

# Application Instructions

**Applications will be accepted to apply to the Diagnostic Medical Sonography Program on March 1 - June 1 each year for consideration of Fall admission.**

## Minimal Admission Requirements

1. Apply to **WSCC** 6-8 weeks prior to the program deadline and be unconditionally admitted and in good standing with the College.
2. Have official college transcripts from each college previously attended sent to WSCC Admissions at least one month prior to the program deadline.

**NOTE:** It is the responsibility of each applicant to ensure that all information is on file with the Admissions Office prior to the application deadline.

## Meet the minimal DMS Program Admission Requirements which include:

1. A minimum of 19 ACT composite score or superscore (National or Residual) is required for admission consideration. Proof of score must be uploaded to the online application. ACT scores are available on Degree Works reports, transcripts including High School, and through ACT.org. While an official score report is not required, if ordering your score report from ACT.org, please use Code 0083 and allow 4-6 weeks for processing. Wallace will receive your score from ACT and add it on your myWallace account. To use scores available on ACT.org you will need to print to PDF, we do not accept screenshots. We will accept ACT Superscores from ACT, but not manually calculated scores. Higher scores will receive more points in the application process.
2. Attain a minimum GPA of 2.5 or greater on a 4.0 scale with a grade of “C” or better on all general required pre-sonography courses GPA calculated for program selection will be on the general required pre-sonography courses excluding ORI 110. Math/Science courses (MTH 100, BIO 201, and Physics) must have been completed within **seven** years of the date of expected entry into the DMS program.
3. Documented evidence of a minimum of four (**4**) hours of observation in an ultrasound department with a **registered sonographer** or completed alternative observation assignment found on our program website. Any assignments created using AI will not be considered and your application will be incomplete. The assignment must be the student's own work.
4. Proof of active/current AHA Approved CPR certification for **Healthcare Providers** (or BLS) must also be uploaded with the application (cognitive hands-on –Online CPR courses are not accepted).
5. Submit the online health division application with all required attachments by deadline. Applications received after the deadline will be considered on a space available basis.

6. Student must meet the essential functions and technical standards required for the program as documented on the required [WSCC physical form](#). The form is to be completed **upon** program acceptance, and view **now** for reference only.

Each health program has an online program application process which requires documents to be uploaded and submitted complete by **June 1st** for evaluation. All information must be uploaded to each online application to be complete. Information will NOT be accepted in person, by mail/email or via fax. Any missing documentation may result in your application being declined.

The application must be prepared by the applicant. Mailing address, email, and phone number must be current to receive correspondence. Please check email periodically for application notifications. Applicants will be notified by email of your acceptance outcome by **July 1st**. No information regarding individual admission status will be given via telephone; **do not call** Admissions or the program directly to obtain status. Log in to your Dynamic Forms account to review the application.

3. The following are **required documents** that are needed before beginning the application:
  - a. **General Education Worksheet**
  - b. **ACT Composite Score** - (National or Residual) Scores printed from Degree Works will be accepted for Wallace State students. Transcripts with ACT score are also acceptable.
  - c. **Transcript** – Obtain the most current unofficial transcript from each college previously attended and highlight the highest grade received for courses listed on General Education Worksheet. Make sure your name and the college name are clearly visible on each transcript. The unofficial transcript must include all pages (even blank ones). *The WSCC Admissions office CANNOT print transcripts from other colleges. The WSCC transcript can be obtained from your MyWallaceState account.*
  - d. **Observation hours form** – documented evidence of four (4) hours of observation in an ultrasound department with a registered sonographer.
  - e. **Alternate Assignment (optional)** – All applicants can choose to complete either the Observation Hours or the Observation Alternative Assignment.
  - f. **CPR Card** – Proof of active/current AHA approved CPR certification for **Healthcare Providers** (or BLS) must be uploaded (cognitive hands-on –**Online CPR courses are not accepted**).

#### **How to Scan to PDF**

All documents must be named and uploaded to the online application. Document format must be PDF with 16 MB limit. All documents must be legible to be valid. All pages of document (even blank pages, full set of page numbers) must be uploaded to be complete. \*\* Only one image per page. If document contains multiple pages, these pages MUST be batched together into a single PDF document.

1. Download the Free Cam Scanner App to your smart phone, <https://www.camscanner.com/>
2. Set up Free Basic Account. See free tutorial: <https://www.youtube.com/watch?v=iZRalwlu8>
3. From App, select files to send.
4. Add applicant email address. Tap Send.

5. *Open email from computer, rename document as directed above and upload to online application when prompted.*

4. **Apply to the Program**

First time users will be required to “Create New Account” in Dynamic Forms upon entering the online application.

- To create an account, you must use your WSCC email address and PW. Using your email as username: [firstname.lastname@student.wallacestate.edu](mailto:firstname.lastname@student.wallacestate.edu) and PW: !ACCS010199 (for a January 1, 1999, date of birth).

5. **Selection**

Meeting Minimal Requirements Does Not Guarantee Acceptance. Students are selected on the basis of completion of all program requirements prior to the deadline and ranked based on General Education Worksheet total.

Please check WSCC email periodically for application notifications. Once application information is submitted, it becomes the property of Wallace State Community College and will not be released from this application. Application data is not kept on file from previous submissions.

Accepted students are required to submit to drug screenings and background checks, as well as attend a mandatory program orientation. [Drug Testing Policy](#) and [Background Check Policy](#) are available for viewing on the Health Division page.