

Application Packet Checklist

NONDISCRIMINATION POLICY

This policy is used to define the enrollment requirements for individuals who wish to enroll at COVENANT SCHOOL OF NURSING AND ALLIED HEALTH programs as a regular student. Covenant School of Radiography seeks to provide educational opportunities to qualified students without regard to race, color, religion, marital status, national origin, gender, sexual orientation, or age.

GENERAL APPLICATION REQUIREMENTS

To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following application requirements:

APPLICATION SUBMISSION DEADLINES

Radiography Program (CSOR) accepts applications from July 1st thru April 15th each year for classes beginning the fall module. The application deadline for fall admission is April 15th.

REQUIRED DOCUMENTS: Please ensure that all the following documents are included when submitting your completed application packet.

- Completed online application (CSOR staff will print final copy)
All applicants must complete an online application. Applicants interested in applying for CSOR may apply [HERE](#). If you need assistance with your application, please call the school @ 806-725-8965.
 - **Note: to be considered for admissions to CSOR, you must meet the higher educational requirements of holding an Associate degree or higher or by completing all prerequisites required through either of the articulations we hold with Saint Joseph's College (SJC) or University of Providence (UP).**
 - **Applicants, who have applied previously, contact Jeremy Zamora @ 806-725-0534 to discuss items to be included in your new application packet.**
- Application Fee
An application fee of \$25 is assessed and must be turned in along with your application packet. **The application fee must be paid by check, credit/debit card, or money order. Cash is not accepted for this fee—no exceptions.**
- Resume/CV
The Resume/CV should include **current contact information, educational experience related to healthcare, work experience related to healthcare (listing dates of employment for each), and any volunteer or shadowing experience. Also include any community service hours or special recognition you have earned.**
- Official High school diploma or GED verification
“Official” sealed transcript of your high school transcript, verified GED or successful completion of an approved home school program.
- Official unopened college/university transcripts
“Official” sealed transcripts from all colleges and universities attended to date must be submitted with the Application for admission consideration. They must be submitted with all application documentation by the application deadline determined by the program. Official transcripts reflecting your awarded degree should be submitted as soon as possible after completion of all course work.
- Reference forms- *References from family members will not be accepted.*
Each candidate must submit 3 reference forms along with the application packet. Evidence of the applicant's character, personality, and other qualities that are important in predicting probable success in the program will be substantiated by recommendation forms completed by individuals selected by the applicant. The required forms and instructions are located [HERE](#).

- Proof of Required Immunization Compliance: this form can be located [HERE](#) on our website
- Proof of Required Vaccinations
 - All students enrolled in Covenant School of Radiography (CSOR) must be fully vaccinated for COVID or have an approved exemption prior to starting classes at CSOR. Fully vaccinated means that you have had two of the Pfizer or Moderna vaccine or one of the Johnson & Johnson vaccine. Please contact CSOR @ schererl1@covhs.org to submit the required completed [exemption forms](#) or if you have any questions.
 - Flu vaccine statement:
 - CSOR students are required to each year from September through April. You are required to provide documentation of a flu shot each program year.
- Pre-Admission Policies

Each candidate must print out and review each of the following policies. The signed and dated policies must be included with the application packet.

 - [Essential Job Functions of Radiography Technology](#)
 - [Student Pregnancy Policy](#)
 - [Drug Testing Consent Form](#)
- Proof of Permanent Residency (if applicable)

Unfortunately COVENANT SCHOOL OF NURSING AND ALLIED HEALTH is not equipped to accept foreign students. Therefore, all applicants must be U.S. Citizens or have established Permanent Residency. If you were born outside the United States, you will be asked to provide proof of citizenship or permanent residency. Example of identification accepted would be permanent residency card, certificate of naturalization, or a United States Passport.
- Letter of Standing (if applicable)

If you have begun a program of radiography in the past and not successfully completed it, you will need to request a letter of standing from that program. This letter simply states that you are eligible to apply to their program again in the future. The letter must be mailed directly to the school.
- Letter of Eligibility (if applicable)

CSOR requires a Letter of Eligibility from applicants with the following circumstances: Criminal proceedings including Misdemeanor charges and convictions, felony charges and convictions, military court-martials; and/or Disciplinary actions taken by a state or federal regulatory authority or certification board; and/or Honor code violations. The Ethics Review Pre-Application provides an early ethics review of violations that would otherwise need to be reported on your Application for Certification when you have completed an ARRT-recognized educational program and may be used for the offenses. The Ethics Review Pre-Application is reserved for those who are: not enrolled in an ARRT recognized program or enrolled in an ARRT recognized educational program and are at least six months away from graduation.
- Pre-entrance Examination

CSOR utilizes the HESI Admission Assessment pre-entrance examination as part of the admission process. The exam is offered in April of every year. The scores are valid for one year. Test scores will be incorporated into the points system for admissions. The HESI registration and payment of \$55.00 (fee cost is set by HESI and may vary) must be submitted via the online registration prior to test date. Each applicant must complete the pre-entrance examination as part of the application process.
- Interviews

CSOR will schedule applicants for individual interviews after receiving the completed application packet.

- Covenant School of Radiography Student Handbook

Each candidate is responsible for reviewing the CSOR Student Handbook to ensure that you will be able to comply with all policies, rules, and regulations required if accepted with our program. The current CSOR Student Handbook is made available on the CSOR website [HERE](#).

Please review before the interview process begins. We will require your signature for verification that the handbook has been reviewed during the interview process.

- Pre-requisite Courses (for applicants seeking a degree through SJC Online or UP)

CSOR requires all pre-requisite courses to be completed prior to enrollment in the radiography program. The required pre-requisite courses can be found on our website at:

- [Saint Joseph's College](#)
- [University of Providence](#)

- Transfer Students

Covenant School of Radiography will give consideration of credit from other institutions accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation for "prerequisite courses only." The approved courses will not count as clock hours earned.

Note: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours. Transfer hours are not accepted from other Radiography schools.

- Class Determination

Several aspects are looked at during the interview process to help determine the class for the fall semester. The admissions committee is comprised of the Program Director, Clinical Coordinator, and Full-time Didactic Faculty. The decision of the committee is based on the following criteria: GPA from college/university; degrees exceeding and associate degree; degrees related to medical sciences; science courses (Physics, Chemistry/Biology, Med. Terminology, Anatomy & Physiology); graded interviews; extra points for previous health care/patient care experience; additional licenses or working as a technical assistant; Covenant employee; extra points for previous applicant; and pre-entrance exam scores.

We use a point system to determine the class.