



**Diagnostic Medical Sonography
Associate of Applied Science Degree Application**

Deadline to apply: March 1st

All application materials must be received in the Sonography Department by 3:00 pm on March 1st or the 1st business day of March. If you are mailing your materials, it is highly suggested you mail them by February 15th to ensure timely arrival.

You may drop off or mail all application materials to the address listed below:

**ATTN: Diagnostic Medical Sonography Administrative Assistant, Fielding 246
State Fair Community College
3201 West 16th Street
Sedalia, MO 65301-2199**

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St. Sedalia, MO 65301. Inquires also may be directed to the U.S Department of Education, Office of Civil Rights at OCR.KansasCity@ed.gov.

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Disability Resource Office, Yeater Learning Center, Room 159, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

Title IV and Licensure Requirements

The State Fair Community College Diagnostic Medical Sonography Program is designed to meet educational requirements for a professional license/certification in Diagnostic Medical Sonography required for employment as a Diagnostic Medical Sonographer in ALL 50 STATES. If you have questions about licensure/certification requirements in a specific state, contact the program directly or view the information listed in Consumer Information at <https://www.sfccmo.edu/about/consumer-information/>. The information will be reviewed and updated on an annual basis prior to the start of fall semester.

If a student is determined to be located in a state where the Diagnostic Medical Sonography Program does not meet educational requirements, in order to enroll in the Diagnostic Medical Sonography Program, the student will be required to complete an attestation prior to starting the program indicating plans to work in a state where the Diagnostic Medical Sonography Program meets educational requirements.

Application for Admission Form
DIAGNOSTIC MEDICAL SONOGRAPHY
PROGRAM

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SFCC Student ID

SFCC Email Address (no personal accounts)

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Last Name

First Name

Middle Name

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Preferred Name

Other Names You Have Used

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(Area) Home Phone Number

(Area) Cell Phone Number

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Address – Street, Route, or Box Number

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City

State

Zip Code

Please select one:

I have applied AND completed my Enrollment Checklist to be fully accepted to State Fair Community College.

I have applied AND completed my Enrollment Checklist to be fully accepted to State Fair Community College BUT currently enrolled in courses at another college. Unofficial transcripts are included

If applying to more than one SFCC Health Science program, please select first choice:

- Diagnostic Medical Sonography program
- Radiologic Technology program
- Dental Hygiene program
- Other: _____

Applicants please choose the track(s) you wish to apply:

- General
- Cardiac
- General and Cardiac

If applying to both tracks please indicate your first choice:

- General
- Cardiac

*You **must** have 8 hours of observation for **each** track, for a total of **16 hours** even if only applying to one track. Applicant could be accepted to both tracks, but may only choose one.

Has a regulatory authority or verification board ever:

- Denied, revoked or suspended your professional license, permit, registration, or certification, or
- Placed you on probation, under agreement, or under consent order; or
- Allowed voluntary surrender of your professional license, permit, registration, or certification; or
- Subjected you to any conditions or disciplinary actions by such an organization

YES

NO

Have you submitted an eligible application to the SFCC Diagnostic Medical Sonography program in a previous year? YES NO

Diagnostic Medical Sonography Program Application Checklist

*****If currently only attending SFCC, skip step 1*****

Please initial on line as each step is completed.

Step One: Meet State Fair Community College (SFCC) Admission Procedures

- Submit an online SFCC Application for Admission at www.sfccmo.edu/admissions. Students must be **fully admitted (Enrollment Checklist completed)** to SFCC with all official transcripts **received and articulated** before March 1. Students must submit official college transcripts from all colleges where credit was earned or attempted, including dual credit earned in High School. In progress, Spring courses will be articulated at the end of Spring semester.

Step Two: Meet SFCC Diagnostic Medical Sonography Program Admission Requirements

- Read the Diagnostic Medical Sonography Program, Program Information and meet the Essential Qualifications for the Diagnostic Medical Sonography Program located at <https://www.sfccmo.edu/academics-programs/areas-of-study/diagnostic-medical-sonography/>
- Complete the ATI TEAS – AH (Allied Health) pre-entrance program exam **with an overall score of 65 or higher** prior to application deadline. This test is required for all students. If exam was completed at testing center other than SFCC, official transcript must be requested from ATI; visit <https://help.atitesting.com/how-do-ati-teas-transcripts-and-score-submissions-work> for more information.
- Complete all prerequisite courses by the end of the Spring semester in which the student is applying. *(If course is currently in progress, please note IP by the course AND INCLUDE UNOFFICIAL TRANSCRIPT)*
 - ENGL 101 English Composition I – 3 credit hours with **B or higher**
 - MATH 113, 114, 119 or higher – 3 credit hours with **B or higher**
 - HEOC 119 Medical Terminology – 3 credit hours with **B or higher**
 - BIO 207 Human Anatomy with Lab – 4 credit hours with **B or higher**
 - BIO 208 Human Physiology with Lab – 4 credit hours with **B or higher**
 - HIST 101 U.S. History before 1877 (or) HIST 102 U.S. History since 1877 (or) POLS 101 American National Government – 3 credit hours with **B or higher**
 - ENGL 102 English Composition II (or) COMM 101 Public Speaking – 3 credit hours with **B or higher**
 - PHYS 110 Survey of Physics with lab (or) RAD 130 Radiation Production and Characteristics (only available to students who have completed a radiologic technology program) – 3-5 credit hours with **C or higher**
- The above grades are a minimum requirement for the Diagnostic Medical Sonography Program. The **prerequisite GPA** earned by the student will be calculated into the points awarded during the selection process. GPA is checked at the end of the spring semester of the school year in which the student is applying. If two grades exist for a required course on the transcript, the higher of the two grades will be used for the GPA computation. The GPA will be figured to the one hundredth position, such as 3.45 or 2.54, and not rounded beyond that point; for example, a 2.46 will not be rounded to 2.5.

Step Three: Communication with SFCC about Program Requirements and Application Process

Met with Navigator or Program Official (face to face, e-mail, Zoom or via telephone) regarding program expectations and application process.

Step Four: Application Submission

- **Submit application packet containing the following by March 1st or 1st business day of March.**
- Application for Admission Form
 - Applicant Observation Forms- Minimum of 8 hours in cardiac **and** 8 hours in the general track- for a total of 16 hours. Upto 8 hours may be completed as a volunteer patient in the SFCC DMS Scanning lab
 - Essay
 - Application Checklist with all steps initialed
 - Unofficial transcript if currently enrolled in non-SFCC prerequisite courses during Spring semester

Selection Process

Students in the Diagnostic Medical Sonography program are admitted to the college on the same basis as other students, but admission to the college does not ensure admission into the Diagnostic Medical Sonography program. The Admissions Committee may be comprised of the Program Director, Clinical Coordinator, members of the advisory committee and possibly other college personnel may evaluate students for the class. Candidates will be evaluated based on a point scale. Points will be awarded as described below:

Criteria	Formula for calculating points	Points Possible
GPA in prerequisite courses	$GPA \times 100/4.0$	100
ATI TEAS	Score from exam	100
Essay	Avg. score from Admissions Committee	50
Health Sciences Interview	Avg. score from Admissions Committee	50
Total		300

Any Students who have previously completed the entire application process will be awarded 5 additional points.

All applicants will be notified of their status **via SFCC student email**. All attempts will be made to have notifications out by the first week of June. Please do not contact the program or Navigator to request your status prior to the second week of June. All accepted or alternate applicants must return the acceptance notification form by the deadline indicating acceptance or decline of the offer as a class member or alternate. Applicants who did not achieve a class member or alternate selection will also be notified by June 1st. Please be sure you have a current address, email, and phone number in the mySFCC system on the Academics tab under “personal information”. IT support for accessing SFCC student email is available at <https://www.sfccmo.edu/its-knowledge-base/email-for-students/>.

We cannot offer admission to all the qualified applicants. Our enrollment is limited to 6 general and 6 cardiac students. Only students meeting the minimum requirements will be presented to the Admissions Committee. Final selection will be made by the Admissions Committee and the 6 general and 6 cardiac students with the highest total scores will be selected for the class. Students earning acceptance to both the Cardiac and General tracks must choose one track, and their spot in the other track will be offered to the next alternate student. The following information may be evaluated during the selection process: GPA in prerequisite and general education courses, oral communication skills, written communication skills, professionalism, critical thinking

ability, motivation for the profession, commitment to completing the program, career and professional goals, and realistic expectations.

The information above is directly related to the program's mission, vision and goals. Every effort is made to insure the selection process is fair and equitable to all applicants. The selection process strives to achieve a well-rounded assessment of the student as a whole.

Essay Instructions

Please use the following instructions as you prepare your admission essay:

Submit a 2-page typed essay with your SFCC student ID# in the top left-hand corner. Your name should not be used anywhere in the essay. The Essay should be double-spaced, 12-point Times New Roman font, and have 1-inch margins. The essay should use correct grammar, any necessary medical terminology, punctuation, and spelling.

The essay should address the following writing prompts:

1. In your opinion, where does U.S. healthcare need to improve to better serve the population?
2. Explain the reasoning behind your answer.
3. Provide at least one solution that you believe is viable for the challenge(s) you have discussed.
4. Make sure to cite any direct information or references used, if necessary.

**Feel free to address any issue, in any branch of healthcare. Choose your topic based on something that you are informed and passionate about. Be sure to elaborate on all of your thoughts, while adhering to the length requirement.

The essay is a crucial component of the application process as many program classes include written assignments; therefore, strong writing and communication skills are essential. Communication is vital for healthcare professionals because they must be able to communicate with patients and other members of their team, such as technologists, radiologists, and nurses.

Applicants are encouraged to utilize the Academic Success Center. Students may send their papers to the tutors via email. Tutor contact information may be found at: <https://www.sfccmo.edu/offices-services/tutoring-services/>

The tutors may not be able to help with some healthcare-related wording, but they would be able to help with writing mechanics, such as critical thinking, organization, and professionalism, as well as sentence structure, grammar, spelling, and clarity.



Admission Observation Form

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM –

3201 W. 16th St. • Sedalia, MO 65301-2199

CARDIAC TRACK

To the applicant: Observe a minimum of 8 hours with a sonographer in one or more clinical sites and use a new form for each site (make copies of this form as necessary). Observation hours are good for 18 months. It is recommended that students observe more than 8 hours and in more than one clinical setting. Contact the site in advance and schedule the observation. Please dress appropriately for your observation. Take this form with you and give to the sonographer to complete and sign. Submit the signed form with your application packet. If student is employed at this facility, a maximum of 8 hours observation at this site may be counted. NOTE: The Admissions Committee may contact the facility for additional information or verification.

Dates of Observation _____ Total # of Hours Observed _____
Student Name (please print) _____
Facility Name _____ City/State _____

To the Supervising Sonographer: As an admission requirement to the SFCC Diagnostic Medical Sonography – Cardiac Track Program, applicants are required to observe for a minimum of 8 hours in one or more clinical settings. If the information listed above for the prospective student is correct for today’s observation, please complete the section below, sign the form and return it to the student. Forms with missing signatures will not be accepted.

Type of exams that the student observed at this facility on the above date(s):
_____ Cardiac Echocardiogram _____ Vascular-Carotid
_____ Limited Cardiac Echocardiogram _____ Vascular-Venous Upper Extremity
_____ Cardiac Echo with Bubble Study _____ Vascular-Venous Lower Extremity
_____ Cardiac Echo with Contrast _____ Vascular-Arterial Upper Extremity
_____ TEE _____ Vascular-Arterial Lower Extremity
_____ Stress Echocardiogram _____ Invasive Procedure (centesis)
_____ Pediatric Echocardiogram _____ Other (vascular or cardiac ultrasound exams)

Printed name of observed sonographer: _____

Signature: _____

Did the student present himself or herself in a professional manner? ___ Yes ___ No
Thank you for sharing your time and expertise. Please complete the comment box below or contact our office if you have further comments regarding this applicant.

Additional comments about this applicant:

SFCC Sonography- Cardiac Track
Maddie Stephan, Program Director
660-596-7418



Admission Observation Form

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM –

3201 W. 16th St. • Sedalia, MO 65301-2199

GENERAL TRACK

To the applicant: Observe a minimum of 8 hours with a sonographer in one or more clinical sites and use a new form for each site (make copies of this form as necessary). Observation hours are good for 18 months. It is recommended that students observe more than 8 hours and in more than one clinical setting. Contact the site in advance and schedule the observation. Please dress appropriately for your observation. Take this form with you and give to the sonographer to complete and sign. Submit the signed form with your application packet. If student is employed at this facility, a maximum of 8 hours observation at this site may be counted. NOTE: The Admissions Committee may contact the facility for additional information or verification.

Dates of Observation _____ Total # of Hours Observed _____
Student Name (please print) _____
Facility Name _____ City/State _____

To the Supervising Sonographer: As an admission requirement to the SFCC Diagnostic Medical Sonography – General Track Program, applicants are required to observe for a minimum of 8 hours in one or more clinical settings. If the information listed above for the prospective student is correct for today’s observation, please complete the section below, sign the form and return it to the student. Forms with missing signatures will not be accepted.

Type of exams that the student observed at this facility on the above date(s):

- Abdominal (RUQ, GB, Renals, Liver, Aorta) Vascular-Carotid
Small Parts-Breast Vascular-Venous Upper Extremity
Small Parts-Scrotum Vascular-Venous Lower Extremity
Small Parts-Thyroid Vascular-Arterial Upper Extremity
GYN-Pelvis Transabdominal Vascular-Arterial Lower Extremity
GYN-Transvaginal Invasive Procedure (Biopsy/FNA,
OB 1st Trimester Paracentesis, Thoracentesis, Amniocentesis)
OB 2nd Trimester Other sonographic exams (soft tissue,
OB 3rd Trimester male pelvis, prostate, cardiac)

Printed name of observed sonographer: _____

Signature: _____

Did the student present himself or herself in a professional manner? Yes No

Thank you for sharing your time and expertise. Please complete the comment box below or contact our office if you have further comments regarding this applicant.

Additional comments about this applicant:

SFCC Sonography- General Track
Maddie Stephan, Program Director
660-596-7418

Post-Application Submission Program Admission Checklist

- Health Sciences Interview - Applicants will be notified within two weeks of application deadline about their eligibility status. Please do not contact SFCC about acceptance into program. We will contact you **via your SFCC student email**. Upon invitation, attend the Health Sciences interview session as scheduled. Students invited to the interviews will receive a letter **via SFCC student email** with a specific date and time. Students who have been invited to the Health Sciences interview must RSVP and participate in their session, non-participation will result in the loss of 50 points.
- Acceptance and alternate letters will be sent to students via SFCC student email once final grades have been received; typically during the first week of June. Students must respond by the stated deadline to accept their position in the program.
- Satisfactory background check – Students must have a satisfactory background check utilizing a United States Social Security number. Background check is completed after admission to program. Any applicant who has been convicted of felonies and/or misdemeanors must discuss this matter with the Diagnostic Medical Sonography Program Director. Refer to policy included in the Diagnostic Medical Sonography Information Packet.
- Drug screening - Drug testing is completed after admission to program.
- Completion of Immunization Requirements – Occurs after admission to program. Refer to policy included in the Diagnostic Medical Sonography Information Packet.
- Program orientation/campus store day – Occurs after admission to program. Details will be sent to students via SFCC student email.

Final decision of admission to the program will occur when the above criteria have been met and completed, and reviewed by the Diagnostic Medical Sonography Admissions Committee.