

Diagnostic Medical Sonography

Admission Packet — 2023

Available on the Gloucester Campus only



RCSJ.edu



1400 Tanyard Road, Sewell, NJ 08080

Diagnostic Medical Sonography 2023 FACT SHEET

Portfolios Accepted: *January 3, 2023 – March 3, 2023*

Portfolio Deadline: *March 3, 2023*

All Admissions Decisions Sent: *April 3, 2023*

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

- Anatomy & Physiology courses **must** be taken from 2018 to present
Online instruction for Anatomy I and Anatomy II at another college is not acceptable prior to Spring 2020.
- Mid-term grades will **not** be accepted for the Fall 2023 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**

*SAT Score is based on Evidence based Reading & Writing/Critical Reading/
Verbal core and Math score **only** – no writing score or essay considered*

- 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 2024 semester
- All students accepted to the DMS program **must** be vaccinated for COVID-19

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:

A.A.S. Diagnostic Medical Sonography Program Information

- Important Information
- Program Accreditation Status
- DMS Program Standards and Health Requirements
- A.A.S. Diagnostic Medical Sonography Program of Study
- A.A.S. 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 2023

Portfolios Accepted: *January 3, 2023 – March 3, 2023*

Portfolio Deadline: *Friday, March 3, 2023*

All Admissions Decisions Sent on or about: *Monday, April 3, 2023*

– 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 SelectiveAdmissions@rcsj.edu 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 2023 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 14, 2023. All blood work should be drawn by May 24, 2023. 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 19, 2023. 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
- 2023 Information Session Dates and Registration Information
- Testing Information and Registration Information
- Transcript Policies
- Transfer Credits
- Science Course Transfer Policy & Verification of Instruction 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 eligible to sit for 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: Anatomy & Physiology I and Anatomy & Physiology II 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
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, the portfolio is a final document and property of the College. Students cannot add, remove or edit any documents in their portfolio.

A complete portfolio consists of the following documents:

1. **Portfolio Checklist** (page 23)
2. **2023 DMS Application** (page 24)
3. **Information Session Proof of Attendance Email** (Email sent to students 1–2 business days after session) (see page 14 for dates)
4. **RCSJ Placement Test/Admission Status Form** (Signed by RCSJ Admissions) (page 25)
5. **Signed Portfolio Submission Agreement** (page 26)
6. **Completed Ranking Scoresheet** (page 27, 28)
7. **Standardized Test Score Requirement** (page 16–18) (SAT/ACT scores and ARRT licensure can be photocopies, advanced degree holders must include the official transcript showing degree conferral)
8. **Official transcript from high school** (If applicable) (**must** obtain from high school and be in a sealed envelope) (page 19)
9. **Verification of Instruction Method (If applicable) for A&P I and A&P II** (page 21 and 29)
10. **Official transcripts from ALL colleges attended*** (**Must** obtain from each college and be in a sealed envelope) (page 20)

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 A.A.S. 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 2023*) and **Visiting (Non-Matriculated) Students** will need to complete an application to the College as a new, 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

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 25). 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

Selective Admission 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*) and present it to the Admissions Office on the Gloucester Campus as a completed portfolio. Once submitted, the portfolio is a final document and property of the College. Applicants may not add, remove, or edit their portfolio once submitted to the College.

All documentation must be submitted in a large manila envelope to the Gloucester campus no later than March 3, 2023 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 2023 Diagnostic Medical Sonography Program

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

3. Submission of Standardized Test Score Requirement

- SAT/ACT Scores and ARRT Licensure options can be photocopies
- Advanced degree holders must include official transcript showing degree conferral

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

- 2023 DMS Portfolio Checklist
- 2023 DMS Admissions Ranking Sheet
- 2023 DMS Application
- RCSJ Placement Test/Admission Status Form
- Portfolio Submission Agreement

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 Verification of Instruction Method

- Not required for RCSJ lab science courses or high school lab science courses

Note: The portfolio is considered complete at the time of submission when all General and Selective Admissions requirements are satisfied.

DMS Admissions Ranking Criteria

Value of Points Toward Admission Ranking	<p>– IMPORTANT –</p> <p>All applicants are ranked objectively based on the criteria below.</p> <p>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) 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 2018 – 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 for admissions ranking purposes:</p> <p>A. Lab Biology and Lab Chemistry High School: 1 year each or College Level: 1 semester each Acceptable BIO class options: <i>BIO 107, BIO 101, BIO 102, high school Biology</i> Acceptable CHM class options: <i>CHM 107, CHM 111, CHM 112, high school Chemistry</i></p> <p>OR</p> <p>B. Anatomy and Physiology I with Lab College level only/equivalent to RCSJ’s BIO 105</p> <p>OR</p> <p>C. Anatomy and Physiology II with Lab College level only/equivalent to RCSJ’s BIO 106</p> <ul style="list-style-type: none"> • Online instruction for Anatomy I and Anatomy II taken at another college is not acceptable prior to Spring 2020 • Anatomy I and Anatomy II courses completed or in-progress at another college must include Verification of Instruction Method in the portfolio (see pages 21 and 29) • Applicants transferring Anatomy I and /or Anatomy II from another college should verify transferability well before submission of their portfolio
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>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

All DMS Information Sessions will be held through Zoom webinar.

Information sessions are held annually for prospective applicants to learn about the current application procedures and to allow an opportunity for questions to be entertained.

- Attendance at one information session is mandatory to apply to the 2023 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**

2023 DMS Program Information Sessions

Monday	October 17, 2022	6:00 p.m.
Tuesday	November 15, 2022	3:00 p.m.
Thursday	December 8, 2022	6:00 p.m.
Tuesday	January 24, 2023	3:00 p.m.
Thursday	February 16, 2023*	6:00 p.m.

**This is the FINAL information session for the 2023 DMS Program.
Additional information sessions will not be scheduled 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.*

Information Sessions (*continued*)

What to Expect at Your Information Session

Webinar Logistics

- Attendees are encouraged to review the Zoom website for the basics of joining a Zoom webinar before their information session: <https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-Zoom-Webinar>
- Each session will start promptly at the advertised time and will last about 1.5 to 2 hours.
- The Webinar will lock 10 minutes after the start of the session. Late entries are strictly prohibited. **Please plan accordingly!**
- Attendees are strongly recommended to join the webinar from a laptop or desktop computer for optimal viewing experience. Attendees who join the webinar from their cell phone or tablet do so at their own risk.

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 [SelectiveAdmissions@rcsj.edu](mailto>SelectiveAdmissions@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 2023 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 2023 DMS Program.

New Student Orientation and individual appointments with Admissions staff or Advisement staff 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 2023 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 2022/2023 Test Date	Registration Deadline: \$93.00 (Regular Registration Fee)	Late Registration Deadline: \$108.00 (\$15.00 Late Fee Added)
September 17, 2022	September 2, 2022	September 16, 2022
December 3, 2022	November 18, 2022	December 2, 2022
February 4, 2023*	January 20, 2023	February 3, 2023

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)

2022/2023 National ACT	Registration Deadline:	Late Registration Deadline:
September 10, 2022	August 5, 2022	August 19, 2022
October 22, 2022	September 16, 2022	September 30, 2022
December 10, 2022*	November 4, 2022	November 11, 2022
February 11, 2023	January 6, 2023	January 20, 2023
April 15, 2023^	March 10, 2023	March 24, 2023
June 10, 2023^	May 5, 2023	May 19, 2023
July 15, 2023^	June 16, 2023	June 23, 2023

*FINAL Date before 2023 Deadline

**LAST date to guarantee results before 2023 DMS deadline

^This test date is after the 2023 DMS portfolio deadline and score reports will not be accepted for the 2023 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.**

2022-2023 National SAT Dates (Tentative)	
August 27, 2022	March 11, 2023 [^]
October 1, 2022	May 6, 2023 [^]
November 5, 2022	June 3, 2023 [^]
December 3, 2022 [*]	

**LAST date to guarantee results by 2023 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 25*) 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.

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 (*continued*)

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

Nursing and Health Professions programs will only accept, in transfer, Anatomy and Physiology I and II courses that have been completed successfully from a regionally accredited institution. 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 courses taken at another college prior to Spring 2020.

Verification of Instruction Method

Students taking Anatomy & Physiology I and/or Anatomy & Physiology II at either campus of Rowan College South Jersey **do not include** Verification of Instruction Type in their portfolio. The unofficial transcript from RCSJ included in the portfolio will satisfy this requirement.

Applicants with Anatomy & Physiology I and/or Anatomy & Physiology II completed or in-progress at another college must provide documents for Verification of Instruction Type in their portfolio for applicable courses at time of portfolio submission. Please read the following items carefully to determine which may need to be included in the portfolio:

Proof of Registration

- This shows the applicant registered for the course, including course format (lecture, online, hybrid, etc.)
- It must include the applicant's name, semester course was taken, section number and course meeting times/location. This should also show dedicated lecture and lab hours for the course.
- Applicants should be able to access this information in their registration history or previous course schedules for that term. The weekly schedule of activities included in the course syllabus does not meet this requirement
- A billing statement may be substituted for the proof of registration if all required information above is present on the statement.

and

Statement of Instructor Verified Identity Form* (if applicable)

**Only required for A&P courses taken online Spring 2020–present at another college.*

- Students will need to submit a statement from their instructor detailing how their identity was verified in the online course in addition to the course syllabus and proof of registration.
- Courses taken online at RCSJ from Spring 2020-present **do not** require this form.
- A standard form is available on page 29 of this admissions packet.

and

Course Syllabus* (if applicable)

**Only required for A&P courses taken outside the State of New Jersey*

- The syllabus **must** include the semester and year course taken, course title and section number.
 - This needs to match the information on the proof of registration/course schedule.
 - If the original syllabus cannot be obtained, a master syllabus from the academic department is acceptable, so long as the course has not been revised since the applicant took the course.
-

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
- DMS Ranking Scoresheet
- Portfolio Submission Agreement

Portfolio Deadline

Portfolios Accepted: January 3, 2023 – March 3, 2023

Portfolio Deadline: Friday, March 3, 2023 at 5 p.m.

All Admissions Decisions Sent on or about: Monday, April 3, 2023

All admissions decisions will be sent to the student's official 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

Complete DMS portfolios may be submitted at any time from January 3, 2023 through March 3, 2023. **Complete portfolios can be submitted either in-person at the Gloucester Campus admissions office or by mail. Electronic submissions of portfolios are not accepted.**

Once submitted, new documentation may not be added to the portfolio. Portfolios will not be reviewed by RCSJ staff for completion prior to submission.

Compile all required documentation and secure in a large manila envelope. Do not use file folders, binders, folders with sheet protectors, or mailing envelopes. Your portfolio should be able to be sealed with all documents inside. Manila envelopes can be found at most stationery stores, wholesale retailers (ex. Walmart or Target), and post offices.

Do not staple pages together in the portfolio.

Write the following on the front of the manila envelope:

- Student's Name
- RCSJ Student ID number
- 2023 DMS Portfolio
- Gloucester Campus

If mailing your portfolio, please use the address below:

Rowan College South Jersey
Admissions Office
ATTN: Selective Admissions Portfolio
1400 Tanyard Road, Sewell, NJ 08080

Please allow extra time for mailed portfolios to be received!

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 admission to the program.

The document order of the portfolio should follow the document order of the checklist on page 23. If a requirement listed is not applicable to you, it does not need to be included in the portfolio.

Applicants should contact Selective Admissions at SelectiveAdmissions@rcsj.edu with any questions on whether a document needs to be included **prior** to submission of their DMS portfolio.

PLEASE SEE NEXT PAGE FOR PORTFOLIO SUBMISSION CHECKLIST

2023 DMS Portfolio Checklist

Please check the boxes as they apply to you and include each checked item in your portfolio.
Failure to include one or more documents required will result in an incomplete portfolio.

Required for All Applicants:

- Completed 2023 DMS Application (pg. 24)**
- 2023 DMS Information Session Proof of Attendance Email (pg. 14, 15)**
Sent 1–3 business days following the session attended
Date of Information Session: _____
- Completed Placement Test/Status Form (pg. 25)**
- Signed Portfolio Agreement Page (pg. 26)**
- Completed 2023 DMS Admissions Ranking Sheet (pg. 27, 28)**
- Standardized Test Requirement (pg. 16–18)**
SAT/ACT Scores and ARRT licensure can be photocopies
Advanced Degrees must include official transcript showing degree conferral

If applicable to you, include the following items in your portfolio:

- Official high school transcript (pg. 19)** *Must be in a sealed envelope issued directly from your high school*
 - N/A – I am using a college level lab science **and** math course for admission ranking **and** the admissions office has a copy on file for me confirmed by my signed Placement Test/Status Form
- Official transcripts from all colleges where applicant generated an academic record (pg. 20)**
Must be in a sealed envelope issued directly from the institution
 - N/A – Current high school senior (class of 2023) who has not generated an academic record at any college or university
 - N/A – RCSJ is my only college record. An unofficial transcript is included.
- Verification of Instruction Method for Anatomy I & Anatomy II (pg. 21 and 29)**

Please complete the chart below if any core DMS science course (*either completed or in-progress*) at another college and provide proof of delivery method for each. Failure to include verification of instruction type for each core DMS science course taken at another college will result in an incomplete portfolio.

Anatomy & Physiology I College Level Only/Equivalent to BIO 105 Taken from 2018 – present.	Anatomy & Physiology II College Level Only/Equivalent to BIO 106 Taken from 2018 – present
Course Name: _____	Course Name: _____
College: _____	College: _____
Semester/Year Taken: _____ <input type="checkbox"/> In Progress	Semester/Year Taken: _____ <input type="checkbox"/> In Progress
Verification of Instruction Method: <input type="checkbox"/> Course Syllabus <input type="checkbox"/> Proof of Registration <input type="checkbox"/> Statement of Faculty Verified Identity Form <i>(required if taken online at another college from Spring 2020 – present)</i>	Verification of Instruction Method: <input type="checkbox"/> Course Syllabus <input type="checkbox"/> Proof of Registration <input type="checkbox"/> Statement of Faculty Verified Identity Form <i>(required if taken online at another college from Spring 2020 – present)</i>

2023 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 and include a transcript for each (if applicable). Transcript policies are listed on pages 19 and 20 of the admissions packet.

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	

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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 3, 2023 deadline will not be honored.

Applicant Section:

Applicant Name: _____ ID # _____

I am an applicant for the 2023 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.

Portfolio Submission Agreement

I certify that I have read and understood the information presented in this admissions packet. I understand admission to the Diagnostic Medical Sonography program is not guaranteed, even if I meet or exceed all admissions ranking requirements.

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.

I further understand that once I submit this portfolio to the RCSJ Admissions Office, it is a final document and property of the College. I understand failure to include any required documentation (*as stated on pages 10, 12, and 23*) will result in an incomplete portfolio and I will be ineligible for admission to the 2023 Diagnostic Medical Sonography Program. This includes omission of any transcript.

The Buckley Amendment (Privacy Act) requires student permission before transferable college courses may be added to the student's academic record. I grant permission to the College to transfer any applicable courses and change my major course of study, should I be accepted to the program.

I understand I am solely responsible for the contents and completion of this portfolio. My signature below confirms I understand and agree to the statements above.

Print Name: _____

Signature: _____

RCSJ Student ID Number: _____ Date: _____

DMS Admissions Ranking Scoresheet

50% – Standardized Testing Requirement

Choose the highest score from one of the options below. If using an advanced degree, the degree **must** be conferred on your transcript at time of portfolio submission.

SAT	ACT	Advanced Degree or ARRT Certification
After 3/1/16: minimum 1160 ERW & Math After 4/1/95: 1090 Critical Reading & Math Before 4/1/95: 990 Verbal & Math Include photocopy of scores in portfolio.	Composite score Minimum: 24 Include photocopy of scores in portfolio.	Associate Degree = ACT Score of 25 Bachelor's and higher = ACT score of 26 ARRT Certification = ACT Score of 26 Include photocopy of ARRT License (if applicable)
Critical Reading Score: _____	Composite Score: _____	Degree Type: <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor's <input type="checkbox"/> Higher: _____
Math Score: _____	Test Date: _____	College: _____
Test Date (CR): _____		Degree Date (MM/YYYY): _____
Test Date (Math): _____		ARRT Certification Date: _____
Total Score: _____		

25% – Math Course Requirement

Choose **one** option below to use for admissions ranking. If more than one option is complete, the highest final grade will be used for admissions ranking. All letter grades will be verified on the official transcripts included in the portfolio.

OPTION 1	Intermediate Algebra or Higher Equivalent to MAT 105 or higher at RCSJ. <i>Examples: Intermediate Algebra, Algebra & Trigonometry, PreCalculus, Calculus, etc.</i> Statistics cannot be used for this requirement Final letter grade equivalent to a "C" or higher
	Course Name: _____ School/College: _____ Semester/Year Taken: _____ Final Letter Grade: _____ <input type="checkbox"/> Official college transcript must be included if using this option.
	or
OPTION 2	High School Algebra II or Higher <i>Examples: Algebra II, Trigonometry, PreCalculus, Calculus, etc.</i> Statistics cannot be used for this requirement Final letter grade equivalent to a "C" or higher
	Course Name: _____ School/College: _____ Semester/Year Taken: _____ Final Letter Grade: _____ <input type="checkbox"/> Official college transcript must be included if using this option.

DMS Admissions Ranking Scoresheet *(continued)*

25% – Lab Science Requirement

Choose **one** option below to use for admissions ranking. If more than one option is complete, the highest final grade will be used for admissions ranking. All letter grades will be verified on the official transcripts included in the portfolio.

OPTION 1	Lab Biology	and	Lab Chemistry
	Equiv. to BIO 101, BIO 102, BIO 107, or HS Biology taken from 2018 – present. "C" or higher final grade		Equiv. to CHM 111, CHM 112, CHM 107, or HS Chemistry taken from 2018 – present. "C" or higher final grade.
	Course Name: _____ School/College: _____ Semester/Year Taken: _____ Final Letter Grade: _____		Course Name: _____ School/College: _____ Semester/Year Taken: _____ Final Letter Grade: _____
	<input type="checkbox"/> If high school sciences, official transcript must be included in packet.		<input type="checkbox"/> If high school sciences, official transcript must be included in packet.
or			
OPTION 2	Anatomy & Physiology I		
	College level only/equivalent to BIO 105. Taken from 2018 – present. "C" or higher final grade. Online instruction not acceptable at another college/university before spring 2020.		
	Course Name: _____ School/College: _____		
	Semester/Year Taken: _____ Final Letter Grade: _____ Taken at RCSJ? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	If taken at RCSJ , verification of instruction method is not required in packet. If taken at another college/university , verification of instruction method is required in packet.		
	Verification of Instruction Method for Science Transfer Credit		
<input type="checkbox"/> Course Syllabus <i>(If from out of State school)</i> . <input type="checkbox"/> Proof of Registration			
<input type="checkbox"/> Statement of Faculty Verified Identity Form <i>(required if taken online at another college from spring 2020 – present)</i>			
or			
OPTION 3	Anatomy & Physiology II		
	College level only/equivalent to BIO 106. Taken from 2018 – present. "C" or higher final grade. Online instruction not acceptable at another college before spring 2020.		
	Course Name: _____ School/College: _____		
	Semester/Year Taken: _____ Final Letter Grade: _____ Taken at RCSJ? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	If taken at RCSJ , verification of instruction method is not required in packet. If taken at another college/university , verification of instruction method is required in packet.		
	Verification of Instruction Method for Science Transfer Credit		
<input type="checkbox"/> Course Syllabus <i>(If from out of State school)</i> . <input type="checkbox"/> Proof of Registration			
<input type="checkbox"/> Statement of Faculty Verified Identity Form <i>(Required if taken online from spring 2020 – present; The instructor also verifies instruction method).</i>			

Statement of Faculty Verified Identity

Nursing and Health Professions programs will only accept, in transfer, Anatomy and Physiology I and II courses that have been completed successfully from a regionally accredited institution. **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 for Anatomy & Physiology I and Anatomy & Physiology II
at another college is **not** acceptable **prior to Spring 2020**

Students taking Anatomy & Physiology I and/or Anatomy & Physiology II at either campus of Rowan College South Jersey do not include Verification of Instruction Method in their portfolio. The unofficial transcript from RCSJ included in the portfolio will satisfy this requirement.

Applicants with Anatomy & Physiology I and/or Anatomy & Physiology II completed or in-progress at another college must provide documents for Verification of Instruction Method in their portfolio for applicable courses at time of portfolio submission. Verification of Instruction Method is detailed on page 21 of this admissions packet.

For each DMS science course (Anatomy & Physiology I and/or Anatomy & Physiology II) taken online at another college 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 verification of instruction method, even if the course is in-progress at time of portfolio submission. RCSJ science courses do not require completion of this form.

Applicant Name: _____ RCSJ ID# _____

Course Code and Title: _____

(Example: *BIO 105, Anatomy & Physiology I*) *Proof of Registration Included* *Syllabus Included (if applicable)*

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: _____

Notes
