



# APPLICATION FOR ADMISSION TO THE CARDIAC SONOGRAPHY PROGRAM

## WINTER 2021

Program Application

Fee **\$50.00**

non-refundable

JACKSON COLLEGE  
ASSOCIATE in APPLIED SCIENCE CARDIAC SONOGRAPHY

NAME \_\_\_\_\_ JC STUDENT ID NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ DOB: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

JC EMAIL ADDRESS \_\_\_\_\_

**The following must be completed prior to entering the program:**

- Jackson College Application
- DMS Fact Sheet Signed and Completed
- Have you included Career Investigation? (see points sheet)
- Application Fee paid? Receipt must be attached
- Have you attached any earned degrees/experience?
- Have you done a job shadow? (see points sheet)
- What are your geographical limitations? Please answer the following questions (space provided on page 2).
  - 1. Commuting to a clinical site**-what is the distance you are willing to drive **in a measurement of time** (to and from) an assigned clinical site?
  - 2. Relocating to a clinical site**-are you willing to relocate to an assigned clinical site (for the duration of the program)?  
*All cost of relocating would be incurred by the student.*

For each course listed below, please fill in an appropriate response:

Indicate your grade if you have completed the course, OR Indicate if you are currently enrolled.

**\*You must meet the required credits for each prerequisite course transferred to JC**

***THIS PROGRAM IS COMPETITIVE. Minimum Grades DO NOT Guarantee Admission.***

Must have a minimum grade of **2.0** in the following classes:

<b>ENG 131</b> _____ *3 transfer credits	<b>MAT 131</b> _____ *3-4 transfer credits	<b>PSY 140</b> _____ *3 transfer credits	<b>PHY 145</b> _____ or <b>PHY 131</b> _____ *Choose one PHY. 2 transfer credits
<b>GEO 6</b> _____ *3 transfer credits	<b>DMS 100</b> _____ *3 transfer credits	<b>DMS 104</b> _____ *3 transfer credits	<b>COM 231</b> _____ or <b>COM 240</b> _____ *Choose one COM. 3 transfer credits
			<b>SEM 140</b> _____ *maybe required; may qualify for waiver

Must have a minimum grade of **3.0** in the following classes:

<b>MOA 120</b> _____ *2-3 transfer credits	<b>HOC 130</b> _____ *3 transfer credits	<b>BIO 132</b> _____ or <b>BIO 253</b> _____ & <b>BIO 254</b> _____ *Choose one BIO. 4 - 5 transfer credits
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**Geographical Limitation: (Required)**

**Commuting to a clinical site** – What is the distance you are willing to drive in a measurement of time one way to a clinical location? \_\_\_\_\_ Hours.

**Relocating to a clinical site** – Are you willing to relocate to be closer to one of our clinical locations in order to complete your clinical hours? \_\_\_\_\_

**Required for Distance Students only**

**\*\*If you are outside of a 200 mile radius of Jackson Colleges Main Campus and are not willing to relocate to use a local clinical site, it is your responsibility to find a clinical site willing to host you for your clinical hours. Please visit <https://www.jccmi.edu/cardiac-sonography/securing-a-clinical-site/> for more information on the steps to secure a clinical site.**

List contact information here:

Name of Facility I have contacted: \_\_\_\_\_

Name of Person that has agreed to Host me: \_\_\_\_\_

Telephone number of contact: \_\_\_\_\_

Email of contact (if known): \_\_\_\_\_

Optional Points Earning Activities (Must be submitted by application deadline):

1. Job Shadow (observing in a Cardiac Sonography lab during a scheduled job shadow visit.) The 4-hour job shadow needs to be completed by August 15<sup>th</sup>. *(Submit this documentation along with your application. Must be on their letterhead, signed and dated. Please include how long you observed.)*
2. Career Investigation. On a separate sheet of paper, please respond to the following: Professional organizations for cardiac sonographer are the ASE and SDMS. Write a one-page paper reflecting upon the benefits of belonging to these organizations. (Submit this documentation along with your application.)
3. Any degrees and/or work experience. Must attach a copy of the degree or proof of work experience to obtain points for these activities. Work experience needs to be in the form of a letter from the employer on company letterhead, include a brief description of job duties, length of time employed, & must be signed to be counted.

My signature verifies that I have met all requirements for application to the Cardiac Sonography program; read and understand the Technical Standards for Admission and the Technical Standards and Functions documents; Cardiac Sonography Admission Process (pages 2, 3, 4, & 5); my admissions file is complete;

**\*All Students must meet with their student success navigator to verify the requirements have been met for the program.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Navigator Signature

**Application form must be submitted directly to: **YOUR STUDENT SUCCESS NAVIGATOR****  
Applications will only be accepted from Student Success Navigators.

**APPLICATION and TRANSCRIPT RECEIPT DEADLINE: AUGUST 15<sup>th</sup>** *(If the 15<sup>th</sup> is on a weekend, the deadline defaults to the following Monday)*  
(CARDIAC SONOGRAPHY) FOR A WINTER SEMESTER PROGRAM START (JANUARY)

## CARDIAC SONOGRAPHY ASSOCIATE IN APPLIED SCIENCE PROGRAM ADMISSION PROCESS

Jackson College and the Allied Health Department are pleased that you are interested in the Associate in Applied Science Cardiac Sonography Program. The selection process was established to enhance student success in the Sonography curriculum and passing scores on the National Exam, American Registry of Diagnostic Medical Sonographers (ARDMS).

### **APPLICATION PROCEDURE - ALL Applicants must:**

- 1) Be a high school graduate or successfully complete the G.E.D. test.
- 2) Submit a Jackson College application.
- 3) Forward to the Jackson College Admissions Office **ALL** transcripts from colleges previously attended. ***It is your responsibility to confirm that your transcripts are on file.*** (Allow 8–10 weeks for transcripts to be processed. All transcripts **MUST** be received by the application deadline. Failure to have all transcripts submitted timely to Jackson College may result in an incomplete Cardiac Sonography application).
- 4) Submit a completed Diagnostic Medical Sonography Advising Fact Sheet Form.
- 5) Submit a completed Jackson College Cardiac Sonography Program Application Form. ***This application must be submitted directly to your Student Success Navigator. The application fee must be paid to JC's Cashier's Office.***
- 6) Meet Technical Standards for Admission of the Allied Health Department and Technical Standards and Functions required for the Cardiac Sonography Program.

### **APPLICATION REQUIREMENTS for the CARDIAC SONOGRAPHY PROGRAM**

The Cardiac Sonography Program is an integrated didactic and clinical training program designed to prepare the student for employment in the field of Cardiac Sonography. After successful completion of the nationally recognized ARDMS registry exam, the graduate will be eligible to write the initials RDCS behind his/her name.

#### **Admission Requirements and Process for the Cardiac Sonography Program**

- 1) Students must have completed the prerequisite course work with a final grade of 2.0 or 3.0 or better in each course.

##### ***The following General Education and Pre-Requisite courses are required:***

- |  |   |   |
|--|---|---|
| 1.   | ENG 131   | Writing Experience (3 credits)  |
| 2.   | MAT 131   | Intermediate Algebra (3 – 4 credits)  |
| 3.   | PSY 140   | Intro to Psychology (3 - 4 credits)   |
| 4.   | GEO 6   | (3 credits) please review course choices in catalog                               |
| 5.   | PHY 145 <b>or</b><br>PHY 131                      | Introduction to Basic Physics<br>Conceptual Physics (3 credits)                   |
| 6.   | COM 231 <b>or</b><br>COM 240                      | Communication Fundamentals (3 credits)<br>Interpersonal Communication (3 credits) |
| 7.   | DMS 100   | Introduction to Diagnostic Medical Imaging (3 credits)                            |
| 8.   | DMS 104   | Introduction to Sonographic Instrumentation (3 credits)                           |
| <b>*The following classes requires a final grade of 3.0 or higher for admission consideration.</b> |   |   |
| 9.   | *BIO 132 <b>or</b><br>*BIO 253 <b>and</b> BIO 254 | Human Biology (4 credits)<br>Human Anatomy and Physiology (4 - 5 credits)         |
| 10.  | *HOC 130  | Introduction to Health Occupations (3 credits)                                    |
| 11.  | *MOA 120  | Medical Terminology (2 - 3 credits)   |

**2)** All applicants' academic records are evaluated by using a numerical point system. Entry into the Cardiac Sonography program is competitive. **If a prerequisite course that is a "point counter" (see page 5) is not completed when the application is submitted, midterm grades will be accepted at the interview. It is the sole responsibility of the applicant to have their midterm grade verified by their instructor to receive points for the class. Consideration for the sonography program will still apply.**

**3)** All qualified applicants will have a consultation (interview) with the JC Admissions Committee.

**A.** The Admissions Committee will be comprised of a minimum of three (3) of the following individuals:

- Program Coordinator
- Clinical Instructor
- Clinical Coordinator
- Medical Advisor
- Allied Health Director
- A Representative of JC Student Affairs Office
- Any non-student member of the Sonography Advisory Committee

**B.** All applicants will be asked to respond to similar set of questions during the consultation (interview) process.

**C.** All applicants will be scored by each member of the Admissions Committee and an average score is entered into overall point tally for admission considerations.

**4)** A clinical site must be arranged and approved for each applicant before final acceptance into the program. The clinical site is a third party entity into which students are placed for practical experience. JC cannot guarantee that a clinical site will always be available. Arrangement for such a site depends upon the college's ability to enter into a formal agreement with a proposed site. Students should not rely upon the availability of a clinical site in particular geographical location.

While JC uses its best efforts to negotiate clinical sites, even after they become available they can become unavailable for reasons beyond the control of JC and in that event JC has no liability.

**5)** All **accepted** applicants will be required to submit a completed statement of health/physical condition. The completed physical statement needs to include: medical history, physical exam results, and immunizations. This statement must be uploaded to CastleBranch prior to any Cardiac Sonography student beginning their clinical education.

**6)** All **accepted** Cardiac Sonography students must submit proof of Hepatitis B vaccination or a signed waiver. Some clinical sites may require qualified applications to submit to a background check and a drug screen. The check must have been completed no longer than six months prior to the start of the cardiac sonography program. The cost for the criminal background check is not covered by Jackson College. The completed report (with no active exclusions reported) must be received by the JC Security office prior to any cardiac sonography student beginning the cardiac sonography program.

**7)** Jackson College does not pay for health physicals and/or any required vaccinations.

Admissions process is nondiscriminatory in regards to race, color, religion, national creed, national origin or ancestry, age, gender, sexual preference, marital status, or handicap.

**8)** All of the Cardiac Sonography program courses are offered online through Jackson College distance education. Even though the Cardiac Sonography program is an online program, all applicants who live within a 200 mile radius of the College may be required to come to the main campus at Jackson College for an interview to be accepted into the Cardiac Sonography program.

**9)** All students admitted to the program will be required to attend a lab orientation (DMS 196) prior to beginning their clinical education of the sonography program. DMS 196 is a 10 week hands on lab course that prepares the student for clinical experience on central campus. Any student unable to attend the scanning lab course on JC's central campus due to geographical travel restrictions may be eligible to complete the course through online delivery method in their geographical location. The following circumstances will be considered to determine eligibility of online delivery method:

1. Clinical site location
2. Program Director approval
3. Clinical site (affiliate) approval.

The following conditions must be met once eligibility status has been approved:

A clinical site willing to sponsor the student must meet the minimum requirements of a clinical affiliate listed below:

- i. A current affiliation agreement

- ii. Completed, submitted and approved CC and CV forms.
- iii. Appropriate credentialed sonographers willing to facilitate the course requirements.
- iv. The sponsoring clinical site must be willing to work with student to complete the lab course competencies for the (DMS196) course.
- v. A cleared background check, drug screen and health physical form including immunization forms must be updated in the Allied Health Office one month prior to the start of the course.

## **ACCEPTANCE PROCESS**

- 1) The order of acceptance of qualified applicants will be based on points achieved. All prerequisites must be completed prior to starting the Cardiac Sonography program. It is recommended that courses that are “point counters” be completed prior to the interview.
- 2) If more than one qualified applicant achieves the same score in the Point System for the last remaining spot, the applicant with the highest overall Jackson College grade point average will be selected.
- 3) If you are not offered a space in the program you have applied for and wish to be reconsidered for the next program year, you must re-submit another Program Application Form and the \$50.00 application fee for that program year. *Your application and application fee will **NOT** automatically be rolled over.*
- 4) Upon acceptance to the Cardiac Sonography Program, an applicant must complete the Health Certification Form and obtain American Heart Association (AHA) Healthcare Professional level CPR certification. This training includes infant, child, adult, 1 man – 2-man CPR and choking. **This MUST be maintained and current while in the program.**
- 5) Notification of applicants’ status into the Cardiac Sonography program will be made in November for the upcoming winter semester (January). If a student chooses not to accept their seat in the program for that year, he/she will need to reapply for the next year and compete with the other candidates for that year.
- 6) Upon acceptance to the Cardiac Sonography Program, you will need to have access to a computer with following minimum requirements:

<b>Operating System*</b>	Windows 7, 8, 8.1, 10; Mac OS X 10.11; macOS 10.12, 10.13, 10.14, 10.15
<b>Processor</b>	Intel Core 2 Duo or AMD Athlon X2 at 1.5 GHz or faster
<b>Disk Storage</b>	Up to 30 GB available disk space depending on modules purchased
<b>Memory</b>	2 GB RAM
<b>Video Card</b>	NVIDIA GeForce 9000 or greater, ATI/AMD Radeon 5000 or newer, most Intel HD Graphics or newer**
<b>Minimum screen resolution</b>	1024x768
<b>Input Ports</b>	One USB port, directly accessible or via USB-C adapter
<b>Browser Requirement</b>	Up to date Google Chrome or Mozilla Firefox
<b>Internet Connection</b>	Broadband internet connection is required
<b>Webcam</b>	Required

You must be able to upload and download documents and attach documents to an email. You must be familiar with operation of the above software.

## **APPLICATION and TRANSCRIPT RECEIPT DEADLINE:**

August 15<sup>th</sup> (or the following Monday if the 15<sup>th</sup> falls on a weekend)  
(Cardiac Sonography) for a Winter Semester program start (January)

## CARDIAC SONOGRAPHY POINT SYSTEM

The selection process will be based on the following point system. The number of students selected into the Cardiac Sonography program is determined by how many clinical sites are available to host the JC student(s).

<u>Criteria</u>	<u>Possible Points</u>
<b>Academic</b>	
Previous degree earned <i>(submit documentation of this degree with your application)</i>	Yes = 1    No = 0
Allied Health degree <i>(submit documentation of this degree with your application)</i>	Yes = 1    No = 0
Allied Health experience <i>Please provide a Professional Reference that demonstrates verification of Allied Health Experience.</i> <i>(This experience pertains to hands on medical experience. Submit this documentation along with your application.)</i>	1 – 5 years = 1 Over 5 years = 2
DMS 100 Intro to Diagnostic Medical Imaging	3.0 = 0 3.5 = 1 4.0 = 2
BIO 132 or BIO 253 and BIO 254 Human Biology or Human Anatomy & Physiology	3.0 = 1 3.5 = 3 4.0 = 4
MOA 120 Medical Terminology	3.0 = 0 3.5 = 2 4.0 = 3
DMS 104 Intro to Sonographic Instrumentation	2.0 = 1 2.5 = 2 3.0 = 3 3.5 = 4 4.0 = 6
HOC 130 Intro to Health Occupations	3.0 = 0 3.5 = 1 4.0 = 2
Additional experience recommended, not required	
HOC 135 -- with a grade of 3.0 or higher Electrocardiography Technician <b>OR</b> Certified Cardiographic Technician (CCT) <i>(Submit this documentation along with your application)</i>	2  3
SEM 140 Seminar in Life Pathways	Yes = 1    No = 0
Job Shadow (observing in a Cardiac Sonography lab during a scheduled job shadow visit.) The 4-hour job shadow needs to be completed by August 15 <sup>th</sup> . <i>(Submit this documentation along with your application.)</i>	Yes = 1    No = 0
Career Investigation On a separate sheet of paper please respond to the following: <i>Professional organizations for cardiac sonographers are the ASE and SDMS. Write a one-page paper reflecting upon the benefits of belonging to these organizations. (Submit this documentation along with your application.)</i>	Yes = 1    No = 0
<b>Interview</b>	
Communication	3
Poise & Self Confidence	1
Critical Thinking	2
Professionalism	2
<b>TOTAL Possible Points</b>	<b>35</b>

**TECHNICAL STANDARDS FOR ADMISSION  
ALLIED HEALTH DEPARTMENT  
JACKSON COLLEGE**

The Allied Health Department faculty has specified the following non-academic criteria which applicants generally are expected to meet in order to participate in the Department of Allied Health Sciences programs and professional practice. These technical standards are necessary and essential and have been developed to provide for the health and safety of the patients receiving care from the Allied Health Department program students.

**OBSERVATION** – The applicant must be able to participate in all demonstrations, laboratory exercises and clinical practicum in the clinical component and to assess and comprehend the condition of all patients assigned for examination, diagnosis and treatment.

**COMMUNICATION** – The applicant must be able to communicate with patients to effectively elicit patient compliance, understand and assess non-verbal communications; and be able to effectively transmit information to patients, physicians, paraprofessionals, faculty and staff in a timely way.

**PSYCHOMOTOR** – The applicant must have motor functions sufficient to elicit information from patients by appropriate diagnostic or therapeutic maneuvers; be able to perform basic tasks; possess all necessary skills to carry out diagnostic or therapeutic procedures; be able to interpret movements reasonably required to provide general care and emergent treatment/actions as necessary for patient safety and comfort.

**INTELLECTUAL / CONCEPTUAL INTEGRATIVE AND QUANTITATIVE ABILITIES** – The applicant must be able to measure, calculate, reason, analyze, evaluate, and synthesize information and observations. Problem solving, the critical skill demanded of Allied Health Practitioners, requires all of these cognitive abilities. In addition, the applicant must be able to comprehend three-dimensional structures and understand the spatial relationships of these structures.

**BEHAVIOR AND SOCIAL ATTRIBUTES** – The applicant must possess the emotional health required for full utilization of intellectual abilities; execute appropriate medical judgment; the prompt completion of assigned or non-assigned responsibilities for care of and service to the patient; and the development of supportive and effective relationships with patients. Applicants must be able to tolerate physical and mental workloads, function effectively under stress, adapt to changing environments and conditions, display flexibility and function in the face of uncertainties inherent in the clinical setting and with patients. Compassion, integrity, concern for others, interest and motivation are personal qualities with each applicant should possess.

**TECHNICAL STANDARDS AND FUNCTIONS THAT ARE  
REQUIRED TO SUCCESSFULLY COMPLETE AN ASSOCIATE  
IN APPLIED SCIENCE DEGREE IN CARDIAC SONOGRAPHY**

**STANDARDS**

**FUNCTIONS**

Vision sufficient to differentiate shades of gray and color and to observe diagnostic real-time images. Vision sufficient to delineate ill-defined structures, borders, anatomical structures and pathological entities in three-dimensional projections.	Scanning with real-time Sonography system for the purpose of delineating normal anatomical structures from abnormal pathological entities.
Vision sufficient to be able to read and accurately complete reports and charts.	Reading and completing of charts, reports and interpretation of requisitions.
Speech sufficient to be understood by others; ability to understand the communication of others.	Communicating with patients, and other health care professionals.
Hearing sufficient to differentiate Doppler signals.	Conduct Doppler studies of anatomical arterial and venous structures for the purpose of diagnosing abnormal blood flows and pathological states.
Vision and physical coordination sufficient to perform scanning tasks accurately, efficiently and safely.	Manipulating of transducer while observing real-time image and conducting diagnostic study.
Sufficient fine motor functions and coordination to perform tasks involving manipulation of scan probes, instrument panels, patient position and safety.	Obtaining diagnostic real-time images for diagnostic interpretation.
Sufficient muscle strength, lower back and knee stability to handle patients in a safe manner.	Lifting and transferring of patients, physically assisting patients, moving and manipulation of ultra-Sonography systems.
Sufficient psychological stability and knowledge of techniques/resources to be able to respond appropriately and efficiently in emergent situations in order to minimize dangerous consequences either patient related or environment related.	Recognizing and responding appropriately in emergency situations.
Ability to sit or stand for extended periods of time, up to 7-8 hours per day.	Scanning requires sitting or standing for extended periods of time.
Ability to learn technical, medical, and pathophysiological information.	Completion of clinical and didactic components of program requires ability to learn.

You need to be able to perform each of these tasks with or without accommodation. If an accommodation is necessary because of a disability it is your responsibility to provide documentation and to request accommodation. The college will endeavor to satisfy requests for reasonable accommodations however it is not guaranteed.

**APPLICATION and TRANSCRIPT RECEIPT DEADLINE:**

August 15<sup>th</sup> (Cardiac Sonography) for a Winter Semester program start (January)