



## **Diagnostic Medical Sonography Program Application Process**

This process is explained via the advising offices, enrollment support specialist, program support specialist, and the Diagnostic Medical Sonography Program's information sessions throughout the year.

1. Apply to Gwinnett Tech  
Transcripts evaluated, pre-requisite requirements determined as listed for DMS curriculum
2. Complete Pre-requisite courses if not already completed and other additional required courses as desired.
3. Complete volunteer hours in the sonography lab if desired- scheduling information is online or on program fact sheets, also available online or at the college. Applicants entering the DMS program will receive bonus points during their first semester for volunteering. Any student truly interested in this profession should volunteer in the lab as it is a valuable, informative experience.
4. Attend a **DMS Information Session** within a year of applying to the program. This is mandatory. All applicants will be checked against the meeting sign in rosters for attendance. If an applicant is not on the roster, their application is not valid.
5. June 8th is deadline every year for Health Imaging Programs. If this date falls on a weekend, that Monday following is the deadline.
  - A. Complete program application found online at [gwinnettech.edu](http://gwinnettech.edu). The following should be included with the application as stated on the form:
    - 1) Transcripts printed from Banner or from transferring institutions
    - 2) TEAS scores- student selects which score to submit if taken more than once.
6. Packets are electronically submitted to the admissions office, specifically to the Health Enrollment Team via the email provided.
7. Once all application packets are received, GPA's and course questionnaire answers are confirmed by Admissions office.
8. Packets are reviewed by DMS Program Director who determines rank by assessing the GPA and TEAS scores included in each individual applicant's packet.
9. Scoring is placed on spreadsheet:
  - A. GPA- points award equal the actual GPA.
  - B. TEAS score- points given for each of the 4 test categories.
10. Applicant spreadsheet is assessed and sorted via Excel, largest total score to the smallest, and ranking is determined.
11. Program Director sends the list of top 30 applicants to Josue Vejar.
12. Josue notifies these applicants that their next step is to attend the **DMS Program Mandatory Applicant Meeting** the **3<sup>rd</sup> week of June**. This meeting is in person on the Lawrenceville campus.
13. Once all the Health Imaging Applicant meetings have been concluded (Friday), emails are sent out notifying applicants of their status on the DMS Applicant list. Number of accepted

applicants can vary yearly but ranges from 14-18. Number is determined by clinical affiliate participation but will not exceed 18.

14. Applicants have until the following Monday at 5:00 pm to accept or decline their spot in the DMS program. If any selected students decline entry into the program, the alternate will be notified. This process continues until the all cohort positions are filled.
15. Students may apply to multiple programs.