

**Aurora St. Luke's Medical Center  
School of Radiologic Technology**

**Admissions Policy & Procedure**

**PURPOSE:** To provide guidance, consistency, objectivity for a non-discriminatory practice for the student application process.

**SCOPE:** This applies to all applicants to the School of Radiologic Technology.

Equal opportunity/nondiscrimination policy:

At the Aurora St. Luke's Medical Center School of Radiologic Technology, we are committed to selecting the most qualified candidates from the eligible group of applicants. It is our policy in all student actions, including the selection process, to evaluate all applicants and enrolled students based on qualifications and ability, without regard to age, race, color, creed, religion, disability, marital status, sex, sexual orientation, national origin, ancestry, or membership in any legally protected category.

**Methods of Applying**

1. Applicant is through an affiliate university enrolled in a 2+2 program:
  - a. UW-Oshkosh
  - b. Marian University
  - c. Carroll University
    - i. Carroll University provides a Direct Admit program with the Radiologic Technology program. Applicants interested in the Direct Admit program through the University can find more information on the University's website.
  - d. Concordia University
  - e. Wisconsin Lutheran College
2. Applicant has completed an Associate degree (health science field preferred)
3. Applicant has a Bachelor's degree from a university (math/science focus preferred)

**Submission**

1. The program enrollment period is open during the Fall of each year.
2. Applications and other forms are available on the website, <https://www.aurorahealthcare.org/education/radiologic-technology/how-to-apply/>, during the enrollment period.
3. All applicants must meet the physical, mental & emotional, and personal characteristics listed on the website.
4. Applicants must include official transcripts from all post-secondary universities/colleges. If an applicant is not submitting an application through an affiliate university, the transcript must be an original and forwarded to us directly from the educational institution(s).
  - All foreign diplomas, transcripts, and documents must be evaluated by a foreign transcript evaluation agency. A notarized translation of all document to U.S. equivalency must be submitted with the application.

Effective: 3/15

Revised: 8/18,8/19,8/20,6/22,9/22,7/23,2/24,8/24

5. Applicants must include three (3) letters of recommendation. Two of the three references should come from professional or educational affiliations.
6. Applicants must write a brief autobiography; 1-2 typed pages, covering the past 4 years of the applicant's life. The narrative should also include the reason(s) for pursuing radiologic technology education.
7. It is recommended, but not mandatory, that applicants complete a minimum of four (4) hours job shadowing. If the applicant is unable to complete an in-person job shadow, applicants may submit a Job Shadow Verification form, including signature confirming the applicant has reviewed the YouTube videos provided.
8. Applicants need to include a \$25 non-refundable application fee in the form of a check or money order, made payable to Aurora St. Luke's School of Radiologic Technology.
9. Each applicant must attend a school informational session. Attendance is mandatory. Applicants who do not attend will be considered to have an incomplete application.
10. The School does not maintain a waiting list. Selection is based on most qualified applicant.
11. An application will be considered complete when the following information has been received:
  - Completed application form
  - Brief autobiography
  - Documentation of job shadowing experience
  - Current certification verification (CNA, CPR)
  - Letters of recommendation
  - \$25.00 non-refundable application fee
  - Official transcripts from all post-secondary universities/colleges
12. Upon receipt, all application materials become property of Aurora St. Luke's Medical Center School of Radiologic Technology. The school reserves the right to refuse the forwarding or copying of these materials.
  - Application materials will be kept within the Radiology Education offices at Aurora Health Care.
13. All information required for admission must be postmarked by 4:00 pm on the last day of the enrollment period to be considered for the class beginning in Fall of the following year.
14. Incomplete applications will be deferred until the following year. The applicant will be notified via email.
15. Application materials must be mailed to:
  - Aurora School of Radiologic Technology
  - Aurora Heil Building
  - 3031 W. Montana St.
  - Suite F North
  - Milwaukee, WI 53215

## **Procedure**

The application procedure consists of a 3-part assessment:

1. Transcript/Application Assessment
2. Interview Assessment
3. Final Point Assessment

## **Transcript/Application Assessment**

1. Applications are reviewed and compared to official transcripts for completeness by the program faculty.

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2. Application assessment will be discontinued if any of the following occur:
  - a. The applicant did not meet the minimum GPA as defined by the program.
  - b. The applicant did not complete the required courses as defined by the program.
3. An application screening form is completed for each applicant to include the following:
  - a. Prerequisite course GPA is calculated. Courses must include at least three credits in Anatomy and Physiology, 3 credits in Algebra, and 2 credits in Medical Terminology.
    - Prerequisite GPA – maximum 4 points
  - b. Math and Science course GPA is calculated. Must be 2.5 or above to be considered a complete application.
    - Math and Science GPA – maximum 4 points
  - c. Autobiography – maximum 3 points
  - d. Letters of recommendation – maximum 3 points
  - e. Shadowing experience – maximum 1 point
  - f. Work experience – maximum 4 points
  - g. Aurora employee – maximum 2 points
  - h. Certifications (CNA, CPR) – maximum 2 points
  - i. The maximum point value achievable is 23
4. The program capacity for interview will be determined annually. When the applicant pool exceeds the interview capacity, a cut score may be determined. An individual whose application meets or exceeds the cut score will be invited for an interview.

### **Information Session**

1. Formal information sessions will be made available to all applicants.
2. Information sessions are held in person but may be pre-recorded as needed.
3. Program faculty will review sessions annually to ensure information is current.
4. Information sessions are a mandatory piece of the application process; failure to attend will result in an incomplete application.

### **Interview Assessment**

1. General applicant: meet with faculty members for individual interviews
2. Re-Applicant: panel interview with faculty members
3. Total Interview assessment points are an average of all faculty interview points.

### **Procedure**

1. Applicants meeting the required minimum point value are invited for a personal interview.
2. Personal interviews are typically scheduled January – March.
  - Each candidate will be asked the same set of interview questions.
3. Admissions Committee typically conduct interviews.
  - a. The interview consists of behavioral and overall knowledge and understanding of the radiology profession.
  - b. The *Interview Assessment* form is used to score the interview.
  - c. Maximum interview points – 66
4. Each member of the Admissions Committee reviews the candidate's file and responses to all interview questions.
  - a. The average of all the scores is calculated to determine total points.
  - b. Total points earned for each student are calculated by adding the application assessment points and interview points – maximum 89 points. (Application maximum points – 23; Interview maximum points – 66)
  - c. Offers are extended to those students earning the highest total point value.

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## **Offer and Acceptance**

1. A formal offer will be extended to the applicant via the email address provided on the application.
2. The applicant will be given a set number of days to respond to the offer.
3. The applicant must then send an email letter of acceptance and a \$500 non-refundable deposit. The deposit must be paid in full within 1 week of acceptance.
4. The applicant must pass a criminal background check before final acceptance to the program.
5. Final acceptance into the program will be based on the results of the pre-enrollment screening tests.
6. Specific program requirement policies will be emailed to incoming students.

## **Re-applicants**

Those applicants who are not accepted and wish to re-apply the following year will be required to submit the following:

1. A letter of intent to re-apply.
2. The Program Director will then review the previous application material and may send a letter with possible suggestions for improvement/development.
3. The re-applicant must submit an updated application, autobiography, and transcripts.
4. The re-applicant is not required to attend an additional informational session.