



Diagnostic Medical Sonography Program Application Process

This process is explained via the enrollment services advisors, program support specialist, and the Diagnostic Medical Sonography (DMS) Program's mandatory information sessions throughout the year.

1. Apply to Gwinnett Tech - <https://gwinnettech.edu/enrollment/apply/> to start the application process. Please submit all previously attended college transcripts and CLEP and AP credits from CollegeBoard.org for review. Once accepted, transcripts will be evaluated to determine what can apply to the DMS curriculum.
2. Complete all prerequisite courses, if not already completed- Look on the **Competitive Program Admissions Chart** to see your prerequisite classes at <https://gwinnettech.edu/enrollment/forms-documents/> - listed under **Program Applications and Forms**. Schedule your ATI TEAS exam in your last semester of prerequisite classes. **Must be taken on campus, no remote testing will be accepted. Last date to take the ATI TEAS exam will be May 29th for the June 8th deadline. No exceptions allowed for test dates passed May 29th.**
3. Attend a **mandatory DMS Information Session** within a year of applying to the program. Meetings are held monthly, on campus, except for December and July. 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.
4. Optional: Complete volunteer hours in the sonography lab - scheduling information is online and on program fact sheets. Applicants entering the DMS program will receive 0.25 points toward their application for each hour they volunteer as a patient in the lab. (Bonus up to one point 4 hours, but the applicant may volunteer as much as they like.)
5. The application deadline is June 8th of every year for Health Imaging Programs. If this date falls on a weekend, the following Monday is the deadline. Students may apply to multiple programs if they meet the requirements to apply. Applications can be downloaded at: <https://gwinnettech.edu/enrollment/forms-documents/>. Follow the instructions on the application for what needs to be submitted.
 - a) For those applying with previous patient care experience, email a letter from your employer to the **Program Support Specialist JVejar@GwinnettTech.edu**. Detailed information related to previous healthcare experience is explained at the mandatory information session.
6. Packets are electronically submitted to the Healthcare Advisement Team to the email address (HealthApp@GwinnettTech.edu) provided in the application packet.
7. Once all application packets are received and the deadline has passed, packets are reviewed by the DMS Program Director, who will determine rank by assessing the GPA and TEAS scores included in each applicant's packet.
8. An applicant spreadsheet is created to determine ranking, from the largest total score to the smallest. Scoring is calculated by:

- a) GPA- points awarded equal the actual GPA.
 - b) TEAS score- points given for each of the 4 test categories.
 - c) Patient Care Experience bonus
 - d) Volunteer points for lab participation
9. Program Director sends the list of top 30-35 applicants to Program Support Specialist.
 10. Program Support Specialist notifies these top applicants that their next step is to attend the **DMS Program Mandatory Applicant Meeting**, usually around the **3rd week of June**.
 11. At the applicant's **FIRST program mandatory applicant meeting**, if applying to multiple programs, the applicant will take the **Health Sciences Math Assessment Test**. Applicant will earn up to 2 points based on their test score toward their DMS application. This information is discussed at the mandatory information session. These points are added to the DMS applicant spreadsheet.
 12. 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. The number of accepted applicants can vary yearly but ranges from 14-18. The number is determined by clinical affiliate participation but will not exceed 18.
 13. 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 all spots are filled.