

The following host colleges are participating in the Distance Education (DE) model:

- Blue Mountain
- Central Oregon
- Clatsop
- Columbia Gorge
- Lane (Florence)
- Oregon Coast
- Tillamook Bay

Apply at LBCC utilizing this packet for institutions below

- SW Oregon

Program Overview:

The purpose of this program is to prepare students to practice as proficient, multi-skilled professionals in culturally diverse health care settings, to demonstrate outcomes required by the American Registry of Radiologic Technologists (ARRT) and program guideline and to prepare students for application and completion of ARRT certification examinations. Upon completion of program and the general education requirements students will be eligible to apply for an Associate of Applied Science degree. For more information see <http://www.linnbenton.edu/go/majors>

Program Format:

Classes are tailored specifically to the students in the training. Students attend class for approximately 40 hours a week. It does not follow the traditional college terms. The majority of classes will be taught via web based technology from LBCC. Students should expect to attend class from their homes; although lab experiences will take place at the local healthcare facilities and/or the Lebanon lab. Students should expect to make a minimum of 7 trips to the LBCC campus during the course of the program. Once enrolled in the Diagnostic Imaging program, students are LBCC students and are supported by LBCC.

Estimated Program Cost: \$14,500

Pre-Application Information Session is required. The Pre-Application Information Session is an on-line process. The session is available now at <http://www.linnbenton.edu/go/di/info-session>. All applicants MUST thoroughly read, complete the quizzes and submit the printed completion certificate with their application packet.

Program Dates: June 18, 2012 through March 20, 2014.

Application Dates: Begin accepting applications: January 3, 2012, 9:00 AM
See page 4 for more information on how to apply online
Application Deadline: January 20, 5:00 AM (late apps will not be considered)

Admission Decision: Week of March 19, 2012

Non-Refundable Deposit for admitted students: \$2,000 due by May 4, 2012.

Orientation Date: May 22, 2012 at LBCC Lebanon Campus

Tuition, Expenses and Financial Aid

All costs listed in this bulletin are paid to LBCC. The approximate cost of the training is **\$14,500**. This includes required books, LBCC registrations, lab fees and instructional costs. This program is eligible for financial aid. To be eligible for aid you must file a 12-13 FAFSA and include LBCC as a receiving school (006938). Financial Aid is disbursed in 4 equal payments. Students will not receive any money in hand (credit balance) until their entire tuition owed (approximately \$14,500) is paid in full. Admitted students will be required to make a \$2,000 deposit. Financial Aid cannot be used towards the deposit. Half of the full program cost (\$7,250) must be paid prior to orientation date. Payment options and plans are available to those who qualify. You may pay online with a credit card. Certification exam fees are not covered in the cost of the program.

Apply at one institution only. Your local community college decides who is selected for admission to the program and might or might not use the attached Point System. It is your responsibility to be informed and adhere to all requirements, procedures and deadlines as they change from year to year. Admission to the program will be based on a process established by the local college. Resident Priority may be given to in-district, in-state, out-of-state, and international applicants respectively. If selected, your Admission is to LBCC and possibly your host college. **Neither early nor incomplete applications will be accepted.**

2012 Diagnostic Imaging Minimum Application Requirements:

All applicants must meet the minimum application requirements listed below. If you satisfy the requirements you will be considered a qualified applicant. **All supplemental documentation (also listed below) must be submitted/postmarked (c/o LBCC Special Admissions) in a sealed envelope within 2 business days of completing your online application.** Failure to do so may result in your application being denied. On the front of your envelope write your legal name, program title and student ID/last 4 digits of your SSN. Once supplemental documentation is submitted, new materials may not be added. Official transcripts are required from all students to show proof of coursework completed at any institution other than LBCC. Official transcripts must be in a sealed envelope from each issuing school and may be sent ahead of your application.

- Complete the ONLINE Application for Admission at: sis.linnbenton.edu/admit_home.htm
- Submit all applicable supplemental documentation to the Albany LBCC Admissions department in a sealed manila envelope with your legal name, the program title and your student number written on the front:
 - **Online Pre-Application Information Session:** Read, complete the quizzes and submit your printed completion certificate with your application packet
 - **Special Admission fee:** Submit payment of the non-refundable, one-time \$80 Special Admission application fee. Failure to pay this fee will result in your application being denied. Students who have previously paid the Special Admission application fee to LBCC will not be charged the fee again.
 - **Compliance:** Complete and submit the Statement of Understanding and Compliance.
 - **Residency:** Submit proof of your official residency for 90 days prior to January 3, 2012 by completing the Request to Establish Residency Status form along with supporting documentation. It is your responsibility to provide LBCC with proof of residency.
 - **Background Check:** Complete and submit the Criminal Background Check (CBC) Release Agreement
 - **High school graduation or GED:** Submit a copy of your high school transcript, diploma or GED certificate
 - **Reading:** Take the LBCC Computerized Placement Test (CPT) for reading or petition to have it waived with previous approved course work from a regionally accredited institution.
 - **Writing:** You must have completed WR121 or an equivalent writing course from a regionally accredited institution with a "C" or better (credits required for AAS degree)
 - **Communication:** You must have completed an acceptable Communication course or equivalent course from a regionally accredited institution with a "C" or better. See LBCC's 2011-12 AAS degree requirements, Appendix A, for acceptable courses (credits required for AAS degree).
 - **Math completed after June 18, 2007:** You must have completed MTH111 or an equivalent math course from a regionally accredited institution with a "C" or better or have taken the LBCC Placement exam and be placed above MTH111 (credits required for AAS degree)
 - **Health/PE:** You must have completed 3 credits of acceptable Health/PE courses or an equivalent course from a regionally accredited institution with a "C" or better. See LBCC's 2011-12 AAS degree requirements (credits required for AAS degree)
 - **Cultural Literacy:** You must have completed an acceptable Cultural Literacy course or an equivalent course from a regionally accredited institution with a "C" or better. See LBCC's 2010-11 AAOT degree requirements (the course list is NOT identical to those previously listed under LBCC's AAS degree Cultural Diversity and Global Awareness requirement; credits required for AAS degree)
 - **Science & Society:** You must have completed an acceptable Science & Society course or an equivalent course from a regionally accredited institution with a "C" or better. See LBCC's 2011-12 AAS degree requirements (credits required for AAS degree)
 - **Medical Terminology:** You must have completed Medical Terminology I (MO5.630) or an equivalent course from a regionally accredited institution with a "C" or better or pass the LBCC Challenge exam
 - **Anatomy & Physiology:** You must have completed BI 231 or equivalent at a regionally accredited institution with a "C" or better
 - Complete the Written Experiential Assessment

Petition Process: To petition for an exception to a minimum course requirement complete a *Petition to Waive Minimum Admission Requirement to a Special Admissions Program form* (available through LBCC Admissions).

Class selection process:

If you satisfy the minimum application requirements (see page 2), you will be considered a qualified applicant. Only qualified applicants will receive their points evaluations. The number of points needed for admission varies based on the applicant pool. The LBCC selection of applicants for admission is based on (a) residency status and (b) the number of points received. In the event of a tie the selection process will be based as follows: (a) number of points for support courses and (b) number of points for work experience.

Cancellation: The program is subject to cancellation if there are an insufficient number of clinical sites or eligible students. Students admitted to a cancelled session must reapply to be given consideration for admission to the next session.

**Diagnostic Imaging Program
Participating College Contacts**

Traditional LBCC Students

Linn-Benton Community College

Academic Planning:
Greg McCarthy
greg.mccarthy@linnbenton.edu
541-917-4544

Program Questions:
Stacy Mallory
stacy.mallory@linnbenton.edu

Submit Supplemental Materials to:
LBCC Admissions Office
6500 Pacific Blvd SW, Albany, 97321
Between January 3 - 20, 2012

Distance Education Students

Blue Mountain Community College

Advisor: Crystal Patton-Doherty
cpatton@bluecc.edu
541-287-5876

Submit Supplemental Materials to:
Blue Mountain Community College

Central Oregon Community College

Advisor: Seana Beary

541-318-3741

Submit Supplemental Materials to:
Central Oregon Community College

Clatsop Community College

Advisor: Jo Black
jblack@clatsopcc.edu
503-338-2457

Submit Supplemental Materials to:
Clatsop Community College

Columbia Gorge Community College

Advisor: Lori Ufford
lufford@cgcc.cc.or.us
541-506-6025

Submit Supplemental Materials to:
Columbia Gorge Community College

Oregon Coast Community College

Advisor: Jane Hodgkins
jhodgkins@occc.cc.or.us
541-574-7124

Submit Supplemental Materials to:
Oregon Coast Community College

Lane Community College @ Florence

Advisor: TBA

Submit Supplemental Materials to:
**Lane Community College @
Florence**

SW Oregon Community College

Advisor: Dan Neal
dneal@socc.edu
541-888-7334

Submit Supplemental Materials to:
SW Oregon Community College

Tillamook Bay Community College

Advisor: Lori Gates
gates@tillamookbay.cc.or.us
(503)842-8222 Ext. 1030

Submit Supplemental Materials to:
Tillamook Bay Community College

For additional program information please visit: www.linnbenton.edu/go/diagnostic-imaging.

**2012 Diagnostic Imaging – Distance Education
Statement of Understanding and Compliance**

Initial:

- _____ I have read, understand and agree to uphold those policies put forth in LBCC's and my host college's Students Rights and Responsibilities Handbook, including the Standard of Student Conduct. The LBCC handbook can be found at www.linnbenton.edu/studentrights/.
- _____ I have read and understand my civil rights as a student at LBCC.
- _____ I have read the 2012 Diagnostic Imaging Bulletin and understand that it is my responsibility to be aware of and comply with all requirements by the deadlines specified in the bulletin.
- _____ I understand that only the forms included in the 2012 Diagnostic Imaging application packet may be used, however, they may be copied if more than one of the same form is needed.
- _____ I authorize my host college to send all admissions materials including any official transcripts from this and other institutions to LBCC as part of the admissions process. Additionally, I authorize LBCC to share all admission materials and reports of program progress (completion & GPA) with my host college for advising purposes.
- _____ I understand some occupational health hazards include heavy lifting, exposure to bodily fluids and the use of latex gloves and masks; therefore, I will meet with the Diagnostic Imaging advisor if I feel I have any risk factors to consider.
- _____ I understand that it is my responsibility to prove my residency by supplying the appropriate documentation, regardless of how long I have lived at my current address.
- _____ I understand that, if admitted, I will be required to meet all post-admission requirements and deadlines as set by the program in the Admission and Welcome letters in order to keep my seat.
- _____ I understand that my SSN will be matched against the US Department of Health & Human Services list of individuals who are barred from any participation in federally funded health programs. If on the list, I am not eligible to participate in this program.
- _____ I understand that, if admitted, I will be required to complete and pay for the LBCC approved criminal background check. The results will determine, in part, my eligibility to be in the program but does not guarantee I will be eligible to be licensed* or employed in this field.
- _____ I understand that, if admitted, I will be required to pay for and submit for review proof of the required immunizations/medical screens and CPR certification as per the Admission and Welcome letters. It will be my responsibility to keep all immunizations and CPR certifications current.
- _____ I understand that if I am suspected of or known to have a communicable disease which may be transmitted under normal Diagnostic Imaging activities, I will be required to have documentation of medical treatment prior to participating in clinical/lab assignments.
- _____ Student Drug Testing Notification: Cooperating with the drug testing policies of any work experience, clinical or cooperative teaching site is a condition for continued enrollment in the course and/or related academic program. A student may be required to comply with the non-LBCC site's policy. Testing may be random and unannounced or conducted when reasonable beliefs that work behavior may be the result of the presence of a drug. The presence, as determined by the program's test procedures, of prescription or non-prescription drugs, controlled substances or cannabis, for other than legal and legitimate uses, may result in immediate dismissal from the work site and disenrollment from the course and/or related academic program if the course is a requirement for program completion. The student may be subject to appropriate disciplinary action for violating the Standards of Conduct as outlined in the LBCC Students Rights and Responsibilities and the host institution's code of student conduct.
- _____ I understand that, if admitted, it will be my responsibility to attend the mandatory orientation on the date and time noted in my Admission and Welcome letters in order to keep my seat in the program.
- _____ I have read and understand the program delivery model and the technical requirements. I know it is my responsibility, if admitted, to meet the technical requirements prior to beginning the program.
- _____ I understand that, if admitted, I must maintain a minimum "C" grade in each required course, and courses must be taken in the specified sequence.
- _____ I understand that LBCC is the degree awarding institution and that I must complete all LBCC Admissions processes as well as the requirements for graduation.
- _____ I understand that, if I wish to grant a third party (employer, TAA, CSC, spouse, etc) access to information regarding my application status, grades, etc, I must complete and submit the Disclosure Authorization form available at www.linnbenton.edu/go/forms.

Applicant's Signature

Date

*Eligibility for registration by the American Registry of Radiologic Technologists (ARRT) following graduation may be restricted if a person has been charged with or convicted of a crime (misdemeanor or felony). If you have questions, it is recommended that you contact the ARRT (651-687-0048) to inquire about eligibility prior to the beginning of classes in the Diagnostic Imaging program. DE

RESIDENCY INFORMATION REQUIRED FOR SPECIAL ADMISSIONS PROGRAMS

For admission to special programs, a resident is defined as someone who established residency 90 days before the first day applications are accepted for that program. Permanent residence is defined as the home a person intends to return to after any absence, and in which one's dependents reside for an unlimited period of time. You must complete the residency information below and provide at least one document from **Category 1** AND one document from **Category 2** to prove your permanent residency status.

CATEGORY 1 (One of A, B, or C)

- A. Rent receipts with your resident address and dates of occupancy for the period of time in question. (Rental agreements are not acceptable.)
- B. Notarized affidavit substantiating your permanent residency for the period of time in question.
- C. Documents proving your own Oregon property and that this property is your primary residence.

CATEGORY 2 (One of below)

- Oregon driver's license
- Oregon vehicle registration with your resident address.
- Oregon state income tax return (for previous year) with resident address.
- Verification of local bank account showing resident address.
- Oregon voter registration.
- Oregon Hunting/Fishing license.

ALL documents must have your name and permanent address for the period of time in question. The address on these documents must agree with the permanent address on your application form or the previous addresses you have listed below.

COMPLETE THE INFORMATION BELOW

Name _____ Phone _____

ID # or SS# _____

Program for which you are requesting to establish your residency _____

Please list all addresses you have lived at for the time period involved (see the special admissions bulletin for the time period).

Street	City	State	Zip
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Street	City	State	Zip
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Street	City	State	Zip
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List the two documents you are submitting to verify your permanent address.

Category 1 _____ Category 2 _____

The above information is a true and accurate statement of my residency.

Student signature Date



Admissions & Records

AFFIDAVIT OF RESIDENCY IN OREGON

STATE OF OREGON)

COUNTY OF _____)

I, _____, being first duly sworn, state the following:
(Landlord certifying residency)

That _____ has lived at
(student's name and ID #)

(street, city, state)

since _____ .
(date first at above address)

By affixing my signature, I hereby affirm that this information is accurate and correct. I further state that my statement is not for any fraudulent purpose.

(date)

(signature of Landlord certifying residency)

NOTARIZATION: Subscribed and sworn before me this ____ day of _____, 20 _____

Notary Public for the State of Oregon

My Commission expires:

**LINN-BENTON COMMUNITY COLLEGE
CRIMINAL BACKGROUND CHECK (CBC) RELEASE AGREEMENT**

NAME _____ PROGRAM OF STUDY _____
Please Print
SOCIAL SECURITY# _____ E-MAIL ADDRESS: _____
Required Required
STUDENT ADDRESS: _____
Street Address City State Zip Code

I understand, if admitted, I will be required to process a LBCC approved criminal background check, including verification of non-exclusion from the federal Health & Human Services Office of Inspector General's (HHS OIG) secure database, for continued admission to my chosen program.

I understand the reports may include specific and personal information about my character, general reputation and background. I authorize LBCC to report whether my background checks are "clear" or "not clear" (meaning the reports show reportable incidents, or exclusions) to external clinical or practicum sites. I understand this will be done in order to place me in a clinical practicum or work experience situation. I understand this is the sole use and purpose of this information and that LBCC will otherwise keep this information confidential in compliance with rules regarding the privacy of student records, Fair Credit Reporting Act and other applicable regulations. I also understand that if my CBC is "not clear," I may appeal the LBCC determination. I authorize Linn-Benton Community College (LBCC) to use any of my personal information, including social security number (SSN) and date of birth (DOB), required to further process my CBC.

I understand that any exclusion found on the HHS OIG report will disqualify me from admission and there is no appeal.

I understand and acknowledge these background checks are not being used to determine my general admission to LBCC, they do not guarantee eligibility for clinical placement, licensure or employment in my chosen field of study. If the CBC results prevent me from being placed in a clinical or practicum experience, I acknowledge I will not be admitted to the program and my space will be given to the next eligible applicant. I agree to run a true and accurate report based on my personal history that will include all counties I have resided in during the last 7 years. I acknowledge some licensing boards, or employers, may require more extensive reports.

I acknowledge and agree I have a responsibility to self-disclose and notify the program coordinator in writing if my criminal background or HHS OIG status changes at any time between this date and the date of my program completion. I understand any falsification, misrepresentation, or omission of required information may result in immediate removal from the program and disciplinary action. If admitted and subsequently excluded by the HHS OIG or convicted of a crime that will disqualify me from clinical placement or licensure, I understand I will be disqualified from continuing in the program.

If I am charged with a crime, but not convicted, I may be subject to significant disruption in my clinical placement (and overall progression through the program) if the clinical site requires the charge be resolved as a condition of continuing in that placement. The college cannot control the factors a clinical site may use to restrict a student from its premises. It may be necessary for LBCC personnel to consult with clinical site personnel on matters related to past, or pending, criminal charges; my signature below is my consent to such consultations.

I have read and understand this release agreement and the Fair Credit Reporting Act information located at <http://www.ftc.gov/bcp/menus/consumer/credit/rights.shtml>, and agree to hold LBCC, its officers, agents and employees harmless from any liability resulting from the use of the information requested. The criminal background information is compiled from and processed by various third party sources through CertifiedBackground.com. LBCC does not guarantee, or assume any responsibility for the accuracy of the information obtained from CertifiedBackground.com, or other sources, and shall not be liable for any losses or injuries now or in the future resulting from or relating to the information provided by them.

By my signature I agree to the above terms.

Student Signature

Date

Have you completed a criminal background check for LBCC within 12 months of when your program will start?
IF YES, STOP, contact Dorothy Fisk at dorothy.fisk@linnbenton.edu.

Written Experiential Assessment

Applicants will be required to complete a Written Experiential Assessment (WEA) designed to evaluate students' non-cognitive attributes which contribute to being a good healthcare professional.

The basis for these questions was developed by Oregon State University and based on research conducted by Dr. William Sedlacek at the University of Maryland. This research demonstrates that non-cognitive variables can be accurately assessed from short written responses in answer to a series of questions. Responses are scored on objective criteria and by trained evaluators using carefully developed scoring guides. Scoring is not based on any comparison among essays. Each essay is scored on its own merit, not how it compares to all other essays.

Written Experiential Assessment will be scored by faculty and staff members representing diverse backgrounds and perspectives. A scoring guide has been developed based on Dr. Sedlacek's work. Questions will be reviewed anonymously, meaning that student names or other identifying information will not be provided to the reader. The Written Experiential Assessment will be worth 25% of the total maximum points.

LBCC would like to better evaluate your perspective, contributions, and diverse talents.

Please respond to the six questions below, carefully limiting your answers to 100 words per response. When describing your experiences; please address each of the attributes referenced above, keeping in mind how they would impact your contribution to the future community of excellence at LBCC.

Your examples should have occurred within the last five years.

1. Describe an example of a "caring" experience in which you have significantly influenced, helped, or contributed to the well-being of others.
2. Give two examples of when you had to seek an alternative solution, use a differing perspective, or come up with an original idea to solve a problem.
3. Describe an example of a judgment call you had to make, the challenge(s) you faced, and the steps you took in making that difficult decision. Include whether you turned to anyone else in addressing the issue, the role that person played, and what you learned about yourself through the process.
4. Explain what you have done to make an impact in "your world."
5. Describe your experiences facing or witnessing discrimination; how you responded, what you learned from those experiences, and how they prepared you to contribute to the LBCC community.
6. Describe two examples of past behavior that demonstrate the value you place on integrity and honesty.

**This page is in the process of being updated.
Instructions on how to submit your Written Experiential Assessment will be posted soon.**

Civil Rights

► LBCC Statement of Nondiscrimination

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

(for further information <http://po.linnbenton.edu/BPsandARs/>) Board Policy P1015

► Persons Responsible for Coordinating Title II (ADA reasonable accommodations), Title IX (gender descrimination), and Section 504 (discrimination against individuals with disabilities – a civil rights issue)

Affirmative Action Officer: Kathy Withrow - CC108 - 541-917-4420

ADA Coordinator (Students): Nancy Tanberg, - RCH105 – 541-917-4690

ADA Coordinator (Employees/Applicants): Kathy Withrow - CC108 - 541-917-4420

Title IX Coordinator: Lynne Cox – T107B – 541-917-47807

► Discrimination/Harassment Complaint Process

If you feel you have been discriminated against in any interaction at Linn-Benton Community College or have been harassed by another person while at LBCC please contact us immediately based on the following:

A student complaint about another student:

Contact: Lynne Cox
(541)917-4806
coxly@linnbenton.edu

A student complaint about an LBCC staff member:

Contact: Kathy Withrow
(541)917-4420
withrok@linnbenton.edu

An LBCC staff member complaint about another staff member or student:

Contact: Kathy Withrow
(541)917-4420
withrok@linnbenton.edu

This information can be found at
<http://www.linnbenton.edu/go/about-lbcc/policies/equal-opportunity>

2012 Diagnostic Imaging Post Admission Requirements

Applicants who receive a Letter of Admission will be required to complete all the tasks listed below in order to keep their seats in the program. All necessary instructions to do so will be provided with the admission letter. Deadlines and costs listed are estimations only and are subject to change.

ADMITTED STUDENTS ONLY...

Complete by May 4, 2012 in order to keep your seat in the program:

- 1) **Deposit:** Pay your non-refundable tuition deposit of \$2,000 online with a credit card
- 2) **Deferred Note Contract (DNC):** Complete and return the DNC included with your letter of admission to Deborah Gengler, WH 120. For questions: 541-917-4925 or gengled@linnbenton.edu.
- 3) **Criminal Background Check (CBC):** Complete the LBCC approved CBC. Information will be provided with your letter of admission (estimated cost is \$60; NOT included in program cost estimate).
- 4) Electronically submit the appropriate immunization records and CPR documentation (2nd dose of Hep B must be completed prior to program start (estimated cost is \$20; NOT included in program cost estimate).
 - a. **Hepatitis B*** – positive titer or begin the 3 dose series
 - b. **MMR (Measles, Mumps, Rubella)*** – positive titer or 2 dose series
 - c. **Varicella (Chicken Pox)*** – positive titer or 2 dose series
 - d. **Tdap (Tetanus, Diphtheria and Pertuisis)*** – 1 dose since January 2005
 - e. **TB (Tuberculosis) Skin Test (PPD)*** – Negative PPD within 12 months of first clinical site experience
 - f. **Flu shot** – within 12 months of first clinical site experience
 - g. **CPR** – Submit proof of CPR certification current through October 2012; Healthcare Provider or Professional Rescuer through either Red Cross or American Heart Society only; students will be required to keep CPR current throughout the duration of the program.

** Documentation: Proof of vaccination/medical screening must be a copy of an official immunization card / copy of an original immunization/medical screening document. Documentation must include: 1) Your name, 2) Date of Birth, 3) Agency or provider administering the injection, test, etc, 4) Name of injection, test, etc and results, if applicable, 5) Date of injection, test, etc, 6) Signature, official stamp or letterhead of your provider.*

Complete at Orientation in order to keep your seat:

- 1) **Drug Screening:** Drug testing will be completed during the orientation at a SHS facility. \$45 (subject to increase) per student will be due at that time. Information will be provided with your admission letter.

Complete by May 31, 2012 in order to keep your seat:

- 1) **Registration:** Register for the CRNs given to you by May 31, 2012

See next page for the Distance Education Model and Technical Requirements.

Diagnostic Imaging Program

Distance Education Model and Technical Requirements

Linn Benton Community College offers both a traditional face-to-face instructional program and a distance education program for Diagnostic Imaging. Using a combination of clinical instruction, online courses in LBCC's eLearning System and the synchronous virtual classroom environment, distance education students can receive dynamic instruction to help them achieve their learning goals while remaining in the local community of one of our partner community colleges - Blue Mountain, Clatsop, Central Oregon, Columbia Gorge, Oregon Coast, Southwestern Oregon, and Tillamook Bay.

Description of Distance Education Instructional Methods:

Students in the Diagnostic Imaging program will receive academic instruction in their homes. This education is provided in a variety of learning technologies which include streamed video and audio, email, web-conferencing, video conferencing, and virtual classroom. Students will receive their lab and clinical education from their local health care facilities and/or at the Lebanon lab. Students are required to travel to their local health care facilities and/or the Lebanon lab on a scheduled weekly basis. Students are required to travel to Lebanon a minimum of 7 times during the course of the program for midterm and final examinations.

Clinical education provides the students with hands on application of theory and demonstration of skills from all instructional methods. Students will complete program specific competencies in the clinical setting.

Positioning lab instruction includes demonstration of skills and experiments related to content of courses. Students will complete a portion of the program lab exercises and practice (approximately 2 hours/week) in the hospital setting working with a clinic staff member as a mentor/preceptor and/or at the Lebanon lab. Students will spend an additional 6 hours/week (for a total of 8 hours/week) independently practicing positioning skills. **Positioning Lectures & Lab Demos - <http://dss.linnbenton.edu/DEPTS/HOWE/RADTECH/DIGITALFILES/VIDIO/thumbweb.wmv>**

Course lectures and labs are delivered via Windows Media files accessed through the Learning Management System or in the virtual classroom on the web.

Web-based instruction is offered via a web browser, an email account, and the use of LBCC's eLearning System. Interaction with the instructor and classmates is through the forum, internet, email, virtual classroom, and web or phone conferencing. Students need to have high speed internet services available in their homes. Listed below are the requirements and skills necessary for web-based instruction.

Skills needed to be a successful distance education (DE) learner:

This is both an asynchronous and synchronous (real time) training environment. For learning to occur, learners must actively participate in the training experience and be responsible for completing the designated activities/assignments within the prescribed time lines.

Note: Please realize that despite meeting all technical recommendations you may still encounter difficulty accessing course content from your computer. It is required that you locate an alternate computer to use and have a plan for backup technical support in case you encounter difficulties which cannot be resolved with your instructor and LBCC Support Services. **Personal computer problems will not be an acceptable excuse for not completing coursework on time.**

Learners are expected to complete a variety of activities:

- Read and view information resources online
- Participate in the class discussion questions using the online forum
- Interact with fellow learners and the instructor
- Complete exercises and homework as assigned by the designated due date
- Participate equally in the completion of team projects
- Take quizzes and tests online

To be able to participate as an active learner, you must meet these prerequisites:

- Basic familiarity with computers and the web environment
- Access to high speed internet via your own Internet Service Provider (ISP). You need an ISP that seldom times out or drops your connection.
- Have a web browser. Specifics will be provided upon admittance. (Example: FireFox)
- Ability to read and print online documents
- Ability to type responses and to post to the online learning environment
- Allocation for the time required to complete the online activities of this program
- Have access to and be skilled in the use of Microsoft Word and PowerPoint
- Ability to attach and email Word documents
- Ability to use other applications in the Microsoft Office Suite is desirable
- Access to a web camera/headset/microphone

To access the eLearning systems classroom you must have access to the following equipment:

- **Internet Access/Software:**
 - **High Speed Internet** – If you don't already have access through an Internet Service Provider (ISP) go to <http://www.thelist.com> for a complete listing of national ISPs. LBCC does provide registered students with an email account but does not provide home internet access.
 - **Email Software** – Any variety will do. Most programs are either free or are installed with your web browser. Students with LBCC email accounts can access their email at <https://cf.linnbenton.edu/netmail/login.cfm>. Students without email accounts can sign up for a free LBCC email account at http://df.linnbenton.edu/netmail/stu_lookup.cfm?pgID=2.
 - **Web Browser** – Internet Explorer 6.0 is recommended, though Netscape may be used. Note: JavaScript, pop-up windows, ActiveX and cookies must be enabled in any browser. If you are accessing these classes from behind a firewall, you need to make sure your settings allow you access to LBCC's eLearning systems.
- **Computer Hardware:**
 - **Computer** – You will need access to a computer equipped with Windows 98 or higher, Windows operating system or a Macintosh computer running System OS X 10.3 or higher.
 - **Processor** – Recommended: Pentium or Athalon, or Mac processor (iMac or G3/G4 series); 500 MHz or better.
 - **Screen Resolution** – Minimum of 800 x 600 @ 256 colors
 - **Memory** - Minimum of 128 MB of RAM; 256 is better, 512 or greater would be best
 - **Hard Drive Space** – Enough to store files on your computer as needed
 - **Modem** – You must have access to high speed internet. (Note: Drops in connections may require you to reconnect to your online course. A time out of four hours of inactivity is standard. If you experience frequent drops in service, check with your ISP for solutions.)
 - **Webcam/Headset/Microphone** – You will need a webcam and combo headset/microphone or a separate headphone and microphone to participate in the virtual classroom. Audio is provided over the internet via Voice over Internet Protocol (VoIP).

Common Internet Browser Plug-ins: (Some classes may contain files that need one of the following free plug-ins)

Adobe Acrobat Reader (pdf files)

Microsoft Word Viewer (doc, docx files)

Microsoft Excel Viewer (xls, xlsx files)

Microsoft PowerPoint Viewer (ppt files)

Quicktime (qt files)

Windows Media Player9 or higher (wma, mp3 files)

RealAudio RealPlayer (rp, mp3 files)

Flash (swf files)

Java 2 Runtime* (MAC) (PC - select the 'JRE' download for your operating system)

**In some cases you may be prompted to download a plugIn for Java Runtime.*

This is normal for machines without Java installed.