will be able to determine if this is a good fit for you. Some suggested observations or questions to consider include, but are not limited to, the following:

- Teamwork among radiation therapists and other healthcare professionals inside or outside their department
- Soft skills and technical skills used most frequently
- Continuing education requirements
- Hours/shifts worked
- Salary/benefits
- Day-to-day job responsibilities
- Any other information you want to know about the profession



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Where to Observe?

Because we have students attend the program who come from all over the United States, we do not mandate that your professional observation be at any particular organization. We simply require the observation to be spent with radiation therapists in any radiation therapy department of your choosing.

For applicants wanting suggested observation locations in south-central Indiana, most radiation therapy departments within the IU Health or Community Hospital organizations allow students to complete a professional observation if they know it is a requirement to apply to a radiation therapy program. However, many other organizations also allow observations, and you are not required to complete your observation at either of these organizations; these are simply suggestions.

How to Schedule the Professional Observation:

Ivy Tech does not schedule the observations. That is the responsibility of the applicant. All organizations have different protocols for how to schedule an observation and who to contact, and this information continuously changes. Therefore, we recommend simply doing a Google search for the main number of where you want to observe. When calling the main number, they should be able to provide you with the contact person to get your observation scheduled. Remember to tell them it is a requirement to apply to a radiation therapy program so they are more likely to honor your request.

If you have additional questions about the professional observation, please contact Erin Sanders, Program Director of Radiation Therapy at the Ivy Tech Bloomington campus esanders41@ivytech.edu.



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Proof of Professional Observation in Radiation Therapy

Applicants will be required to submit this page (once completed) as a supplemental document with their program application in Ivy Connect. This form will serve as proof of completing a professional observation in Radiation Therapy.

- This applicant has completed an observation at our Radiation Oncology clinical site.**

Facility Name

Date

Student's Name

_____ **To** _____
Time Observed

**Radiation Therapist Name & Credentials
(Printed)**

Radiation Therapist Signature



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CHECKLIST FOR

RADIATION THERAPY PROGRAM

College Admission Requirements:

1. Application to Ivy Tech Community College
2. Official College Transcript(s) on file with the Ivy Tech Registrar's Office
3. Accuplacer taken or SAT / ACT Scores evaluated

Program Admission Requirements:

- Step 1 _____ Complete the four (4) prerequisite courses by the end of the Spring 2024 semester.
- Step 2 _____ Complete the ATI Test of Essential Academic Skills (TEAS) by the application deadline.
****Note: the TEAS testing window for spring 2024 applications ends April 30th.*
- Step 3 _____ All transcripts from institutions other than Ivy Tech should be on file and evaluated by the Ivy Tech Registrar Office by the application deadline. Evaluation of transcripts can sometimes take a few weeks, so plan accordingly by sending official transcripts to the Ivy Tech Registrar Office well before the application deadline. Not allowing enough time for the Ivy Tech Registrar Office to receive and evaluate the transcripts may result in not receiving credit for transfer courses before the application deadline. If grades will be transferred from another institution, it is recommended that transcripts are evaluated at least 4 weeks prior to the application deadline. Ivy Tech transcripts, including courses transferred from other institutions, are found through your MyIvy account. (You may request assistance from the Office of the Registrar to help you locate transcripts in MyIvy).
- Step 4 _____ Program Information Session (*completed form must be uploaded in Ivy Connect at the time of application*)
- Step 5 _____ Professional Observation (*completed form must be uploaded in Ivy Connect at the time of application*)
- Step 6 _____ Copy of current eligible certification in healthcare. (optional; if applicable, copy of license must be uploaded in Ivy Connect at the time of application)
- Step 7 _____ Submit application and required documents in Ivy Connect by deadline (May 15, 2024).
See the Application Guidelines on the following page for steps on how to apply.

****Incomplete applications will be declined. It is your responsibility to submit the program admission requirements and any supplemental documentation; we will not contact you if your application is incomplete.*

****Applications must be submitted electronically through the application portal in Ivy Connect. They cannot be hand delivered, mailed, or emailed.*



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Online Application Guidelines

All applicants for select admission and limited enrollment programs, which includes Radiation Therapy, must use the School of Health Sciences and Nursing Online Application system, Ivy Connect. In order to be considered for admission into one of the limited enrollment programs, an application must be submitted during the application window of March 15th - May 15th. No paper or emailed applications will be accepted. Please see the steps below:

Before beginning the application:

- 1.) Please secure any required or optional documentation (i.e., proof of professional observation, attestation of information session, copies of certifications) that you will need to upload into the system. You will have the ability to save your application in progress until you are able to secure documentation.
- 2.) You will need a C# and Ivy Tech login credentials in order to apply. If you are not a current Ivy Tech Community College student, please [Apply Now](#).
- 3.) You will need to make sure your scores for pre-admission exams (TEAS) have been sent to Ivy Tech.
- 4.) Please visit the [Nursing and Health Science Community Page](#) or the [FAQ](#) (Frequently Asked Questions) for program requirements and frequently asked questions.

To begin the application process:

- 1) Go to - <https://apps.ivytech.edu/apply/NursingAndHealthScience>
- 2) Log in using Ivy Tech credentials.
- 3) Confirm that the personal information is accurate. If any of the demographic information at the top of the application is missing or incorrect, a correction can be made on the Verify Applicant Information screen in the application.
- 4) Check to make sure the home campus is listed at the top of the homepage of the application. A missing home campus may prevent making campus selections in the application.
- 5) Select only the programs and campuses you **sincerely intend to accept if receiving an offer**. While up to 3 different programs and 3 different campuses may be selected, all 3 program and 3 campus selections are not necessary to complete an application. **Please do not select a program or campus that you do not plan to attend or complete, if offered.**
- 6) **Rank each program and campus selection in order of preference.**
- 7) All of the prerequisites for a program must be met, or in progress, in order to submit an application. If a message is received indicating that prerequisites are not met or ineligible for a program selection, then please remove that program selection in order to proceed with the application.
- 8) Required documents must be uploaded in order to submit an application
- 9) Make sure grades and pre-admission exam scores (if applicable) in the system are accurate. If not, please contact the home campus registrar or advisor.
- 10) Read and check the statements on the Preview and Submit tab.
- 11) Once complete, SUBMIT the application by clicking on the submit button at the end of the application.



- 12) DO NOT USE THE “BACK” function on the computer. Use the navigation pane at the side of the page to navigate
- 13) An application may be edited after submission by clicking on the reopen button on the application home page.
- 14) An application may be withdrawn at any point during the admission cycle. However, once an application is withdrawn, the applicant will not be able to apply again until the next application cycle.
- 15) Once the application site closes, no application may be started or submitted. No late applications will be accepted.

Offers of Admission Selection Rounds:

- **All notifications regarding the selection process are sent to the applicant’s Ivy Tech email.**
- Each round begins at 6am, and ends at 11:59pm the following day, to either accept or reject an offer. If an applicant fails to respond to an offer, then the offer will expire. If an applicant rejects an offer, or lets an offer expire, three (3) times, then that program selection will be removed from the selection application pool. If there are any remaining open seats after selection rounds are complete, the application may be considered. See the NEW [Rank Campus and Program Selections](#) for more information on rank selections and rank offers.
- Once an applicant accepts an offer, the application is immediately withdrawn from the selection process for any other program or campus.
- If an offer is accepted, the chair or dean of the program will provide information about program orientation date, time, and location. This information will be sent to the Ivy Tech email address **after the selection rounds are complete** (most likely by mid-June for Radiation Therapy if all seats are filled at that time).
- Applicants who accept an offer and begin the program are not eligible to apply to another HSN program prior to completing the current program.
- Applicants who DO NOT receive or accept an offer may apply again in the next application cycle. All application steps must be completed in the new cycle.

Fall 2024 Application Rounds Schedule (*Application Cycle: March 15-May 15, 2024*)

Rounds	Open	Close
Round One	May 21, 2024 at 6:00AM	May 22, 2024 at 11:59PM
Round Two	May 23, 2024 at 6:00AM	May 24, 2024 at 11:59PM
Round Three	May 27, 2024 at 6:00AM	May 28, 2024 at 11:59PM
Round Four	May 29, 2024 at 6:00AM	May 30, 2024 at 11:59PM
Round Five	Jun 4, 2024 at 6:00AM	Jun 5, 2024 at 11:59PM
Round Six	Jun 7, 2024 at 6:00AM	Jun 8, 2024 at 11:59PM



Ivy Tech Community College of Indiana – Bloomington
School of Health Sciences
Radiation Therapy Program

Radiation Therapy Program **Frequently Asked Questions (FAQ)**

1. How many students do you accept every year?

8

2. How many applications do you receive?

It varies from year to year but average is around 35-40.

3. Is there a waiting list?

No, we do not use a waiting list. If an applicant is not selected, then he or she must reapply the following year.

4. What is your deadline for the application?

The deadline is May 15th.

5. When are students selected? How will I know if I am accepted?

The selection process will be May/June. Students will receive an email from the Ivy Tech Online Application System regarding acceptance status. See the Online Application Guidelines section of this packet for details.

7. Where do I take the TEAS?

See information about TEAS in the selection process of this packet. TEAS can be taken at the Workforce and Assessment/Testing Centers, at most Ivy Tech campuses, or remotely during the allotted testing window.

8. What do I need to score on the TEAS?

See page 9 of this document for TEAS requirements

9. How can I study for the TEAS?

There is a Pre-Test manual for the TEAS test available in the Ivy Tech bookstore. For sample questions and testing tips go to <https://www.atitesting.com/teas-prep>. Your campus library may also have resources available.

10. How are students selected?

The selection process is decided by a points system. See point distribution document in this packet.

11. What do I need to do if I am accepted?

If you are accepted into the Radiation Therapy Program, you will need to do the following:

- Submit to a criminal background check and drug screen (instructions will be provided in an email from the Program Chair in the weeks following your acceptance into the program).
- Attend the mandatory summer program orientation session (date, time, and location will be provided soon after you accept a position in the program).
- After you have attended the summer orientation you will need to:
 - Submit required immunizations by a medical doctor or nurse practitioner.
 - Have a TB skin test.
 - Have a current BLS CPR card.
 - Required to travel to the various clinical sites.

Information about how to obtain each of these will be given at orientation.



Ivy Tech Community College of Indiana – Bloomington
School of Health Sciences
Radiation Therapy Program

12. What happens if I am not accepted?

If the student is not accepted the student may...

- Reapply the following year.
 - Students must submit a new application
- Consult with your advisor for other programs that you may complete or be eligible to pursue.
- Discuss with faculty areas that need to be improved.
- Discuss with faculty an alternate plan.

13. What is the cost of the program?

The program is 70 credits, including pre-requisites and general education courses. See page 6. The College has separate tuition rates for part-time and full-time students. Visit <https://www.ivytech.edu/tuition/> for more details on current tuition.

Other cost includes:

- Program Scrubs. Purchased in bookstore for approximately \$50 per pair.
- Textbooks
- Students will travel to a variety of clinical sites so gasoline is another cost.
- General Program fees that cover radiation monitoring and access to clinical records.

15. Can I work and be in the program?

You can but we do not recommend it. The regular hours of attending class and going to clinical are about 32-35 hours a week and you still need commuting and study time on top of that.

16. What do I do if I've already completed a college degree?

Have your official college transcripts sent to Bloomington Ivy Tech to be evaluated. The evaluation will determine what classes will transfer and what additional courses need to be completed.

17. Do I have to drive to Bloomington for RDTH classes?

Yes, the program is Bloomington based and students are required to attend face-to-face classes at this campus once they are accepted to and begin the program. They are also required to attend clinicals at sites affiliated with the program. See page 11 of this document.

18. What if my criminal background check or drug screen comes back positive?

The student may or may not be able to complete the program's clinical portion. The clinical portion is a requirement for graduation. We strongly encourage you to inform us of any possible issues that may show up on your background check.

19. Where can I complete the mandatory professional observation?

Any radiation therapy/oncology department that you choose. The Human Resources department for each facility is usually a good starting point for scheduling an observation. Main numbers for a facility can be found online to call and inquire how to schedule an observation. Scheduling is the responsibility of the student and is independent of Ivy Tech and their faculty.

20. What is the average GPA and TEAS scores for accepted student?

Overall GPA average: 3.3 - 4.0

Total TEAS score average: above 85

***Most students accepted to the program have all/mostly all A's in the pre-requisite courses, regardless of overall GPA. Those who do not have all A's in the pre-requisites tend to score higher on the TEAS exam or have an eligible healthcare certification to help offset the points lost for the pre-requisite grades.