



MT. SAN JACINTO COLLEGE DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM APPLICATION PACKET

APPLICATION FILING PERIOD: March 1st – 15th for Fall admission.

INCOMPLETE or INACCURATE application packets will automatically disqualify the applicant.

As of Fall 2022 application period: All DMS Applications must be submitted electronically as a PDF or JPEG file to the Diagnostic Medical Sonography website. <https://msjc.edu/nursingandalliedhealth/dms/>. We will **only accept one submission** per student, per application period. Any subsequent submissions will not be considered part of your application.

Please Note: Correspondence with students regarding application, surveys, and other communications from the MSJC Allied Health program will be via MSJC student email and personal email only.

***OVERALL PROGRAM REQUIREMENTS**

- a. Active admissions application on file with Mt. San Jacinto College
- b. Minimum age of 18
- c. Social security number
- d. High school diploma, GED, or California proficiency
- e. Completion of orientation workshop, required assessment and advisement
- f. Reliable transportation to all affiliated hospitals
- g. Cumulative GPA of at least 2.5 and a “C” or better on all prerequisite courses
- h. Must be able to pass drug screening and background check (upon admission)

DOCUMENTS TO SUBMIT WHEN APPLYING

1. Completed and signed Applicant Information Sheet
2. Eligibility Evaluation/Program Notes
3. TEAS Report: Official TEAS Report must be ordered from ATI and sent to MSJC CC AH Program; a copy of the Unofficial TEAS Report must be submitted with application packet
4. High School Diploma/GED/California Proficiency
5. College Diploma/Licenses/Certifications and/or Employment Verification
6. DMS Orientation Workshop Attendance Certificate
7. Covid Vaccine Series = COVID-19 vaccine series =One J&J/ One Novavax or 2 series Pfizer/Moderna (covid vaccine exemptions will NOT be accepted)
8. Completed Demographics Survey

DOCUMENTS TO SUBMIT UPON ADMISSION

- a. Students will receive acceptance letters via email (denial letters will also be sent out)
- b. Student must acknowledge acceptance letter and return to Allied Health Office via email
- c. Students will attend a mandatory orientation workshop in Summer
- d. Students will be required to complete and submit the following:
 1. CPR Card
 2. Liability Insurance
 3. Physical Exam
 4. Proof of personal health insurance
 5. Photo Release Form
 6. Immunizations
 7. Background Check & Drug screening will be due at the time of clinical assignment (Mid-October to Mid-November)

Specific instructions on how to complete post-acceptance documentation will be included in the program acceptance letter.

*Please review both application and admission documentation requirements along with overall program requirements.

MT. SAN JACINTO COLLEGE DIAGNOSTIC MEDICAL SONOGRAPHY

PROGRAM ESTIMATED COST

Approximate Expenses

1. Students pay for tuition, ASB card and a parking permit as stated in the current college catalog.
2. Tuition - \$46.00 unit (57 units)
3. Designated by the Nursing-Allied Health Department \$70.00
4. DMS textbooks and supplies - \$400-\$600
5. SDMS membership and journal access - \$40 or AIUM student membership - \$25
6. CPR course -\$65 (Must be American Heart Association/Healthcare Provider -BLS)
7. Physical Examination/laboratory tests - \$300-\$500
8. Background Clearance + Drug Screening + Medical Document Manager (Complio)- \$130-177
9. Transportation cost to and from training site- Variable
10. Liability Insurance covering students is provided by the college at no cost to the student.
11. Students who are assigned to Desert Regional Medical Center for Clinicals will have to provide a Drug screening within 30 days of placement.
12. Trajecsyst account for clinical hours and exam tracking = \$125.00 (one-time cost for 4 semesters).
13. Conferences: Edelman Physics conference (\$300), UCLA Fetal Echo Conference (\$125) and San Diego Perinatal Conference (\$25).
14. After course completion: ARDMS SPI (Sonography Physics and Instrumentation) and Abdomen, OB-Gyn specialty exams - \$275 each = \$825.00 total.

Students are required to carry their own Professional Liability Insurance, \$1-3 million. Approx. \$25.

Students are required to show proof of Personal Health Insurance, which is required by Clinical Sites. Proof of these two items must be uploaded into Castlebranch or Complio. Any student who does not submit the required information will not be able to attend clinicals.

ELECTRONIC DOCUMENT SUBMISSION INSTRUCTIONS

- All documentation can be received as a scanned PDF or as a clear photograph JPEG file.
- A hard copy of any of these documents can be requested of the student at any time during the course of the program.
- All “documents to submit when applying” must be received by March 15th, 11:59pm.
- For assistance, please contact the Nursing & Allied Health Department during office hours at 951-639-5557 or nursandah@msjc.edu.
- For technical support, please contact the Student Help Desk at 951-465-7677 or via email at help@msjc.edu.

1. Upload all required documentation by accessing the DMS website at: <https://msjc.edu/nursingandalliedhealth/dms/>
 2. Select the red box: “Submit Documents Online Here” to open the Student E-Document Submission page.
 3. Enter all information in the “Important” section.
 4. Read “Important: Upload Requirements” section.
 5. Click on “Upload: Diagnostic Medical Sonography Documents” to drop down the attachment box.
 6. Please choose the type of document being uploaded by clicking on the drop-down menu. (Note: Multiple choices are listed in application drop down menu, only those listed under “documents to submit when applying” are required for application.)
 7. Click on “attachments” to choose the file from your device.
 8. Provide a brief description if needed.
 9. Scroll to the bottom of the page and select “submit” on the left side of the page. A confirmation email will be sent to email listed.
- *Nursing & Allied Health staff cannot confirm receipt of any application documents (Other than the Official TEAS Report from ATI).

The screenshot shows a web interface for uploading documents. At the top, there is a dark grey bar with the text "Upload: Diagnostic Medical Sonography Documents" and a red arrow pointing to a "Click Here" link. Below this is a section titled "Please choose type of document being uploaded" with a dropdown menu. A red circle highlights the dropdown arrow, and a red arrow points to the text "Then Click Here to select document type". Below that is another dark grey bar with the text "Please click below to upload documents". At the bottom, there is a button labeled "Attachments" with a red arrow pointing to it and the text "Next, Click Here to attach the file".



**MT. SAN JACINTO COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY
DMS PROGRAM SELECTION CRITERIA**

Please Note: : Once the application window closes, all completed packets will be reviewed and scored using the multi-criteria point system. Admission will be offered to the highest-ranking applicants whose documentation supports the information provided in the application.

Criteria	Maximum Points for Each Category	Point Distribution and Explanation
1. Previous Academic Degrees, Diploma = AA/AS or BA/BS or higher	10	Points are given for any prior degrees or multiple degrees. Score will either be 10 points or 0 points-multiple # of degrees do not add points
2. Licensed Healthcare work, Certified Healthcare work, or Employment Documentation. <u>MUST BE DIRECT PATIENT CARE</u> Volunteer hours do not count. *See adjacent column: License, Certificate, or Employment history must be direct patient care. Volunteer hours do not count.	10	Points for this criterion are given for health care licensing, certificate, or employment documentation. Licenses/Certifications/Employment must have documentation Score will be either 10 points or 0 points-multiple # licenses/certifications do not add points. *Examples of Approved Direct Patient Care, including but not limited to: Licenses/Certifications/Employment: Imaging Technologist (RT): X-ray, MRI, CT, Nuclear Medicine, Mammography, CNA, LVN, RN, MA, HHA, Paramedic, EMT, Respiratory Therapist, Physical Therapist, Dental Hygienist, Phlebotomist, Doula, EKG, IHSS, Esthetician, Optician, Chiropractic assistant, Massage therapist etc.
3. GPA from Prerequisite Courses <u>Minimum GPA to apply is 2.5</u>	40	3.9 – 4.00 = 40 points 3.7 – 3.89 = 35 points 3.5 – 3.69 = 30 points 3.3 – 3.49 = 25 points 2.5 – 3.29 = 20 points
4. Completion of all General Education Units	5	Points for these criteria are given for completion of all General Education requirements. (Option A)
5. Approved Diagnostic Assessment Tool = Test of Essential Academic Skills (TEAS VI) or most current version. <u>Minimum score to apply is 70%</u> For Study Material & Test Registration visit: ATI website: www.atitesting.com	35	Points for TEAS is a maximum of 35 points. Score 90 to 100% = 35 points Score 82 to 89% = 30 points Score 74 to 81% = 25 points Score 70 to 73% = 20 points (The highest score on the TEAS will be accepted, limit of 2 attempts per application period)
As of March 2022: An additional 2 points for each year student submitted a complete application packet.		Two points will be added for each year student submitted a complete application packet.
TOTAL MAXIMUM POINTS	100	Two points will be added each year for an application that contains *all application requirements (current year does not add point)

Pages 1-3 of this application packet are only informational and for your records. Please use this as a checklist to ensure all packet requirements and supporting documentation have been submitted.



MT. SAN JACINTO COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY
APPLICANT INFORMATION SHEET

Last Name First Name MI

Previous Name (If Applicable) MSJC Student ID #

MSJC Email Address Personal Email Address

Mailing Address City State CA Zip

Primary Phone # Alternate Phone # (Optional)

- How did you learn/hear about the MSJC DMS Program? Please check all that apply.
DMS Workshop High School Career Fair MSJC Catalog Middle School Career Day
MSJC Counselor Parent /Friend MSJC Event MSJC Winter Discovery Camp
MSJC Website Elementary Career Day Healthcare Professional Other

Have you ever been convicted of a felony/misdemeanor? NO YES
Have you ever violated the Student Code of Conduct at any College and/or University? NO YES

*If yes, you must attach a one-page statement explaining the incident and any supporting documentation. Marking yes, does not disqualify you from the program, but assists the program faculty to develop a strategic plan to help you be successful in the program.

TEAS Results: (Please Fill In)
Adjusted Individual Score:
Institution where TEAS was completed:
Date TEAS was taken:
Please Contact MSJC Nursing & Allied Health Department to verify that your official TEAS scores were received from ATI.

- Please read and sign below to acknowledge of the following statements:
-I understand the approximate expenses for participation in the Associate Degree Diagnostic Medical Sonography Program and I am aware that expenses are subject to change.
-I agree to the cost of tuition, ASB and a parking permit as stated in current MSJC catalog.
-I have read the enclosed program requirements.
-I understand clinical training sites are as far away as Palm Springs and that I need reliable transportation to my site.
-I will notify the Nursing & Allied Health Department of any change in name/address/phone number immediately.
-I hereby give permission for Enrollment Services to share information (including transcripts, grades, and evaluation results) with MSJC Nursing & Allied Health Department.
-I understand admission to the program will be compromised if I am unable to be reached.
-I understand that my admission to the program is contingent upon submission of all post-acceptance documentation.
-I have included all necessary proof and required documents within my packet.
-I hereby acknowledge all information provided is true and accurate, to the best of my knowledge. I understand that failure to disclose accurate information will result in my application being removed from consideration and/or dismissal from program upon acceptance.

Student Signature: Date:



MT. SAN JACINTO COLLEGE
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EMPLOYMENT VERIFICATION: CRITERIA 2

This document must be submitted to verify work experience for the DMS Program application packet. Licensed Healthcare work, Certified Healthcare work, or employment must be DIRECT PATIENT CARE. Volunteer hours do not count.
Examples of approved Direct Patient Care or direct patient care internship experience include, but are not limited to: Imaging Technologist (RT): X-ray, MRI, CT, Nuclear Medicine, Mammography, CNA, LVN, RN, MA, HHA, Paramedic, EMT, Respiratory Therapist, Physical Therapist, Dental Hygienist, Phlebotomist, Doula, EKG, IHSS, Esthetician, Optician, Chiropractic Assistant, Massage Therapist
Etc.

EMPLOYEE NAME: _____

START DATE/ END DATE: _____

TOTAL NUMBER OF HOURS COMPLETED: _____

EMPLOYEE TITLE: _____

LIST OF DUTIES/RESPONSIBILITIES: _____

EMPLOYER/SUPERVISOR SIGNATURE: _____

EMPLOYER/SUPERVISOR PRINTED NAME: _____

TITLE: _____

ORGANIZATION/ Email: _____

PLEASE CAPTURE BUSINESS CARD/COMPANY CONTACT INFORMATION BELOW:

