

**Vermont Technical College  
Radiologic Sciences Program Welcome Letter**

The Vermont Technical College community is pleased that you are joining the Radiologic Sciences Program. You are choosing an endeavor that can offer you a great professional career; however, you must first tackle what will be a busy educational venture. While we are here to help you be successful, we expect that you will take responsibility for and commit to your role as a student radiologic technologist. This is not a role to be taken lightly.

In the beginning, many students have lots of questions. Each of you will be attending the Radiologic Sciences Program at our Williston Campus with clinical sites located regionally. There will be a one day new student orientation two weeks prior to classes starting in August.

The general schedule will have you in clinical two days per week (some evenings may be required) and in classes two days per week; however, course scheduling may alter this thus, scheduling is subject to change. Generally, for each hour in class, you should be spending 2-3 hours outside of class on studying, prep work, reading, etc.

You are required to purchase a background check, and document management package through <https://www.castlebranch.com>. Please purchase your package and begin the process ASAP after accepting admission. Package information can be found under Radiologic Sciences at [www.vtc.edu/accepted-students](http://www.vtc.edu/accepted-students). The process can take weeks and must be available prior to the start of classes. You must also have all of your clinical requirement documentation uploaded to your CastleBranch account prior to classes starting. Failure to have all of your documentation uploaded to CastleBranch may result in program dismissal.

Please use the Vermont Tech Health Form, available on the [www.vtc.edu/accepted-students](http://www.vtc.edu/accepted-students) website, for your physical exam and immunizations documentation. If you are not Basic Life Support (BLS) certified, you do need to obtain BLS certification from American Heart Association or the Red Cross prior to classes starting. Other CPR certifications will not be accepted.

If you have a criminal history, please notify admission immediately and disclose the information. Clinical facilities have the right to access your criminal background check. They can also scan you through the state abuse registry. Vermont Tech and our clinical faculty partners have the right to refuse student entry based on the results of your background check, and abuse registry scan. Refusal of entry will result in program dismissal.

All radiologic science students **MUST** own a laptop computer for accessing computerized exams in class. Your laptop computer must have the capability to download a safe exam browser. Please contact the IT department at Williston (802-879-8260) if you have questions about the type of laptop computer needed for your classes.

All radiologic sciences students **MUST** be prepared to travel to clinical sites. Students must have a valid driver's license and access to a vehicle for traveling to clinical sites.

I am looking forward to meeting you in August.

Sincerely,

Sgt.Maj. USMC Roger Weeden, MS HSA, RT(R)(ARRT), CPC-H  
Program Director  
Radiologic Sciences Program