Are You Ready to Apply to the Hospitals? Checklist

- If you have any sort of criminal and/or academic misconduct (cheating) record, you must check with [www.artt.org/ethics/](http://www.artt.org/ethics/) to be certain that you will be allowed to sit for the Registry exam, a passing score on which is required for employment and also to complete your BSRS degree.
- You must have in-depth personal command of the hospital admission requirements and recommendations. Failure to follow directions will doom your application.
  - Some hospitals will not let you submit an application until you have visited their facility and gone through orientation. Have you?
  - Two affiliates only accept applications that have come from me (Dr. Merriman). Those are UW Hospitals & Clinics (deadline to Dr. M is Nov 15) and Wheaton Franciscan St. Joseph (deadline to Dr. M is Feb 1). Put all application materials into one packet and submit to her by the stated deadline.
- Your GPA (cumulative OR math/science) must be ≥2.5. In UWO’s experience, the GPAs that get admitted are actually ≥2.7. If the competition is fierce, the minimum admitted GPA could easily rise.
- You must complete the UWO BSRS Course List, which includes the requirements for the Associate of Arts & Science degree requirements, before you begin study at the hospital.
- The same semester that you complete the AAS requirements, you must fill out a form to get this AAS degree onto your UWO transcripts. Find the form online at [http://www.uwosh.edu/registrar/graduation/application-for-graduation](http://www.uwosh.edu/registrar/graduation/application-for-graduation) Check “COLS” and “Associate degree”, and list your major as Radiologic Science. Filing this form late can have a negative impact on your application status.
- Your grades in classes the hospitals care most about really should be higher than Cs. These classes typically include Human Anatomy, Human Physiology, Medical Terminology, and English Composition (WBIS and Connect).
  - If you decide to repeat a course, be sure you understand UWO’s repeat policy, which is found at [www.uwosh.edu/registrar/policies/the-repeat-policy](http://www.uwosh.edu/registrar/policies/the-repeat-policy)
- While a CNA credential and experience using its skill set may not be “required”, they add many points to your application. Just saying…
- You will need to write a mature, informed essay about why you want to be a Registered Radiographer. Do your homework and ask good questions during job shadows.
- You will need letters of reference, likely from college instructors and job supervisors (preferably those who can comment about your interactions with patients). See hospital application instructions for specifics.
- You will be interviewed if your application makes it through the first cut. To “ace” the interview, you must present yourself with poise, maturity, and clear knowledge of the Rad Tech profession. This means taking good notes on job shadows, and maybe even doing EXTRA job shadows. UW Oshkosh Career Services is the place to go to prepare for interviews. They can even lend you appropriate clothing. If you have body art, you may wish to consult the hospital’s Human Resources office for facility policy on its display.
  - To line up extra job shadows, check out [www.fvhca.org](http://www.fvhca.org) or [www.lshca.org](http://www.lshca.org)