**DMS**

2016 FACT SHEET

- Application Deadline: **March 4, 2016**
- Science courses MUST be taken from 2009 to present
- Mid-term grades will *NOT* be accepted for the Fall 2016 admission
- Minimum acceptable SAT score taken after April 1, 1995 is **1020**
- Applicants may only apply to ONE selective admission program per year
- Applicants must be 18 years of age as of the first day of the Spring 2017 semester

*Information presented in this packet supersedes ALL other information obtained by the applicant.*
Dear DMS Applicant:

Thank you for your interest in the Diagnostic Medical Sonography Program at Rowan College at Gloucester County. The DMS program is a two-year, full-time curriculum of study in diagnostic medical sonography leading to an Associate in Applied Science degree.

A diagnostic medical sonographer is a technologist who is well-versed in human anatomy and physiology and skilled in the operation of specialized imaging equipment. A sonographer uses advanced computerized technology and high-frequency sound waves to produce images of human anatomy to assist the physician in the diagnosis of medical abnormalities.

The sonographer must possess excellent communication skills, exercise good judgment, work well with other team members and autonomously. The successful sonographer has the ability to conceptualize in three-dimensional form, has good psychomotor skills, employs intellectual curiosity, uses accurate analytical capabilities, is self-directed, has emotional maturity, and is highly motivated and dedicated to the care of others.

The faculty of the RCGC Diagnostic Medical Sonography Program has devised a curriculum that contains a balance of didactic and clinical instruction that meets the rigorous standards of the Commission on Accreditation of Allied Health Education Programs and the Joint Review Committee on Education in Diagnostic Medical Sonography.

The Diagnostic Medical Sonography program provides a non-discriminatory educational opportunity for the pursuit of academic excellence. The program is designed to prepare students to be competent and experienced sonographers as they enter the profession. The program will emphasize the importance of becoming professionals who will want to continue learning long after graduation.

Health care providers across the region, including all of our top health care facilities, rely on RCGC’s Division of Nursing and Allied Health to provide them with highly qualified, motivated and compassionate Diagnostic Medical Sonographers.

The program is a selective admission program, designed to accept students who are best qualified to enter this exciting career. Please pay special attention to the academic requirements outlined in this packet.

Sincerely,

Michael J. Keith

Michael J. Keith, M.Ed., BSR.T., RDMS
Program Director
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**Disclaimer** – The content and requirements of this admission packet may be altered at any time at the discretion of the College. This packet was checked for accuracy at the time of printing but should not be considered a contract between the College and the student.
The information in this packet is effective for applicants planning to enter the:

Diagnostic Medical Sonography Program beginning in September 2016

**Deadline** for submitting portfolios – **Friday, March 4, 2016**
**Notifications** mailed on or about – **Monday, April 4, 2016**

**IMPORTANT**

The College is not responsible for any applicant who does not follow the instructions printed in this packet. **Responsibility for correctly completing the Allied Health application process lies with the applicant.** Failure to do so will result in an incomplete portfolio.

Applicants to the program must meet all listed admission criteria. While admission is competitive, acceptance depends on the size and qualifications of the applicant pool. Please note that meeting all admission criteria does not guarantee acceptance to the program.

Admission requirements for the program are subject to change each year. All applicants to the program are required to meet the requirements of the year in which they make application, including those who have previously applied to or who are currently enrolled at Rowan College at Gloucester County.

Applicants may contact RCGC at 856-415-2197 and press option 1 for answers to general questions about the process described in this packet. Information in this packet reflects policies and procedures which must be followed to be considered for admission into the 2016 DMS program.

The information presented here supersedes all other information obtained by the applicant.

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The Rowan College at Gloucester County Diagnostic Medical Sonography Program
is accredited by:

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
Phone: 727-210-2350
Fax: 727-210-2354
Email: mail@caahep.org

in collaboration with:

JRC-DMS (Joint Review Committee — Diagnostic Medical Sonography)
6021 University Boulevard, Suite 500
Ellicott City, MD 21043
Phone: 443-973-3251
Email: jrcdms@intersocietal.org
jrcdms.org

Society for Diagnostic Medical Sonographers
sdms.org
The program prepares students to utilize ultrasound diagnostic procedures which make use of sonic energy to determine the contours and composition of body tissues. These procedures make it possible to visualize anatomical, pathological and functional aspects of the human body and its systems. The DMS curriculum provides the core courses, clinical experiences and supportive courses in liberal arts which, upon completion, will qualify graduates for entry-level positions as Diagnostic Medical Sonographers in hospitals, clinics and private medical offices.

In addition, graduates of the program receive an Associate in Applied Science (A.A.S.) Degree and are eligible to apply to take the American Registry of Diagnostic Medical Sonographers Examinations (ARDMS).

The DMS degree curriculum is 22 months in length and encompasses four semesters and three summer terms. The first two semesters include liberal arts courses and two courses in ultrasound.

Beginning with the first summer term that is composed of two, five-week sessions, the curriculum concentrates on ultrasound technology. During their first summer, students spend one eight-hour day per week in an introductory clinical observation course. Ultrasound lecture courses may be scheduled in the evening during the summer terms.

In the fall semester of their second year, students enter their clinical rotation that continues for ten months. While most of the hours each week are spent in a hospital setting, second-year students will still be required to attend lecture courses on campus. Please take into consideration that clinical and academic courses require approximately 35 hours per week.

Applicants are advised that disciplinary action such as revocation or suspension of privileges by a state licensing board, federal agency or national professional association render the applicant ineligible for admission into the RCGC DMS program.

Any applicant who has been convicted, found guilty of or pleaded nolo contendere to any crime, misdemeanor and/or felony directly related to public health and safety will not be eligible for admission into the RCGC DMS program.

DMS students are required to meet specific health standards. DMS applicants are notified of physical examination, immunization and Mantoux (PPD) requirements upon acceptance. Health requirements must be completed prior to starting the program. Clinical agencies reserve the right to require additional health screenings. Students are responsible for health screening costs.

DMS students must maintain current CPR certification, either through the American Heart Association or American Red Cross while in the DMS program. The level of CPR is Basic Life Support (BLS) for the health care provider. The RCGC Division of Continuing Education offers CPR courses. Contact 856-415-2217 for more information.

Clinical agencies require criminal history background checks (CHBC) for all individuals engaged in patient care. A component of the CHBC includes a urine drug screen. Upon acceptance into the DMS program, students must complete the CHBC and the urine drug screen. Students are responsible to pay all fees associated with the CHBC.

CHBC results are sent to the clinical agencies who have sole discretion to determine whether the student may engage in patient care at the agency.

If a student is denied the opportunity to participate in the clinical agency as a result of CHBC findings, the student will be dismissed from the DMS program and referred to Student Services to explore other career options.
Technical Standards: For sonographers published by the Society for Diagnostic Medical Sonographers include but are not limited to being able to:

- Routinely lift more than 50 pounds
- Routinely push and pull
- Routinely bend and stoop
- Have full use of both hands, wrists and shoulders
- Distinguish audible sounds
- Adequately view sonograms, including color distinctions
- Work standing on his/her feet 80 percent of the time
- Compassionately and effectively interact with the sick or injured
- Assist patients onto and off examining tables
- Effectively communicate with patients and other health care professionals
- Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence

Mental and Intellectual Standards: The Diagnostic Medical Sonographer must be able to:

- Understand and react quickly to verbal instructions and patient needs
- Follow directions effectively and work closely with members of the health care community
- View and evaluate recorded images for the purpose of identifying proper protocol, procedural sequencing, technical qualities and identification of pathophysiology
- Apply problem solving skills to help optimize patient care and produce the best diagnostic information possible

Emotional Standards: The Diagnostic Medical Sonographer must be able to:

- Provide physical and emotional support to the patient during sonographic procedures
- Interact compassionately and effectively with the sick and/or injured
- Handle stressful situations related to technical and procedural standards and patient care situations
- Adapt to changing environments and be able to prioritize tasks
- Project an image of professionalism
- Demonstrate a high level of compassion for others, a motivation to serve, integrity and a consciousness of social values
- Interact positively with people from all levels of society and all ethnic and religious backgrounds
## Diagnostic Medical Sonography (DMS)

**Associate in Applied Science (A.A.S.) — Career**

### FIRST YEAR — Fall Semester

<table>
<thead>
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<td>ENG 101</td>
<td>English Composition I</td>
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<tr>
<td>_______</td>
<td>BIO 105*</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>_______</td>
<td>PHY 103*</td>
<td>General Physics</td>
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<td>_______</td>
<td>PSY 101</td>
<td>General Psychology</td>
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<td>_______</td>
<td>DMS 101</td>
<td>Introduction to Medical Imaging</td>
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### Spring Semester

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<td>ENG 102</td>
<td>English Composition II</td>
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<tr>
<td>_______</td>
<td>BIO 106*</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>_______</td>
<td>ALH 102</td>
<td>Medical Terminology</td>
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<td>_______</td>
<td>DMS 117</td>
<td>Ultrasound Physics I</td>
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<td>_______</td>
<td>ALH 104</td>
<td>Patient Care</td>
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### Summer Session

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<td>DMS 113</td>
<td>Cross Section Anatomy</td>
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<td>_______</td>
<td>DMS 126</td>
<td>Intro. to Clinical Practicum and Scan Lab (10 weeks)</td>
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### Summer Session

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<td>DMS 105</td>
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<td>DMS 126</td>
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### SECOND YEAR — Fall Semester

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<td>_______</td>
<td>DMS 201</td>
<td>Sonographic Interpretations I</td>
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<tr>
<td>_______</td>
<td>DMS 203</td>
<td>Clinical Practicum I</td>
</tr>
<tr>
<td>_______</td>
<td>DMS 209</td>
<td>OB/GYN Sonography I</td>
</tr>
<tr>
<td>_______</td>
<td>DMS 106</td>
<td>Abdominal Sonography II</td>
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<td>Humanities elective</td>
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<td>Ultrasound Physics II</td>
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<td>_______</td>
<td>DMS 202</td>
<td>Sonographic Interpretations II</td>
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<tr>
<td>_______</td>
<td>DMS 204</td>
<td>Clinical Practicum II</td>
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<td>_______</td>
<td>DMS 222</td>
<td>Vascular Ultrasound</td>
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<td>_______</td>
<td>DMS 210</td>
<td>OB/GYN Sonography II</td>
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<td>HPE</td>
<td>HPE elective</td>
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### Summer Session

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<th>Title</th>
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<td>_______</td>
<td>DMS 221</td>
<td>Seminars in Ultrasound</td>
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<tr>
<td>_______</td>
<td>DMS 208</td>
<td>Small Parts Scanning</td>
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<tr>
<td>_______</td>
<td>DMS 205</td>
<td>Clinical Practicum III</td>
</tr>
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<td>3</td>
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</table>

**TOTAL MINIMUM CREDITS:** 66

Diagnostic Medical Sonography is a selective admission program. Students must be accepted to the program prior to registering for any DMS courses. Please contact the Enrollment Services Office for an admission packet. Clinical agencies require criminal history background checks (CHBC) for all individuals engaged in patient care. All students must undergo a CHBC upon acceptance into the DMS program. CHBC results are sent to the clinical agencies, who have the sole discretion to decide if the student may engage in patient care at the agency. If a student is denied the opportunity to participate in the clinical agency as a result of the findings of the CHBC, the student will be dismissed from the DMS program. A minimum grade of “C” is required in all DMS, BIO, ALH and PHY courses. Students must maintain a Cumulative Grade Point Average (GPA) of 2.0 to progress in the DMS program.

*Refer to the college catalog for pre-requisites/co-requisite requirements.

**CONTROL SHEET EFFECTIVE WITH CLASSES ENTERING 9/2014**
Application Process

All selective admission programs at Rowan College at Gloucester County have a unique, two-step application process that is necessary due to the College’s open general admission policy. In order to be considered for admission to the Diagnostic Medical Sonography (DMS) program, applicants must complete the first step for general admission to RCGC. Once this is complete, the applicant may then proceed to the second step for selective admission to the DMS program. Be certain to distinguish between general admission and selective admission.

Both application processes must be completed correctly in order for your DMS application to be considered for acceptance. Failure to do so will result in an incomplete portfolio.

NOTE: Personal letters of recommendation and character references are not considered toward admission.

STEP 1
General Admission

General Admission is the first step of application to the DMS program. This process will provide you with acceptance to the College, but not to the DMS program. If you are unsure of your application status or need an application, please contact the Admissions Office at 856-415-2209.

1. Complete and submit a general admission application to the Admissions Office. Indicate on the application your intention to apply to the DMS program. You will be designated as a Pre-Allied Health student and that will identify you as a potential DMS applicant. Designation as a Pre-Allied Health student does not guarantee nor imply special consideration for acceptance to the DMS program.

2. Submit an official copy of your high school transcript documenting high school graduation (or earned GED) to the Admissions Office.

3. Satisfy the RCGC Placement Test requirement based on one of the following:
   - meet one of the exemption criteria
   - test above the remedial level in all areas
   - complete all required remediation

STEP 2
Selective Admission

Once you have completed the general admission process, you are ready to begin the second step in the application process: submission of your DMS portfolio. Each DMS applicant is required to gather all documentation listed on the checklist and present it to the Admissions Office as a completed portfolio. Once submitted, new documentation may NOT be added to your portfolio.

The portfolio consists of:

1. Portfolio Checklist (pp. 14, 15)
2. Allied Health Application (p. 16)
3. RCGC Placement Test/Admission Status Form (Signed by RCGC Admissions) (p. 17)
4. ACT/SAT Scores (photocopy is acceptable)
5. 2016 Information Session Attendance Slip (Obtained at MANDATORY Information Session) (see page 8 for dates)
6. Official transcript from high school (If applicable) (MUST be in sealed envelope) (see page 12)
7. Official transcripts from ALL colleges* attended, including RCGC (MUST be in sealed envelope) (see page 12)
8. Verification of GPA of at least 2.0 from last school of attendance (see page 11)

*Note: If accepted into the program your applicable college credits will automatically be transferred.
<table>
<thead>
<tr>
<th>Value of % Points toward Acceptance</th>
<th>Diagnostic Medical Sonography</th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</td>
<td><strong>ACT * or SAT Requirement</strong></td>
</tr>
<tr>
<td></td>
<td>ACT Minimum Composite <strong>22</strong></td>
</tr>
<tr>
<td></td>
<td>SAT Minimum <strong>910</strong> before 4/1/95</td>
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<tr>
<td></td>
<td>SAT Minimum <strong>1020</strong> after 4/1/95</td>
</tr>
<tr>
<td></td>
<td>* ACT Based on Critical Reading and Math Components ONLY (Writing score NOT used)</td>
</tr>
<tr>
<td></td>
<td>Submit ACT/SAT scores (photocopy is acceptable)</td>
</tr>
<tr>
<td></td>
<td>* ACT scores for Baccalaureate Degree and ARRT certificate holders (see page 10)</td>
</tr>
</tbody>
</table>
| 25%                              | **SCIENCE Course Requirement** **
|                                  | MUST be taken from 2009 to present |
|                                  | Lab Biology and Lab Chemistry |
|                                  | high school: 1 year each or college: 1 semester each |
|                                  | OR |
|                                  | Anatomy & Physiology I with Lab |
|                                  | college level only/equivalent to RCGC’s BIO 105 |
|                                  | OR |
|                                  | Anatomy & Physiology II with Lab |
|                                  | college level only/equivalent to RCGC’s BIO 106 |
|                                  | Final grade received must be equivalent to a C or better |
|                                  | The highest submitted science grade of C or better will be used for admission ranking |
|                                  | ** Applicants may satisfy the Science requirement by passing the Excelsior exam (see page 11) |
| 25%                              | **MATH Course Requirement** |
|                                  | Algebra II (High School Level) |
|                                  | or higher level high school math. |
|                                  | OR |
|                                  | Intermediate Algebra (College Level) |
|                                  | equivalent to RCGC’s MAT 105 or higher level college math. (see page 11) |
|                                  | Final grade received must be equivalent to a C or better |

**Required but not a ranking factor:**

- **Attend one Information Session**
- **Submit completed forms**
  - Portfolio Checklist
  - DMS Application
  - RCGC Placement Test/Admission Status Form
- **Submit ALL official transcripts** (in sealed envelopes)
  - Verification of required course work with final grades of C or better
  - Verification of GPA of at least 2.0 from last school of attendance
  - ALL current and previous RCGC students **MUST** submit official RCGC transcript
Information Sessions

Information Sessions are designed to explain in detail the two-step application process and give applicants an opportunity to ask questions. **Attendance is mandatory for all applicants** applying to the DMS program before submitting their portfolios. Students are required to stay the entire length of the Information Session. Attendance slips will only be given to those who remain to the end of the Information Session. If you leave early, you will NOT receive an attendance slip and will be required to attend a future Information Session. Please plan accordingly. Information attendance slips will be distributed at the conclusion of the session and must be included as part of the portfolio.

A representative from Student Services will explain the application process and required prerequisites. A representative from the DMS department will explain the DMS program requirements.

Since new material is covered every year, it is necessary to attend an information session held for the year you are applying. Please allow 1.5 to 2 hours to attend the session of your choice; reservations are NOT required.

The information sessions will be held in the Nursing and Allied Health Center (NAH) Room 1001 on the following dates:

**DMS Program Information Sessions**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 23, 2015</td>
<td>Wednesday</td>
<td>6 pm</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>October 23, 2015</td>
<td>Friday</td>
<td>10 am</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>November 10, 2015</td>
<td>Tuesday</td>
<td>3 pm</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>December 1, 2015</td>
<td>Tuesday</td>
<td>6 pm</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>January 25, 2016</td>
<td>Monday</td>
<td>3 pm</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>February 17, 2016</td>
<td>Wednesday</td>
<td>6 pm</td>
<td>NAH Room 1001</td>
</tr>
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**IMPORTANT NOTE:** Failure to attend a MANDATORY information session will result in an incomplete portfolio and will not be considered for acceptance.

Doors will be closed five minutes after the start of each session and late arrivals will not be admitted and will not receive an attendance slip.

In case of inclement weather, check the RCGC website **RCGC.edu** for re-scheduling information.
ACT Assessment scores must be included in your DMS portfolio. To be considered for admission to the DMS program, a minimum composite score of 22 or above is required. Please DO NOT include your original score report in your portfolio. Photocopies of test scores are acceptable. If accepted, the College reserves the right to request an official copy of your ACT score report to verify the photocopy submitted.

Rowan College at Gloucester County is an ACT Test Center for both the Residual and National test. However, it is not necessary to test at RCGC in order to apply for a Selective Admission Program. If you choose to test (or retest) at RCGC, please call the RCGC Testing Center at 856-415-2268 for information about registering for the Residual ACT test. Registering for the National ACT test must be done online at actstudent.org. ACT tests must be taken at least 60 days apart.

Preparation for the ACT is highly recommended. Study guides are available at most area bookstores. The RCGC bookstore 856-415-2249 has a selection of study guides. The RCGC Division of Continuing Education offers ACT preparation classes for a fee. For information call 856-415-2217. Courses may be available at local high schools or colleges or go online to actstudent.org.

Difference between the Residual and National tests:
- Residual ACT scores cannot be sent to any school other than the testing institution whereas National ACT scores can be sent to other schools.
- Duplicate copies of Residual scores cannot be obtained from the American College Testing Program nor from RCGC. To obtain copies of previous National ACT scores for your portfolio, call ACT at 319-337-1313 or go to their website actstudent.org.

Registration for RESIDUAL tests must be done in person at the Testing Center, Room 603.

Registrations will NOT be accepted after the late deadline.

<table>
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<tr>
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<th>Regular Deadline $60 Fee</th>
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<td>September 18, 2015</td>
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<td>December 5, 2015</td>
<td>November 20, 2015</td>
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<tr>
<td>February 13, 2016*#</td>
<td>January 29, 2016</td>
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*Last Residual ACT test date before portfolio deadline for the DMS program
# This test will be hand-scored and results will be placed in your portfolio — official results will be mailed.

Registration for NATIONAL tests can be done online at actstudent.org

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<th>National ACT Test Date</th>
<th>Registration Deadline +</th>
<th>Late Registration +</th>
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<td>September 12, 2015</td>
<td>August 7, 2015</td>
<td>August 8 - 21, 2015</td>
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<td>October 24, 2015</td>
<td>September 18, 2015</td>
<td>September 19 – October 2, 2015</td>
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<tr>
<td>December 12, 2015*</td>
<td>November 6, 2015</td>
<td>November 7 – 20, 2015</td>
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<tr>
<td>April 9, 2016</td>
<td>March 4, 2016</td>
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<tr>
<td>June 11, 2016</td>
<td>May 6, 2016</td>
<td>May 7 – 20, 2016</td>
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+Contact National ACT for registration and service fees: 319-337-1270 or actstudent.org

*Last National ACT test date to guarantee results by the DMS program portfolio deadline

For ACT test dates beyond the above schedule, contact the RCGC Testing Center at 856-415-2268
SAT

Instead of ACT scores, SAT scores may be submitted in your DMS portfolio. Do not include your original score report in your portfolio. Photocopies of test scores are acceptable, as well as scores noted on your official high school transcript. The SAT scores on your high school transcript must appear from the official SAT label. Typed or handwritten SAT scores on your high school transcript are not acceptable. Please contact your high school to verify that the official SAT label appears on your transcript.

If accepted, the College reserves the right to request an official copy of your SAT score report to verify the photocopy submitted.

To be considered for admission to the DMS program one of the following minimum scores is required:

| SAT (taken before April 1, 1995) | Minimum Acceptable Score 910 |
| SAT (taken after April 1, 1995) | Minimum Acceptable Score 1020 |
| SAT (taken after March 1, 2005) | Minimum Acceptable Score 1020 |

Based on Critical Reading and Math Components ONLY (Writing score NOT used)

To obtain copies of previous scores for your portfolio, call SAT at 609-771-7600. For more information about SAT and how to register for this test go to their website at collegeboard.com.

RCGC Placement Test

Applicants to the DMS program must submit in their portfolio the RCGC Placement Test/Admission Status Form (see page 17) enclosed in this packet. Both sections of this form must be completed before you enclose the form in your portfolio. Unless you meet one of the exemption criteria or test above the remedial level in all areas, you must complete all required remediation before applying to the program. Per Administrative Procedure 8017, the placement test and the remediation used for exemption must have been completed within the past five years. Course work used for test exemption must be equivalent to a grade of “C” or better at RCGC.

If you have questions about the RCGC Placement Test or registering for the test, call the RCGC Testing Center at 856-415-2268.

If you have any questions about exemption from taking the RCGC Placement Test or getting your RCGC Placement Test/Admission Status Form signed, call the Admissions Office at 856-415-2209.

Baccalaureate Degree Holders

Applicants with earned baccalaureate degrees or higher are eligible to have an ACT score of 26 assigned for their admissions evaluation. Include official transcript in portfolio confirming degree. Students may use previous SAT or ACT scores. NOTE: It may be to the student’s advantage to take the SAT or ACT to achieve a higher score.

ARRT Certified Radiographer

Applicants who are certified by the American Registry of Radiologic Technologists (ARRT) are eligible to have an ACT score of 26 assigned for their admissions evaluation. Include copy of license in portfolio. Students may use previous SAT or ACT scores. NOTE: It may be to the student’s advantage to take the SAT or ACT to achieve a higher score.
Excelsior College Test
Applicants who have taken an acceptable college-level, 4-credit lab, Anatomy and Physiology I and II and/or Microbiology courses with a grade of C or better from a regionally accredited school prior to 2009, have the option of meeting those requirements by taking the Excelsior College Examinations. For test center locations and additional information, contact the Excelsior College via email at testadmin@excelsior.edu or toll free at 888-723-9267.

General Education Courses
An applicant may enroll in general education courses at the College prior to acceptance into any of the Allied Health Programs. Please note that enrolling in general education courses does not guarantee acceptance into the DMS Program.

Applicants may use the College Level Examination Program (CLEP) to meet the general education course work requirement as long as the total score is equal to or greater than the ACE Recommended Credit-Grading Score. For more information and arrangements to take a CLEP subject exam please contact the RCGC Testing Center at 856-415-2268.

A student who has limited or no computer experience should consider taking one of the computer courses offered at the College which will provide you with knowledge of Microsoft Office Professional for Windows and experience with the internet.

MATH Program Requirement
Intermediate Algebra (MAT 105) and Algebra and Trigonometry (MAT 110) are prerequisites for General Physics I (PHY 103). General Physics I must be taken during the fall semester of the first year. Therefore, MAT 105 and MAT 110 MUST be completed prior to the start of the program.

Intermediate Algebra (MAT 105) or higher level college math course requirement may be satisfied by taking Algebra and Trigonometry (MAT110), Pre-Calculus and Math Analysis (MAT107) or Calculus I (MAT108) at RCGC or a transferrable-equivalent math course.

GPA Verification
GPA Verification
A cumulative grade point average of at least 2.0 is required for consideration for admission into the program. Verification of your cumulative GPA must be documented by submitting an official transcript from your last school of attendance.

Attention RCGC Students: Please be aware that your RCGC cumulative GPA must be a 2.0 or higher to start the DMS program. If at the time of application, prior coursework prevents your cumulative GPA at RCGC from being a 2.0 or higher, please call 856-415-2197 and press option 1.
Transcripts

OFFICIAL TRANSCRIPTS FROM ALL COLLEGES YOU ATTENDED MUST BE SUBMITTED IN YOUR PORTFOLIO.

Transcripts previously sent to RCGC for your general admission file will not be added to your portfolio; therefore, you must resubmit official transcripts in your portfolio.

All transcripts, high school, college and/or vocational school, submitted in your portfolio must be official and sealed in an envelope. Transcripts not sealed in an envelope from the issuing institution or in an opened envelope are not considered official and will not be accepted. Please allow the issuing institution a minimum of four weeks for processing to ensure placement in portfolio.

Failure to include official transcripts from ALL colleges attended will result in an INCOMPLETE portfolio and it will not be considered for acceptance. If you have any concerns or questions regarding your transcripts contact the Admissions Office at 856-415-2209.

RCGC Students

ALL current and previous RCGC students MUST submit an official RCGC transcript in your portfolio. The RCGC Admissions Office and Student Records Office are NOT responsible for placing RCGC transcripts in students’ portfolios. It is the responsibility of the student to request his or her transcript in writing from the Student Records Office. There is no charge for the RCGC transcript that you include in your portfolio; however, when you request your RCGC transcript you must let the staff know it is for your portfolio. Allow five working days to process the request. It is strongly recommended to request your RCGC transcript once grades are posted but no later than two weeks PRIOR to the portfolio deadline.

Transfer Students

Previous course work can be evaluated for transfer credit prior to submitting your portfolio. You must submit official transcripts from each college to the Admissions Office and complete a Transfer of Credit Evaluation form. For more information, please contact the Admissions Office at 856-415-2209 or visit RCGC.edu.

High School Transcripts

For general admission to RCGC, submission of an official copy of your high school transcript documenting high school graduation (or earned GED) is MANDATORY for all applicants. International high school transcripts MUST be evaluated and submitted to the Admissions Office. You may contact the RCGC Admissions Office at 856-415-2209 with questions regarding your admission status.

For selective admission to the DMS program, you need to include your high school transcript in your portfolio if you are submitting a high-school level lab biology and/or lab chemistry and/or Algebra II or higher level math to satisfy the selective admission requirements. To encourage students to elect the more challenging subjects, a weighted grading system exists. Be aware that the weighted system for high school advanced placement courses and honors courses is for the purpose of class rank and GPA only. Grades for courses shown on the high school transcript will be used for admissions consideration.

If you are submitting SAT scores received while in high school, you need to include your high school transcript in your portfolio. The SAT scores must appear on the high school transcript from an official SAT label. Typed or handwritten scores are not accepted.

International Transcripts

Transcripts from other countries must be translated into English and evaluated before they can be included in your portfolio. You must request a general evaluation of your high school transcript and a course-by-course evaluation of your college transcript(s) by a member of the National Association of Credential Evaluation Services (NACES) at naces.org or by AACRAO International Education Services at aacrao.org.
Portfolio Deadline

DMS Portfolio Deadline: Friday, March 4, 2016
Notifications mailed on or about: Monday, April 4, 2016

To confirm your acceptance, a $100 non-refundable tuition deposit and evidence of a complete criminal history background check (CHBC) and urine drug screen will be due within two weeks after the notification date. Your offer of acceptance will be rescinded if the deposit, CHBC and urine drug screen are not received by the due date.

How to Submit Your “Complete” Portfolio

Submit your complete portfolio in a large manila envelope; do not staple or use paper clips. “Complete” means that your DMS portfolio contains all required documents listed on the checklist and all general and selective admission requirements have been satisfied. If these conditions are not fulfilled, your file will be incomplete and not considered for acceptance.

Write on the front of the envelope:  If mailing portfolio use the below address:

- Your Name
- Your RCGC Student ID Number
- The program to which you are applying
- Rowan College at Gloucester County
- Admissions Office
- ATTN: Selective Admission Portfolio
- 1400 Tanyard Road
- Sewell, NJ 08080

Complete Portfolios submitted in person or by mail must be received in the Admissions Office in the Student Services Building by 5 pm on Friday, March 4, 2016. Complete DMS portfolios may be submitted any time prior to the published deadline. Once submitted, new documentation may NOT be added to your portfolio. Remember to allocate sufficient time to gather your documentation.

COMPLETE DMS Portfolio MUST include ALL of the following:

1. Portfolio Checklist ( pp. 14, 15)
2. Allied Health Application ( p. 16)
3. RCGC Placement Test/Admission Status Form (Signed by RCGC Admissions) ( p. 17)
4. ACT/SAT Scores (photocopy is acceptable)
5. 2016 Information Session Attendance Slip (Original slip)
6. Official transcript from high school (if applicable) (see page 12)
7. Official transcripts from ALL colleges* attended
8. Verification of GPA of at least 2.0 from last school of attendance (Official transcript)

*Note: If accepted into the program, your applicable college credits will automatically be transferred.
RCGC DMS Portfolio Checklist (page 1 of 2)

Last Name ________________________ First Name __________________   ID #___________________

Please check (✔) each box as you complete the corresponding requirement. All documents must be enclosed in your portfolio and submitted to the RCGC Admissions Office by: Friday, March 4, 2016

☐ Allied Health Application

☐ RCGC Placement Test/Admission Status Form Signed by applicant and RCGC Admission Staff

☐ Testing Requirement

a.) ☐ ACT Composite Score (minimum required: 22)
   Score: _______ Test Date: month ______ year ______
   □ Check box if taking the Residual ACT on February 13, 2016
   (Hand-scored results will be placed in your portfolio by the Admissions Office)

b.) ☐ SAT Score (minimum required: Before April 1, 1995: 910 After April 1, 1995: 1020)
   NOTE: Writing component is NOT used to determine total score
   Critical Reading Score: _______ Test Date: month ______ year ______
   Math Score: _______ Test Date: month ______ year ______
   Total Score: ______

c.) ☐ Baccalaureate degree (A score of 26 will be assigned to satisfy testing requirement)
   Name of college/university degree received: ____________________________________________
   (Include official transcript confirming degree)

   □ OR

  d.) ☐ ARRT Certified (A score of 26 will be assigned to satisfy testing requirement)
   (Include a copy of license)

   □ OR

☐ 2016 Information Session Attendance Slip (original only) Date of attendance __________________

☐ High School Transcript Include official high school transcript if applicable (see page 13)

☐ College Transcripts List ALL colleges attended including RCGC and include official transcript for each
   (1)________________________________________ (4)________________________________________
   (2)________________________________________ (5)________________________________________
   (3)________________________________________ (6)________________________________________

☐ I Acknowledge, if an offer of acceptance is made, omission of a transcript from any college attended is grounds for rescinding the offer. Applicant’s Initials __________

☐ GPA Verification Include official transcript verifying cumulative grade point average of 2.0 or higher from last school of attendance.
   Write name of last school attended __________________________ GPA _________

PLEASE CONTINUE TO OTHER SIDE
Complete the box below and sign at bottom.

The highest submitted science grade of C or better will be used for admission ranking

Check (✓) the corresponding box of the science and math requirement you are submitting for evaluation. Indicate the school/college, semester (fall, spring, summer) and year taken and final grade received equivalent to a C or better. Grades shown on the transcript will be used for admission consideration.

<table>
<thead>
<tr>
<th>Required Science Course</th>
<th>School/College</th>
<th>Semester</th>
<th>Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Lab Biology 2009 to present AND □ Lab Chemistry 2009 to present</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>OR</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>□ Anatomy &amp; Physiology I w/lab college level only/2009 to present</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Anatomy &amp; Physiology II w/lab college level only/2009 to present</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Math Course</th>
<th>School/College</th>
<th>Semester</th>
<th>Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ High School Algebra II or higher level HS math</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Name __________________</td>
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</tr>
<tr>
<td>OR</td>
<td></td>
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</tr>
<tr>
<td>□ College Intermediate Algebra (MAT-105) or higher level college math</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Name __________________</td>
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</tbody>
</table>

I understand that I am solely responsible for the contents of this portfolio. I also certify that I have read, understand and meet the admission requirements and that this portfolio is complete. I further understand that once I submit this portfolio to the RCGC Admissions Office, I will not be permitted to submit additional documentation.

I certify that all documents and information provided by me are true, accurate and complete. Any misleading or false information may result in actions including, but not limited to, discipline, dismissal or denial of applying to all selective admission programs. In addition, I realize my acceptance may be revoked if I engage in behavior that brings into question my honesty, integrity, maturity or ethical character.

The Buckley Amendment (Privacy Act) requires your permission before transferable college courses may be added to your academic record. If accepted into the program, permission is granted to transfer any applicable courses and change major by signing below.

Signature of Applicant ___________________________ Date ___________________________
This application is submitted only after you have completed the general admissions process as described in this packet. Include this application as part of your completed portfolio.

Please type or print clearly.

ID #____________________
Legal Last Name __________________________________ Maiden Name (if applicable) _______________________
First Name __________________________________ Middle Initial ______________________
Address ________________________________________________________________________________________
City __________________________ County __________________ State_________ ZIP Code ______________
Home Phone: (_____) __________________________ Date of Birth _________/_________/________
Work Phone: (_____) __________________________ Sex: ☐ Male ☐ Female
Cell Phone: (_____) __________________________
Email Address __________________________________________________________________________________

Choose only one program for which you are applying:
☐ Diagnostic Medical Sonography
☐ Nuclear Medicine Technology

Are you currently a student at Rowan College at Gloucester County? ☐ No ☐ Yes

If no, have you ever attended Rowan College at Gloucester County? ☐ No ☐ Yes, Dates Attended___________

Please list below all high schools, vocational/technical schools and colleges/universities attended:

<table>
<thead>
<tr>
<th>Name of Institution:</th>
<th>Address:</th>
<th>Dates Attended:</th>
<th>Degree Received:</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>City/State</td>
<td>Month/Year</td>
<td></td>
</tr>
<tr>
<td>Vocational/Technical School</td>
<td>City/State</td>
<td>Month/Year</td>
<td></td>
</tr>
<tr>
<td>College/University</td>
<td>City/State</td>
<td>Month/Year</td>
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<tr>
<td>College/University</td>
<td>City/State</td>
<td>Month/Year</td>
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</tr>
</tbody>
</table>

Equal Opportunity
The Board of Trustees is committed to providing a work and academic environment that maintains and promotes affirmative action and equal opportunity in all categories of employment and education. The Board will continually attempt to carry out its responsibilities to provide all persons with equal access and fair treatment regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, religion, liability for service in the Armed Forces of the United States, atypical heredity cellular or blood trait of any individual, nonapplicable disability or because of genetic information or refusal to submit or make available the results of a genetic test. For questions concerning discrimination or Title IX issues, call Affirmative Action/Title IX Officer, Almarie J. Jones, Executive Director, Diversity and Equity, at 856-415-2154. For disability issues, contact ADA/504 Officer, Dennis M. Cook, Director, Department of Special Services, at 856-415-2265. Dennis M. Cook, Office of Special Needs Services, at 856-415-2265.
RCGC Placement Test/Admission Status Form

1. Applicant completes Applicant Section.
2. Applicant submits form to the Admissions Office for signature BEFORE placing in his/her portfolio.
3. RCGC Admissions Representative completes their section, signs and returns form to applicant.
4. Only after an Admissions Representative signs this form will it be considered complete and ready to be enclosed in the portfolio.

NOTE: It is highly recommended that you submit this form to the Admissions Office well in advance of turning in your portfolio to ensure sufficient time for processing.

Applicant Section:

Applicant Name_____________________________________________  ID #______________________

I am an applicant for the Rowan College at Gloucester County 2016 Selective Admission Program

(please check one):

☐ LPN-RN Track
☐ Generic Nursing Program
☐ Diagnostic Medical Sonography
☐ Nuclear Medicine Technology

I hereby request the Admissions Office to verify my admission status and RCGC Placement Test status.
I acknowledge that only after an Admissions Representative signs this form it will be considered complete and ready to be enclosed in the portfolio.

Signature of Applicant ___________________________  Date __________________

RCGC Admissions Office Section:

Admission Status

☐ This applicant has satisfied the general admission requirements by providing the following document:

__ Official high school transcript
__ Home school transcript
__ GED

☐ This applicant has the following outstanding admission requirements and is not eligible to apply to the program:

____________________________________________________________________________

RCGC Placement Test Status

☐ This applicant has satisfied the RCGC Placement Test requirements

☐ This applicant has taken the RCGC Placement Test but still has the following outstanding remedial requirements and is not eligible to apply to the program:

____________________________________________________________________________

Signature of RCGC Admissions Representative ___________________________  Date ________________