

RADIATION ONCOLOGY CHECKLIST

*The following is intended as a general guideline for making sure you have taken the necessary steps to apply and be considered for the Radiation Oncology program. **It is the applicant's responsibility to ensure that all items arrive prior to the March 15, 2025 deadline.** Please understand an applicant may have unique circumstances, which may require further documentation or verification, in which case the applicant may be asked to furnish material not mentioned below. Every effort will be made to provide clear instructions to applicants needing to provide such information. Please keep this checklist to refer to.*

- ☐ **VWCC college application** – (Complete on-line.) If you are currently enrolled at VWCC – you do not need to do a new college application. All new applicants including those interested in the Joint Venture site at NVCC must complete a VWCC college application. All the community colleges in Virginia use the same web application, but you must select each college (VWCC, NVCC, etc.) from the drop-down list and transmit (NVCC applicants need to have both activated). All applicants should select **CSC Introduction to Radiation Oncology** as your plan of study for **VWCC**. If you are already attending VWCC and in another plan of study, please contact a Program Advisor to have your plan of study changed to CSC: Intro to Radiation Oncology.

- ☐ **2025 Radiation Oncology program application.** Please indicate which site (VWCC or NoVA) (choose only one site) you want to be considered for and use the following link to apply to the fall 2025 program:

<https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://identity.my.vccs.edu/idp&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f0c158c44-36d2-4b46-ab21-5b1ba173009a>

Please use this link **if you do not have the email account** @email.vccs.edu to sign in to Dynamic Forms:
Here is the link:

<https://dynamicforms.ngwebsolutions.com/Submit/Start/0c158c44-36d2-4b46-ab21-5b1ba173009a?SSO=N>

NOTE: During the application process, we will communicate with applicants through Navigate. Please be aware of the email associated with your Navigate platform and be sure to turn on your notifications so that you will receive communication from Health Professions Advising and Applications Office. We typically use the Navigate platform, in March, to inform eligible candidates how to schedule their interview. We may also use the Navigate platform, in May, to relay admission status information for fall. We will also use the email associated with your SIS account when we send you the complete two-page “process letter” (see below for more details.)

- ☐ In addition, we will be using the email address attached to your Navigate account. Please be aware of this email and plan to check this email account as well, especially near the application deadline and later in spring. In addition, you will need to turn on your notifications in Navigate, so you will receive communication from our office.
- ☐ **Official High School transcript** (*Required for **all** applicants, including those with previous college degrees.*)
If you graduated from a foreign High School, you may complete and submit the form (linked here) to Pam Woody at VWCC.
- ☐ **GED copy of scores** (*if applicable*)
- High School transcripts are also required if you completed at least 9th grade.
- ☐ **Official college transcripts from all colleges attended.** (You **will not** be required to submit transcripts for any college in the Virginia Community College System.) Official transcripts must still be in the sealed envelope from the institution that issues it. Please note: Early applicants should remember that if you enroll in any college courses at a non-VCCS school after your application is on file, you will be responsible for having “official” transcripts sent to us directly after **Fall 2024 grades are posted** by that institution. These transcripts serve to update your GPA, academic progress, and completion or enrollment in a required prerequisite (if applicable). Have updated transcripts mailed to Pam Woody before **March 15, 2025**. Notes: Electronic Transcripts (e-transcripts, Parchment, etc.) are acceptable. Foreign university transcripts must be evaluated by an approved organization (such as WES) before transfer credit can be determined. If you attended a foreign high school and cannot obtain a transcript, you may provide a written statement

to explain why you are unable to provide it (graduated from another country) and include your name and seven-digit id and sign the statement.(form linked here)

- ☐ Submit a copy of Healthcare Licensure/Certification with on-line application (*if applicable*).
- ☐ Submit two letters of recommendation before 3/15/25. (Employer and/or professors preferred) These must be submitted to pwoody@virginiawestern.edu or healthprofessions@virginiawestern.edu

After you have submitted the above application & academic material you should anticipate the following:
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- ☐ Once all your transcripts are received by the Health Professions Advising and Academic Office, a 2-page form letter will be sent to the email account on your SIS. Please allow 4-5 weeks after submitting – includes information about your **prerequisites**: High School level lab science and the college level BIO 141, HLT 141, MTH 161, and SDV 101 course prerequisites.

- ☐ Received an advising form letter, received by email, from the advisor after academic file was submitted for review (usually 4 weeks after submitting materials) – contains information in regards to prerequisites. Prerequisites below are required to be completed by the end of Spring 2025. It also will indicate any previous college courses, if transfer credit accepted.

_____ One general lab science course (high school **or** college) Biology, chemistry, or physics. Grade of “C” or better.
(Please note that BIO 141 cannot be used for both the lab science prerequisite and the BIO 141 prerequisite.)

_____ BIO 141 _____ HLT 141 _____ MTH 161 _____ SDV 101

Note: BIO 141 & MTH 161 must be complete within five years prior to beginning in fall. Please note that there are prerequisites for those courses at VWCC. In addition, you will need to plan to use the math skills checklist to determine if your math skills needed for success in the program are current.

Important to note that if you don’t receive the advising letter, we have failed to received all the necessary transcripts to complete your academic file. We need official transcripts from High School and all colleges attempted to be able to process your academic file. We may choose to process your academic file upon receipt of all official transcripts, but the two letters of recommendation will be due by the deadline of March 15.

- ☐ Have cumulative GPA of **2.5** or higher at the end of the Fall 2024 semester to be considered.
- ☐ Updated transcripts of courses completed summer or fall 2024 (if applicable) sent to Attn: Pam Woody by 3/15/25.
- ☐ Keep Health Professions advisor (Miss Woody) informed of all email changes healthprofessions@virginiawestern.edu. (*Our internal database for all program mailings is separate from the college system.*)
- ☐ Arrange interview – **please wait** for instructions in late March or early April (letters will be sent to eligible applicants using the email associated with the Navigate platform). Again, please be sure to turn on your notifications in Navigate and be aware of the email associated with Navigate. All applicants, who interviewed, should receive a decision letter, through email, in late May regarding the status for the fall 2025 program. These letters will be sent using the email in SIS.