Instructions for Applying Online to the Moorpark College Radiologic Program during Spring 2022 – updated 2/01/2022

Thank you for your interest in applying to the Moorpark College Radiologic Technology program. To apply to the program, please follow the instructions below carefully. If you have questions, please call the Health Sciences Department office at 805-378-1433.

1) ALL official transcripts from outside of the Ventura County Community College District (Moorpark, Ventura, Oxnard Colleges) must be <u>on file</u> with Moorpark College Admissions and Records <u>BEFORE</u> submitting your application. This includes official transcripts for all courses attempted, even if not a part of the major or the prerequisites; and Advanced Placement (AP) scores from College Board, if being used for satisfying a prerequisite course; and international transcript evaluations if applicable.

    Admissions and Records accepts transcripts by official electronic method and official hard copy (original, sealed/unopened envelope). Official electronic method is preferred. The addresses for Moorpark College Admissions and Records is:

    > E-mail: mcadmissions@vcccd.edu

    > U.S. mail:
    >> Moorpark College
    >> ATTN: Admissions and Records
    >> 7075 Campus Road
    >> Moorpark, CA 93021

    Failure to have all transcripts on file with Moorpark College Admissions and Records with all courses attempted and grades posted will result in disqualification.

    If submitting transcripts from a Los Angeles Community College District college, the hard copy official transcript is preferred over the electronic version.

    Do not send a Moorpark, Ventura, or Oxnard College transcript to the Admissions and Records office.

2) Download a copy of the Moorpark College Radiologic Technology program application from: https://www.moorparkcollege.edu/departments/academic/radiologic-technology/forms.

3) Complete, sign, and date the application. Please sign the application using handwriting, either by printing the form and signing it; or by using a stylus or your finger on a touchpad or tablet screen to sign. Typed signatures will not be accepted.

4) After completing and signing the application, you must create a **single PDF file** containing the application and the additional documents listed on the application as applicable. They are listed here for your convenience:

- The completed, signed, and dated application. Please have the application be the first page of the PDF file.

- Opened official VCCCD transcript, if courses were attempted at Moorpark, Ventura, or Oxnard College. Refer to the [Moorpark College Admissions and Records Official Transcript Request webpage](#) for directions on how to order this transcript for delivery to yourself. *Do not order VCCCD transcripts for delivery to the college. You need to order them for delivery to yourself.*   The transcript, once opened or e-opened by you to include as part of your application PDF file, will be considered unofficial for all other purposes. This opened VCCCD transcript is acceptable for the Rad Tech application only. Failure to submit transcripts with all courses attempted and grades posted will result in disqualification.

   In order to combine the PDF of the VCCCD transcript with the PDF of your application, you may need to save the transcript to your computer or e-print it. You may also print the transcript on paper, then scan it back into the computer for combining into the PDF.

- All course descriptions for the prerequisite courses taken outside of VCCCD from the college's catalog for the semester and year the course was taken. Do not copy-paste into a Word document, do not use the syllabus or the online schedule course description, and do not screen-snip/capture a portion of the catalog page. Include the entire PDF page.

There are multiple ways to create PDF files. Here are two possible options:
- o Free trial of Adobe Acrobat DC: https://acrobat.adobe.com/us/en/acrobat/how-to/merge-combine-pdf-files-online.html
- o Instructions for Mac computers: https://support.apple.com/guide/preview/combine-pdfs-prvw43696/mac

If using Adobe Acrobat, one possible method is:
   a) Save all of the documents as PDF's to your computer's desktop.
   b) Find the file on the desktop that you want to have as the first page. This should be the Rad Tech application. Right-click on it.
   c) Select the option that says "Combine files in Acrobat."
   d) Click on "Add Files" and select "Add files" again from the drop down list.
   e) Start adding in the pdf files from your desktop in the order you want them.
   f) Save the single PDF file to your computer, such as to your desktop.

DO NOT save the file as an Adobe Portfolio, as it will be unable to be opened by the application reviewers.

TIP: One way to see check if the file is a single PDF file is if you can click to open the file and then scroll down to see all of the contained documents as you scroll. If only one page shows, and you have to click on a separate icon within the window in order to see next document, it may be in Portfolio format and you'll need to try again.

5) Rename the PDF file in this format: LastName_FirstName_YearApplying

   Example: If an applicant's name is Jaime Smith and they are applying during the 2022 application period, the file name should appear as: **Smith_Jaime_2022.pdf**

6) After saving and renaming the PDF file, log in to the my.vcccd.edu portal and access your @my.vcccd.edu email.

7) Start a new email from your @my.vcccd.edu email.
   a) Address the email to: **mchealthsci@vcccd.edu**

   b) In the Subject line, type in "RadTech Application".

   c) Attach the single PDF file with your application materials to the email. Do not send the PDF file from inside of the Adobe software program.

   d) Please do not include questions with your email; the recipient address is for receiving applications only. If you have questions, please call the Health Sciences Department at 805-378-1433 before sending the application.

   e) Send the email by the application deadline.

   f) Within 3 business days, you will receive a reply email that your application was received. This is not a confirmation that your application was complete.

8) After the application period ends, there will be a waiting period of possibly 4-6 months for review of the applications that were submitted.

Keys to Remember

- Be mindful of the instructions regarding transcripts above.
- Make sure you signed and dated the application. A typed signature is not acceptable.
- The application materials attached to the email must be in **one single PDF file**.
- Applications will not be accepted from non-@my.vcccd.edu email addresses.
- If you have any questions, please call the Health Sciences Department office at 805-378-1433.

Thank you for your interest in applying to the Moorpark College Radiologic Technology Program.