

# Diagnostic Medical Sonography

## Admission Packet — 2021



*RCSJ.edu*



1400 Tanyard Road, Sewell, NJ 08080

# **\*\*DMS\*\***

2021

## FACT SHEET

- ❖ Application Deadline: **March 5, 2021**
- ❖ Science courses **MUST** be taken from 2016 to present
- ❖ Science course transfer policy (see page 13)  
Online science course instruction is not acceptable
- ❖ Mid-term grades will *NOT* be accepted for the  
Fall 2021 admission
- ❖ Minimum acceptable ACT score: **23**
- ❖ Minimum acceptable SAT score taken after:
  - April 1, 1995 is **1050**
  - March 1, 2016 is **1130**
- ❖ 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 2022 semester

Information presented in this packet supersedes ALL other information  
obtained by the applicant and is accurate at the time of publication.



NURSING AND HEALTH PROFESSIONS

Dear DMS Applicant:

Thank you for your interest in the Diagnostic Medical Sonography Program at Rowan College of South Jersey. 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 make decisions autonomously. The successful sonographer has the ability to conceptualize in three-dimensional form, demonstrates 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 RCSJ 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 RCSJ'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,

*Laurie Rohrman*

Laurie Rohrman  
Clinical Coordinator

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<p>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.</p>
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## **Review the Following Information CAREFULLY**

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The information in this packet is effective for applicants planning to enter the:

Diagnostic Medical Sonography Program beginning in September 2021

**Deadline for submitting portfolios – Friday, March 5, 2021**

**Notifications mailed on or about – Monday, April 5, 2021**

### **\*\*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 fulfill all listed admission criteria. While admission is competitive, acceptance depends on the size and qualifications of the applicant pool. Please note that meeting all the admission criteria does not guarantee acceptance into 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 currently are enrolled at Rowan College of South Jersey.

Applicants may contact RCSJ at 856-415-2209 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 2021 DMS program.

**The information presented in this packet supersedes all other information obtained by the applicant and is accurate at the time of publication.**

**The Rowan College of South Jersey Diagnostic Medical Sonography Program**  
is accredited by:

**Commission on Accreditation of Allied Health Education Programs**

25400 U.S. Highway 19 North, Suite 158

Clearwater, FL 33763

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*

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## Program Description

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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 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 RCSJ 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 RCSJ DMS program.

DMS students are required to meet specific health standards. DMS applicants are notified of physical examination, titers, immunizations, influenza vaccines, Mantoux screening (PPD) upon acceptance to the program. Health requirements are based on the recommendations of the Center for Disease (CDC) requirements for healthcare providers. The completed health packet is due to be submitted June 15, 2021. All blood work should be drawn by May 25, 2021. Failure to submit a completed health packet will result in forfeiting the acceptance offer. Clinical agencies reserve the right to require additional health screenings. Students are responsible for health screening costs.

DMS students must maintain current CPR certification while in the DMS program. The level of CPR is **Basic Life Support (BLS) for the Healthcare Professional** and is ONLY acceptable through the American Heart Association. The RCSJ Workforce and Professional Development Institute 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 by the due date of April 16, 2021. 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.

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# DMS Program Standards

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**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

# Curriculum

Rowan College of South Jersey Division of Nursing and Health Professions Graduation Control Sheet

## Diagnostic Medical Sonography (DMS)

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

<b>FIRST YEAR — Fall Semester</b>				<b>Credits</b>
_____	ENG	101	English Composition I	3
_____	BIO	105*	Anatomy and Physiology I	4
_____	PHY	103*	General Physics	4
_____	PSY	101	General Psychology	3
_____	<b>DMS</b>	<b>101</b>	Introduction to Medical Imaging	1
				<b>13</b>
<b>Spring Semester</b>				
_____	ENG	102	English Composition II	3
_____	BIO	106*	Anatomy and Physiology II	4
_____	ALH	102	Medical Terminology	3
_____			Social Science Elective	3
_____	<b>DMS</b>	<b>117</b>	Ultrasound Physics I	2
_____	ALH	104	Patient Care	1
				<b>16</b>
<b>Summer Session</b>				
_____	<b>DMS</b>	<b>113</b>	Cross Section Anatomy	2
_____	<b>DMS</b>	<b>126</b>	Intro. to Clinical Practicum and Scan Lab (10 weeks)	2
				<b>4</b>
<b>Summer Session</b>				
_____	<b>DMS</b>	<b>105</b>	Abdominal Sonography I	2
_____	<b>DMS</b>	<b>126</b>	Intro. to Clinical Practicum (cont.)	2
				<b>2</b>
<b>SECOND YEAR — Fall Semester</b>				
_____	<b>DMS</b>	<b>201</b>	Sonographic Interpretations I	2
_____	<b>DMS</b>	<b>203</b>	Clinical Practicum I	3
_____	<b>DMS</b>	<b>209</b>	OB/GYN Sonography I	3
_____	<b>DMS</b>	<b>106</b>	Abdominal Sonography II	2
_____			Humanities Elective	3
				<b>13</b>
<b>Spring Semester</b>				
_____	<b>DMS</b>	<b>226</b>	Ultrasound Physics II	1
_____	<b>DMS</b>	<b>202</b>	Sonographic Interpretations II	2
_____	<b>DMS</b>	<b>204</b>	Clinical Practicum II	3
_____	<b>DMS</b>	<b>222</b>	Vascular Ultrasound	3
_____	<b>DMS</b>	<b>210</b>	OB/GYN Sonography II	3
_____	HPE		HPE elective	1
				<b>13</b>
<b>Summer Session</b>				
_____	<b>DMS</b>	<b>221</b>	Seminars in Ultrasound	1
_____	<b>DMS</b>	<b>208</b>	Small Parts Scanning	1
_____	<b>DMS</b>	<b>205</b>	Clinical Practicum III	1
				<b>3</b>
<b>TOTAL MINIMUM CREDITS:</b>				<b>66</b>

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**



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# Application Process

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All selective admission programs at Rowan College of South Jersey 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 RCSJ. 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 admissions.

## STEP 1

### *General Admission*

General Admission is the first step of application to the DMS program. This process will provide students with acceptance to the College, but not to the DMS program. If there are questions regarding application status or an application is needed, contact the Admissions Office at 856-415-2209.

1. Complete and submit a general admission application to the Admissions Office. Indicate on the application the intention to apply to the DMS program. The student will be designated as a Health Science student and that will identify them as a potential DMS applicant. Designation as a Health Science student does not guarantee nor imply special consideration for acceptance to the DMS program.
2. Students must submit an official copy of their high school transcript documenting high school graduation (or earned GED) to the Admissions Office.
3. Satisfy the RCSJ 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 having completed the general admission process, students are ready to begin the second step in the application process: submission of the 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** (pages 15, 16)
2. **Allied Health Application** (page 17)
3. **RCSJ Placement Test/Admission Status Form** (*Signed by RCSJ Admissions*) (page 18)
4. **ACT/SAT Scores** (photocopy is acceptable)
5. **Information Session Proof of Attendance Email** (*Email sent to students 5-8 business days after session*) (see page 8 for details)
6. **Official transcript from high school** (If applicable) (*MUST obtain from high school and be in a sealed envelope*) (see page 12)
7. **Proof of Delivery Method** (If applicable) for A&P I and II (course schedule and syllabus) (see page 13)
8. **Official transcripts from ALL colleges attended\*** including RCSJ (*MUST obtain from each college and be in a sealed envelope*) (see page 12)
9. **Verification of GPA** of at least 2.0 from last school of attendance (see page 11)

*\*Note:* If accepted into the program, applicable college credits will automatically be transferred.

# Selective Admission Requirements

Value of % Points toward Acceptance	<b>Diagnostic Medical Sonography</b>
<b>50%</b>	<p style="text-align: center;"><b>ACT * or SAT Requirement</b></p> <p style="text-align: center;">ACT Minimum Composite <b>23</b>  SAT Minimum <b>950</b> before 4/1/95  SAT Minimum <b>1050</b> after 4/1/95  SAT Minimum <b>1130</b> after 3/1/16</p> <p style="text-align: center;"><i>SAT Based on Reading and Math Components ONLY (Writing score NOT used)</i>  <b>Submit ACT/SAT scores</b> (photocopy is acceptable)</p> <p style="text-align: center;">* ACT scores for Baccalaureate Degree and ARRT certificate holders (see page 10)</p>
<b>25%</b>	<p style="text-align: center;"><b>SCIENCE Course Requirement **</b></p> <p style="text-align: center;"><b>MUST be taken from 2016 to present</b>  <b>Lab Biology and Lab Chemistry</b>  high school: 1 year each    or    college: 1 semester each</p> <p style="text-align: center;"><b>OR</b></p> <p style="text-align: center;"><b>Anatomy and Physiology I with Lab</b>  College level, face-to-face format only/equivalent to RCSJ's BIO 105  Provide proof of delivery method - course schedule and course syllabus  Online course instruction is not acceptable (see page 13)</p> <p style="text-align: center;"><b>OR</b></p> <p style="text-align: center;"><b>Anatomy and Physiology II with Lab</b>  College level, face-to-face format only/equivalent to RCSJ's BIO 106  Provide proof of delivery method - course schedule and course syllabus  Online course instruction is not acceptable (see page 13)</p> <p style="text-align: center;">Final grade received must be equivalent to a C or better</p> <p style="text-align: center;"><b>The highest submitted science grade of C or better will be used for admission ranking</b></p> <p style="text-align: center;">** Applicants may satisfy the Science requirement by passing the  <b>Excelsior exam</b> (see page 11)</p>
<b>25%</b>	<p style="text-align: center;"><b>MATH Course Requirement</b></p> <p style="text-align: center;"><b>Algebra II (High School Level)</b>  or higher level high school math.</p> <p style="text-align: center;"><b>OR</b></p> <p style="text-align: center;"><b>Intermediate Algebra (College Level)</b>  equivalent to RCSJ's MAT 105 or higher level college math. (see page 11)</p> <p style="text-align: center;">Final grade received must be equivalent to a C or better</p>
	<p><i>Required but not a ranking factor:</i></p> <ul style="list-style-type: none"> <li>✓ <b>Attend one Information Session</b></li> <li>✓ <b>Submit completed forms</b> <ul style="list-style-type: none"> <li>- Portfolio Checklist</li> <li>- DMS Application</li> <li>- RCSJ Placement Test/Admission Status Form</li> </ul> </li> <li>✓ <b>Submit ALL official transcripts</b> (in sealed envelopes obtained from school) <ul style="list-style-type: none"> <li>- Verification of required course work with final grades of C or better</li> <li>- Verification of <b>GPA</b> of at least 2.0 from last school of attendance</li> <li>- ALL current and previous RCSJ students <b>MUST</b> submit official RCSJ transcript</li> <li>- Proof of delivery method for Anatomy and Physiology I and II (schedule and syllabus)</li> </ul> </li> </ul>
<b>RCSJ.edu</b>	<div>7</div> <div>2021 DMS</div>

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# Information Sessions

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## ❖ INFORMATION SESSIONS

DMS Information Sessions are now available via Zoom Webinar.

Information Sessions are designed to explain in detail the two-step application process and give applicants an opportunity to ask questions.

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

**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 will be based on remaining logged in until the end of the Information Session Webinar. Students who exit the session early will NOT receive credit for attending and will be required to attend a future Information Session. Please plan accordingly.

Information session attendance will be verified based on each student's registration and log in data. Proof of attendance will be emailed directly to the student using the email address provided at the time of registration. This email will serve as proof of attendance and **must** be included as part of the portfolio. Please allow 5-8 business days to receive email.

Since new material is covered every year, it is necessary to attend an information session held for the year students are applying. Please allow 1.5 to 2 hours to attend the session chosen.

Reservations are required to attend an Information Session. Registration will be available **two weeks** prior to scheduled date. After you register, you will receive an email with instructions on how to access the Webinar. Please provide an email you regularly check.

To view available dates and times and to register, visit this website:

***RCSJ.edu/SelectiveAdmissions/Gloucester/DMS***

Please make every effort to join the Webinar ON TIME. **Access to the Webinar will close five minutes after the scheduled start time of each session. Late arrivals will not be admitted and will not receive proof of attendance.**

**IMPORTANT:** *Failure to attend a MANDATORY information session will result in an incomplete portfolio and will not be considered for acceptance.*

Please note, if COVID-19 restrictions are lifted and on campus, in-person Information Sessions are possible, the above website will be updated with detailed information. However, all sessions will continue to be conducted via Zoom Webinar.

# Testing Information

## ❖ ACT

ACT Assessment scores must be included in your DMS portfolio. To be considered for admission to the DMS program, a **minimum composite score of 23** 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 of South Jersey is an ACT Test Center for both the Residual and National test. However, it is not necessary to test at RCSJ in order to apply for a Selective Admission Program. If you choose to test (or retest) at RCSJ, please call the RCSJ 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](http://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 RCSJ bookstore 856-415-2249 has a selection of study guides. The RCSJ 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](http://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 RCSJ. To obtain copies of previous National ACT scores for your portfolio, call ACT at 319-337-1313 or go to their website [actstudent.org](http://actstudent.org).

Registration for RESIDUAL tests **must** be done **in person** at the Testing Center.

**Registrations will NOT be accepted after the late deadline.**

Registration for NATIONAL tests can be done online at [actstudent.org](http://actstudent.org)

*For ACT test dates beyond the below schedule, contact the RCSJ Testing Center at 856-415-2268*

<u>Residual ACT Test Date</u>	<u>Regular Deadline \$82 Fee</u>	<u>Late Deadline \$97 Fee</u>
September 19, 2020	September 4, 2020	September 18, 2020
December 5, 2020	November 20, 2020	December 4, 2020
<b>February 13, 2021*#</b>	January 29, 2021	February 12, 2021
<p><b>*Last Residual ACT test date before portfolio deadline for the DMS program</b>            # This test will be hand-scored and results will be placed in your portfolio — official results will be mailed.</p>		

<u>National ACT Test Date +</u>	<u>Registration Deadline+</u>	<u>Late Registration+</u>
September 12, 2020	August 14, 2020	August 15-28, 2020
October 24, 2020	September 18, 2020	September 19 - October 2, 2020
<b>December 12, 2020*</b>	November 6, 2020	November 7-20, 2020
February 6, 2021	January 8, 2021	January 9-15, 2021
April 17, 2021	March 12, 2021	March 13-26, 2021
June 12, 2021	May 7, 2021	May 8-21, 2021
<p>+Contact <b>National ACT</b> for registration deadline dates and service fees: <b>319-337-1270</b> or <a href="http://actstudent.org">actstudent.org</a>  <b>*Last National ACT test date to guarantee results by the DMS program portfolio deadline</b></p>		

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## Testing Information — *continued*

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### ❖ 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 <i>before</i> April 1, 1995)	<b>Minimum Acceptable Score 950</b>
SAT (taken <i>after</i> April 1, 1995)	<b>Minimum Acceptable Score 1050</b>
SAT (taken <i>after</i> March 1, 2005)	<b>Minimum Acceptable Score 1050</b>
SAT (taken <i>after</i> March 1, 2016)	<b>Minimum Acceptable Score 1130</b>
Based on Reading and Math Components ONLY (Writing score NOT used)	

To obtain copies of previous scores for your portfolio, call SAT at 866-756-7346. For more information about SAT and how to register for this test go to their website at [collegeboard.org](http://collegeboard.org).

### ❖ RCSJ Placement Test

Applicants to the DMS program must submit in their portfolio the RCSJ Placement Test/Admission Status Form (see page 18) enclosed in this packet. **Both** sections of this form must be completed **before** enclosing the form in your portfolio. Unless students meet one of the exemption criteria or tests above the remedial level in all areas, they must complete all required remediation before applying to the program. Per Administrative Procedure 8017, course work used for test exemption must be equivalent to a grade of “C” or better at RCSJ.

Any questions regarding the RCSJ Placement Test or registering for the test, contact the RCSJ Testing Center at 856-415-2268 or [ssc@rcsj.edu](mailto:ssc@rcsj.edu).

Any questions about exemption from taking the RCSJ Placement Test or getting the RCSJ Placement Test/Admission Status Form signed, contact 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.*

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## Testing Information — *continued*

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### ❖ 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 2016**, 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](mailto:testadmin@excelsior.edu) or toll free at 888-647-2388.

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## General Education Courses

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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. Students are encouraged to take BIO105, MAT105 and MAT110 prior to applying, if possible. It may also be helpful to complete any of the following courses prior to entering the program: ALH102, ALH104 and PHY103.

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 RCSJ 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.

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## MATH Program Requirement

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Intermediate Algebra (MAT 105) and Algebra and Trigonometry (MAT 110) are prerequisites for General Physics I (PHY 103). General Physics I (PHY 103) must be taken before or 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 RCSJ or a transferrable-equivalent math course.

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## GPA Verification

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### ❖ GPA Verification

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

**Attention RCSJ Students:** Please be aware that the RCSJ student's cumulative GPA must be a 2.0 or higher to start the DMS program. At the time of application, if prior coursework prevents the student's cumulative GPA at RCSJ from being a 2.0 or higher, please call 856-415-2197 and press option 1.

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# Transcripts

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**Official transcripts from ALL colleges you attended that generated an academic record must be submitted in your portfolio.**

Transcripts previously sent to RCSJ for the general admission file *will not be added* to the portfolio; therefore, students must resubmit all official transcripts in their portfolio.

All high school, college and/or vocational school transcripts, submitted in the 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.

## ❖ RCSJ Students

ALL current and previous RCSJ students **MUST** submit an official RCSJ transcript in their portfolio. The RCSJ Admissions Office and Student Records Office are NOT responsible for placing RCSJ 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 RCSJ transcript that is included in the portfolio. However, when requesting an RCSJ transcript, students must inform the staff that it is for the portfolio and allow five working days to process the request. It is **strongly** recommended to request the RCSJ transcript once grades are posted. The deadline to request an RCSJ transcript is February 26, 2021. **Requests made after this deadline will be charged a \$5.00 fee.**

## ❖ Transfer Students

It is the student's responsibility to ensure that course work from other colleges, submitted in the portfolio for selective admission ranking purposes, is acceptable prior to submitting portfolio. Transfer students should have previous course work evaluated for transfer credit **prior** to submitting the portfolio. Students must submit official transcripts from each college to the Admissions Office and complete a Transfer of Credit Evaluation form. For more information, refer to the Transfer Credit Policy in the college catalog and on page 13 of this admission packet. Be aware that college level courses taken while in high school may have generated a college transcript.

## ❖ High School Transcripts

For general admission to RCSJ (STEP 1, page 6), submission of an official copy of the student's 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.

For selective admission to the DMS program, **if** you are submitting a high school level lab biology and/or lab chemistry to satisfy the science course requirement, you **MUST** include a sealed copy of your high school transcript, obtained from your high school, in your portfolio. 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 admission consideration.

## ❖ International Transcripts

Transcripts from other countries must be translated into English and evaluated before they can be included in the portfolio. Students must request a general evaluation of your high school transcript and a course-by-course evaluation of your college transcript (s). Your transcripts must be evaluated by either of the following organizations:

**NACES** ([naces.org](http://naces.org)), **IEEES, Inc.** ([edevals.com](http://edevals.com)), **FCSA** ([foreigncredentials.org](http://foreigncredentials.org)) or **WES** ([wes.org](http://wes.org)).

If you have any concerns or questions regarding transcripts, contact the Admissions Office at 856-415-2209.

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## Science Course Transfer Policy

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Lab science courses taken at Rowan College of South Jersey during the spring, summer and fall 2020 semesters that have an online component will be acceptable for selective admission ranking.

We cannot guarantee lab science courses taken outside of Rowan College of South Jersey during the spring, summer and fall 2020 semesters will be accepted for selective admission ranking or transfer.

Nursing and Allied Health programs will only accept, in transfer, Anatomy and Physiology I and II and Microbiology courses that have been completed successfully from a regionally accredited institution and in a **face-to-face or hybrid format**. Acceptable coursework not taken at RCSJ must have equivalent content, lecture, credit hours, face-to-face lab hours and provide a letter grade.

Students who are submitting grades from other colleges to meet program requirements for admission ranking in Anatomy and Physiology (I & II) are required to provide proof of course (s) delivery method.

- ◆ Students who have taken Anatomy and Physiology I or II successfully online BEFORE August 1, 2017 will be required to demonstrate competency by enrolling and successfully completing competency testing through the RCSJ STEM Division. Students should seek the guidance of their advisor.
- ◆ Students who have taken Anatomy and Physiology I or II successfully online AFTER August 1, 2017 will *not* have the option to test out through competency testing. Students should seek the guidance of the Nursing and Health Professions advisor.

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## Proof of Delivery Method

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For admission ranking purposes, the following is **required** as proof of delivery method for Anatomy and Physiology I or II and **must be included in portfolio**:



### Course Schedule

The schedule **MUST** include the students name, the semester and year course taken, course title and section number.

AND



### Course Syllabus

The syllabus **MUST** include the semester and year course taken, course title and section number. This needs to match the information on the course schedule.

*NOTE: Science courses taken at RCSJ do not require proof of delivery method. This only applies to Anatomy and Physiology (I & II) and Microbiology courses taken at other colleges.*

It is the student's responsibility to obtain this information and provide it in the portfolio. It is **HIGHLY** recommended to confirm with the Admissions Office that the information obtained is acceptable prior to submitting portfolio. Failure to include this information could result in an incomplete portfolio and your portfolio will not be considered for admission.

For more information or if you have any questions regarding this Science Course Transfer Policy, refer to Administrative Procedure 8112 or call 856-681-6273.

NJ Transfer can assist you by providing course equivalencies for courses taken at a New Jersey college. Visit the NJ Transfer website at [njtransfer.org](http://njtransfer.org)



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## Portfolio Deadline

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### DMS Portfolio Deadline:

**Friday, March 5, 2021**

Notifications mailed on or about:

**Monday, April 5, 2021**

To confirm 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. The offer of acceptance will be rescinded if the deposit, CHBC and urine drug screen are not received by the due date.

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## How to Submit Your “Complete” Portfolio

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Submit the complete portfolio in a large manila envelope; do not staple or use paper clips. “**Complete**” means that the 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:

- **Student’s Name**
- **RCSJ Student ID Number**
- **The program to which you are applying**

### If mailing portfolio use the below address:

**Rowan College of South Jersey  
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 5, 2021**. Complete DMS portfolios may be submitted any time prior to the published deadline. Once submitted, new documentation may **NOT** be added to the portfolio. Remember to allocate sufficient time to gather all documentation.

### **COMPLETE DMS Portfolio MUST include ALL of the following:**

1. Portfolio Checklist ( pp. 15, 16)
2. Allied Health Application ( p. 17)
3. RCSJ Placement Test/Admission Status Form (p. 18)  
(Signed by RCSJ Admissions)
4. ACT/SAT Scores (photocopy is acceptable)
5. Information Session Proof of Attendance Email (email sent 5-8 business days after session)
6. Official transcript from high school (if applicable) (see page 12)  
(In a sealed envelope obtained from high school)
7. Official transcripts from **ALL** colleges attended\*
8. Proof of Delivery Method for A&P I and II (If applicable) (course schedule and syllabus)  
(see page 13)
9. Verification of GPA of at least 2.0 from last school of attendance (Official transcript)

\* *Note:* If accepted into the program, applicable college credits will automatically be transferred.

## RCSJ DMS Portfolio Checklist (page 1 of 2)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ ID # \_\_\_\_\_

Please check ☒ each box as the corresponding requirement is completed. All documents must be enclosed in \_\_\_\_\_ the portfolio and submitted to the RCSJ Admissions Office by: **Friday, March 5, 2021**

☐ **Allied Health Application**

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

☐ **Testing Requirement**

a.) ☐ **ACT Composite Score** (minimum required: **23**)

Score: \_\_\_\_\_ Test Date: month \_\_\_\_\_ year \_\_\_\_\_

☐ Check box if taking the Residual ACT on **February 13, 2021**

(Hand-scored results will be placed in your portfolio by the Admissions Office)

**OR**

b.) ☐ **SAT Score** (minimum required: *before 4/1/95: 950 after 4/1/95: 1050 after 3/1/16: 1130*)

**NOTE: Writing component is NOT used to determine total score**

Reading Score: \_\_\_\_\_ Test Date: month \_\_\_\_\_ year \_\_\_\_\_ **Total Score:** \_\_\_\_\_

Math Score: \_\_\_\_\_ Test Date: month \_\_\_\_\_ year \_\_\_\_\_

**OR**

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)

☐ **Information Session Proof of Attendance Email** Date of attendance \_\_\_\_\_

☐ **High School Transcript** *if applicable* Include official high school transcript in sealed envelope obtained from the high school (see page 12)

☐ **Proof of Delivery Method** for Anatomy and Physiology I and II: **Course schedule and syllabus** (not required for Anatomy and Physiology courses taken at RCSJ) (see page 13)

☐ **College Transcripts** List ALL colleges attended including RCSJ and include official transcript for each.

Verification of college attendance will be made through the National Clearing House and/or NSLDS.

(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**



# RCSJ DMS Portfolio Checklist — *continued* (page 2 of 2)

**Complete the box below and sign at bottom.**

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

Check (✓) the corresponding box of the <b>science and math requirement</b> you are submitting for evaluation. Indicate the school/college, semester (fall, spring, summer), year taken and final grade received equivalent to a C or better. Grades shown on the transcript will be used for admission consideration.				
<b>Required Science Course</b> <small>MUST BE COMPLETE WITH FINAL GRADE</small>	<b>School/College</b>	<b>Semester</b>	<b>Year</b> <i>2016-present</i>	<b>Grade</b> <small>C or better</small>
<input type="checkbox"/> Lab Biology <b>2016 to present</b> <b>AND</b> <input type="checkbox"/> Lab Chemistry <b>2016 to present</b>				
<b>OR</b>				
<input type="checkbox"/> Anatomy & Physiology I w/lab <b>college level only/2016 to present</b> <b>PROVIDE COURSE SCHEDULE AND SYLLABUS</b>				
<b>OR</b>				
<input type="checkbox"/> Anatomy & Physiology II w/lab <b>college level only/2016 to present</b> <b>PROVIDE COURSE SCHEDULE AND SYLLABUS</b>				
<b>Required Math Course</b> <small>MUST BE COMPLETE WITH FINAL GRADE</small>	<b>School/College</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b> <small>C or better</small>
<input type="checkbox"/> High School Algebra II or higher level HS math Course Name _____				
<b>OR</b>				
<input type="checkbox"/> College Intermediate Algebra (MAT-105) or higher level college math Course Name _____				

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 RCSJ 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 application to all selective admission programs. In addition, I realize my acceptance may be revoked if I engage in behavior that questions my honesty, integrity, maturity or ethical character.

The Buckley Amendment (Privacy Act) requires student permission before transferable college courses may be added to the student's 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** \_\_\_\_\_

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# RCSJ Allied Health Application

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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 \_\_\_\_\_

Are you currently a student at Rowan College of South Jersey? ☐ No ☐ Yes

If no, have you ever attended Rowan College of South Jersey? ☐ No ☐ Yes, dates attended \_\_\_\_\_

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

Name of Institution:	Address:	Dates Attended:	Degree Received:
High School	City/State	Month/Year	
Vocational/Technical School	City/State	Month/Year	
College/University	City/State	Month/Year	
College/University	City/State	Month/Year	
College/University	City/State	Month/Year	
College/University	City/State	Month/Year	
College/University	City/State	Month/Year	
College/University	City/State	Month/Year	

## Equal Opportunity

*The Board of Trustees is committed to providing an educational and workplace environment free from unlawful harassment and discrimination. All forms of employment and educational discrimination and harassment based upon race, creed, color, national origin, age, ancestry, nationality, marital or domestic partner or civil union status, sex, pregnancy, gender identity or expression, disability, liability for military service, affectional, or sexual orientation, atypical cellular or blood trait, genetic information (including refusal to submit to genetic testing) are prohibited and will not be tolerated. For questions concerning discrimination contact Almarie J. Jones, Executive Director, Diversity and Equity, Affirmative Action/Title IX Officer at 856-415-2154 or [ajones@rcsj.edu](mailto:ajones@rcsj.edu). For disability issues, contact Dennis M. Cook, Director, Department of Special Services, ADA/504 Officer at 856-415-2265 or [dcook@rcsj.edu](mailto:dcook@rcsj.edu).*

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## RCSJ Placement Test/Admission Status Form

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1. Applicant completes *Applicant Section*.
2. Applicant submits form to the Admissions Office for signature **BEFORE** placing in his/her portfolio. During campus closure due to COVID-19 restrictions, students can submit forms via email to [SelectiveAdmissions@rcsj.edu](mailto:SelectiveAdmissions@rcsj.edu) and they will be emailed back once signed. Once restrictions are lifted and the campus is re-open, students can bring the form in-person to the Admissions Office for signature.
3. RCSJ 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 applicants submit this form to the Admissions Office well in advance of turning in the portfolio to ensure sufficient time for processing.*

### ***Applicant Section:***

Applicant Name \_\_\_\_\_ ID # \_\_\_\_\_

I am an applicant for the Rowan College of South Jersey 2021 Selective Admission Program

(please check *one*):

☐ LPN-RN Track

☐ Nuclear Medicine Technology

☐ Generic Nursing Program

☐ Physical Therapist Assistant

☐ Diagnostic Medical Sonography

☐ Certified Clinical Medical Assistant

I hereby request the Admissions Office to verify my admission status and RCSJ 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 \_\_\_\_\_

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### ***RCSJ 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:

\_\_\_\_\_

#### **RCSJ Placement Test Status**

- ☐ This applicant has satisfied the RCSJ Placement Test requirements

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

\_\_\_\_\_

Signature of RCSJ Admissions Representative \_\_\_\_\_

Date \_\_\_\_\_