

Diagnostic Medical Sonography

Admission Packet — 2022

Available on the Gloucester Campus only



RCSJ.edu



1400 Tanyard Road, Sewell, NJ 08080

Diagnostic Medical Sonography 2022 FACT SHEET

Portfolio Deadline: March 4, 2022

All Admissions Decisions Sent: April 4, 2022

The Diagnostic Medical Sonography program is for students who wish to enter the healthcare field as a sonographer.

- Science courses **must** be taken from 2017 to present
- Mid-term grades will **not** be accepted for the Fall 2022 admission
- Minimum acceptable ACT score*: **24**
**Advanced Degree holders and ARRT Certified Radiographers, see page 18 for options*
- Minimum acceptable SAT score taken after:
 - April 1, 1995 is **1090**
 - March 1, 2016 is **1160**
- 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 2023 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. The program goal is to prepare competent entry-level general sonographers in the cognitive (*knowledge*), psychomotor (*skills*) and affective (*behavior*) domains.

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 Health Professions 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
Program Director, DMS

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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.



Section I:

AAS Diagnostic Medical Sonography Program Information

- Important Information
- Program Accreditation Status
- DMS Program Standards and Health Requirements
- AAS Diagnostic Medical Sonography Program of Study
- AAS Diagnostic Medical Sonography Course Descriptions
- General Education Courses, Math Requirement and GPA Requirement

Important Information

The information in this packet is effective for applicants planning to enter the Diagnostic Medical Sonography Program beginning in September 2022

Portfolio Deadline – Friday, March 4, 2022

All Admissions Decisions Sent on or about – Monday, April 4, 2022

– IMPORTANT –

The College is not responsible for any applicant who does not follow the instructions printed in this packet. **Responsibility for correctly completing the Diagnostic Medical Sonography application process, both general and selective admissions, lies with the applicant. Failure to do so will result in an incomplete portfolio.**

Applicants to the program must fulfill all listed admission criteria for both general and selective admissions. The Diagnostic Medical Sonography program can accept a maximum of fourteen (14) students per year. Please note that meeting or exceeding all 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 apply, including those who have previously applied to or who currently are enrolled at Rowan College of South Jersey.

Applicants may contact RCSJ at 856-468-5000, ext. 6474 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 2022 Diagnostic Medical Sonography 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

9355 113th St. N #7709

Seminole, FL 33775

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

Program Description

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 Program Health Standards

DMS students are required to meet specific health standards. DMS applicants are notified of comprehensive health requirements upon acceptance to the program. Health requirements are based on the recommendations of the Center for Disease Control (CDC) on requirements for healthcare providers. The completed health packet is due to be submitted June 15, 2022. All blood work should be drawn by May 25, 2022. 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. RCSJ offers a one-credit course, HPE 105: Healthcare Provider Emergency Response with BLS Certification, that meets this requirement.

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 18, 2022. 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.

DMS Program Standards

Technical Standards for Sonographers: Standards 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

| | | Credits |
|------------------------------------|---------------------------------------------------------|-----------|
| FIRST YEAR – Fall Semester | | |
| ___ ENG 101 | English Composition I | 3 |
| ___ BIO 105* | Anatomy & Physiology I | 4 |
| ___ PHY 103* | General Physics | 4 |
| ___ PSY 101 | General Psychology | 3 |
| ___ DMS 101 | Introduction to Medical Imaging | 1 |
| | | 15 |
| Spring Semester | | |
| ___ ENG 102 | English Composition II | 3 |
| ___ BIO 106* | Anatomy & Physiology II | 4 |
| ___ ALH 102 | Medical Terminology | 3 |
| ___ _____ | Social Science Elective | 3 |
| ___ DMS 117 | Ultrasound Physics I | 2 |
| ___ ALH 104 | Patient Care | 1 |
| | | 16 |
| Summer Session | | |
| ___ DMS 113 | Cross Sectional Anatomy | 2 |
| ___ DMS 126 | Intro. to Clinical Practicum and Scan Lab (10 weeks) | 2 |
| | | 4 |
| Summer Session | | |
| ___ DMS 105 | Abdominal Sonography I | 2 |
| ___ DMS 126 | Intro. to Clinical Practicum (cont.) | 2 |
| | | 4 |
| SECOND YEAR – Fall Semester | | |
| ___ DMS 201 | Sonographic Interpretations I | 2 |
| ___ DMS 203 | Clinical Practicum I | 3 |
| ___ DMS 209 | OB/GYN Sonography I | 3 |
| ___ DMS 106 | Abdominal Sonography II | 2 |
| ___ _____ | Humanities Elective | 3 |
| | | 13 |
| Spring Semester | | |
| ___ DMS 226 | Ultrasound Physics II | 1 |
| ___ DMS 202 | Sonographic Interpretations II | 2 |
| ___ DMS 204 | Clinical Practicum II | 3 |
| ___ DMS 222 | Vascular Ultrasound | 3 |
| ___ DMS 210 | OB/GYN Sonography II | 3 |
| ___ _____ | HPE Elective | 1 |
| | | 13 |
| Summer Session | | |
| ___ DMS 221 | Seminars in Ultrasound | 1 |
| ___ DMS 208 | Small Parts Scanning | 1 |
| ___ DMS 205 | Clinical Practicum III | 1 |
| | | 3 |
| | 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 RCSJ Academic catalog for pre-requisites/co-requisite requirements.

CONTROL SHEET EFFECTIVE WITH CLASSES ENTERING 9/2014

Diagnostic Medical Sonography (DMS) Course Descriptions

Please consult the RCSJ Academic Catalog for information on pre- and co-requisite courses.

DMS 101: Introduction to Medical Imaging1 credit

This course introduces the fields of medical imaging and how they relate to the general hospital processes and to each other. This course acquaints students with the different types of testing procedures in radiology, ultrasound, CAT scanning and MRI. Emphasis is on ultrasound scans and results as compared to the other imaging methods.

DMS 117: Ultrasound Physics.....2 credits

This course will explore concepts of ultrasound physics. Acoustical variables such as frequency, amplitude, power, intensity, wavelength and speed will be studied. The properties of pulsed waves will be introduced relative to pulse duration, pulse length, pulse repetition, duty factor, intensities, interaction and range equation. This course will also investigate transducers, sound beams, display modes, two-dimensional imaging, real time imaging and image storage.

DMS 113: Cross Sectional Anatomy I.....2 credits

This course expands the normal anatomy perspective to three-dimensional concepts. It covers anatomical structures and inter-relationships in transverse, sagittal and coronal planes. The emphasis is on the abdominal organs and great vessels. The comparison of actual ultrasound scans is demonstrated to enhance the student's perception.

Please Note: This course is separate from ALH 107. Students who have completed ALH 107 must still take DMS 113 if accepted to the program.

DMS 126: Introduction to Clinical Practicum and Scan Lab2 credits

This course will expose the students to the internal workings of an imaging department. The student will begin to develop ultrasound skills in a diagnostic imaging department. Activities developing practice skills will take place in the campus scan lab and in hospital or outpatient imaging centers.

DMS 105: Abdominal Sonography I.....2 credits

This course begins the study of clinical ultrasound applications pertaining to the abdominal organs and great vessels. Each organ is presented with a review of basic anatomy and physiology, test preparation, instrument set-up, scanning technique, normal findings, normal variants, abnormal findings and pathology and scan review. The liver, gall bladder, biliary tree, pancreas and kidneys are reviewed with regard to clinical ultrasound.

DMS 201: Sonographic Interpretations and Techniques I2 credits

Presentations by faculty and physicians of actual ultrasound cases followed by discussion of identified structures and pathology highlight this course. Review of cross-sectional anatomy as applied to actual scans is covered. Patient diagnosis and follow-up are emphasized.

DMS 203: Clinical Practicum I.....3 credits

Students are introduced to their clinical sites and receive hands-on instruction in diagnostic medical sonography techniques.

DMS 209: OB/GYN Sonography I.....3 credits

Obstetrics and Gynecological Sonography I introduces the female reproductive and urogenital systems as they pertain to ultrasound examination. Starting with the basic female reproductive system, the course expands into early pregnancy sonographic evaluation. Normal and abnormal anatomy and physiology, instrumentation set-up, patient preparation, proper scanning technique and normal and abnormal findings are presented

Diagnostic Medical Sonography (DMS) Course Descriptions

Please consult the RCSJ Academic Catalog for information on pre- and co-requisite courses.

DMS 106: Abdominal Sonography II.....2 credits

This course expands clinical applications pertaining to the organs and structures of the abdomen. The spleen, retroperitoneum, aorta and other abdominal organs are presented.

DMS 226: Ultrasound Physics II.....1 credit

This course covers the Doppler effect and principles as well as artifacts, quality assurance and bio effects.

DMS 202: Sonographic Interpretations and Techniques II2 credits

The major portion of this course is devoted to presentations by students of ultrasound applications that they have used in the clinical setting. Students must demonstrate scans that they performed, explaining the findings that were identified. The critique of scans will be used to strengthen student scanning skills and analysis

DMS 204: Clinical Practicum II.....3 credits

Students continue to develop their skills in diagnostic medical sonography techniques.

DMS 222 Vascular Ultrasound3 credits

This course will provide entry-level knowledge of visceral and peripheral vascular systems relative to duplex and color flow Doppler evaluations. The student will be provided with a working knowledge of hemodynamics and Doppler techniques relative to normal pathogenic states.

DMS 210: OB/GYN Sonography II.....3 credits

Advanced late-stage pregnancy sonography is covered in this course. The same didactic format as OB/GYN Sonography I is followed pertaining to the course presentation. Evaluation of the fetus, placenta and involved structures using ultrasound techniques are demonstrated. Critical measurements and assessment of in-utero fetuses are stressed

DMS 221: Seminars in Ultrasound..... 1 credit

On-campus seminar addresses issues that will facilitate the graduates' entry into the career of sonography. Topics include registry examination preparation in abdomen, OB/GYN and ultrasound physics. Resume writing and test-taking strategies will also be introduced

DMS 208: Small Parts Scanning..... 1 credit

Anatomy, physiology, pathology and basic scanning techniques as utilized in ultrasound evaluation of various organs and glands are covered in this presentation

DMS 205: Clinical Practicum III..... 1 credit

Students receive hands-on experience to reinforce instruction in diagnostic medical sonography techniques

General Education Courses, GPA and Math Requirements

General Education Courses

An applicant may enroll in general education courses at the College prior to acceptance to the Diagnostic Medical Sonography program. Please note that enrolling in general education courses does not guarantee acceptance into the DMS Program. Any general education course (*non-DMS courses*) listed in the DMS Program of Study can be taken prior to program application.

Students are encouraged to take BIO 105, MAT 105 and MAT 110 prior to applying, if possible. It may also be helpful to complete any of the following courses prior to entering the program: ALH 102, ALH 104 and PHY 103. Applicants are encouraged to work with their academic advisor for proper course sequencing.

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 knowledge of Microsoft Office Professional for Windows and experience with the internet. Gloucester campus students can take CIS 102, Introduction to Computers (*4 credits*).

GPA Requirement

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 your last school of attendance.

Attention Current 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 contact your academic advisor for options.

Math Program Requirement

The Diagnostic Medical Sonography program requires applicants have a strong grasp of algebraic functions to succeed in the demanding Physics courses included in the course curriculum.

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 (*MAT 110*), Pre-Calculus and Math Analysis (*MAT 107*) or Calculus I (*MAT 108*) at RCSJ or a transferrable-equivalent math course. **Statistics or other liberal arts based math courses can not be used for this requirement.**

Applicants are encouraged to work with their academic advisor to determine appropriate math course sequencing. Pre-requisite overrides and possible substitutions are student-specific and will vary on a case-by-case basis.



Section II:

Admissions

- Frequently Asked Questions
- General Admissions, Gloucester Campus
- Portfolio Requirements
- Selective Admissions Ranking Criteria
- 2022 Information Session Dates and Registration Information
- Testing Information and Registration Information
- Transcript Policies
- Transfer Credits
- Science Course Transfer Policy & Proof of Delivery Method

Frequently Asked Questions

Q: How many students do we accept per year?

A: The DMS program can accept a maximum of 14 students per year.

Q: Do you have a rolling deadline?

A: The portfolio deadline is firm – no portfolios are accepted after the posted deadline. All admissions decisions are made after the deadline.

Q: Do I have to have all of my prerequisite courses completed before applying?

A: Students must meet all general and selective admissions criteria to apply to the program. If accepted, students must meet or exceed the prerequisite requirement for General Physics (*PHY 103*) prior to starting the DMS program. Remaining general education courses can be taken concurrently with DMS courses outlined on the Program of Study.

Q: What math courses are acceptable for admissions ranking?

A: Algebra II or higher (*Trigonometry, PreCalculus, Calculus, etc.*) at the high school level OR Intermediate Algebra or higher (*Trigonometry, PreCalculus, Calculus, etc.*) at the college level. Statistics or other liberal arts math courses cannot be used for this requirement.

Q: If I score below the minimum requirements/don't meet the requirements outlined, can I still apply & be accepted?

A: No. All applicants must meet minimum general and selective admissions criteria at time of portfolio submission. Students who do not meet the minimum qualifications will be marked as incomplete and not eligible for the program.

Q: Admissions has all of my transcripts on file, is it necessary to include them in my portfolio?

A: Yes, all official college transcripts must be resubmitted in the portfolio. Students must resubmit a high school transcript only if they are using a high school lab science and/or mathematics course to apply and/or the Admissions office does not have a copy on file.

Q: I finished all of my prerequisite classes. Does this mean I can finish the program sooner?

A: No. The program takes a full 22 months of coursework and cannot be accelerated or decelerated in any way.

Q: What certification will I be able to obtain after graduation?

A: Graduates of the DMS program at RCSJ are able to obtain board certification in Abdominal Sonography and OB/GYN Sonography.

Frequently Asked Questions

Q: Do I need to take the SAT or ACT exam if I have an advanced degree or have taken the HESI or TEAS?

A: Applicants who have earned an associate degree, a bachelor's degree, or maintain current licensure through the ARRT at time of portfolio submission do not have to take the SAT or ACT. All other students must take the SAT or ACT—there are no exceptions or substitutions for this testing requirement.

Q: Should I take the SAT or ACT? Which exam is better for the program?

A: There are subtle differences in the SAT and the ACT, but ultimately it is up to the applicant to decide which exam may be best for them. There is no preference in SAT or ACT scores in admissions ranking for the DMS program.

Q: I am transferring from another school. Will you accept my credits?

A: General education courses may be eligible for transfer into the DMS program. Transfer students should have their transfer credits evaluated **prior** to submitting a DMS portfolio. Please find more information on page 20 of this packet.

Q: Is the time limit just on the lab science or does that also apply to general education classes?

A: Science courses (*including PHY 103, General Physics I*) must be no older than five years from point of entry into the DMS program. All other general education classes do not carry an expiration date.

Q: How is the cumulative GPA calculated?

A: The cumulative GPA is taken from the applicant's current or most recently attended institution. This is verified from inclusion of the student's official transcript in the portfolio. If the student attended more than one institution, the GPAs are not combined, and only the most recent cumulative GPA is used.

Q: I met or exceeded all minimum requirements, so that means I am accepted, right?

A: No. Admission to the DMS program is not guaranteed. All applicants are ranked objectively based on the published criteria (*see page 13*). The DMS program can accept a maximum of 14 students per year. Meeting or exceeding minimum requirements does not guarantee acceptance.

Application Process – Overview

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.

Both application processes must be completed correctly in order for the 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 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 or by email (admissions@rcsj.edu)

1. Complete and submit a general admission application online at [RCSJ.edu/gc/Apply](https://rcsj.edu/gc/Apply)
2. Students must submit an official copy of their high school transcript documenting high school graduation (or earned GED) to the Admissions Office. This is required for **all** applicants, regardless of additional degrees earned.
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

Please see the next page for detailed information about completing the general admissions process for the Gloucester Campus.

STEP 2 Selective Admission

Once the general admissions process is complete, 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 Gloucester 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 23 & 24)
2. **DMS Application** (page 25)
3. **RCSJ Placement Test/Admission Status Form** (Signed by RCSJ Admissions) (page 26)
4. **Standardized Test Score Requirement** (page 16-18)
5. **Information Session Proof of Attendance Email** (Email sent to students 1-2 business days after session) (see page 14 for dates)
6. **Official transcript from high school** (If applicable) (must obtain from high school and be in a sealed envelope) (see page 19)
7. **Proof of Delivery Method** (If applicable) for A&P I and/or A&P II (see page 21 & 27)
8. **Official transcripts from ALL colleges attended*** including RCSJ (MUST obtain from each college and be in a sealed envelope) (see pages 19 & 20)
9. **Verification of GPA** of at least 2.0 from last school of attendance (see page 7)

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

**RCSJ transcript can be unofficial*

General Admissions – Gloucester Campus

This section is for applicants who need to complete a general admissions application to the Gloucester Campus prior to submitting their DMS portfolio.

Step 1: Apply and Submit Official Documents

A. Complete the free online application at [RCSJ.edu/gc/Apply](https://www.rcsj.edu/gc/Apply)

- **New** students are recommended to declare AAS Health Science, DMS Pathway as their course of study.
- **Current** students do not need to reapply to the College, but should verify application status with Admissions Office and verify their personal information (*including mailing address, telephone number and email*) are current with the Student Records Office.
- **Current Cumberland Campus** students will need to complete a new application to the Gloucester campus.
- **Graduating HSOP Students** (*class of 2022*) and **Visiting (Non-Matriculated) Students** will need to complete a new application to the College as a degree-seeking student
- Designation as a potential DMS applicant does not guarantee nor imply special consideration for acceptance to the DMS program.

B. Send official high school transcript or high school equivalency documents and any official college transcripts to the Gloucester Admissions Office via the office email address: admissions@rcsj.edu. Transcripts must be issued directly from the institution.

Step 2: Satisfy Placement Test Requirements

Due to the COVID-19 outbreak, Rowan College South Jersey has made placement testing optional for general admissions programs. Students interested in applying to Selective Admissions programs (*like Diagnostic Medical Sonography*) must satisfy the College's traditional placement testing requirements.

Applicants may be exempt from the College's placement exam if they meet certain exemption criteria. Information about exemption criteria can be found on the Gloucester Campus Testing Center website: [RCSJ.edu/gc/Testing](https://www.rcsj.edu/gc/Testing).

Unless the applicant meets 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.

General admission application status and placement test exemption status are verified through the RCSJ Placement Test/ Admissions Status form (page 26). This form must be completed and signed by an RCSJ admissions representative on the Gloucester Campus PRIOR to submitting the portfolio.

Contact Information

General Admissions Office: [RCSJ.edu/gc/Enroll](https://www.rcsj.edu/gc/Enroll)

Phone: 856-415-2209

Email: admissions@rcsj.edu

Testing Center: [RCSJ.edu/gc/Testing](https://www.rcsj.edu/gc/Testing)

Phone: 856-415-2268

Email: ssc@rcsj.edu

Selective Admissions, Gloucester:

[RCSJ.edu/gc/SelectiveAdmissions](https://www.rcsj.edu/gc/SelectiveAdmissions)

General Email: SelectiveAdmissions@rcsj.edu

Samantha Wagner, Administrator, Selective Admissions

Phone: 856-468-5000, ext. 6474

Email: swagne12@rcsj.edu

Contact information is accurate at time of publication

DMS Portfolio Requirements

Once the general admissions process is complete, 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 (*page 23 & 24*) and present it to the Gloucester Admissions Office as a completed portfolio. Once submitted, new documentation may **not** be added to your portfolio.

All documentation must be submitted in a large manila envelope to the Gloucester campus no later than March 4, 2022 at 5 p.m. Late submissions are not considered for admission.

The following items are **REQUIRED** for all applicants to the Diagnostic Medical Sonography Program at time of portfolio submission:

1. Completed General Application to Gloucester Campus

- General Application (*completed and submitted online at [RCSJ.edu/Apply](https://www.rcsj.edu/Apply)*)
- Submission of High School Transcript
- Satisfied Placement Test Requirements

2. Attended one Information Session for the 2022 DMS Program

- Proof of attendance email must be printed and included in portfolio

3. Submission of Standardized Test Score Requirement

- Photocopy of SAT/ACT scores are acceptable
- Advanced degree holders must present official transcript with date of degree conferral
- ARRT licensure holders must present a copy of their license in the portfolio

4. Completion of the following forms at the end of this packet

- Portfolio Checklist
- DMS Application
- RCSJ Placement Test/Admission Status Form
- Statement of Faculty Verified Identity (*if applicable*)

5. Submission or Resubmission of **ALL** official college transcripts, if applicable (*in sealed envelopes obtained from institution*)

- RCSJ Transcript can be unofficial
- Printed copies of electronic transcripts are not considered official

6. Submission or Resubmission of **official high school transcript, if applicable** (*in sealed envelope obtained from high school*) *Not required if official copy is on file with general admissions office **and** student will use a college-level lab science and/or math course as their ranking requirement*

7. **Verification of GPA 2.0 or higher** from last school of attendance (*verified from submission of official transcript*)

8. **Submission of Proof of Delivery Method** (*if applicable, see page 21*)

- Not required for RCSJ lab science courses

Note: All General and Selective Admission requirements **must** be satisfied at the time of submission to be considered a complete portfolio

DMS Admissions Ranking Criteria

| | |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Value of Points Toward Acceptance | <p>– IMPORTANT –</p> <p>All applicants are ranked objectively based on the criteria below. Applicants are required to submit minimum qualifying scores in all areas to be considered eligible.</p> <p>Meeting or exceeding minimum requirements does <i>not</i> guarantee acceptance.</p> |
| 50% | <p>ACT * or SAT Requirement</p> <p>ACT Minimum Composite 24 SAT Minimum 990 before 4/1/95 SAT Minimum 1090 after 4/1/95 SAT Minimum 1160 after 3/1/16</p> <p>SAT based on Reading and Math Components only (<i>Writing score not used</i>) A photocopy of your score report is acceptable in the portfolio</p> <p><i>*Associate Degree holders can submit proof of degree for a composite score of 25 (see page 18)</i> <i>Baccalaureate Degree and ARRT certificate holders can submit proof of degree/licensure for a composite score of 26 (see page 18)</i></p> |
| 25% | <p>Science Course Requirement Must be taken from 2017–present</p> <p>Final grade received must be equivalent to a “C” or better <i>The highest completed science grade of “C” or better submitted will be used for admission ranking</i></p> <p>Applicants will choose one of the following options:</p> <p>Lab Biology and Lab Chemistry High School: 1 year each or College Level: 1 semester each</p> <p style="text-align: center;">OR</p> <p>Anatomy and Physiology I with Lab College-level, face-to-face format only/equivalent to RCSJ’s BIO 105/BI 106 Provide proof of delivery method – course schedule and course syllabus <i>(not required if taken at RCSJ)</i> Online course instruction prior to Spring 2020 is not acceptable (see page 21)</p> <p style="text-align: center;">OR</p> <p>Anatomy and Physiology II with Lab College level, face-to-face format only/equivalent to RCSJ’s BIO 106/BI 107 Provide proof of delivery method – course schedule and course syllabus <i>(not required if taken at RCSJ)</i> Online course instruction prior to Spring 2020 is not acceptable (see page 21)</p> <p><i>Applicants with expired science courses may use the Excelsior College exam (see page 18)</i> <i>Transfer students are encouraged to confirm their Anatomy I and/or II is equivalent to RCSJ coursework prior to submitting their portfolio.</i></p> |
| 25% | <p>Math Course Requirement</p> <p>High School Level: Algebra II or higher <i>must be final grade at time of submission</i></p> <p style="text-align: center;">OR</p> <p>College Level: Intermediate Algebra or higher <i>equivalent to RCSJ’s MAT 105 or higher level college math</i> <i>must be final grade at time of submission</i></p> |

Information Sessions

At this time, all DMS Program information sessions will be held through Zoom webinar.

- Attendance at one information session is **mandatory** in order to apply to the 2022 DMS Program and must be completed prior to submission of the portfolio.
- Portfolios submitted without proof of attendance are marked as incomplete and not considered for admission.
- Information sessions expire annually. Applicants must attend a new information session for the year in which they apply.
- **Registration is required for each information session.** Links to register will open 2 weeks prior to the session date and close a half-hour prior to the session start time. Please use an email address you check regularly to register for the session to ensure you receive the correct Zoom link.

**To register for an information session, please visit:
RCSJ.edu/SelectiveAdmissions/Gloucester/DMS**

| 2022 DMS Program Information Sessions | | |
|---------------------------------------|--------------------|-----------|
| Tuesday | October 19, 2021 | 6:00 p.m. |
| Tuesday | November 9, 2021 | 3:00 p.m. |
| Monday | December 13, 2021 | 6:00 p.m. |
| Wednesday | January 26, 2022 | 3:00 p.m. |
| Thursday | February 24, 2022* | 6:00 p.m. |

This is the **final information session for the 2022 DMS program.
No additional information sessions will be offered after this date.*

*Information session dates and times are accurate at time of publication.
Any and all updates will be posted on the Selective Admissions website.*

DMS Information Sessions (*cont'd*)

What to Expect at Your Information Session

Each session will start promptly at the advertised time and will last about 1.5 – 2 hours. The webinar will lock 10 minutes after the start of the session and late entries are prohibited. Please plan accordingly!

3 Informational Segments

- **Admissions:** Representatives from the Admissions office will review the two-step application process for the DMS program.
- **Program:** Representatives from the DMS program will review program information and other requirements.
- **Q&A:** Attendees will have an opportunity to ask and have questions answered by panelists in attendance. Questions can be typed in the chat box and will be answered either “live on-air” at the end of the information session or privately by one of the panelists in attendance.
 - Questions may also be submitted ahead of the session to Ms. Samantha Wagner, Administrator, Selective Admissions (*Gloucester Campus*) at swagne12@rcsj.edu.

Proof of Attendance

- Applicants are required to stay the entire length of the webinar to receive credit.
- Attendance is determined by registration and log-in data. Applicants who leave the session early will not receive credit for attending and will need to attend another session. **Plan ahead!**
- A receipt of attendance* will be emailed directly to the student using the email address provided in the registration form. Applicants must print the receipt and include in their 2022 DMS portfolio.

**This email may arrive 48 – 72 hours after the session and may go to your junk/spam folder.*

Please Note!

All applicants must attend one information session date for the 2022 DMS Program.

New Student Orientation, individual appointments with Admissions staff or Advisement staff and the College’s Open House do not count as valid information sessions.

Testing Information: ACT

About the Exam

The American College Testing Program (ACT) is a national college admissions examination that consists of subject area tests in English, mathematics, reading, and science. The four subject areas are multiple-choice tests. There is an optional writing portion available, however, RCSJ does not use the writing portion for admissions consideration for the DMS program. Students who take the ACT receive a composite score of all four subject area tests in a range from 1-36.

Applicants submitting ACT scores must submit a minimum composite score of 24 to be eligible for the 2022 DMS program.

Testing Logistics

Rowan College South Jersey is an approved Testing Center for both the Residual ACT and the National ACT. Students are not required to test at Rowan College South Jersey to apply to the DMS program. Students are required to allow 60 days in between attempts of the ACT exam, whether it is the Residual ACT or the National ACT. Photocopies of score reports are acceptable for inclusion in the DMS portfolio.

The Residual ACT is proctored at the Rowan College South Jersey Testing Center.

- Scores from the Residual ACT cannot be sent to other colleges and universities.
- These exams are hand-scored and results are provided directly to the student. Duplicate copies of Residual ACT scores cannot be obtained from the ACT nor from RCSJ.
- Registration for the Residual ACT must be completed in-person at the RCSJ Testing Center on the Gloucester Campus (*Student Services Building, Room 1162*). **Registrations will not be accepted after the late deadline.**
- For more information, please call 856-415-2268 or 856-681-6249

| Residual ACT Date 2021/2022 Test Date | Registration Deadline: \$85.00 (Regular Registration Fee) | Late Registration Deadline: \$100.00 (\$15.00 Late Fee Added) |
|------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------|
| September 18, 2021 | September 3, 2021 | September 17, 2021 |
| December 4, 2021 | November 19, 2021 | December 3, 2021 |
| February 5, 2022* | January 21, 2022 | February 4, 2022 |

The National ACT can be taken at any approved testing center provided by the ACT.

- Scores from the National ACT can be accessed in the student's profile typically 2 weeks after the testing date.
- All registration and payment for National ACT test dates must go through the ACT website (Actstudent.org)

| 2021/2022 National ACT | Registration Deadline: | Late Registration Deadline: |
|------------------------|------------------------|-----------------------------|
| September 11, 2021 | August 6, 2021 | August 20, 2021 |
| October 23, 2021 | September 17, 2021 | October 1, 2021 |
| December 11, 2021** | November 5, 2021 | November 19, 2021 |
| February 12, 2022 | January 7, 2022 | January 21, 2022 |
| April 2, 2022^ | February 25, 2022 | March 11, 2022 |
| June 11, 2022^ | May 6, 2022 | May 20, 2022 |
| July 16, 2022^ | June 17, 2022 | June 24, 2022 |

*FINAL Date before 2022 Deadline

**LAST date to guarantee results before 2022 DMS deadline

^This test date is after the 2022 DMS portfolio deadline and score reports will not be accepted for the 2022 DMS program.

Testing Information: SAT

About the Exam

Instead of ACT scores, SAT scores may be submitted in your DMS portfolio. The Scholastic Aptitude Test (SAT) is a national college admissions examination that consists of subject area tests in reading, writing & language, and math. The three subject areas are multiple-choice tests.

RCSJ uses the critical reading and math portions only for DMS admissions consideration. Neither the writing portion nor the optional essay are calculated in your score for the DMS program. Students who take the SAT (*since 2016*) receive a composite score of all three subject area tests in a range from 400-1600.

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.

Please use the breakdown below for acceptable minimum SAT scores:

| | | |
|----------------------------------|--------------------------|------|
| SAT (taken before April 1, 1995) | Minimum Acceptable Score | 990 |
| SAT (taken after April 1, 1995) | Minimum Acceptable Score | 1090 |
| SAT (taken after March 1, 2005) | Minimum Acceptable Score | 1090 |
| SAT (taken after March 1, 2016) | Minimum Acceptable Score | 1160 |

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

Testing Logistics

- Students who wish to take the SAT for DMS admissions consideration must register through the College Board website (**CollegeBoard.org**). Anticipated dates are listed in the table below and can be subject to change – applicants must follow the dates listed on **CollegeBoard.org**.
- Scores typically become available on the student’s online CollegeBoard account about 2 weeks from the test date.
- Students who need to request old scores for their portfolio must contact **CollegeBoard.org** at 866-756-7346. **It is the applicant’s responsibility to obtain their older SAT scores (if applicable) for their portfolio.**

| 2021-2022 National SAT Dates (Tentative) | |
|------------------------------------------|----------------|
| August 28, 2021 | March 12, 2022 |
| October 2, 2021 | May 7, 2022 |
| November 6, 2021 | June 4, 2022 |
| December 4, 2021* | |

*LAST date to guarantee results by 2022 DMS deadline

Differences Between SAT and ACT

The differences between the ACT and SAT exam are subtle. The DMS program does not give preference to one exam for admissions consideration. It is the responsibility of the applicant to decide which exam best suits their test-taking style.

Comparisons between the two exams, as well as full-length practice tests and preparatory materials, can be found through websites like Princeton Review, Khan Academy, **CollegeBoard.org**, and **ACTStudent.org**.

Preparation for either exam is highly recommended. Study guides are available at most area bookstores. The RCSJ bookstore (856-415-2249) has a selection of study guides available for purchase.

Testing Information – continued

Advanced Degree Holders

Applicants who hold an advanced degree are eligible to have an equivalent ACT composite score assigned for their admissions evaluation. Applicants who qualify for this option must include an official transcript showing the degree conferral date in their portfolio. The degree must be conferred (*not in progress*) prior to portfolio submission for applicants who choose this option. Students may use previous SAT or ACT scores, if they would like.

Associate Degree Holders can be assigned an ACT composite score of 25

Baccalaureate Degree Holders (or higher) can be assigned an ACT composite score of 26

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, if they would like. **Note: It may be to the student's advantage to take the SAT or ACT to achieve a higher score.**

RCSJ Placement Test

All applicants to the DMS program must demonstrate college-level placement in reading, writing, and math prior to submission of a DMS portfolio.

Applicants will submit a completed RCSJ Placement Test/Admissions Status Form (*page 26*) to verify exemption from or fulfillment of placement test requirements. The form must be completed by the applicant and an admissions representative. Once both sections are completed and signed, the student can submit in the portfolio.

It is the applicant's responsibility to ensure they meet or exceed placement test requirements prior to submission of a DMS 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.

For questions regarding the RCSJ Placement Test or registering for the test, contact the RCSJ Testing Center at 856-415-2268. For 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.

Excelsior College Testing

Applicants who have taken an acceptable, college-level Anatomy and Physiology I and II courses with a grade of "C" or better from a regionally accredited school prior to 2017 OR completed the course online prior to Spring 2020 have the option of meeting those requirements by taking the Excelsior College Examinations.

The exams administered through Excelsior College will demonstrate the applicant's competency in the subject. Students who have not yet taken an acceptable Anatomy & Physiology I and Anatomy & Physiology II course cannot use the Excelsior Exam to satisfy those course requirements.

The exam will generate a transcript through Excelsior College and an official, physical copy must be included in the portfolio at time of submission. Applicants who wish to use the Excelsior College exam to update their science courses must receive a letter grade of a "C" or better on the exam.

Rowan College South Jersey accepts credit for the following exam through Excelsior College for the DMS Program:

Human Anatomy and Physiology (BIOX 210): *credit for both BIO 105 & BIO 106*

All registration information is available through the Excelsior College website: ***Excelsior.edu/exams/choose-your-exam***. Costs for the exam, preparatory materials and transcript request are the sole responsibility of the applicant.

Applicants with questions about Excelsior may contact Samantha Wagner, Administrator, Selective Admissions (*Gloucester*) at 856-468-5000, ext. 6474 or swagne12@rcsj.edu.

Transcripts

Transcripts previously sent to RCSJ for the general admission file will not be added to the portfolio; therefore, students must resubmit their official transcripts in their portfolio. Please follow the guidance below for information about which transcripts must be included in the portfolio.

Applicants are encouraged to contact the Admissions Office for clarification on which transcripts may need to be submitted or resubmitted. Failure to submit or resubmit required transcripts will result in an incomplete portfolio. Incomplete portfolios are not considered for acceptance to the DMS program.

High School Transcripts

For general admission to RCSJ (*step 1, page 10*), submission of an official copy of the student's high school transcript documenting high school graduation (*or earned GED*) is mandatory for all applicants, including those who may have earned additional college degree(s).

Applicants submitting a high school level lab biology and/or lab chemistry and/or high school level math grade to satisfy the selective admissions ranking requirement for DMS admissions ranking **must** include a sealed copy of the high school transcript, obtained from the high school, in the portfolio. RCSJ uses the final letter or number grade listed on the transcript for admissions consideration, regardless of course weight (*honors, Advanced Placement, etc.*)

Be aware that college level courses taken while in high school through dual credit programs may have generated a college transcript. It is the student's responsibility to confer with their high school counselor about dual credit agreements with other institutions and request official college transcripts for their dual credit courses.

Applicants who plan to use college-level course(s) for both the science and math requirement of DMS admissions ranking, and have already submitted their official high school transcript to the Admissions Office, **do not** need to resubmit their high school transcript in the portfolio.

International high school transcripts **must** be evaluated and submitted to the Admissions Office prior to submission of the DMS portfolio.

RCSJ Students

Applicants who have taken courses at RCSJ (*including High School Option Program and Visiting students*) will submit an unofficial RCSJ transcript in their portfolio. The RCSJ transcript is the only transcript allowed to be unofficial. Students may place an official copy of their RCSJ transcript in the portfolio if desired, however, it is not required and any additional fees incurred for transcripts are the sole responsibility of the student.

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 their high school transcript and a course-by-course evaluation of their college transcript (s). International transcripts must be evaluated by any of the following organizations:

- NACES
(naces.org)
- IEEES, Inc.
(edevals.com)
- FCSA
(foreigncredentials.org),
- WES
(wes.org)
- SpanTran
(SpanTran.com)

More information is available on the Gloucester campus international student website: RCSJ.edu/gc/International. Students with questions about international transcripts can contact Ms. Christina Kulisek, Director, at ckulisek@rcsj.edu or 856-681-6273

Transcripts (cont'd)

Transfer Credits

Transfer Student Responsibilities

It is the applicant's responsibility to ensure coursework submitted for DMS admission ranking requirements is acceptable prior to submission of the DMS portfolio.

Applicants should have prior coursework evaluated for transfer credit before submission of the DMS portfolio by submitting an official transcript(s) from their previous institution(s) and completing a Transfer of College Credit Request Form through the Admissions Office website: [RCSJ.edu/gc/Transfer](https://www.rcsj.edu/gc/Transfer).

Courses Eligible for Transfer

Only general education courses from other colleges and universities may be eligible for transfer to the DMS program. Applicants who are currently enrolled or were previously enrolled in another college's DMS program should be advised that those DMS courses cannot transfer to the RCSJ DMS program.

Applicants should take note of their science courses completed at other institutions. Some colleges and universities offer a "Basic" or "Fundamental" version of both Anatomy and Physiology and Physics that may not be equivalent to the courses required in the RCSJ DMS program. **Applicants are highly encouraged to contact Selective Admissions for questions on science course equivalency well ahead of the portfolio deadline.**

Transcript Submission and Resubmission

Applicants must include a transcript from any college or university where they created an academic record. This can include students who registered for courses and then withdrew, students who are guests/visiting students at another institution and students who took only one course at the college.

Transfer students who have already submitted official transcripts from their previous institution for the general admissions file must resubmit an official copy in their DMS portfolio. The transcripts must be official, physical copies generated directly from the institution.

Applicants requesting transcripts from colleges or universities who use an electronic transcript delivery service (*National Student Clearinghouse, Parchment, etc.*) must request a physical copy be mailed to their personal address, **not** RCSJ, to place in the portfolio. Copies of electronic transcripts printed by the applicant are **not** considered official copies.

In the event a college no longer sends physical copies of transcripts due to the COVID-19 pandemic, students should contact Selective Admissions well ahead of the portfolio deadline for guidance. **Do not assume exclusion of a physical transcript is permissible before submission of the portfolio.**

It is the applicant's responsibility, not the institution's, to ensure transcripts are requested in time to be placed in the portfolio. Once submitted, no additional documents can be included in the portfolio. Omission of any official college transcript (*exception: RCSJ transcripts*) is grounds for an incomplete portfolio. Incomplete portfolios are not considered for acceptance.

Please contact the Admissions Office with any questions about transcripts.

Gloucester: 856-468-5000, ext. 6474

Email: SelectiveAdmissions@rcsj.edu

Science Course Transfer Policy

The Diagnostic Medical Sonography program will only accept, in transfer, Anatomy and Physiology I and II 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.

Online instruction is *not* acceptable for Anatomy I and/or Anatomy II and/or Microbiology courses taken prior to Spring 2020.

Please follow the guidance below if your Anatomy courses were taken in Spring 2020 to present:

- RCSJ Students: Anatomy I and/or Anatomy II courses with an online delivery method (*either 100% online or Live Online formats*) are acceptable for selective admission program requirements and do not require additional proof of delivery method.
- Transfer Students: Students will need to provide documentation from their professor on how their identity was verified in the course in addition to their course syllabus and schedule. A standard form is available on page 27.

Proof of Delivery Method

For admission ranking purposes, the following is **required** as proof of delivery method for Anatomy and Physiology I and/or Anatomy and Physiology II courses taken at another institution.

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

Course Schedule

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

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.

Statement of Instructor Verified Identity

Only required for A&P courses taken in Spring 2020-present at another institution.

Students will need to submit a statement from their instructor detailing how their identity was verified in the online course. Sciences taken at RCSJ do not require this form. A standard form is available in this packet on page 27.

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 8207 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



Section III:

Portfolio Submission

- How to Submit a Complete Portfolio
- DMS Portfolio Checklist
- DMS Application
- RCSJ Placement Test/Status Form
- Standard Faculty Verification Statement Form

Portfolio Deadline

DMS Program Portfolio Deadline: *Friday, March 4, 2022*

All Admissions Decisions Sent: *Monday, April 4, 2022*

All admissions decisions will be sent to the student's RCSJ email address. Applicants should ensure they have access to this email account **prior** to submission of portfolio. **All admissions decisions are final.**

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.

How to Submit Your Complete Portfolio

Submit the complete portfolio in a large manila envelope. 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 manila envelope:

- Student's Name
- The program to which you are applying
- RCSJ Student ID number

If mailing portfolio, please use the address below:

| |
|-----------------------------------------------------------------------------------------------------------------------------|
| Gloucester Campus Portfolios |
| Rowan College South Jersey Admissions Office ATTN: Selective Admissions Portfolio 1400 Tanyard Road, Sewell, NJ 08080 |

Complete Portfolios submitted in person or by mail must be received in the Gloucester Admissions Office in the Student Services Building by 5 pm on Friday, March 4, 2022. Complete DMS portfolios may be submitted any time prior to the published deadline. Once submitted, new documentation may **not** be added to the portfolio. Portfolios will not be reviewed by RCSJ staff for completion prior to submission.

COMPLETE DMS Portfolio MUST include ALL of the following:

1. 2022 DMS Portfolio Checklist (p. 23, 24)
2. 2022 DMS Application (p. 25)
3. RCSJ Placement Test/Admission Status Form (p. 26) (*Signed by RCSJ Admissions Staff and Applicant*)
4. Standardized Test Requirement (p. 16-18)
Photocopies of SAT/ACT scores or current ARRT certification are acceptable.
Advanced degree holders must include an official transcript showing degree conferral date.
5. Information Session Proof of Attendance Email (*email sent 1-2 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 24 & 27*)
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 transcript can be unofficial

**Not required for RCSJ lab science courses

2022 RCSJ DMS Portfolio Checklist (page 1 of 2)

Last Name: _____ First Name: _____ ID # _____

**All documents must be enclosed in the portfolio and submitted to the RCSJ Admissions Office
no later than Friday, March 4, 2022 at 5 p.m.**

- Diagnostic Medical Sonography Application** (pg. 25)
- RCSJ Placement Test/Admission Status Form Signed by applicant and RCSJ Admission Staff** (pg. 26)
- Testing Requirement: Choose ONE from the options below** (see pages 16-18)
 - a.) **ACT Composite Score** (minimum required: 24)
Score: _____ Test Date: month _____ year _____
 Check box if taking the Residual ACT on February 5, 2022
(Hand-scored results will be placed in your portfolio by the Admissions Office)
 - b.) **SAT Score** (minimum required: before 4/1/95: 990 after 4/1/95: 1090 after 3/1/16: 1160)
Note: Writing Section is **not** calculated in overall score.
Critical Reading Score: _____ Test Date: month _____ year _____
Math Score: _____ Test Date: month _____ year _____ **Total Score:** _____
 - c.) **Advanced Degree** (must include official transcript showing conferral of degree) (see page 18)
Associate Degree Holders will be assigned a score of 25
Baccalaureate Degree Holders (or higher) will be assigned a score of 26
Name of College/University: _____ Date Degree Earned (Month/Year): _____
Degree Type (Associate/Baccalaureate/Higher): _____
 - c.) **ARRT Certification** (A score of 26 will be assigned to satisfy testing requirement)
(Include a copy of current license)
- 2022 Information Session Proof of Attendance** Date of attendance: _____
- High School Transcript** (if applicable) Include official high school transcript in sealed envelope obtained from the high school (see page 19)
- Proof of Delivery Method** for Anatomy and Physiology I and II (if applicable) (not required for Anatomy and Physiology courses taken at RCSJ) (see page 21)
- 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 (RCSJ Transcript can be unofficial)
(1) _____ (5) _____
(2) _____ (6) _____
(3) _____ (7) _____
- Cumulative GPA Verification** Include official transcript verifying cumulative grade point average of 2.0 or higher from last school of attendance (see page 7)
Write name of last school attended: _____ GPA: _____
(will be verified on official transcript submitted for portfolio)
- 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: _____

PLEASE CONTINUE TO OTHER SIDE



2022 RCSJ DMS Portfolio Checklist – continued (page 2 of 2)

Choose ONE science and ONE math option below to use for admissions ranking.

If more than one box is completed below, the highest final grade of a “C” or better will be used for admissions ranking.

Mid-term grades are NOT accepted.

| Check (✓) the corresponding box of the science and math requirement you are submitting for evaluation. Indicate the school/college, semester (<i>fall, spring, summer</i>), year taken and final grade received equivalent to a “C” or better. Grades shown on the transcript will be used for admission consideration. | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------|--------------------------------------|--------------------------------------------|
| Required Science Course <i>Must be Complete With Final Grade</i> | School/College | Semester | Year <i>2017 – present</i> | Final Grade <i>“C” or better</i> |
| <input type="checkbox"/> Lab Biology 2017 to present and <input type="checkbox"/> Lab Chemistry 2017 to present | | | | |
| OR | | | | |
| <input type="checkbox"/> Anatomy & Physiology I w/lab college level only/2017 to present Must be equivalent to BIO 105 Provide Course Schedule and Syllabus <i>(if applicable)</i> | | | | |
| OR | | | | |
| <input type="checkbox"/> Anatomy & Physiology II w/lab college level only/2017 to present Must be equivalent to BIO 106 Provide Course Schedule and Syllabus <i>(if applicable)</i> | | | | |
| Required Math Course <i>Must be Complete With Final Grade</i> | School/College | Semester | Year <i>2017 – present</i> | Final Grade <i>“C” or better</i> |
| <input type="checkbox"/> High School Algebra II or higher level HS math Course Name: _____ | | | | |
| OR | | | | |
| <input type="checkbox"/> College Intermediate Algebra <i>(MAT 105) or higher level college math</i> <i>(Statistics cannot be used for this req.)</i> Course Name: _____ | | | | |

I understand that I am solely responsible for the contents of this portfolio. I also certify that I understand the information presented in this admissions packet 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: _____

2022 RCSJ DMS Application

**This application is not the same as the General Admissions application to RCSJ.
Please see pages 10 and 11 for more information on the General Admissions Application.**

Please type or print clearly.

Student ID# _____

Legal Last Name: _____ Maiden Name (if applicable): _____

First Name: _____ Middle Initial: _____

Address: _____

City: _____ State: _____ ZIP Code: _____ County: _____

Home Phone: (____) _____ Date of Birth: ____/____/____

Work Phone: (____) _____ Sex: Male Female

Cell Phone: (____) _____ RCSJ Email Address: _____

Please Note: All admissions decisions will be sent to the student's RCSJ email account

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 | |

The Board of Trustees is committed to providing a work and academic environment that maintains and promotes affirmative action and equal opportunity for all employees and students without discrimination on the basis of certain enumerated and protected categories. These categories are race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV-related illnesses. For questions concerning discrimination, contact Almarie J. Jones-Gloucester Campus, Special Assistant to the President, Diversity and Equity, Title IX and Compliance at 856-415-2154 ajones@rcsj.edu; Nathaniel Alridge-Cumberland Campus, Jr., J.D., Director, Diversity and Equity, Title IX, and Judicial Affairs at 856-498-9948 or nalridge@rcsj.edu. For disabilities, contact Carol Weinhardt-Gloucester Campus, Director Department of Special Services, ADA/504 Officer at 856-415-2247 or cweinhar@rcsj.edu Meredith Vicente-Cumberland Campus, Senior Director, Disability Support Services 856-200-4688 mvicent1@rcsj.edu.

RCSJ Placement Test/Admission Status Form

This form is used to verify the applicant has satisfied general admissions requirements to the Gloucester campus and must be signed BEFORE placing in the DMS portfolio.

Please follow these steps to complete this form:

1. Complete the Applicant Section and submit to the Admissions Office **prior** to submitting your portfolio. Applicants may submit their forms in one of the following ways:
 - Email form to *SelectiveAdmissions@rcsj.edu* (reviewed and returned in 1-2 business days)
 - Have form completed in-person at Gloucester Admissions Office
2. RCSJ Admissions Representative will complete their section, sign form and return to student.
3. Only **after** an Admissions Representative signs this form will it be considered complete and ready to be enclosed in the portfolio.

Requests made after the March 4, 2022 deadline will not be honored.

Applicant Section:

Applicant Name: _____ ID # _____

I am an applicant for the 2022 Diagnostic Medical Sonography Program at Rowan College South Jersey, Gloucester Campus.

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: _____

RCSJ Admissions Office Section:

1. **General Application:** This applicant has a completed a general admissions application to the Gloucester campus.

Yes No

2. **High School Completion Credentials:** This applicant has satisfied the general admission requirements by providing the following document:

- ___ Preliminary high school transcript (*send final copy after graduation*)
- ___ Official high school transcript
- ___ Home school transcript
- ___ GED
- ___ Applicant is missing high school completion credentials.

3. **RCSJ Placement Test Status:** This applicant satisfied the RCSJ placement test or received a testing exemption in the following areas (*Note: all three must be satisfied to submit a portfolio*):

| Reading | Writing | Math |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Yes: _____ | <input type="checkbox"/> Yes: _____ | <input type="checkbox"/> Yes: _____ |
| <input type="checkbox"/> No: _____ | <input type="checkbox"/> No: _____ | <input type="checkbox"/> No: _____ |

RCSJ Admissions Representative: _____ Date: _____

Please Note: Successful completion of this form only verifies the applicant has completed Step 1, General Admissions. Applicants must follow the portfolio checklist to confirm completion of Step 2, Selective Admissions Requirements.

Statement of Faculty Verified Identity

Nursing and Health Professions programs at RCSJ 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.

Online instruction is **not** acceptable for Anatomy I and/or Anatomy II
and/or Microbiology courses taken **prior to Spring 2020**.

Please follow the guidance below if your Anatomy courses were taken in Spring 2020 to present:

- RCSJ Students: Anatomy I and/or Anatomy II courses with an online delivery method (*either 100% online or Live Online formats*) are acceptable for selective admission program requirements and do not require additional proof of delivery method.

- Transfer Students: Students will need to provide documentation from their professor on how their identity was verified in the course in addition to their course syllabus and schedule.

For each science course taken **at an outside institution since Spring 2020**, please have this form completed by the instructor of the course. Signed statements must be included in the portfolio as part of proof of delivery method. RCSJ science courses do **not** require completion of this form.

Applicant Name: _____ RCSJ ID# _____

Course Code and Title: _____
(Example: BIO 105, Anatomy & Physiology I)

Semester Taken: _____ Institution: _____

Instructor Name: _____

This course was taken by the applicant in an online format at the institution and during the semester listed above.

I verified it was the above named applicant who completed their course assignments using one or more of the following methods (*check all that apply*):

- All course communication took place through the institution's learning management system (*Blackboard, Canvas, Sakai, etc.*) or through college provided email address.

- Applicant submitted photos of lab assignments done at home

- Exams were monitored using proctored browser (*ProctorU, Respondus, etc.*)

- Cameras were required to be on during virtual class time

- Other: _____

Instructor Signature: _____ Date: _____