



reHuman Anatomy and Physiology I & Lab*	4
Human Anatomy and Physiology II & Lab*	4
Information Technology/Computer Concepts	3
Psychology OR Sociology	3
Medical Terminology	1
<b>Total Credits</b>	<b>21</b>

General Education courses indicated with an (\*) must have been completed within 5 years of application cycle deadline.

**Basic Application Requirements**

1. Submit completed application with \$75 application fee no later than the posted deadline for desired application cycle. Applications received after the posted deadline will not be considered.
2. Submit Official High School Transcripts. The admissions office will confirm all students' transcripts arrive from a high school with a College Entrance Examination Code (CEEB), as well as the high school seal and/or signature. If a transcript is from a high school that lacks a CEEB code or seal/signature, the admissions office will investigate to confirm the school is recognized by the state department of education or home school association (see link below). If a diploma is determined invalid, a GED may be required for admission consideration.

To search the U.S. Department of Education's Database of Schools, visit the following link below:

<https://www.nacacnet.org/knowledge-center/professional-standards/compliance-center/verification-of-high-school-completion/>

3. Submit Official College Transcripts for verification of completion of required college level general education courses.
4. Candidates with previous medical experience must submit proof, i.e., letter of reference or letter from Human Resources representative.
5. Applicants with misdemeanor or felony offenses are required to complete the American Registry of Radiologic Technologists (ARRT) Ethics Review pre-approval process prior to applying to the School.

This process is conducted by the ARRT and for a non-refundable fee and can take up to eight weeks. A copy of the ARRT approval must be submitted at the time of application, if applicable. Information about pre-approval can be obtained by visiting the ARRT website at [www.arrt.org](http://www.arrt.org).

Questionable offenses, regardless of how long ago they were committed, must also be cleared by the ARRT prior to completing the application process. Dismissed charges that required action must be reported as well.

Documentation of approval through the ARRT Ethics Committee must be

- submitted with application. Failure to receive approval from the ARRT prior to submitting an application will result in immediate halt of the admission process.
6. Attend an [Information Session](#) offered through the School.
  7. While not required, the School highly encourages perspective students to attend a shadowing session offered through the Office of Academic Affairs.

### Admissions Procedure

1. Candidates meeting minimum application requirements may be invited to an interview with the admissions committee. Interviews will occur on selected dates prescribed by the committee.
2. Once the interview process is complete, candidates will receive a letter of acceptance or regret regarding entry into the program. A standardized point system is utilized for candidate selection. Acceptance is contingent upon successful completion of requirements established by Bon Secours Richmond Health System including proper immunization, drug screening, background screening, and further required documentation at the time of acceptance.
3. Accepted applicants must be 18 years of age on the first day of class.
4. Accepted applicants must provide and maintain proof of health insurance.
5. Candidates must meet essential technical standards for medical imaging students to be considered for acceptance.
6. Provide documentation and maintain BLS (Basic Life Support) certification.

### Essential Technical Standards for SOMI Students

The following essential technical standards must be met by students entering the program and be maintained throughout entire length of the program.

1. **Cognitive Abilities:** To successfully complete learning objectives, follow course syllabi, assignment directions, and any actions developed by faculty and administration in the medical imaging program.
2. **Sensory Abilities:** Possess auditory, visual, and olfactory abilities required to provide care to patients.
3. **Communication Skills:** (speech, reading, writing) Must be able to communicate clearly to patients, fellow students, faculty and all members of the health care team.
4. **Behavioral Abilities:** Establish and maintain appropriate professional relationships and maintain emotional health in the academic and clinical settings in accordance with the Mission, Values and Operating Principles of Bon Secours, Code of Conduct.
5. **Gross and Fine Motor Coordination** requires manual and finger dexterity and eye-hand coordination for operation of radiographic equipment. Requires frequent lifting and carrying items weighing 50 pounds unassisted. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular clinical day.

\*All students are required to verify by signature that he/she can perform the Essential Technical Standards listed above. A healthcare provider signature is also required for verification.

### **Acceptance Process**

**Once Contingently Accepted into the program, candidates are required to complete the following:**

1. Undergo background and drug screening. Upon successful completion of step #1, the applicant will proceed with the following:
2. Undergo physical examination and meet Essential Technical Standards for Medical Imaging Students.
3. Receive required immunizations.
4. Show proof of major medical insurance (not available through the School).
5. Purchase textbooks/learning resources, clinical shoes, and scrub uniforms for class and clinical prior to program start date.

### **Background Checks**

Prior to enrollment at the school, each student is required to have a national background check to include the Virginia Child Protective Services report. A conviction will not necessarily preclude a student from consideration for admission, but **failure** to receive approval from the ARRT prior to submitting an application will result in immediate withdrawal of the student's contingent acceptance. Students are required to notify a School official and the ARRT if any changes occur during the course of the program.

The ARRT may deny an individual the opportunity to sit for an examination if an applicant has a criminal history or is convicted, pleads guilty or no contest to a felony, or other serious crime, or fails to disclose his/her criminal history.

### **Drug Screening**

Accepted students must successfully complete drug screening to fulfill admission requirements. Results reported to the School that indicate the student is "not cleared" for admission due to a positive drug screen will result in immediate withdrawal of the student's contingent acceptance. Applicants who are declined for this reason may not reapply for 6 months.

### **Nondiscriminatory Clause**

The School of Medical Imaging is an equal opportunity education institution. The School does not discriminate on the basis of race, ethnicity, national origin or descent, color, creed, religion, sex, age, marital status, disability (including physical, disease, psychiatric or psychological disability), medical condition, pregnancy, veteran status, sexual orientation, gender identification or expression, or physical characteristics. The School will conduct its program, services, and activities consistent with applicable federal, state and local laws, regulations, and orders.

### Employment Disclaimer

Final acceptance into the AAS degree program in Radiologic Technology does not guarantee employment upon successful program completion.

### Program Orientation

Attendance to two orientation sessions is mandatory of all students accepted into the School and both sessions are offered prior to the start of the program.

### International Applicants

International students seeking admission to the School must have a visa that allows study in the United States (e.g., Green Card). SOMI is not a Student and Exchange Visitor Program (SEVP) approved institution.

### Applicants with Non-U.S. Credentials

The School requires that any non-U.S. transcript or documentation issued be evaluated formally by a National Association of Credential Evaluation services (NACES) agency. A list of NACES approved international transcript evaluation agencies can be found at [www.naces.org](http://www.naces.org).

## VI. Attachments

N/A

## VII. Related Policies

ACA 1.02 Essential Technical Standards for SOMI Students

## VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

## IX. Version Control

Version	Date	Description	Prepared by
1.0	4/1/2014	Initial Policy	CDDAA
1.1	3/21/2022	Revisions	CDDAA

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2.0	7/20/2022	Revisions	CDDAA
2.1	8/1/2023	New Template	CDDAA
3.0	4/2/2025	Revisions	CDDAA