



Medical Imaging Sciences Program
Student Handbook

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About the Student Handbook

The purpose of this handbook is to provide Clarion University medical imaging sciences majors general information about policies and practices specific to their major. Medical imaging sciences majors are held accountable for abiding by all policies and procedures of Clarion University as identified in this and other program-specific handbooks, the Undergraduate Catalog, the Clarion University Student Code of Conduct, the Student Academic Rights and Regulations & Academic Student Code of Conduct Policy, and other Clarion University handbooks/documents pertinent to the student such as residence hall handbooks. Students attending clinical schools hold status as Clarion University students and are therefore required to abide by all Clarion University policies and procedures although they may not physically be on university grounds. Additionally, students are held accountable for accessing, reading, and abiding by all policies and procedures of the clinical school to which they are accepted and attend as identified in handbooks, manuals, policies and procedures specific the clinical school.

Policies in this handbook are subject to revision at the discretion of the coordinator of the medical imaging sciences program, department chair, and/or Clarion University administrators. Policy and procedural changes immediately effect all students in the program unless otherwise indicated. Students will be informed of any changes, additions, or deletions to the information contained in this handbook via the medical imaging sciences listserv or clinical listserv through their Clarion student email account. It is the responsibility of the student to regularly read their Clarion University student email and to be aware of notices about changes to the handbook and to read about such changes by accessing the handbook.

For the convenience of students, links to web pages and documents are included in this handbook. If links in the handbook do not work, however, students should copy and paste the URL of the link into their browser or search the topic via Clarion University's main web site of Clarion University (www.clarion.edu) or other relevant websites for the information/document/webpages. Students may also email the coordinator of the medical imaging sciences program for assistance.

A sample curriculum plan of the medical imaging sciences program is provided toward the end of the handbook along with important information about academic advisement including a frequently asked questions section.

Information in this handbook is reviewed regularly. Changes and revisions to program policies and procedures become effective immediately for all students even if made mid-year. Medical imaging sciences majors are notified of policy changes in a timely manner via the medical imaging sciences listserv.

Clarion University Names and Contact Information

Clarion University – Venango Campus
1801 West First Street
Oil City, PA 16031
1-877-VENANGO
www.clarion.edu

Renee Bloom, PhD, RT(R)
Associate Professor
Coordinator, Medical Imaging Sciences Program
224 Ralston Hall, Clarion Campus
219 Frame Hall, Venango Campus
Phone: 814-393-1277, Fax: 814-676-1348, rbloom@clarion.edu

Doug Knepp, PhD
Chair, Department of Nutrition, Health & Sport Sciences
226 Ralston Hall
Clarion Campus
Phone: 814-393-1648, dknepp@clarion.edu

Gwen Price, PhD
Dean, College of Education, Health, and Human Services
220 Stevens Hall, Clarion Campus
814-393-2298, gprice@clarion.edu

Debra Sobina
Assistant Dean, College of Education, Health and Human Services
232 Ralston Hall, Clarion Campus
216 Frame Hall, Venango Campus
814-393-1208, dsobina@clarion.edu

Debra Weaver
Medical Imaging Sciences Program Secretary
222 Ralston Hall, Clarion Campus
Phone: 814-393-1207
Fax: 814-393-2051, dweaver@clarion.edu

General Information

Equal Educational Opportunity Statement

It is the policy of Clarion University of Pennsylvania that there shall be equal opportunity in all of its educational programs, services, and benefits, and there shall be no discrimination with regard to a student's or prospective student's race, color, religion, sex, national origin, disability, age, sexual orientation/affection, veterans status, or other classifications that are protected under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and other pertinent state and federal laws and regulations. Direct equal opportunity inquiries to Assistant to the President for Social Equity, 207 Carrier Administration Building, Clarion, PA 16214-1232, (814) 393-2000.

Title IX of the Education Amendments of 1972

Clarion University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator, Dr. Susanne Fenske, 814-393-2351 (sfenske@clarion.edu), 210 Becht Hall. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the person designated in the University protection of minors policy.

Clarion University Sexual Misconduct Policy

It is the policy of Clarion University of Pennsylvania that sexual misconduct of students and employees will not be tolerated. Clarion University is committed to insuring that the learning environment for its students and the working environment for its employees are free of unlawful discrimination of any kind. The university affirms its commitment to human rights and dignity. Sexual misconduct violates basic human rights as well as state and federal laws, and is inconsistent with the principles and goals of an academic community. Clarion University of Pennsylvania will make every effort to protect students, staff, and faculty from sexual misconduct. Retaliatory actions taken against persons filing sexual misconduct complaints will not be tolerated.

Examples of sexual misconduct include sexual harassment, sexual assault/violence, sexual exploitation, dating violence, stalking, and sexual activity that is undertaken without consent.

Sexual misconduct violates Title IX of the Education Amendments of 1972. This means that the survivor should file a complaint with Clarion University Title IX Coordinator, Dr. Susanne Fenske, 814-393-2351 (sfenske@clarion.edu), 210 Becht Hall.

Detailed information about Clarion University's Sexual Misconduct Policy may be found on the following web page of Clarion University's web site: <http://www.clarion.edu/about->

[clarion/offices-and-administration/university-support-and-business/office-of-social-equity/policies-and-compliance/sexual-misconduct-definitions-and-faq.html](http://www.clarion.edu/offices-and-administration/university-support-and-business/office-of-social-equity/policies-and-compliance/sexual-misconduct-definitions-and-faq.html)

Medical imaging sciences majors who are attending a clinical school should refer to the clinical school's Title IX and sexual misconduct policies and can seek information from the school's program director or human resources department. Students in any phase of the medical imaging sciences program may contact the program coordinator (Dr. Renee Bloom) with any questions or concerns about incidents of sexual misconduct.

Clarion University Office of Judicial Affairs

Information about conflict management, resolution, and mediation may be found on the Office of Judicial Affairs webpage on Clarion University's web site at <http://www.clarion.edu/student-life/student-affairs/conduct-policies-and-judicial-services/> . The Clarion University Student Code of Conduct and the Student Academic Rights and Regulations & Academic Student Code of Conduct Policy that address many topics such as grade appeals, conduct policies, harassment, and campus safety are also available online.

Students wishing to settle disputes related to the medical imaging sciences program should first contact coordinator of the program (Dr. Renee Bloom). If satisfaction is not realized, the student should contact the Chair of the Department of Nutrition, Health and Sport Science (Dr. Doug Knepp). If satisfaction is still not realized, the student should contact the Assistant Dean of the College of Education, Health and Human Services (Debra Sobina). If satisfaction is still not realized, the student should contact the Dean of the College of Education, Health, and Human Services (Dr. Gwen Price). Contact information for these individuals is listed earlier in this handbook and is also available on Clarion University's website (www.clarion.edu) .

Confidentiality of Student Records and the Family Educational Rights and Privacy Act (FERPA)

For detailed information concerning confidentiality of student records including access and review of student education records maintained at the University, please read information under "FERPA" that is located via the following link:
<http://www.clarion.edu/academics/registrars-office/for-students/frequently-asked-questions.html> .

The nature of Clarion University's medical imaging sciences program constitutes a formal contractual relationship between the university and its affiliated clinical schools in radiologic technology and ultrasound. Granting academic credit for clinical course work completed at clinical schools, processing financial aid, offering academic advisement, and other university activities related to the support of students attending clinical schools necessitate two-way communication and sharing of student academic records between Clarion University and its affiliated clinical schools in radiologic technology and ultrasound.

Upon being accepted to a clinical school, Clarion University medical imaging sciences majors, by virtue of their chosen major, permit two-way exchange of information and sharing of the student's academic records and academic performance between the clinical school they are attending and Clarion University.

Bachelor of Science
Medical Imaging Sciences Degree Program



Academic Advisor

Renee Bloom, PhD, RT(R)
Associate Professor and Academic Advisor
Coordinator, Medical Imaging Sciences Program
224 Ralston Hall, Clarion Campus
Frame 219, Venango Campus
Phone: 814-393-1277
Fax: 814-676-1348
rbloom@clarion.edu

Program Overview

Clarion's Medical Imaging Sciences Program may be completed at either campus of Clarion University. The program awards a Bachelor of Science degree with a major in medical imaging sciences and concentrations in one of the following specialty areas of medical imaging: radiologic technology, ultrasound, nuclear medicine, radiation therapy, or medical dosimetry. *Currently, concentrations in nuclear medicine, radiation therapy, and medical dosimetry are intended only as degree completion programs for individuals who are already credentialed in nuclear medicine, radiation therapy, or medical dosimetry.*

The medical imaging sciences program has an academic preparation of two years (approximately 60 semester hours that includes allied health, science, and general education course work) at Clarion University.

The radiologic technology concentration within the Bachelor of Sciences, Medical Imaging Sciences Program (BSMIS) requires students to apply to a 24-month JRCERT accredited hospital-based school of radiologic technology that is under formal contract with Clarion University to host Clarion University medical imaging sciences majors. The ultrasound concentration requires student application to the Great Lakes Institute of Technology's Diagnostic Medical Sonography program. Because of limited capacity at clinical schools, acceptance to a clinical school is competitive and is not guaranteed. Acceptance to clinical schools is at the discretion of the admission committee of the clinical school and is not controlled by Clarion University. Students admitted to the medical imaging sciences program at Clarion University are not guaranteed admission to a clinical school. Affiliated clinical schools are subject to change.

Medical Imaging Sciences Program

Affiliated Clinical School Contact Information*

Please visit the clinical schools' websites for program information including admissions criteria, admissions processes, deadlines, and tuition costs. Specific questions about clinical schools should be directed to the program director of the clinical school as identified below.

1. AnMed Hospital Radiologic Technology Program

800 North Fant Street
Anderson, SC 29621

<http://anmedhealth.org/Education/Radiologic-Technology-Program>

Program Director: Susan Merrill, M.S., R.T.(R)
Phone: 864-512-3705
E-mail: susan.merrill@anmedhealth.org

2. Bradford Regional Medical Center School of Radiography

116 Interstate Parkway
Bradford, PA 16701

<http://www.brmc.com/programs-services/school-of-radiography.php>

Program Director: Jeanne Burritt Capra, M.S., R.T.(R)
Phone: 814-362-8292
E-mail: jcapra@brmc.com

3. UPMC Jameson School of Radiography

UPMC Jameson Hospital South Campus
1000 South Mercer Street
New Castle, PA 16101

<http://upmcjameson.com/careers-education/education-training/school-of-radiography/>

Program Director: Emily Hoffman, B.S., R.T.(R)
Phone: 724-656-6016
Email: hoffmanee2@upmc.edu

4. St. Francis Medical Center School of Radiography

601 Hamilton Avenue
Trenton, NJ 08629

<http://www.stfrancismedical.org/Education/School-of-Radiologic-Technology.aspx>

Program Director: Theresa Levitsky, M.A., R.T.(R)
Phone: 609-599-5234
E-mail: tlevitsky@stfrancismedical.org

5. UPMC Northwest Radiologic Technology Program

100 Fairfield Drive
Seneca, PA 16346

<http://www.upmc.com/LOCATIONS/HOSPITALS/NORTHWEST/ABOUT/RADIOLOGIC-TECHNOLOGY-PROGRAM/Pages/default.aspx>

Program Director: Debra Altman, M.S., R.T.(R)

Phone: 814-677-1434

E-mail: altmanda@upmc.edu

6. Great Lakes Institute of Technology Diagnostic Medical Sonography Program

5100 Peach Street

Erie, PA 16509

Program director: Megan Moore, MS, RDMS, RVT

Phone: 814-864-6666

E-mail: MeganM@glit.edu

<https://www.glit.edu/training-programs/diagnostic-medical-sonographer>

**Affiliated clinical schools are subject to change.*

Program Policies

Admission to and Retention in the General Education Portion of the Medical Imaging Sciences Program

Admission to the general education portion of the program is available to individuals meeting Clarion University's standard admission criteria.

Retention in the medical imaging sciences program requires the student to maintain a minimum cumulative QPA of 2.0 and attain a grade of "C" or higher in all required science courses (BIOL 251, 261, 252, and 262 (BIOL 111 and 225 for online degree completion students) and PHSC 112/117), CHEM 145, and all allied health (AH) courses. Students must also be making academic progress toward completion of the degree in a reasonable timeframe. Students must also satisfy the minimum passing grade requirements of the clinical school they attend.

A student who does not meet the aforementioned minimal criteria will not be permitted to continue at Clarion as a medical imaging sciences major. Students who are dismissed from the general education portion of the medical imaging sciences program for academic deficiencies must change their major to undecided/exploratory and will be assigned an academic advisor accordingly. The student may request to be readmitted to the medical imaging sciences program once they meet the minimal academic requirements of the program. Students who meet the criteria for readmission to the medical imaging sciences program must complete a change of status form and submit it to the Office of the Registrar.

Retention in the Clinical School Portion of the Medical Imaging Sciences Program

Students attending a clinical school must satisfy the minimum passing grade requirements of the clinical school they attend and must abide by all policies and procedures of the clinical school. A student who is dismissed from a clinical school because of academic failure or misconduct will be dismissed from Clarion's medical imaging sciences program unless the clinical school offers future readmission at the time of the initial dismissal. A student who is dismissed from a clinical school may not apply to another clinical school in the same year or subsequent years.

Students who are dismissed from a clinical school must change their major at Clarion University unless the clinical school, upon dismissal, offers readmission to the student at a future date. If such readmission is not offered, the student must change their major at Clarion University and will not be readmitted to the medical imaging sciences program. Students in these circumstances are advised to schedule an appointment with Clarion University's Career Advising Services to explore career options.

Transfer Students

External Transfer Students

Students external to Clarion University who are transferring into the medical imaging sciences program must complete a minimum 30 credits at Clarion regardless of the number and type of credits that transfer in. Transfer courses must also meet course requirements of the degree.

Coursework completed at affiliated clinical schools does not count toward the 30-credit minimum requirement. Transfer guidelines, as outlined in Clarion University's transfer policy in the Undergraduate Catalog, have been established to provide uniformity of transfer standards.

Internal Transfer Students

Currently-enrolled Clarion University students who wish to change their major to medical imaging sciences may do so by submitting a change of status form to the Office of the Registrar. Students who have a minimum cumulative QPA of 2.00 and who have attained a grade of "C" or higher in any courses required for the medical imaging sciences program that they have already taken will be admitted to the medical imaging sciences program.

Application and Admission to Clinical Schools

Applying to Affiliated Clinical Schools

Application to clinical schools is the responsibility of the student. Students are responsible for reading about and knowing clinical schools' admissions processes and criteria, for obtaining application materials, and for correctly completing each clinical school's application process by its deadline.

Students are strongly advised to attend the annual medical imaging sciences application to clinical schools event ("breakfast") that is held each fall to learn about clinical school admissions criteria and processes. (Please see the "annual medical imaging sciences application to clinical schools" section of this handbook). Admissions criteria for clinical schools may also be obtained on the clinical school's website or by contacting the clinical school directly. Clinical school contact information is included earlier in this handbook. Students are advised to pay particular attention to application deadlines so all documents are submitted to clinical schools on time. Application to clinical schools is fully the responsibility of the student.

Although the number of affiliated clinical schools to which students choose to apply is the prerogative of the student, students are strongly encouraged to apply to all affiliated clinical schools. Students who apply to all clinical schools increase the likelihood of admission to one or more clinical schools.

Students must provide prompt written notification to the medical imaging sciences program secretary of the clinical school(s) to which they will be applying and to which clinical school(s) they have been accepted.

Medical imaging sciences majors applying to clinical schools may be required to sit for a pre-entrance examination if required by the clinical school. Costs related to pre-entrance examinations will be incurred by the student.

All costs associated with applying to clinical schools are the responsibility of the student.

Full and Conditional Recommendation

Application to clinical schools typically occurs in the fall semester of the sophomore year.

Medical imaging sciences majors must be recommended to clinical schools by the coordinator of the medical imaging sciences program. A formal list of recommended medical imaging sciences majors is devised by the coordinator after the drop/add period of the spring semester. Students who are on the recommended list and who change their schedule after the drop/add period in a manner that voids their eligibility for clinical school application will be removed from the recommendation list at the discretion of the coordinator. The list of medical imaging sciences majors who are being recommended to clinical schools is sent to the clinical schools by the coordinator.

All medical imaging sciences majors will be notified via the medical imaging sciences listserv that notifications of recommendation status have been sent to clinical schools via email. Additionally, each student who is recommended to the clinical schools will receive a message sent to their Clarion University student email account notifying them of their individual recommendation status. Students who expect to be recommended to clinical schools but who do not receive an individual notice of recommendation should promptly contact the coordinator. Students assume responsibility for ensuring that their recommendation status is accurate. It is the responsibility of the student to promptly notify the coordinator if their recommendation status is not accurate.

Students who will have met all allied health, science, and general education requirements of the medical imaging sciences program by the end of the spring semester in which they are applying to clinical schools and who have a minimum cumulative QPA of 2.00 will be given **full recommendation** as a candidate for admission to affiliated clinical schools. Students who have earned at least 54 of the required 60 science and general education credits of the medical imaging sciences program by the end of the spring semester in which they are applying to clinical schools and who have a minimum cumulative QPA of 2.00 will be given **conditional recommendation** as a candidate for admission to affiliated clinical schools. These requirements do not include AH 401 that is taken online in the final year.

All students who are recommended to clinical schools must be of sound moral character and must demonstrate ethical behavior and appropriate actions (see Student Conduct, Moral Character, Ethical Behavior, and Appropriate Actions) section of this handbook).

No exceptions will be made to these guidelines for recommendation to clinical school status.

Full and/or conditional recommendation in no way implies that clinical schools will accept students who are recommended to them by Clarion University. Although most clinical schools will consider for acceptance/admission students who are conditionally recommended by Clarion University, it is the prerogative of each clinical school to do so. It is the responsibility of the student to know the admission requirements of each clinical school to which they apply and to ensure that they meet those requirements.

Conditionally recommended students and conferral of the bachelor's degree. Conditionally recommended students will not be awarded the Bachelor of Science degree by Clarion University until they complete all clinical coursework and all other coursework required for the degree. Students who are granted conditional recommendation to a clinical school will be required to return to Clarion University upon completion of the 24-month clinical school to complete unfinished coursework.

It is the responsibility of the student to ensure that they meet all graduation requirements of the medical imaging sciences program and of Clarion University. Students should note that as of 2015, candidates for the American Registry of Radiologic Technologists (ARRT) credentialing examination in radiography must have a minimum of an associate degree. Students who opt for the conditional recommendation status must consider implications for credentialing examination eligibility and the need to complete course work at Clarion University before the bachelor's degree is conferred.

Students who opt for the conditional recommendation should speak to their academic advisor about their eligibility to earn Clarion's AS, Allied Health degree as a means of facilitating their eligibility for the ARRT examination.

Retraction of Clinical School Acceptance/Admission. Recommendation to clinical schools is made and acceptance/admission to clinical schools is offered with the expectation that students will successfully complete all Clarion University courses for which they are registered in the spring semester of the year of clinical school acceptance/admission. Retraction of clinical school acceptance/admission may be made either by the clinical school or by Clarion University for students who do not successfully complete all Clarion University courses for which they are registered in the spring semester of the year of clinical school acceptance/admission.

Upon posting of final grades for the spring semester in May of each year, Clarion transcripts are sent to the clinical schools for each Clarion student the site has accepted. Please read information about this process that is in the section of this handbook entitled, "Confidentiality of Student Records and the Family Educational Rights and Privacy Act (FERPA)." Both Clarion University and the clinical schools have the prerogative to revoke an offer of acceptance/admission by a clinical school to any medical imaging sciences major who does not complete all Clarion University course work to the satisfaction of the clinical school (or because of student misconduct).

Medical imaging sciences majors must have a minimum Clarion cumulative QPA of 2.0 at all times or they are not permitted to remain in the program. Should the Clarion cumulative QPA of a student who has been accepted to a clinical school fall beneath 2.0, they will not be permitted to matriculate to the clinical portion of the medical imaging sciences program. The student and the clinical school to which the student has been accepted will be notified that they are not permitted to attend the clinical school because of poor academic performance.

A student who loses their acceptance/admission to a clinical school because of academic failure may not be permitted to remain a medical imaging sciences major and may not be permitted to reapply to the program (unless, as outlined earlier in this handbook, the program has given express permission) or to any other program.

A student who loses their acceptance/admission to a clinical school because of misconduct will not be permitted to remain a medical imaging sciences major and will not be permitted to reapply to the clinical school from which they lost admission or to any other clinical school.

Annual Medical Imaging Sciences Application to Clinical Schools Event (Breakfast)

Each fall semester the medical imaging sciences program hosts the Annual Medical Imaging Sciences Application to Clinical Schools Event (“breakfast”) at Clarion University. This event gives students who will be ready to apply to clinical schools the opportunity to meet program officials from several affiliated clinical schools and to learn of application criteria and processes. Attendance to the application to clinical schools event (breakfast) is not mandatory but is strongly encouraged - particularly for medical imaging sciences majors who will be applying to clinical schools in that academic year. Freshman medical imaging sciences majors are also invited to attend the application to clinical schools event (breakfast) if doing so does not conflict with a scheduled class. Parents, guardians, spouses, and partners are also welcome to attend.

It is the choice of all sophomore and higher medical imaging sciences majors whether to attend the application to clinical schools event (breakfast). Students must weigh the benefit of attending the event against the potential risk of missing classes. Students who will miss classes to attend the application to clinical schools event should alert the professor of the course well in advance and discuss the implications for missing the class. Professors are not required to excuse medical imaging sciences majors for the purpose of attending the breakfast event. Freshman students who are not ready to apply to clinical schools should NOT miss a class to attend the event.

Several announcements of the application to clinical schools event (breakfast) are sent to medical imaging sciences majors via the medical imaging sciences listserv. Students must read and respond accordingly to announcements that are made about the application to clinical schools event.

Attending the application to clinical schools event (breakfast) should not be substituted for students’ careful review of information about the admissions criteria and admissions processes of clinical schools that is on their websites or contained in other printed admissions information.

Application to Non-Affiliated Clinical Schools

A medical imaging sciences major who wishes to apply to and attend a non-affiliated clinical school may do so under certain conditions. *However, the student must apply to all clinical schools that are formally affiliated with Clarion University.*

In the event a clinical school that is affiliated with Clarion University offers acceptance/admission to the student, the student will be required to attend the affiliated clinical school and will not be permitted to attend a non-affiliated clinical school as a Clarion University medical imaging sciences major in good standing. Verification of acceptance status by affiliated clinical schools will be made by the coordinator of the medical imaging sciences program.

Other criteria for applying to a non-affiliated clinical school must also be met as follows:

1. The student must meet all requirements for applying to clinical schools, as stated earlier in this handbook.
2. The student must be recommended to the non-affiliated clinical school by the medical imaging sciences program coordinator.
3. The clinical school must be a 24-month, hospital-based school of radiologic technology that has JRCERT accreditation in good standing. Identification of JRCERT accreditation may be made via the JRCERT's website at www.jrcert.org. Identification of non-affiliated clinical schools may be made via the American Registry of Radiologic Technologists' website at www.arrt.org.
4. The clinical school must be willing to enter into a formal contract with Clarion University specific to the student whom they have accepted to their program. If a clinical school is not willing to do this, a student will not be permitted to attend the non-affiliated clinical school as a Clarion University medical imaging sciences major.

No exceptions will be made to this policy.

Notification of Clinical School Acceptance by Student to Clarion University

All Clarion University students who have been accepted to a clinical school are required to promptly notify the medical imaging sciences program secretary via email. As stated earlier in this handbook, Clarion University medical imaging sciences majors, by virtue of their chosen major, permit two-way exchange of information and sharing of the student's academic records and academic performance between the clinical school they are attending and Clarion University. Students who are not in agreement with this process will be precluded from attending a clinical school and cannot continue in the medical imaging sciences program. Please read information about this process that is in the section of this handbook entitled, "Confidentiality of Student Records and the Family Educational Rights and Privacy Act (FERPA)."

Declining an Offer of Acceptance/Admission to a Clinical School

Medical imaging sciences majors who decline an offer of acceptance/admission to a clinical school in Pennsylvania will not be permitted to reapply to clinical schools in the future and may not remain a medical imaging sciences major. The only exception to this policy is if the student sustains circumstances that are extremely extenuating as deemed so by the coordinator of the medical imaging sciences program. Examples of extremely extenuating circumstances include major injury or illness that inhibit the student's ability to attend a clinical school. In such cases, verification from the attending physician will be required.

Students who are accepted/admitted to a clinical school and who change their mind or cannot attend the clinical school MUST notify the clinical school in writing within 48 hours of their decision not to attend. The student must email a copy of the written notification directly to the coordinator of the medical imaging sciences program (Dr. Renee Bloom).

Medical Imaging Sciences Majors Not Accepted to Clinical Schools

Medical imaging sciences majors who are not accepted to clinical schools may change their major, transfer out of Clarion University, or reapply to clinical schools the following year if they meet the requirements of the clinical school and of the medical imaging sciences program. Students not accepted to clinical schools should promptly schedule an appointment with their academic advisor to learn more about these options.

Medical imaging majors who apply to clinical schools twice (in two separate years) but who are not accepted either time will not be permitted to remain in the medical imaging sciences program but may pursue a different major at Clarion University.

Letters of Recommendation

The confidential nature of the role that the coordinator of the medical imaging sciences program has with medical imaging sciences majors presents potential for conflicts of interest regarding writing individual letters of recommendation to clinical schools on behalf of medical imaging sciences majors. Since it is not possible to provide individual letters of recommendation for all medical imaging sciences majors in a consistent manner, the coordinator refrains from accommodating such requests. This does not apply to the act of providing the list of names of medical imaging sciences majors who are fully or conditionally recommended by the coordinator of the medical imaging sciences program to clinical schools because of the student's academic readiness. This also does not apply to the need of the coordinator to discuss academic performance or other related student issues with clinical schools.

Affiliated clinical schools have been notified of this policy and have been assured that it in no way reflects on the preparedness or quality of Clarion University medical imaging sciences majors.

Placeholder Course Enrollment

Medical imaging sciences majors who are accepted to a clinical school will be enrolled in Clarion University "placeholder" courses while they complete the 24-month clinical program. Placeholder courses are a mechanism that Clarion University uses to 1) grant academic credit to students for completion of academic terms at clinical schools, and 2) facilitate receipt of financial aid.

Enrollment in placeholder courses does not require students to pay tuition or fees to Clarion and does not require students to any type of academic work (i.e. – assignments, exams) specific to the placeholder course. Placeholder courses represent academic work that medical imaging sciences majors are doing at the clinical school.

Students must enroll in placeholder courses each semester while they are attending a clinical school (including summer). Placeholder courses are typically worth 6 or 12 credits. Students who do not confirm in their MyClarion student center that they intend to take the placeholder course will be dropped by the registrar. If this occurs, the student will not be eligible for financial aid or to receive academic credit for their clinical course work. It is the student's

responsibility to ensure they are enrolled in a placeholder course each semester (including summers) and that they verify enrollment in their MyClarion student center. Should a student be dropped from a placeholder course for lack of verification of attendance, they must appeal to the dean for permission to be added to the course late.

Other Program Policies and Information

Medical Imaging Sciences Majors Accepted to/Attending Clinical Schools

Medical imaging sciences majors attending clinical schools are still actively enrolled Clarion University students. Many Clarion University resources including financial aid, library resources, and counseling services are still available to students attending clinical schools. Additionally, students at clinical schools still maintain the medical imaging sciences program coordinator as their Clarion University academic advisor. The academic advisor is available by phone or email for confidential support and advice on various matters including academic, professional, and/or personal. Students who are experiencing difficulty of any type while attending a clinical school are encouraged to communicate with the program coordinator (Dr. Renee Bloom) for support and guidance.

Additionally, medical imaging sciences majors who are attending clinical schools are included on the Clarion University clinrad listserv. This listserv is used to keep students at clinical schools apprised of important information relevant to their progression in the program or for sharing of general information pertinent to the field of medical imaging. Students are responsible for information disseminated via the Clarion University clinrad listserv. (Please see the section in this handbook entitled, "Clarion Student Email Accounts and Listservs.")

When accepted to and while attending a clinical school, medical imaging sciences majors will follow all policies and procedures of the clinical school including policies about inclement weather.

Clarion University medical imaging sciences majors who are accepted to/attending a clinical school are expected to display professional, courtesy, and appropriate behavior to all individuals at all times (including classmates). Inappropriate or negligent behavior may result in immediate removal/retraction of clinical school admission, immediate dismissal from the clinical school, and dismissal from the medical imaging sciences program at Clarion University.

Sexual Misconduct

For information about sexual misconduct and Title IX, please refer to the section of this handbook entitled, "General Information."

Student Conduct, Moral Character, Ethical Behavior, and Appropriate Actions

As a healthcare student and future healthcare professional who is entrusted to the care of vulnerable populations, medical imaging sciences majors are held to strict and high standards of conduct throughout the duration of the medical imaging sciences program.

Medical imaging sciences majors must demonstrate integrity, be of sound moral character, and exhibit ethical behavior and actions as outlined by the Clarion University Student Code of Conduct and the Student Academic Rights and Regulations & Academic Student Code of Conduct Policy (available at www.clarion.edu), the American Society of Radiologic Technologists (ASRT) Radiologic Technologists Code of Ethics (available at www.asrt.org), the American Registry of Radiologic Technologists (ARRT) Standards of Ethics (available at www.rrt.org), the Society of Diagnostic Medical Sonographers (SDMS) Code of Ethics (available at www.sdms.org), policies/handbooks of clinical schools to which they have been accepted or are attending, and by laws of society. Additionally, students must act in a manner that, by generally accepted standards of behavior is moral, ethical, and appropriate. The following list is an example of immoral, unethical, and/or inappropriate behavior and is not all-inclusive.

1. Public intoxication or drinking.
2. Underage consumption of alcohol and/or furnishing alcohol to minors.
3. Erratic, inappropriate, questionable, suspicious, or unprofessional behavior.
4. Overt threats or acts of personal violence or illegal possession of weapons.
5. Unauthorized use or sale of illegal substances.
6. Illegal gambling.
7. Participating in any activity that could or does lead to disruption of the care of patients, fellow students, or other individuals. This includes bullying, intimidation, and aggression both while on and off school time.
8. Dishonesty such as stealing, cheating or deliberate falsification of records
9. Academic dishonesty of any type.
10. Divulging confidential information of patients, fellow students, technologists, and employees, or by failing to adhere to a patient's rights concerning their Protected Healthcare Information as defined by HIPAA.
11. Sleeping or the appearance of sleeping during educational hours.
12. Immoral conduct.
13. Insubordination, including refusal to accept appropriate assignments from clinical personnel.
14. Use of profane, obscene, or threatening language or actions toward anyone in public or private conversations.
15. Disorderly conduct.
16. Discriminatory actions, attitudes, language, or behavior.
17. Any grossly negligent, careless, or willful act that could result in personal injury or personal damage.
18. Other.

Medical imaging sciences majors are held to these standards at all times while enrolled in both the general education portion and the clinical portion of the medical imaging sciences program including while on break from classes. *Students who violate this policy by demonstrating immoral, unethical, and/or inappropriate behavior (including bullying, intimidation, or aggression toward others both on and off school time) will not be permitted to remain medical imaging sciences major and will not be permitted to apply to or attend a clinical school even if an offer of admission has been made.*

In such circumstances, the medical imaging sciences coordinator will formally notify clinical schools that a student's recommendation has been rescinded, that the student is no longer a

medical imaging sciences major at Clarion University, and that the student is not permitted to attend the clinical school. Loss of any deposit made by the student to a clinical school is the responsibility of the student. The student may not change their major back to medical imaging sciences.

In the effort to uphold the integrity of the medical imaging sciences program, clinical schools, the field of medical imaging, and the welfare and safety of the vulnerable populations with which health care students and professionals work, information about student infractions that is on public record will be shared with clinical schools.

Student/Graduate Eligibility for Credentialing Examinations

Students are responsible for ensuring that upon graduation from a clinical program, they are eligible to sit for the national credentialing examination in radiologic technology administered by the American Registry of Radiologic Technologists (ARRT) or the credentialing examination in ultrasound administered by the American Registry of Diagnostic Medical Sonographers (ARDMS) and or the ARRT. Criminal matters including certain misdemeanors may render students ineligible for the ARRT and or ARDMS credentialing examinations. Students who are not eligible to take the credentialing examination will not be able to work for an extended time as a radiologic technologist or ultrasonographer.

It is the intention of Clarion University and of our affiliated clinical schools to graduate students who are eligible to take credentialing examinations. Consequently, medical imaging sciences majors who have concerns about eligibility for credentialing examinations are strongly encouraged to promptly initiate a conversation with the credentialing agency about eligibility requirements and options for pre-approval. Students should note that pre-application reviews by credentialing agencies take time and involve fees that are incurred by the student.

For information on determining the impact of a previous criminal matter on their eligibility to apply and sit for the ARRT (radiologic technology) examination, students should consult the ARRT website directly for additional and updated information at www.arrt.org. For information on ARRT's ethic requirements: <https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements>. For information on ethics reviews: <https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-review-preapplication>

For information on determining the impact of a previous criminal matter on their eligibility to apply and sit for the ARDMS (ultrasound) examination, students should consult the ARDMS website directly for additional and updated information at www.ardms.org.

Medical imaging sciences majors assume full responsibility for ensuring that they meet credentialing exam eligibility requirements and for initiating the pre-approval and/or review processes.

Associate of Science, Allied Health Degree Option

Medical imaging sciences majors who have successfully completed one full year (30 clinical credits) of clinical education and who have met the general education requirements of Clarion

University's Associate of Science, Allied Health (ASAH) degree have the option of earning this degree in the fall semester of their second year of clinical school attendance. The ASAH degree will be conferred to eligible students in addition to the Bachelor of Science, Medical Imaging Sciences degree (upon satisfying all requirements of the bachelor's degree). Typically, all medical imaging sciences majors who are attending a clinical school and who have completed 30 clinical credits are eligible for conferral of the ASAH degree. *Conferral of the ASAH degree does not disrupt conferral of the BS degree. Conferral of the ASAH degree facilitates immediate eligibility of students for the ARRT certification examination upon completion of the two-year clinical school.*

Medical imaging sciences majors who wish earn the ASAH degree must first declare the degree in the fall semester of their final year at their clinical school and then apply for winter session graduation in the final year of clinical school attendance.

Personal Appearance Policy

To provide a positive patient experience, Clarion University medical imaging sciences majors must contribute to establishing and maintaining a clinical environment that reflects quality care, professionalism, respect, and a spirit of service and hospitality. The dress, grooming, and overall personal appearance of students help create this environment. Accordingly, students are expected to be neat, clean, and properly groomed in a manner that is safe and appropriate for the health care setting and to reflect a high level of professionalism, competence, and caring as well as to reflect a positive image of their clinical school and of Clarion University. All students are expected to take pride in their appearance and to abide by the dress code policies of the clinical school.

Withdrawal/Dismissal from Clinical School*

Withdrawal/dismissal from a clinical school can result in serious and significant implications that may entail serious financial repercussions. Clarion University medical imaging sciences majors who intend to withdraw from a clinical school are therefore strongly encouraged to first contact the medical imaging sciences program coordinator (Dr. Renee Bloom) via email or the medical imaging sciences program secretary (Debra Weaver). Students who are dismissed from a clinical school should contact Dr. Bloom immediately. Contact information is provided earlier in this handbook. Students who withdraw or are dismissed from a clinical school must print, sign, and submit the form that can be found at the end of this handbook. Students must also contact Clarion University's Student Financial Services Office (Financial Aid Office) for information on how withdrawal will impact financial aid in the present or future academic years.

Students who withdraw or are dismissed from a clinical school are responsible for notifying Clarion's registrar of such withdrawal and for completing the required course/university withdrawal process as identified by the Office of the Registrar. Students who withdraw or are dismissed must withdraw from the Clarion University placeholder course in which they are enrolled for the semester in which they are withdrawing. The date of withdrawal or dismissal from a clinical school (as reported by the program director of the clinical school) will be the date of withdrawal from Clarion University.

Students who withdraw or are dismissed from a clinical school are considered to have incomplete (or unsuccessful) clinical coursework for the semester in which they withdraw or are dismissed and will receive no credit on their Clarion transcript for the respective RT placeholder course in which they were registered for the semester.

Students who have been pre-registered in a future clinical school placeholder course by the medical imaging sciences secretary must withdraw from the placeholder course if they withdraw or are dismissed from their clinical school.

Students who withdraw or are dismissed from a clinical school may not apply to another clinical school. Students who withdraw or are dismissed from a clinical school may pursue another major at Clarion University.

Students who withdraw or are dismissed from a clinical school may not use any previously earned placeholder credits in the future as an online degree completion student in allied health programs.

Credit for Clinical Coursework*

Credits awarded for completion of clinical school coursework transfer into Clarion University in block fashion at the end of each semester. Clinical credits appear on the Clarion transcript as placeholder course work and are transcribed as “credit no record” (i.e. - a grade of CR instead will appear on the transcript instead of a letter grade). The final cumulative QPA reported on the Clarion transcript is based solely on coursework completed at Clarion University does not include grades for clinical course work or credit granted for placeholder courses. Students wishing to provide detailed information to future employers and educational programs of clinical course work including earned grades must request a separate transcript from the clinical school that they attended.

Students who withdraw from clinical schools will be awarded block-style credit only for academic sessions that they completed in full and passed in accordance with the clinical school’s grading and attendance criteria and policies. Students must pass all clinical courses in a clinical academic session to be awarded credit for the Clarion placeholder course. Students who do not successfully complete an entire session/term at a clinical school will receive no credit for that session/term and will receive no credit for the Clarion placeholder course. Students in these circumstances should take careful note of the section in this handbook entitled, “Return of Title IV Funding for Students Who Withdrawal.”

Please refer to the section in this handbook entitled “Withdrawal from Clinical School” for additional important information regarding credit for clinical course work and withdrawing from clinical courses and clinical schools.

Return of Title IV Funding for Students Who Withdraw

Medical imaging sciences majors who are federal aid recipients, regardless if they are enrolled in Clarion classes or participating in their clinical school education, are subject to the Return of

Title IV Funds Regulations if they withdraw from their clinical school prior to the 60 percent point of the semester. Information in the following paragraph is provided as a courtesy, but is not guaranteed to be 100 percent accurate. In all circumstances, students must consult directly with Clarion's Student Financial Services Office (Financial Aid Office).

Clarion University's Office of Student Accounts calculates the date within each term that determines when students have completed over 60% of the semester. Students who withdraw on or after this date do not have to return previously awarded/disbursed funds to the federal government. To ensure accuracy of this statement, contact Clarion's Student Financial Services Office (Financial Aid Office).

Students at a clinical school who withdraw prior to the 60 percent point of the term frequently have a portion of their federal aid monies returned to the US Department of Education by Clarion University. If the student has previously received refunds from the Clarion University, then the student must repay to Clarion University the dollar amount that the university has returned to the federal government.

Student Responsibility for Knowledge of Academic Requirements

Provisions in the Clarion *Undergraduate Catalog and other similar documents* cannot be considered an irrevocable contract between the university and the student. The university makes every effort to keep information in the catalog and other similar documents current. It must reserve the right, however, to amend any academic, administrative, or disciplinary policies or regulations and to update fees or service charges described in the catalog or similar documents without prior notice to people affected.

Students are held responsible for reading and understanding the academic, administrative, and disciplinary policies or regulations and for understanding general education requirements. Students are held responsible for the requirements of a major in effect at the time they officially declare a major. If students change majors, they are responsible for the requirements of the major in effect when they officially change majors.

Requirements for graduation as well as those for various curricula and degree programs may change after students matriculate at Clarion. In most instances, such changes will not be retroactive, although students will have the option to elect to meet the new program requirements, if desired. Exceptions may be necessary when changes in professional certification or licensure standards mandate such changes in requirements or programs.

Clarion Student Email Accounts and Listservs

While attending classes at Clarion University AND while attending a clinical school, students are responsible for reading their Clarion University student email and for information disseminated via their Clarion University student email even if the student chooses not to read his/her email messages.

Students are responsible for maintaining their Clarion University student email account so that they are able to receive all message. Students should delete emails after reading as appropriate

so that email accounts do not become over quota. Students who encounter problems with their Clarion student email accounts should promptly notify the Clarion University Helpdesk by calling 814-393-2640 or emailing helpdesk@clarion.edu.

All medical imaging sciences majors are included on the medical imaging sciences listserv (medi listserv). The medi listserv allows important information to be disseminated to all medical imaging sciences majors by the coordinator of the medical imaging sciences program and the program's secretary. Information disseminated via the medi listserv is essential to student progression in the program.

It is the responsibility of the student to correct problems with their Clarion student email account and to ensure that they are receiving messages from the medi listserv. Students who do not do this will fail to receive important information about the medical imaging sciences program.

Students who do not think they are receiving messages from the medi listserv should promptly contact the medical imaging sciences secretary (Debra Weaver).

Residency Requirement of Medical Imaging Sciences Program

Any student enrolled in Clarion's medical imaging sciences program must complete a minimum of 30 credits of the general education or allied health course work at Clarion regardless of how many credits they transfer in. Course work completed at clinical schools does not count toward this requirement.

Clarion University Eagle Alerts System

Clarion University's Eagle Alerts System notifies individuals by email, website, telephone, and text message in case of emergency. Notification by text message to a cell phone is optional. Students must sign up and provide their cell phone number in order to be notified. To receive future Eagle Alerts, go to <http://www.clarion.edu/about-clarion/offices-and-administration/public-affairs/marketing-and-communication/emergency-information/eagle-alerts.html> for instructions. For assistance with Eagle Alerts, contact Clarion's Computing Services Help Desk at extension 2640 or via email at helpdesk@clarion.edu.

Handbooks, Clinical Affiliate Policies and Procedures, ASRT Code of Ethics; and ARRT Standards of Ethics

Medical imaging sciences majors will be notified of how to access the electronic version of the Clarion University Medical Imaging Sciences Program Student Handbook. Students are responsible for knowing the information disseminated in this handbook as well as other Clarion University handbooks and similar documents, and the policies and procedures of each of the clinical schools to which they are accepted. Students should inquire about clinical school handbooks, documents, policies, and procedural guidelines with the program director of the clinical school.

Students who are in the radiologic technology concentration are responsible for being aware of and abide by the content of the ASRT Code of Ethics for Radiologic Technologists that is

available on the ASRT's website at www.asrt.org and the ARRT Standards of Ethics that is available on the ARRT's website at www.arrt.org. Likewise, students who are in the ultrasound concentration are responsible for being aware of and abide by the Code of Ethics for the

Profession of Diagnostic Medical Sonography: <http://www.sdms.org/about/who-we-are/code-of-ethics>

Student Club/Activity Participation and Leadership Roles

The primary focus of Clarion University's medical imaging sciences program is academic success of medical imaging sciences majors. While medical imaging sciences majors are encouraged to participate in campus activities and student life, such participation should not hinder the student academically. College students benefit from ample quiet, undistracted time and environments that foster undisturbed reading, studying, completion of homework and other assignments, and self-renewal in the form of rest.

In support of student success, it is recommended that medical imaging sciences majors hold no more than two Clarion University student-related leadership positions during the time they are enrolled at Clarion. Leadership positions could include officers of clubs, chairpersons/heads of activities/club events, and student senate positions.

**CLARION UNIVERSITY OF PENNSYLVANIA
BACHELOR OF SCIENCE IN MEDICAL IMAGING SCIENCES
SAMPLE CURRICULUM PLAN***

FIRST SEMESTER

| | | |
|----------|---|----------|
| CHEM 145 | Chemistry for Allied Health I..... | 3 |
| AH 101 | Medical Terminology | 3 |
| AH 201 | Introduction to the Health Care Environment | 2 |
| | ¹ Social & Behavioral Sciences Elective..... | 3 |
| | ² Arts & Humanities Elective..... | <u>3</u> |
| | | 14 |

SECOND SEMESTER

| | | |
|----------|---|----------|
| | General Education Elective | 3 |
| ENG 111 | English Composition | 3 |
| | ³ Social & Behavioral Sciences Elective..... | 3 |
| | Free Elective..... | 2 |
| PHSC 112 | Basic Physical Science: Physics and Astronomy..... | <u>3</u> |
| | | 14 |

THIRD SEMESTER

| | | |
|--------------|---|----------|
| BIOL 251/261 | Anatomy & Physiology I with lab | 4 |
| MATH 110 | Intermediate Algebra | 3 |
| | Social & Behavioral Sciences Elective | 3 |
| | Arts & Humanities Education Elective | 3 |
| NFSS 111 | Health Education | <u>2</u> |
| | | 15 |

FOURTH SEMESTER

| | | |
|--------------|---|----------|
| BIOL 252/262 | Anatomy & Physiology II with lab | 4 |
| MATH 221 | Mathematics Competency (Elementary Applied Statistics)..... | 3 |
| AH 301 | Research Methods for Health Sciences | 3 |
| | Arts & Humanities Elective | 3 |
| NFSS | Activity Course..... | <u>1</u> |
| | | 14 |

AH 401 Taken online in the final year while attending clinical school 3

TOTAL CREDITS OF SCIENCE AND GENERAL EDUCATION COURSE WORK = 60

Note Recommended Courses:

| | |
|--|--|
| ¹ PSY 211 General Psychology | ² CMST 113 Fundamentals of Speech |
| ³ SOC 211 Principles of Sociology | CIS 217 Applications of Microcomputers |

MATH 050 is required for students who place into the course, but will not count toward meeting the requirements of the medical imaging sciences degree. Students taking MATH 050 will complete 63 credits.

*Credentialed medical imaging professionals who are completing this degree as a degree completion option will take BIOL111 (Basic Biology, 3 credits), BIOL 224 (Human Biology, 3 credits), and PHSC 117 (Explorations of Physical Science, 3 credits) in place of BIOL 251, 252, 261, 262; and PHSC 112.

Students must ensure that they meet all requirements for attending clinical schools.

Prerequisites are in place for the Great Lakes Institute Diagnostic Medical Sonography program and have minimum grade requirements. Students should verify prerequisite information directly with Great Lakes.

Advising Information

General Advising Information

Students can identify their academic advisor by following the instructions in MyClarion at the following link: <http://www.clarion.edu/about-clarion/computing-services/myclarion/for-students.html>

Medical imaging sciences advisors establish and announce advising appointments during the spring and fall registration periods. Advising sessions are scheduled on various days of the weeks and various times of the day in the attempt to accommodate the schedules of students. Students are strongly encouraged to meet with their academic advisors in a timely manner.

Students who would like to meet with their academic advisor should email the advisor or clerical support person and request to schedule an appointment. Advisors who hold office hours are available for drop in advising to students during posted office hours, but appointments are recommended.

Students must contact their academic advisor for advisement. Once contacted, an academic advisor typically communicates to advisees to inform them of concerns that the advisor has relative to the student's academic performance, to offer assistance, and to inform students of helpful services. However, it is the choice of the student whether to heed advice given by an academic advisor unless doing so conflicts with policy of Clarion University or the clinical school that the student is attending. Likewise, it is the responsibility of the student, not the advisor, to make final decisions regarding the student's choices, actions, and behaviors.

A variety of helpful information can be found on Clarion's MyClarion documentation page that is located at <http://www.clarion.edu/about-clarion/computing-services/myclarion/for-students.html>. The MyClarion tutorial for students will help students learn to navigate the MyClarion system and perform a variety of important functions.

Clarion's registrar's web page also contains helpful information, forms, and links including, among other items, the academic calendar, information on the cancellation of classes at the university, drop/add forms, etc. Students are encouraged to access this information at the following web address: <http://www.clarion.edu/academics/registrars-office/index.html>. A QPA calculator may be found at the following web address: <http://www.clarion.edu/academics/registrars-office/QPA-calculator.html>

Several tools are available to students to aid with registration of courses as follows:

- Check sheets specific to allied health programs identify courses that students need for their particular major (may be obtained from the program coordinator (Dr. Bloom) or clerical support person (Debra Weaver).
- The comprehensive student tutorial for using MyClarion: <http://www.clarion.edu/about-clarion/computing-services/myclarion/for-students.html>
- Clarion's online Schedule of Classes and Undergraduate Catalog (on Clarion's Registrar's web page at <http://www.clarion.edu/academics/catalog-and-class-schedules/index.html>

- Forms required for course withdrawals, change of status, etc.:
<http://www.clarion.edu/academics/registrar-office/academic-forms/>

Additionally, information on how to register for courses is provided at workshops that are occasionally offered on both campuses in the fall and spring semesters. Students are encouraged to attend these events when they are offered, as it is expected that students will responsibly assume their role in the registration process as addressed in the Clarion University Undergraduate Catalog as follows:

“All students are responsible for knowing the major, degree, and university requirements of their respective programs.”

Advisor/Advisee Roles and Responsibilities

Additionally, the following advisor/advisee roles and responsibilities should be noted:

Advisee should:

1. Keep in touch with advisor
2. Make and keep appointments; email or call if changing an appointment
3. Come to advising appointments with specific questions in mind
4. Ask about other sources of information
5. Be open about academic work, study habits, academic progress, etc.
6. Build a class schedule that meets necessary academic requirements and is free of time conflicts
7. Make decisions concerning careers, choice of majors, and selection of courses

Advisor should:

1. Post office hours
2. Keep appointments or call if it is necessary to change or cancel an appointment
2. Provide accurate and specific information
3. Suggest other sources of information if appropriate
4. Listen and help solve problems as appropriate
5. Suggest options concerning careers, choice of majors, and selection of courses

Frequently Asked Registration Questions About Advising and Course Registration

Most forms referenced in answer to the following section may be obtained via the Office of the Registrar’s web page on Clarion University’s web site (www.clarion.edu)

1. Question: How do I know when I’m allowed to schedule?

Answer: As the fall and spring registration period draws near, Clarion’s Office of the Registrar will establish an “enrollment” day and time for each student in “MyClarion.” You are responsible for checking your MyClarion student account to determine your date and time of registering. Students will not be able to register before their assigned enrollment day/time. Enrollment dates are assigned by academic rank with seniors being allowed to register for courses first followed by juniors, sophomores, and then freshmen.

2. Question: When should I register for classes for the next semester?

Answer: You should register for the next semester's courses as soon as you are permitted to do so according to your individual enrollment date/time that is assigned by the Office of the Registrar (see Question 1). The longer you wait to register for courses past your assigned enrollment date/time, the more seats in courses get filled and the more difficult it becomes to get into courses you need and/or want. Putting off registering for even a few days makes things much harder for you than they need to be.

3. Question: Should I make an appointment to see my advisor before I register for classes?

Answer: Yes. Typically, as the fall/spring registration period draws near, your advisor will send out information about how/when to schedule an advising appointment. You should schedule an appointment with your academic advisor BEFORE your scheduled day to register. Keep in mind that advisors' schedules may fill up quickly during the spring and fall registration period, so students should schedule advising appointments early.

4. Question: How do I schedule an advising appointment?

Answer: Typically, as the fall/spring registration period draws near, your advisor will send out information about how/when to schedule an advising appointment. You may also email your academic advisor to inquire how to schedule an advising appointment.

5. Question: How do I know what classes I need?

Answer: Courses you will need to take are listed on the medical imaging sciences check sheet (check sheets may be obtained from Dr. Bloom or Debra Weaver). Any course that is typed on the check sheet indicates that you have no choice but to take that specific course at some point in time (for example, BIOL 251). Anywhere on the check sheet that there is a blank line indicates that you have some choice in the course that you take to meet that particular requirement/elective. You should seek clarification and guidance from your academic advisor.

Note about flag requirements: Flag requirements are a method that Clarion University uses to ensure that graduates have acquired specific liberal skills/knowledge. Every student is required to satisfy six flag requirements. Courses should be carefully scheduled to ensure flag requirements are met. Please consult with your academic advisor about flag requirements and the best way to satisfy them.

6. Question: How do I know what course meets a liberal education elective, an arts and humanities elective, a social and behavioral sciences elective, or a general elective?

Answer: Please refer to the General Education Requirements document that may be accessed via the following link: <https://www.clarion.edu/academics/registrar-office/documents-and-forms/General-education-requirements.pdf> You may also find this document by doing a search on Clarion's web site for "general education

requirements.” Be sure to check the date on the document to ensure that it is current. This information is also in MyClarion.

7. Question: How do I know what a course entails?

Answer: Look up the course descriptions in MyClarion.

8. Question: How do I know if a course has a pre-requisite or co-requisite?

Answer: Pre-requisites and co-requisites are listed with the course description in MyClarion. Pre-requisites and co-requisites are typically identified at the end of the course description.

9. Question: How do I know if a course is being offered in a particular semester?

Answer: You can check if a course is offered via MyClarion. Or, you may look for the Schedule of Courses on the registrar’s web page or via the following URL: <http://www.clarion.edu/academics/catalog-and-class-schedules/index.html> After clicking on this link, scroll down the page until you see the “Course Schedule Reports.”

Be sure to choose the correct semester, the correct campus, and the correct mode of delivery (online or on-campus). The Schedule of Classes will come up in a PDF file. You will see the days and times that the course is offered. Be sure to look at the “class enrollment cap” and “class enrollment total” to determine if the course is closed.

10. How do I get into a closed course?

Answer: There are a few different options to try, but none are guaranteed. Your options are as follows:

1. Email the professor who teaches the course and ask for permission to get into the closed course.
2. Call the academic department that offers the course and inquire. Ask if there is a waiting list.
3. Wait until the drop/add period at Clarion University and try to get into the course (admission to a course during drop/add is not guaranteed).
4. Your academic advisor cannot “write you into a course,” but your academic advisor may be able to give you guidance if none of the above methods work for getting into a closed course.

11. Question: What if I can’t get into a course that I want?

Answer: You will probably have to choose another course. Or, you could try the steps outlined in the previous question.

12. Question: What if I can't get into a course that I need?

Answer: If you need a course and there is no other semester that you think you will be able to get the course, you should call the academic department that offers the course and explain your situation and see what they advise. You may need to speak to the chairperson of the department. Department chairpersons may be found at the following link: <http://www.clarion.edu/academics/department-chairs.html> or you may search for the department on Clarion's web site. If neither of these strategies works, please contact your academic advisor. Students are not guaranteed seats in courses.

13. Question: Does the sequence of my courses matter?

For most courses, sequence does not matter. Nevertheless, you should try to avoid taking all difficult courses in one semester and all less difficult courses in another semester. You should try to balance challenging with other courses. For example, medical imaging sciences majors should try to avoid taking A&P and chemistry in the same year. Also, keep in mind that some courses require prerequisites. Your academic advisor can provide further guidance about course sequencing.

14. Question: What math courses do I need?

You must take Math 050 (Basic Algebra) if you place into this course. Math 050 does not count toward the requirements of degree programs at Clarion University, but is required for students who place into the course. So that your advisor may advise you most effectively, students should complete the math assessment questionnaire/quiz by no later than October 1st of their freshman year. Information on the math assessment process may be found via the following link: <https://www.clarion.edu/academics/center-for-student-outreach-and-success-coaching/placements.html>

Students must also take Math 110 (Intermediate Algebra) and Math 221 (Elementary Applied Statistics). Students may also wish to take additional math courses to meet electives if they think they will do well in the course.

15. What English (writing) courses must I take?

All Clarion students must take ENG 111 (Writing 2). Students who would benefit from additional writing skills should consider also taking ENG 110 (Writing 1). Students who opt to take ENG 110 should take it prior to taking ENG 111. It is the decision of the student to forgo or enroll in ENG 110 through a process called "self-placement."

Information on English self-placement may be found via the following link: <https://www.clarion.edu/academics/center-for-student-outreach-and-success-coaching/placements.html>

16. Question: What kind of courses should I consider for free electives?

The medical imaging sciences curriculum does not have a lot of room for taking numerous free electives. Typically, students will complete 4 – 6 prescribed free electives.

If you like science or math courses and are good at these subjects, you might consider taking them as free electives. Some clinical schools award points in their admission process for every math and science course that students have taken in high school and at Clarion University. So, taking extra math and science courses (besides the ones you are required to take) may get you more admissions points when applying to clinical schools. HOWEVER, if you are not strong in math or science, you should not take extra math and sciences courses to meet elective requirements. Taking these courses and doing poorly in them (grades "C" or lower) will work against you in the clinical admissions process. You would be better off taking a course in which you know you're able to do well.

Elective courses are also a good way to fulfill academic flag requirements. Please speak to your advisor about academic flag requirements.

You should consult with your academic advisor about how to use your free electives in a manner that will best support your academic success as a medical imaging sciences major.

17. What if an elective course that I want conflicts with another course that I need?

Answer: In most cases, you should not drop an important course that you need in order to take an elective course. For example, you would not drop Anatomy and Physiology because it conflicts with an arts and humanities course - - even if you need the arts and humanities course as an elective.

18. Question: Who will register me for classes?

Answer: After the very first semester of the freshman year, you will register yourself for courses online via MyClarion. It's therefore important that you know how to register for courses. Please refer to the MyClarion student documentation web page that is on Clarion's website. <https://www.clarion.edu/about-clarion/computing-services/myclarion/for-students.html> Students are also encouraged to attend orientations/in-services for course registration that are offered on-campus.

19. Question: Why is it a problem to have "holds" on my account?

Answer: There are various types of holds that may be put on a student's account including a financial aid hold, tuition hold, academic advising hold, etc.

Holdings on your account will keep you from being able to register for courses for the next semester. The longer you wait to register for courses, the more difficult it will be for you to get the courses that you need and/or want.

Some holds are very easy to get removed. Other holds like financial holds may be more complex and could take days or weeks for you to resolve. Even if you THINK you do not have any holds on your account, check in advance of your scheduled day to register anyway. To check for holds, please refer to the MyClarion documentation web page

that is on Clarion's website. <https://www.clarion.edu/about-clarion/computing-services/myclarion/for-students.html>

20. Question: What should I do to prepare for my advising appointment?

1. Review the medical imaging sciences check sheet so you know what courses you need and want for the following semester. (Check sheets may be obtained from the School of Health Sciences in Montgomery Hall.)
2. Review the Schedule of Courses on the registrar's web page or in MyClarion to make the courses you need and want are offered in the next semester and that there are no scheduling conflicts between the courses.
3. Write down your tentative scheduling plan and bring it with you to your advising appointment.
4. Select a few "back-up" courses that you may take if you can't get your first choices.
5. Bring a printed copy of your current Clarion degree audit (program requirements). For information on printing an audit: <http://www.clarion.edu/academics/registrars-office/for-students/frequently-asked-questions.html#printdegreeaudit>



Medical Imaging Sciences Degree Program Withdrawal or Dismissal from Clinical School Form

Withdrawal or dismissal from a clinical school has serious and significant implications for medical imaging sciences majors. Students are strongly encouraged to contact Dr. Renee Bloom (rbloom@clarion.edu) prior to withdrawing from a clinical site. Students who are dismissed should contact Dr. Bloom immediately.

The policy of the medical imaging sciences program requires that any student who withdraws or is dismissed from a clinical site to read, sign, and submit this form. The form must be submitted via email or fax to Dr. Bloom (or her designee) upon notifying the program director of the clinical school.

Clarion University medical imaging sciences majors who withdraw or are dismissed from a clinical school must complete the withdrawal/dismissal process at BOTH the clinical school and Clarion University. The date of withdrawal or dismissal from the clinical program is the date of withdrawal/dismissal that will be on record for Clarion placeholder courses and for a university withdrawal (if appropriate).

Other important information:

- Withdrawal or dismissal from a clinical school can have significant negative impact on current and future financial aid and the student may be required to reimburse Clarion University for financial aid that has been dispersed. Students who intend to withdraw from a clinical school should first consult with Clarion University's Student Financial Services Office (Financial Aid Office). Students who are dismissed must contact Financial Aid immediately. All questions about financial aid must be directed to Clarion's Student Financial Services Office: <http://www.clarion.edu/tuition-and-financial-aid/contact-student-financial-services/index.aspx>
- It is the student's responsibility to complete the withdrawal/dismissal process at Clarion University.
- Students who withdraw or are dismissed from a clinical school must withdraw from the Clarion University placeholder course in which they currently enrolled. Students may also

be required to withdraw from the university. (Please contact the Office of the Registrar at 814-393-2229.)

- Students who withdraw or are dismissed from a clinical school are considered to have incomplete clinical coursework for the semester in which they withdraw or are dismissed and will receive no credit on their Clarion transcript for the respective RT placeholder course in which they were registered for the semester.
- Students who have been pre-registered in a future clinical school placeholder course by the medical imaging sciences secretary must withdraw from the placeholder course.
- Students who withdraw or are dismissed from a clinical school may not apply to another clinical school. Students who withdraw or are dismissed from a clinical school may pursue another major at Clarion University.

I, _____, am withdrawing or have been dismissed from my clinical education at _____ effective _____ (effective date must be the date of withdrawal/dismissal from the clinical school and will be confirmed with clinical school).

The reason for my withdrawal/dismissal is as follows:

I have read and understand the contents of this form.

Student Name

Date

Renee Bloom, PhD, RT(R)

Date

This form must be submitted to Dr. Renee Bloom (rbloom@clarion.edu) or to her designee (Debra Weaver, dweaver@clarion.edu).