



Application Checklist Radiologic Technology

Items to be completed prior to applying to a Health Science program:

- Review the [program webpage](#) for program information and the [program brochure](#) for requirements and selection criteria.
- Complete the sample application to prepare for the online application (see page 3 within this document).
- Attend a [Health Science Workshop](#) (This is optional, but strongly recommended). Speak with a Health Science Counselor for any questions or concerns regarding application (This is optional).
- [Apply to Cypress College](#) as a general student and obtain a myGateway Student ID #. Example @01234567. It can take up to 5 business days. Applying to a Health Science program is a separate application.
- Review the [myGateway instructions](#) on the Cypress College website.

Once a myGateway Student ID # has been provided, log into [myGateway account](#) to do the next 3 items:

- Obtain unofficial Cypress College and Fullerton College transcripts if any attempted/completed/in progress coursework. A current copy, in pdf format, will be required when applicants apply to a Health Science program. Within myGateway, click on WebStar, open the Student Records folder, click on View Unofficial Web Transcript, and save the file as a pdf document.
- Send all official transcripts to Cypress College Admission and Records. Admission and Records will not accept transcripts opened prior to submission, PDF documents sent from a student, or unofficial transcripts.

To digitally send a transcript (directly from school to school) -

Use incomingtranscripts@cypresscollege.edu or choose Cypress College (if the option is provided during the ordering process)

To mail official transcripts to Cypress College use this address -

Cypress College
Admission and Records - Transcripts
9200 Valley View St.
Cypress, CA 90630

- It is the applicant's responsibility to provide the most current transcript when applying/reapplying to a program.

Applicants must submit a new and more current transcript if...

- had coursework in progress during the semester previously applied
- attempted and/or completed coursework after the last time applied
- have current coursework in progress (must list college on application, but can provide unofficial transcript for the in-progress coursework only. Any prior attempted and/or completed coursework must be on an official transcript.)
- did not provide an official transcript when previously applied (excluding Cypress and Fullerton College, which are submitted as unofficial transcripts)

Applicants do not need to submit a transcript again if...

- have already submitted an official transcript **AND NO** changes have occurred to that transcript. (See above list of changes that require a new transcript.)

Items to be completed during Health Science program application:

- Log into the online [Health Science Application](#) using myGateway credentials** (8-digit student I.D., also called a “banner I.D.”, and an accompanying password).
- Fill in the Health Science online application for the program applying for. Only one application is allowed per application period.** It is the applicant’s responsibility to fill in the application fully and correctly.
- Be prepared to upload pdf documents if needed.** Possible items: unofficial transcript(s) for Cypress and/or Fullerton College if required, copy of High School diploma, non-enrollment letter, etc.
- Once completed, click the submit button.** A confirmation email will be sent containing the application number and further instructions.
- Follow the instructions within the confirmation email to complete the application process.** The transcripts listed on the confirmation email do not reflect the current status of the Admission and Records transcript office.
- Failure to provide a complete application packet will result in an ineligible application.
- An applicant’s account will be locked once an application is submitted online. Updates or changes can be completed during the program’s next application period.

Notification Letter

- The Health Science Applications Office will contact all applicants with a **notification letter no later than May 1 for fall consideration**. Please do not contact the college for a status update before to the notification letter date unless instructed to do so by the Health Science staff or faculty.
- Ineligible applications** - It is the applicant’s responsibility to inquire about the reason their application was ineligible and correct any errors during the next application period.
- If an applicant would like to discuss the application once applicants have received the notification letter, please contact a Health Science Counselor during business hours: [Health Science Express Counseling-Cranium Café Lobby](#), or call (714) 484-7015 for appointment (if available) or Counselor hours of availability for virtual "walk-ins."

