

## INFORMATION SHEET CT and/or MRI Certificate Program Fall 2016

### ADVISEMENT

Professor Anita Slechta, Academic Lead, is available for academic advisement. Please contact Anita at [anita.slechta@csun.edu](mailto:anita.slechta@csun.edu) to discuss academic matters.

Jennifer Little and Doris Abrishami are also available for academic advisement as well as assistance with the clinical portion of the program. Please contact Jennifer at [jennifer.little@csun.edu](mailto:jennifer.little@csun.edu) and Doris at [doris.abrishami@csun.edu](mailto:doris.abrishami@csun.edu).

Max Chou, Tseng College Program Coordinator, is available for enrollment, registration, withdrawal, and payment advisement. Please contact him at (818) 677-4642 or [max.chou@csun.edu](mailto:max.chou@csun.edu) to discuss non-academic or administrative program concerns.

### COST OF THE PROGRAM (does not include books & supplies, or the program application)

Tuition is subject to change.

CT only: **\$5598**

MRI only: **\$6220**

CT and MRI Combination: **\$9950**

### REGISTRATION

As a student in the Rad Tech Program, you will be **automatically registered in your courses each semester**. Once you have accepted your seat in this program, we will register you for the Fall 2016 semester. **Please complete your Background Check and send your Statement of Intent to Register/ Policy Acknowledgement and Clinical Contract forms within the time frame specified in your admit email.**

### TUITION PAYMENT

You have two options to pay your tuition

#### A. Online:

1. Go to [CSUN Portal](#) and enter your User ID and Password. If you don't know your User ID or Password, or have not received a User ID or Password, you may call 818-677-1400 to get that information.
2. Click on "Services for Students"
3. Click on "Charges and Payments"
4. Click on "Extended Learning Payments" (do NOT click on CSUN Student Payments)
5. Click on "Pay by Credit Card" or "Pay by Electronic Check"
6. Fill out Payment Information and click "Submit"
7. Verify your payment information and click "Submit."  
If you have made an error, click "Return to Payment Information"
8. At Payment Result, print a copy for your records.

#### B. Check

Make a check payable to: "CSUN"  
Send the payment to:

California State University,  
Northridge  
The Tseng College, Client Services  
18111 Nordhoff Street  
Northridge, CA 91330-8343

Include program name and Student ID# on check.

You may contact Alma Santiago at (818) 677-3922 with any questions concerning your tuition and/or payment schedule.

Tuition for the Rad Tech program is billed in 2 (CT only), 3 (MRI only), or 3 (CT and MRI) payments by semester. One payment per term is required for a student to maintain their enrollment in the program.

### **ORDERING YOUR TEXTBOOKS**

Students will need to order textbooks either online from the Matador Bookstore or they may purchase books from a vendor of their choosing. The program coordinator will inform students of the upcoming book list prior to the start of the term.

### **STUDENT ID CARD**

CSUN student IDs are available to the Tseng College students enrolled in an online program. To request a CSUN ID, contact Lauren Jarvis, Assistant Director of Admissions, Registration and Client Services at [lauren.jarvis@csun.edu](mailto:lauren.jarvis@csun.edu) or (818) 677-3272.

### **COMMITMENT**

Please be aware that your acceptance of the offer of admission to the Rad Tech program represents a commitment on your part to maintain your enrollment through to completion of the program. There were other applicants that were unable to be accommodated as a result of our size limit; therefore your sustained commitment is important.

### **REQUIREMENT FOR SUCCESSFUL COMPLETION**

A CSUN certificate in advanced professional development will be issued to learners who successfully complete the requirements of the program as outlined below:

1. As per university policy, participants must earn a cumulative GPA of 2.7 or higher with no course grade below a C.
2. If a student earns a C- or below in any one of the program courses, they may, with permission of the Radiology Technology Program academic director (College of HHD) and the Tseng College program director, repeat one course to earn their certificate. Refer to the repeat enrollment policy below for additional information. Students may not repeat an academic course in which they earned a grade higher than a C-. In rare instances, students may be allowed to repeat more than one course in the CT certificate program. Requests for all repeat enrollments in courses must be submitted in writing to the program director (email or regular mail) within 30 days of the next offering of the course a student wishes to repeat. Repeating a course requires registration and fee payment for the course.
3. Participants must attend 100% of the course sessions.
4. Students may arrange (with their instructor) to make-up a missed classes or clinical internship with program director or clinical coordinator approval.
5. Students must complete a minimum of 350 hours of CT clinical education in an approved clinical site to receive full credit toward the CT certificate. Students must complete a minimum of 300 hours of MRI clinical education in an approved clinical site to receive full credit toward the MRI certificate.

### **FINANCIAL AID**

Financial aid is not currently available for this program. Students are responsible for securing funds for this program.

## WITHDRAWAL POLICY

It is the responsibility of the student who is no longer attending classes to withdraw formally from the courses and the University. A student in the cohort who withdraws from courses with permission will receive a grade of “W,” which is not calculated in the grade-point average (GPA). Withdrawal without permission will result in a grade of “U” (unauthorized incomplete), which is equivalent to an “F.” For questions regarding course withdrawals and how it will affect your academic record, contact the academic lead, Professor Anita Slechta, at [anita.slechta@csun.edu](mailto:anita.slechta@csun.edu).

To formally withdraw from the Rad Tech program, students must notify the Tseng College program coordinator (Max Chou) in writing (email required: [max.chou@csun.edu](mailto:max.chou@csun.edu)). If the written withdrawal request is received before the term begins (24 hours before day one of the first class of that term), students will not be liable for that term or subsequent terms of the cohort program. Note: Simply not attending class, notifying the instructor of intent to drop the class, or calling a University office to express intent to withdraw does not constitute a formal withdrawal.

Any subsequent enrollment requires the student to be readmitted to the University by the relevant academic department and the Admissions Office.

Note: Simply not attending class and/or attempting to (or even succeeding in) stopping payment on a check or payment voucher does not constitute an official withdrawal – nor does simply notifying the instructor. Withdrawal must be made through the formal process outlined above. Without a formal withdrawal, the student will be liable for fees and may earn a failing grade in the course. Further, even with a formal withdrawal, the student may not be entitled to any tuition refund, which depends on the time in the term in which the formal withdrawal is completed as well as the reason for the withdrawal. Moreover, formal withdrawal is important for protecting the accuracy of the student’s academic record.

## WAIVED TUITION AND REFUND POLICY

The full tuition for an academic term will be waived, ONLY if the Tseng College receives written notification of a student’s intent to withdraw 24 hours or more before the first day of the first class of that term. “Full tuition for an academic term” includes the fees for all Tseng College courses, in which a student is enrolled, that are offered during that term. Cohort students withdrawing from a program on or after the first day of the first class of the term will be fully responsible for the total tuition amount charged for that academic term even if he/she has not already remitted the tuition or if some classes in that term have not yet begun.

## ONLINE ACCESS AND MINIMUM TECHNOLOGICAL REQUIREMENTS

There are minimum hardware and software requirements for this online program as well as minimum technology skills required.

*Participants need their own computers (Windows or Mac) meeting the following specific hardware and software requirements, and Internet access on a high-speed connection such as DSL, cable, or faster. The Internet Service Provider (ISP) must be reliable and provide live technical support. Antivirus software such as Symantec Norton Anti-Virus, McAfee, or a comparable antivirus package is also required. Students using or needing AT devices should be sure they acquire the latest updates and software prior to the beginning of the program.*

Important note for MAC users: In the event a text book include supplemental materials on disk that are supported by Windows OS only, access to a PC may be necessary. Mac users also have the option to run Windows on a Mac natively with [Boot Camp](#) (recommended), or virtually with applications such as [Parallels](#), or [VMware Fusion](#).

- High-speed Internet connection (e.g. Cable or DSL; Internet Provider should have live customer support)
- Microsoft Windows operating system (Vista or later) or Mac OS X operating system (Version 10.7 or later)
- Microsoft Office 2007, 2010 or 2013 for Windows (or 2008 or 2011 for Mac)
- Current version of a supported web browser:
  - Windows: [Internet Explorer](#) and/or [Mozilla Firefox](#)
  - Mac: [Safari](#) and/or [Mozilla Firefox](#)
- Most current version of [Flash Player](#)
- Most current version of [Acrobat Reader](#)
- Up-to-date [anti-virus software](#)
- 1.6 GHz Processor
- 1 GB RAM for Mac OS X
- 2 GB RAM for Windows
- 128 MB of graphics memory for Vista Home Premium/Business/Ultimate or Windows 7
- Screen resolution set to 1024x768 or higher
- DVD-ROM drive
- USB or Firewire Web Cam (Logitech recommended) or built-in Web Cam
- USB headset (Logitech recommended)
- Accessible USB ports to plug in USB flash drive, webcam, headset, etc.
- Scanner (with compatible software to save scanned documents to PDF, JPG or GIF format)
- All students must have a back-up plan, in case their usual computer becomes unavailable for a period of time.

## MINIMUM REQUIRED COMPUTER SKILLS

Because of the nature of an online program, participants must have a least a basic level of knowledge of, and the ability to use, common computer programs including email, word processing and Microsoft Excel. Staff from The Tseng College can initially orient participants to use the online learning management system (LMS), Moodle, for the course work in the program. However, participants must understand that there is an expectation that they have acquired at least basic computer skills prior to starting online programs.

Students should at least have:

- An ability to create, send and receive emails with or without attachments
- An ability to create, send and receive documents in a variety of standard formats like Word, pdf, html, etc.
- An ability to access and review a variety of pdf's
- An ability to review online resources such as internet websites, online articles and journals
- Students using or needing assistive technology devices should be sure they acquire the latest updates and software prior to the beginning of the program.

**Students will also be enrolled in a REQUIRED orientation course that will present the online LMS, Moodle.** Students will have two weeks to complete the orientation, however, it is required that each student successfully complete the orientation. The orientation will introduce you to the basic elements of Moodle. Access information about how to log in to Moodle for your orientation and other classes will be sent to you prior to the program start.

## **CLINICAL REQUIREMENTS**

To be considered for clinical placement, all students will be required to meet all criteria specified by the affiliate medical centers. These criteria will include but may not be limited to:

1. Submission of a recent background check which meets the requirements of the institution through CastleBranch.com
2. Initial and random drug screening
3. Submission of a passing physical examination
4. Documentation of vaccination history
5. TB testing: Negative results are required within 12 months of beginning clinical
6. CPR certification through American Heart Association for the Healthcare Provider
7. Proof of liability insurance: CSUN will provide information regarding this
8. Proof of health insurance

All of these verifications and certificates will be the financial responsibility of the student. If a student obtains their own clinical placement, these requirements will be between the students and the individual and not overseen by CSUN.

*Approval of a clinical site placement outside of the CSUN network requires that the student and site sign a memorandum of understanding and submit to the CSUN oversight and documentation. Approval of the site should occur before the certificate program begins. Locating and gaining approval of a clinical site outside of the CSUN network is part of the application process.*

For all questions regarding the clinical experience and placements, please contact Jennifer Little at [jennifer.little@csun.edu](mailto:jennifer.little@csun.edu) or Doris Abrishami at [doris.abrishami@csun.edu](mailto:doris.abrishami@csun.edu).