The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, http://www.maricopa.edu/non-discrimination.

For the latest information on programs, graduation rates and other important consumer information, please visit our website at gatewaycc.edu
Dear Prospective Sonographer:

Thank you for your interest in the Diagnostic Medical Sonography Program at GateWay Community College GWCC. Sonography is an exciting field in health sciences, and provides practitioners with a lifetime of challenge.

Please review the enclosed information and Application Packet. If you decide to apply for admission into the program, complete all the required steps noted in the INFORMATION SHEET and APPLICATION PROCESS pages of the packet.

You may submit the application at any time. Applications will be placed on a waiting list for the upcoming cohort. Notification of candidates accepted into the program will occur by June 15. ALL prerequisite requirements must be completed before submission of application.

Please access one of the following resources for announcements and advertising concerning the DMS program or if you have additional questions:

- Website: http://www.gatewaycc.edu
- Bryan Dodd, M.Ed., RDMS, RVT, RT – Program Director – 602.286.8486
- College Advising: Available in the Center for Health Education Careers; call for appointments 602.286.8600
  - Healthcare advisors:
    - Lucy Granillo – 602 286 8185
    - Stevie Jones – 602 286 8403

Please note that the curriculum and prerequisites for the program may be revised periodically. It is the applicant's responsibility to remain aware of changes that occur.

Curriculum and prerequisites can be found at:

https://asa.maricopa.edu/departments/center-for-curriculum-transfer-articulation/curriculum/degrees-certificates/programs/programs-custom-search

For the AAS degree:
https://aztransmac2.asu.edu/cgi-bin/WebObjects/acres.woa/wa/freeForm3?id=85822

For the DMS Certificate:
https://aztransmac2.asu.edu/cgi-bin/WebObjects/acres.woa/wa/freeForm?id=85823

I wish you success in your career pursuits.

Sincerely,

Bryan Dodd, M.Ed., RDMS, RVT, RT
Program Director Diagnostic Medical Sonography Program
602.286.8486
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CAREER IN SONOGRAPHY

Sonographers are health care professionals who specialize in a challenging and interesting area of diagnostic imaging. Using high frequency sound, they create images of the body needed to assist in diagnosis and treatment of diseases. As a sonographer, you will work closely with physicians who interpret the examinations. Sonographers work directly with patients and provide care as needed during ultrasound exams. In addition to knowing detailed anatomy, sonographers need to know the pathologic conditions commonly encountered with ultrasound and will develop technical skills necessary to produce high quality sonographic images.

The field of diagnostic imaging for Sonographers is varied with opportunities to specialize in many clinical areas. You will find sonography in all aspects of health care imaging.

Job opportunities in hospitals, clinics, private physician offices, mobile services, marketing, sales and product development with equipment manufacturers, and education are possible.

For more information on a career in sonography, check out the professional organization, the Society of Diagnostic Medical Sonographers (SDMS). For more information on the SDMS, or sonography as a profession, go to the SDMS web site www.sdms.org or call 1-800-229-9506. For the professional organization of vascular technologists, Society for Vascular Ultrasound, go to svunet.org or call 800-788-8346.

Registry as a professional sonographer is accomplished through the American Registry of Diagnostic Medical Sonographers (ARDMS). For more information on the ARDMS go to www.arrdms.org or call 1-800-541-9754. The American Registry of Radiologic Technologists (ARRT) also provides an entry-level certification for sonography. For more information on the ARRT go to www.arrt.org or call 1-651-687-0048.

ADA TECHNICAL STANDARDS FOR THE SONOGRAPHY PROFESSION

The Americans with Disabilities Act (ADA)

Technical Standards for the Sonography Profession

The Americans with Disabilities Act requires that careful consideration be given to all applicants seeking education or employment. The Act also requires that accommodations be provided to the disabled person when proven to be reasonable. It also supports the identification of essential job functions that may be used with other selection criteria in the screening of potential applicants for a professional curriculum or employment.

The Diagnostic Medical Sonographer is a caregiver that plays a fundamental role in the diagnosis of a patient’s medical condition. The sonographer does this by providing a collection of diagnostic medical sonograms and assisting in interventional procedures.

Implied in this caregiving role are essential job functions that require the sonographer to demonstrate cognitive, psychomotor, and affective skills. The performance of these job functions must be consistent with the expectation that Diagnostic Medical Sonographer must not place his or herself, a fellow worker, or the patient in jeopardy of physical or mental harm.

The purpose of the following is to identify the physical, mental, and emotional requirements appropriate to the profession of Diagnostic Medical Sonography.

Examples of a sonographer’s essential job functions

A. Physical Requirements

1. Work standing on his/her feet 80% of the time
2. Use both hands, wrists, and shoulders to maintain prolonged arm positions necessary for scanning and perform fine motor skills.
3. Lift more than 50 pounds routinely.
4. Transport, move, and or lift patients from a wheelchair or stretcher to the examination table or patient bed, and physically assist patients into proper positions for examination.
5. Push, pull, bend and stoop routinely to move and adjust sonographic equipment and perform studies.
6. Use senses (vision, hearing, and touch) to adequately view sonograms, including color distinctions; distinguish audible sounds; perform eye/hand coordination skills required in sonographic examinations; and recognize changes in patient’s condition and needs.
7. Work in a semi darkened room for prolonged periods of time.
8. be physically capable of carrying out all assigned duties.

B. Mental and Intellectual Requirements

The Diagnostic Medical Sonographer must be able to:

1. Communicate effectively, verbally and nonverbally, with patients and other healthcare professionals to explain procedures, give instructions, and give and obtain information.
2. Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence according to established standards.
3. Understand and reach quickly to verbal instructions and patient needs.
4. Follow directions effectively and work closely with members of the healthcare community.
5. View and evaluate recorded images for the purpose of identifying proper protocol, procedural sequencing, technical qualities and identification of pathophysiology.
6. Apply problem solving skills to help optimize patient care and produce the best diagnostic information possible.

C. Emotional Requirements

The Diagnostic Medical Sonographer must be able to:

1. Provide physical and emotional support to the patient during sonographic procedures.
2. Interact compassionately and effectively with the sick and or the injured.
3. Handle stressful situations related to technical and procedural standards and patient care situations.
4. Adapt to changing environments and be able to prioritize tasks.
5. Project an image of professionalism.
6. Demonstrate a high level of compassion for others, a motivation to serve, integrity, and a consciousness of social values.
7. Interact positively with people from all levels of society and all ethnic and religious backgrounds.
DRS SYLLABUS STATEMENT:

**Classroom Accommodations for Students with Disabilities**

In accordance with the Americans with Disabilities Act, the Maricopa County Community College District (MCCCD) and its associated colleges are committed to providing equitable access to learning opportunities to students with documented disabilities (e.g., mental health, attentional, learning, chronic health, sensory, or physical). Each class/term/semester that a student is in need of academic adjustments/accommodations, the qualified student is required to work with the Disability Resources & Services Office (DRS) at their individual college(s). Contact with the DRS should be made as soon as possible to ensure academic needs are met in a reasonable time. New and returning students must request accommodations each semester through DRS Connect online services. To learn more about this easy process, please contact your local DRS office.

If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations, you are welcome to contact DRS by using the information listed here. The DRS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions qualifying for accommodations/academic adjustments. Reasonable accommodations are established through an interactive process between you, your faculty, and DRS; and only those academic adjustments/reasonable accommodations granted by the DRS are recognized by the college and District. It is the policy and practice of the MCCCD to create inclusive and accessible learning environments consistent with federal and state law.

TITLE IX SYLLABUS STATEMENT:

**Addressing Incidents of Sexual Harassment/Assault, Dating/Domestic Violence, and Stalking**

In accordance with Title IX of the Education Amendments of 1972, MCCCD prohibits unlawful sex discrimination against any participant in its education programs or activities. The District also prohibits sexual harassment—including sexual violence—committed by or against students, District employees, and visitors to campus. As outlined in District policy, sexual harassment, dating violence, domestic violence, sexual assault, and stalking are considered forms of “Sexual Misconduct” prohibited by District policy.

District policy requires all college and District employees in a teaching, managerial, or supervisory role to report all incidents of Sexual Misconduct that come to their attention in any way, including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Incidents of Sexual Misconduct should be reported to the college Title IX Coordinator. For a list of Title IX Coordinators, click here. Reports may also be reported at: https://district.maricopa.edu/consumer-information/reporting.
**PLACEMENT TESTING**

Placement testing is designed to identify your skill levels in English language usage, reading, and mathematics. Placement tests are scheduled at a variety of times in GateWay’s Testing Center and are free of charge. Please contact GateWay’s Testing Center, Healthcare Advisors or visit the web site to get updated requirements and hours of operation.

**ADVANCED PLACEMENT**

There is no option for advanced placement in the DMS program. Students who have attended CAAHEP accredited programs elsewhere may be able to transfer coursework that has identical curriculum.

**PROGRAM PREREQUISITES**

Formal application to the Diagnostic Medical Sonography program can be made upon completion of the program required prerequisite courses outlined below in Semesters one (1) & two (2) in either the Certificate of Completion or Associate in Applied Science. Successful completion of the following college courses with a minimum cumulative grade point average (GPA) of 3.0.

**DIAGNOSTIC MEDICAL SONOGRAPHY (PREREQUISITES)**

<table>
<thead>
<tr>
<th>Prerequisites for program – Credits: 13 - 27</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO160 OR +BIO201 AND +BIO202</td>
<td>Introduction to Human Anatomy and Physiology (4) <strong>OR</strong> Human Anatomy and Physiology I (4) <strong>AND</strong> Human Anatomy and Physiology II (4) Students selecting BIO201 and BIO202 must complete the prerequisite courses BIO156 or BIO181.</td>
</tr>
<tr>
<td>+ENG101 OR +ENG107</td>
<td>First-Year Composition (3) <strong>OR</strong> First-Year Composition for ESL (3)</td>
</tr>
<tr>
<td>HCC145 OR HCC146 OR</td>
<td>Medical Terminology for Health Care Professionals (3) <strong>OR</strong> Medical Terminology for Health Care Professionals (3) <strong>OR</strong> Graduate of an allied health education program that is patient care related</td>
</tr>
<tr>
<td>MAT150 OR MAT151 OR MAT152 OR</td>
<td>College Algebra/Functions (5) <strong>OR</strong> College Algebra/Functions (4) <strong>OR</strong> College Algebra/Functions (3) <strong>OR</strong> Any higher level <strong>algebra</strong> courses</td>
</tr>
<tr>
<td>+DMI105 OR +PHY101 OR +PHY111</td>
<td>Fundamentals of Radiation Physics (3) <strong>OR</strong> Introduction to Physics (4) <strong>OR</strong> General Physics I (4)</td>
</tr>
</tbody>
</table>
## PROGRAM COURSES AND SEMESTER OFFERED

### Semester 1 DMS Program – Fall – Credits: 14 (offered to those accepted into the program)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS101</td>
<td>Patient Care in Diagnostic Sonography</td>
<td>1</td>
</tr>
<tr>
<td>+ DMS110</td>
<td>Introduction to Diagnostic Sonography</td>
<td>1</td>
</tr>
<tr>
<td>+ DMS120</td>
<td>Ultrasound Imaging: Abdominal Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>+ DMS120LL</td>
<td>Ultrasound Imaging: Abdominal Procedures I – Lab</td>
<td>1</td>
</tr>
<tr>
<td>+ DMS145</td>
<td>Clinical Pathology for Diagnostic Imaging</td>
<td>1</td>
</tr>
<tr>
<td>+ DMS150</td>
<td>Sonographic Principles and Instrumentation I</td>
<td>2</td>
</tr>
<tr>
<td>+ DMS150LL</td>
<td>Sonographic Principles and Instrumentation – Lab</td>
<td>1</td>
</tr>
<tr>
<td>+ DMS155</td>
<td>Clinical Practicum I</td>
<td>1</td>
</tr>
<tr>
<td>DMS161</td>
<td>Concepts of Vascular Imaging</td>
<td>2</td>
</tr>
<tr>
<td>+ ICE220</td>
<td>Cross-sectional Anatomy</td>
<td>3</td>
</tr>
</tbody>
</table>

### Semester 3 – DMS Program – Spring – Credits: 18 *(The core classes in this term are only offered in the Spring.)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ DMS121</td>
<td>Ultrasound Imaging: Abdominal Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>+ DMS130</td>
<td>Ultrasound Imaging: OB/GYN Procedures</td>
<td>4</td>
</tr>
<tr>
<td>+ DMS151</td>
<td>Sonographic Principles and Instrumentation II</td>
<td>2</td>
</tr>
<tr>
<td>+ DMS161</td>
<td>Clinical Practicum II - AA</td>
<td>1</td>
</tr>
<tr>
<td>+ DMS162</td>
<td>Clinical Practicum II - AB</td>
<td>2</td>
</tr>
<tr>
<td>+ DMS163</td>
<td>Clinical Practicum II - AC</td>
<td>3</td>
</tr>
<tr>
<td>+ DMS210</td>
<td>Concepts of Vascular Imaging</td>
<td>2</td>
</tr>
<tr>
<td>+ DMS210LL</td>
<td>Concepts of Vascular Imaging Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

### Semester 4 – DMS Program – Summer – Credits: 11 - 12 – *(The core classes in this term are only offered in the Summer.)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ DMS140</td>
<td>Ultrasound Case Studies: Part I</td>
<td>2</td>
</tr>
<tr>
<td>+ DMS171</td>
<td>Clinical Practicum III - AA</td>
<td>2</td>
</tr>
<tr>
<td>+ DMS172</td>
<td>Clinical Practicum III - AB</td>
<td>2</td>
</tr>
<tr>
<td>+ DMS261</td>
<td>Clinical Practicum IV - AA</td>
<td>2</td>
</tr>
<tr>
<td>+ DMS281</td>
<td>Ultrasound Reg. Prep. Sem.: Physics &amp; Instrumentation</td>
<td>1</td>
</tr>
</tbody>
</table>

**Approved General Education course**

*as needed for AAS Degree, not a program requirement*

**Continued…**

2 – 3
### Semester 5 – DMS Program - Fall – Credits: 14

*The core classes in this term are only offered in the Fall.*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ DMS225</td>
<td>High Risk Obstetric / Gynecology Sonography</td>
<td>1</td>
</tr>
<tr>
<td>+ DMS240</td>
<td>Ultrasound Case Studies: Part II</td>
<td>2</td>
</tr>
<tr>
<td>+ DMS255</td>
<td>Pediatric Sonography</td>
<td>3</td>
</tr>
<tr>
<td>+ DMS262</td>
<td>Clinical Practicum IV - AB</td>
<td>3</td>
</tr>
<tr>
<td>+ DMS285</td>
<td>Intermediate Vascular Technology</td>
<td>2</td>
</tr>
</tbody>
</table>

Approved General Education courses
*(as needed for AAS Degree, not a program prerequisite)*

### Semester 6 – DMS Program - Spring – Credits: 17

*The core classes in this term are only offered in the Spring.*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ DMS210</td>
<td>Concepts of Vascular Imaging</td>
<td>2</td>
</tr>
<tr>
<td>+ DMS210LL</td>
<td>Concepts of Vascular Imaging</td>
<td>1</td>
</tr>
<tr>
<td>+ DMS235</td>
<td>Ultrasound Breast Imaging</td>
<td>1</td>
</tr>
<tr>
<td>+ DMS241</td>
<td>Ultrasound Case Studies: Part III</td>
<td>2</td>
</tr>
<tr>
<td>+ DMS270</td>
<td>Clinical Practicum V - AA</td>
<td>1</td>
</tr>
<tr>
<td>+ DMS271</td>
<td>Clinical Practicum V - AB</td>
<td>2</td>
</tr>
<tr>
<td>+ DMS272</td>
<td>Clinical Practicum V - AC</td>
<td>2</td>
</tr>
<tr>
<td>+ DMS282</td>
<td>Ultrasound Reg. Prep. Sem.: Abdominal &amp; Small Parts Imaging</td>
<td>1</td>
</tr>
<tr>
<td>+ DMS283</td>
<td>Ultrasound Reg. Prep. Sem.: OB/GYN &amp; Neonate</td>
<td>1</td>
</tr>
<tr>
<td>+ DMS284</td>
<td>Ultrasound Reg. Prep. Sem.: Vascular Imaging</td>
<td>1</td>
</tr>
<tr>
<td>+ DMS286</td>
<td>Advanced Vascular Technology</td>
<td>2</td>
</tr>
<tr>
<td>+ DMS286LL</td>
<td>Advanced Vascular Technology – Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

**Program Notes:**

Due to the requirements of the program accrediting body, the course of study requires many hours of classroom and clinical time.

Please see the Center for Curriculum & Transfer Articulation for the full descriptions of program requirements and recommended sequence.

https://asa.maricopa.edu/departments/center-for-curriculum-transfer-articulation

*Major: 5656 Certificate of Completion total program credits: 80-94*

*Major: 3656 Associates of Applied Science total program credits: 87-107*
The estimated cost for the program is outlined in the chart below. The student is responsible for providing transportation, housing, and uniforms.

### AAS Degree Program

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (87-107 credit hrs @ $85 a credit hr)</td>
<td>$7,395 – 9,095</td>
</tr>
<tr>
<td>Registration fees ($15 per semester) (Estimate)</td>
<td>$105</td>
</tr>
<tr>
<td>Course / Lab Fees</td>
<td>$600</td>
</tr>
<tr>
<td>Clinical Tracking System</td>
<td>$150</td>
</tr>
<tr>
<td>Equipment / Supplies</td>
<td>$83</td>
</tr>
<tr>
<td>Books</td>
<td>$1,034 – 2,076</td>
</tr>
<tr>
<td>Other Costs: License/Certification, Pre-Clinical Health &amp; Safety Requirements, etc.</td>
<td>$817 – 1,482</td>
</tr>
<tr>
<td><strong>Total Estimated Costs</strong></td>
<td><strong>$10,184 – 12,291</strong></td>
</tr>
</tbody>
</table>

Out-of-County residents pay $401* / Out-of-State residents pay $326** a credit hr

* Rates are set according to Arizona Revised Statute. Applies only to counties with no community colleges.

** According to Arizona Revised Statute, 15-1802 F, “A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.” Therefore, unclassified and out of state surcharges do not apply to such students.

Students must also plan on the expense of driving to clinical locations across the metropolitan Phoenix area. Several clinical affiliates are not on bus routes so one’s own private transportation vehicle is necessary.

1 Tuition and fees are set by the Maricopa Community College Governing Board and approved by the State Board of Directors for Community Colleges; all fees are subject to change. Tuition is higher for non-county residents; visit [www.gatewaycc.edu](http://www.gatewaycc.edu) for more information.

2 Other Program Costs may be less or more than listed based on a student’s individual health record in respect to being in compliance with the immunization and safety requirements for the clinical experience.

**IMPORTANT** – Tuition is charged per academic credit hour, according to your residency classification or status. Fees may vary, and will be assessed at the time of registration. For more information please visit [https://www.maricopa.edu/become-a-student/tuition-paying/tuition-cost-chart](https://www.maricopa.edu/become-a-student/tuition-paying/tuition-cost-chart)
IMMUNIZATIONS, TESTING, AND BACKGROUND REQUIREMENTS

HEALTH AND SAFETY
Please visit the following link for more information:
https://www.maricopa.edu/degrees-certificates/healthcare-education/allied-health

MCCCD BACKGROUND CHECK POLICY REQUIREMENTS
Students seeking admission to an MCCCD Allied Health or Nursing Program (Program) will be required to obtain a valid Level-One Arizona Department of Public Safety Fingerprint Clearance Card (FCC Card) AND a passing score on an MCCCD background check. This policy precludes MCCCD faculty or staff from assigning students to a clinical experience who cannot meet the new requirements.

Upon admission to the program, students are required to present a copy of the DPS card and apply for the MCCCD Background Check. Students bear the financial costs for both the MCCCD Background Check and the AZ Fingerprint Clearance Card. Students will receive information regarding the MCCCD Background Check after admission, but prior to the beginning of the program.

We encourage students to apply for the card early in the application process. Please allow a minimum of eight weeks processing time for the DPS Level-One Fingerprint Clearance card. The card is valid for six years from the date of issue.

PRE-CLINICAL DRUG SCREENING
All allied health students are required to submit to a random pre-clinical urine drug screen according to policy of the specific Allied Health Program. The cost for tests will be the responsibility of the student. The urine drug screen will test for alcoholic beverages; illegal drugs, or drugs that may impair judgment while in the clinical agency. If the drug test is positive for the illegal drugs or undocumented prescription drugs, the student will not be able to continue in the program. MCCCD policy regarding medical marijuana: "Medical marijuana, or its metabolite, is not an accepted substance in urine drug screens and will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening". Readmission is at the discretion of the college and the program. Some clinical sites also require screening for nicotine. Students who test positive for nicotine are allowed to continue in the program, but may be limited to clinical agencies that do not test for nicotine.

ACCREDITATION
Gateway Community College is a Maricopa Community College, accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education. For the latest information on programs, graduation rates and consumer information, visit gatewaycc.edu.

The Commission on Accreditation of Allied Health Education Programs (CAAHEP), working through the Joint Review Commission of Diagnostic Medical Sonography (JRCDMS), accredits the Diagnostic Medical Sonography Program. Students are eligible to sit for the American Registry of Diagnostic Medical Sonographers (ARDMS) examinations for Abdomen, OB/GYN sonography to earn the Registered Diagnostic Medical Sonographer (RDMS) credential. They may also sit the ARDMS exam in vascular technology and earn the Registered Vascular Technologist (RVT) credential. Students completing the program may also sit the American Registry of Radiologic Technologists (ARRT) examination for general sonography and earn the Radiography Technologist Sonography RT(S) credential or the Radiography Technologist Vascular Sonography RT(VS).

CAAHEP accreditation allows graduates to sit the ARDMS exam under ARDMS prerequisite 2b. Application to the ARDMS is independent of graduation requirements and students are responsible for submission of ARDMS required documentation.

CAAAEP 25400 US Highway 19 North, Suite 158 Clearwater, FL 33763 P: 727-210-2350, E: mail@caaaep.org

JRC-DMS 6021 University Boulevard, Suite 500, Ellicott City, MD 21043 443-973-251 phone | 866-738-3444 fax jrcdms.org web

Diagnostic Medical Sonography 12 January 2020
POLICIES, RULES, REQUIREMENTS, AND REGULATIONS COMPLIANCE

- Policies, courses, programs, fees, and requirements may be suspended, deleted, restricted, supplemented, or changed through action of the Governing Board of the Maricopa Community Colleges.
- The Maricopa Community Colleges reserves the right to change, without notice, any materials, information, curriculum, requirements, and regulations.
- Admission or graduation from any Allied Health program at GateWay Community College does not guarantee the student’s professional certification, licensure, or employability. The student must comply with legal requirements of the profession. This may include provisions from Arizona Revised Statutes 41-1758.03 (sections B and C) regarding the denial of a fingerprint clearance card or being listed on the US government’s Office of Inspector General’s Exclusion List.
- Students enrolled in the program will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any clinical studies the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable laws, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- Up to date Program material can be found online at https://www.gatewaycc.edu/diagnostic-medical-sonography

EEO STATEMENT

- The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.
- The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, http://www.maricopa.edu/non-discrimination.

COLLEGE COMMUNICATION

The following information is very important so you do not miss any notices:

We communicate with students strictly through your Maricopa College email (http://google.maricopa.edu/), not your personal email account.

We have a district-wide Google powered email system. This system is the way we send all official College communications concerning selective admissions, class enrollment, financial aid, tuition due dates and other important student information.

All students will need to check their new student e-mail regularly or forward the new student e-mail to a personal e-mail to ensure that all official college communication is received.

The benefits to you include:
- Quicker response
- Convenience. You can receive & read email even if out-of-town
- Saves trees!

Go to my.maricopa.edu & log in to your account. Click on ‘create an account’ in the paragraph above the picture of the students to set up your student account. You may edit your information, such as address, phone, etc. here also if you need to. This is a self-service for students, which includes registering for classes, adding/dropping classes, making payments, printing your class schedules, viewing financial aid & viewing your grades. If you have any technical issues, please call 1-888-994-4433.
FOR THOSE STUDENTS SEEKING ADMISSIONS TO RESPIRATORY CARE PROGRAM, COMPLETE THE FOLLOWING STEPS:

STEP 1: MEET WITH A HEALTH SCIENCES ADVISOR

STEP 2: PROGRAM REQUIREMENTS AND APPLICATION
Before an application is accepted, all program prerequisites must be complete or the student must be in their last semester of prerequisites. The student must attend an information session before the prerequisite checklist is signed by an Advisor. No applications will be accepted by the Program Director. The Diagnostic Medical Sonography Program prerequisites must be completed prior to the student’s admission to the Program. However, Program prerequisites do not have to be completed before the submission of an application and placed in the queue. We admit students into the Diagnostic Medical Sonography Program based on completion of prerequisites, and on a first-come, first-served basis based on the date the application is received. We have about a 4 - 8 semester waitlist (this varies) once you have completed all of the pre-requisites. Once you have completed the pre-requisites you will be taken off the queue and placed on the waitlist.

Please be sure to review this information to ensure that your application materials are complete and received at the Selective Admissions Office at selectiveadmissions@gatewaycc.edu by the deadlines. You will receive notification of your acceptance via e-mail. This will arrive through the Maricopa email account set up when you received your MEID. It is important to keep your information current with Gateway Community Colleges Admissions and Records department at all times. DO NOT SEND to Bryan Dodd; he does NOT handle the processing of applications.

— After receipt of your completed application, you will be notified by Selective Admissions. Details on registration, the program, etc., will be emailed to you.

— If you have any special educational, financial, or other needs, please make them known along with your application, so our Selective Admissions Coordinator may direct you to the appropriate college advisors.

STEP 3: UPON ADMISSION, STUDENTS WILL RECEIVE A LIST OF COURSE TO ENROLL
GateWay requires on-time registration because we believe success starts from day one. Enroll early, get your books, and be in class ready to learn from the first day.

For classes with published start dates and meeting times, registration in the class must be completed before the first official class meeting date and time. No late registration in a class once it has started is allowed. Registration for a class on the date it starts must be done in person or on the phone, and must be completed before the class start time.

You will find there are many ways to receive academic, financial, or career assistance to get involved in our community.

• The Maricopa Community Colleges Class Schedule at https://redirect.maricopa.edu/classes allows you to find classes by semester, time, & date.
• Pick out the classes you need and go to the My.maricopa.edu Online Student Center. Login using your MEID & password to create your class schedule.

STEP 4: Diagnostic Medical Sonography NEW STUDENT ORIENTATION
Orientations is held in May with all communication sent using official college communication. Attendance to new student orientation is MANDATORY for all new Diagnostic Medical Sonography Program students. We will notify you of date, time, and location of your new student orientation via Maricopa email.
In order to accommodate our clinical partners and to form new partnerships with which to place students into clinical practicum experiences, the Diagnostic Medical Sonography program at GateWay Community College have developed a means for our clinical partners to place students who may be their employees into the program by providing clinical slots for the student. The clinical site must meet accreditation requirements for the program which include:

- Perform general sonography (abdomen/ small parts)
- Direct student supervision by RDMS credentialed sonographers
- Perform a minimum number of exams monthly
- Signed Clinical Experience Agreement between the clinical site and MCCCD

A site may select a student to enter the program by providing clinical slots for two students. This allows the program to accept the student from the clinical partner and another through general entry. Facilities that have not worked with our students must provide a place for a general entry student for one year prior to their selected student entering the program. Facilities that already work with us do not need to wait.

Sites who want to place students into the program through this process should have the clinical manager or person responsible for student placement contact Bryan Dodd at dodd@gatewaycc.edu or by calling 602 286 8486. Students interested in applying to the program through this process should work with their clinical manager or the person at their facility responsible for student placement, and not contact the school. Students must maintain permission to attend clinicals at their sponsoring site throughout their matriculation through the program.

Acceptance through the Clinical Partnership Agreement takes place between the DMS program and the clinical site. Students can only be accepted after the clinical site has met the requirements needed. No assumption of enrollment should be presumed until an official notification of acceptance into the program is received by the student from the Program Director. All requirements must be met no later than March 30 prior to the fall cohort starting.

Spaces in the program are limited and priority is given to students applying through standard entry process. If classroom space is not available for Clinical Partnership Agreement students, they will need to wait until another cohort begins. This policy is not a means to bypass the selective admissions process, but is a service to our clinical partners upon whom the program relies.
**Note:** The responsibility for keeping the information with this form is the applicant’s. All changes in the information provided below must be submitted to GateWay Community College immediately. Failure to maintain this information may result in forfeiture of place in program.

Applications can be submitted via e-mail at the following e-mail: selectiveadmissions@gatewaycc.edu. You can also submit your application in-person at the Enrollment Services front counter (IE building). Applications are only accepted after completion of all prerequisite classes (3.0 GPA or higher is required). If you have further questions, please contact the Advisement Department at advisor@gatewaycc.edu.

<table>
<thead>
<tr>
<th>LEGAL NAME LAST</th>
<th>FIRST</th>
<th>MIDDLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS STREET</td>
<td>CITY</td>
<td>STATE</td>
</tr>
<tr>
<td>PHONE NUMBER HOME</td>
<td>PHONE NUMBER WORK</td>
<td>PHONE NUMBER CELL</td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
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</tbody>
</table>

**DATE OF APPLICATION**

**STUDENT ID NUMBER**

Please list all colleges or technical schools attended with the most recent first.

<table>
<thead>
<tr>
<th>NAME OF INSTITUTION</th>
<th>ADDRESS, CITY AND STATE</th>
<th>DATE OF ENTRANCE</th>
<th>DATE OF LEAVING</th>
<th>DIPLOMA OR DEGREE RECEIVED</th>
<th>COLLEGE MAJOR</th>
</tr>
</thead>
<tbody>
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**CERTIFICATION:**

I certify that the above answers are true, correct, and complete. I understand that any falsification or intentional misrepresentation of information on this application may be cause for dismissal from the Diagnostic Medical Sonography program and from the college.

_________________________  ________________________
Signature                  Date
**WAIVER OF LICENSURE / CERTIFICATION DISCLAIMER**

Your admission to the GateWay Community College Diagnostic Medical Sonography Program is not a guarantee that you will receive an Associate of Applied Science Degree in Diagnostic Medical Sonography from the College or a Certificate of Completion in Diagnostic Medical Sonography. Completion of the Diagnostic Medical Sonography Program is not the sole criterion for obtaining a license to practice. Licensing requirements are the exclusive responsibility of the student and the requirements are dictated by the American Registry of Diagnostic Medical Sonographers ARDMS, telephone number 1.800.541.9754, and you must satisfy those requirements independently of graduation requirements for the College.

I have read and understand the Admission Application Disclaimer.

__________________________________________  ________________
SIGNATURE                                             DATE

__________________________________________
STUDENT ID NUMBER

This disclaimer will become a part of your permanent Diagnostic Medical Sonography record.

**RELEASE OF INFORMATION**

If accepted into the Diagnostic Medical Sonography Program, I allow the release of all information that is pertinent to me working in a clinical environment, **including but not limited to**: directory information, grades, performance records, drug test results, immunization records, email address and all email communications related to my training.

__________________________________________  ________________
SIGNATURE                                             DATE
Formal application to the Diagnostic Medical Sonography program can be made upon completion of the program required prerequisite courses. Successful completion of the following college courses with a minimum cumulative grade point average (GPA) of 3.0. Applications without this Advisor Review form completed and signed by a GateWay Community College Healthcare Advisor will not be accepted.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits Required</th>
<th>College</th>
<th>Semester Completed or Enrolled</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO160</td>
<td>Introduction to Human Anatomy and Physiology – Lecture/Lab (4) OR</td>
<td>4 – 8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO201</td>
<td>Human Anatomy and Physiology I (4) AND</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>BIO202</td>
<td>Human Anatomy and Physiology II (4)</td>
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<tr>
<td>ENG101</td>
<td>First-Year Composition (3) OR</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>ENG107</td>
<td>First-Year Composition for ESL (3)</td>
<td></td>
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<tr>
<td>HCC145</td>
<td>Medical Terminology for Health Care Workers (3) OR</td>
<td>0 - 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCC146</td>
<td>Common Medical Terminology for Health Care Workers (2) OR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCC145</td>
<td>Medical Terminology for Health Care Workers (3) OR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCC146</td>
<td>Common Medical Terminology for Health Care Workers (2) OR</td>
<td></td>
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</tr>
<tr>
<td>HCC145</td>
<td>Graduate of an allied health education program that is patient care related</td>
<td>0 - 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT150</td>
<td>College Algebra/Functions (5) OR</td>
<td>3 – 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT151</td>
<td>College Algebra/Functions (4) OR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT152</td>
<td>College Algebra/Functions (3) OR</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Any higher level algebra course</td>
<td></td>
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<tr>
<td>DMI105</td>
<td>Fundamentals of Radiation Physics (3.0) OR</td>
<td>3 – 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHY101</td>
<td>Introduction to Physics – Lecture/Lab (4.0) OR</td>
<td></td>
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<tr>
<td>PHY111</td>
<td>General Physics I – Lecture/Lab (4.0) OR</td>
<td>3 – 4</td>
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</tr>
</tbody>
</table>

+ Indicates course has prerequisites and/or corequisites.
++ Indicates any modules/suffixed courses.

Level One Fingerprint Clearance Card (copy required after program acceptance)  Expiration Date  
MCCCD Policy Background Check Acknowledgement (copy attached)  
American Heart Association Healthcare Provider CPR Card  Expiration Date  

Student Signature  Student Name (printed)  Date  
Adviser Signature  Adviser Name (printed)  Date
Allied Health and Nursing Programs
Maricopa County Community College District

Summary of Criminal Background Check Requirement (Student Copy)

Overview of the Requirements

In order for students to be admitted to or maintain enrollment in good standing in Maricopa County Community College District’s (“MCCCD”) Allied Health and Nursing programs (“Programs”), students must provide with their application to a Program all of the following:

- A copy of an Arizona Department of Public Safety Level-One Fingerprint Clearance Card (“Card”). Students are required to pay the cost of applying for the Card. Cards that are NOT Level-One status will not be accepted.
- An original version of the “Criminal Background Check Disclosure Acknowledgement” form attached to this Summary signed by the student.

At all times during enrollment in a Program, students must obtain and maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on supplemental background check performed by MCCCD authorized vendor. Admission requirements related to background checks are subject to change as mandated by clinical experience partners.

Implementation of the Requirements

1. Students that are denied issuance of a Card may be eligible for a good cause exception through the Arizona Department of Public Safety. It is the student’s responsibility to seek that exception directly with the department. Until the student obtains a Card and meets the other requirements for admission, he or she will not be admitted to a Program.

2. Students admitted to a Program whose Card is revoked or suspended must notify the Program Director immediately and the student will be removed from the Program in which they have been admitted or are enrolled. Any refund of funds would be made per MCCCD policy.

3. The Criminal Background Check Disclosure Acknowledgement directs students to disclose on the data collection form of the MCCCD authorized background check vendor all of the requested information as well as any information that the background check may discover. Honesty is important as it demonstrates character. Lack of honesty will be the basis for denial of admission or removal from a Program if the information that should have been disclosed but was not would have resulted in denial of admission. Failure to disclose other types of information constitutes a violation of the Student Code of Conduct and may be subject to sanctions under that Code. Students have a duty to update the information requested on the [background check vendor] data collection form promptly during enrollment in a Program. The [background check vendor] data collection form may ask for the following information but the form may change from time to time:

- Legal Name
- Maiden Name
- Other names used
- Social Security Number
- Date of Birth
- Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details.
- Pending criminal charges that have been filed against you including dates and details.
- Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld.

The authorized MCCCD background check vendor will be asked to pass or fail each student based on the standards of MCCCD’s clinical experience partners that have established the most stringent requirements. The sole recourse of any student who fails the background check and believes that failure may have been in error is with the background check vendor and not MCCCD.
All allied health and nursing students who seek to enroll in MCCCD healthcare programs must complete a Criminal Background Check. The outlined criteria have been created based on MCCCD’s largest clinical experience hospital partners. These partners have stringent background check standards that preclude MCCCD from assigning students to their sites who cannot meet those standards. In order for MCCCD students to be able to continue to complete clinical experiences at local hospitals, students must meet these standards.

For persons wishing to enroll in a Program the person must meet the following standards:

- Possession of a valid Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students who currently possess a DPS Card that is another level will not be allowed entrance into a health care program. Students are required to pay the cost of obtaining this background check. If the Level-One Fingerprint Clearance Card is revoked or suspended at any time during the admission process or while enrolled in a MCCCD healthcare program a student must notify the Program Director immediately and he or she will be removed from the Program. Please see the “Frequently Asked Questions” sheet for details regarding the DPS Card.

- Each student must provide documentation that he or she has completed and “passed” a MCCCD-supplemental background check through the approved vendor CastleBranch. Students are required to pay the cost of obtaining this background check. Students whose background checks are more than six months old on the date of beginning a healthcare program must obtain an updated background check. Students who have been in a Program for more than 12 months may be requested to obtain an updated background check. Please see the attached “Frequently Asked Questions” sheet for more details regarding the MCCCD supplemental-background check.

- The MCCCD supplemental or the clinical agency background check may include but are not limited to the following:
  o Nationwide Federal Healthcare Fraud and Abuse Databases
  o Social Security Verification
  o Residency History
  o Arizona Statewide Criminal Records
  o Nationwide Criminal Database
  o Nationwide Sexual Offender Registry
  o Homeland Security Search

- By virtue of the MCCCD supplemental background check, students will be disqualified for admission to a program or continued enrollment in a program based on their criminal offenses, the inability to verify their Social Security number, or their being listed in an exclusionary database of a Federal Agency or on a sex offender registry. Offenses that will lead to a “fail” on the supplemental background check may include but are not limited to:
  o Social Security Search-Social Security number does not belong to applicant
  o Any inclusion on any registered sex offender database
  o Any inclusion on any of the Federal exclusion lists or Homeland Security watch list
  o Any conviction of Felony no matter what the age of the conviction
  o Any warrant in any state
- Any misdemeanor conviction for the following—No matter age of crime
  - violent crimes
  - sex crime of any kind including non-consensual sexual crimes and sexual assault
  - murder, attempted murder
  - abduction
  - assault
  - robbery
  - arson
  - extortion
- Any misdemeanor controlled substance conviction last 7 years
- Any other misdemeanor convictions within last 3 years
- Exceptions: Any misdemeanor traffic (DUI is not considered Traffic)

- At all times students are in a program they must maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on the MCCCD supplemental background check performed by the MCCCD-authorized vendor.
- Admission requirements related to background checks are subject to change without notice.
- Some clinical agencies may require additional components of a criminal background check, other than those required by MCCCD, as well as a drug screening. Students are required to pay for any and all criminal background checks and drug screens required by a clinical agency to which they are assigned.
- Even though a student possesses a valid DPS Level One Fingerprint Clearance Card and has passed the MCCCD supplemental background check, a clinical agency may decline to place a student due to information the clinical agency obtains in a background check it requires.
- If a clinical agency to which a student has been assigned does not accept the student based on his or her criminal background check, the student may not be able to complete the program.
- MCCCD may, within its discretion, disclose to a clinical agency that a student has been rejected by another clinical agency.
- MCCCD has no obligation to make attempts to place a student when the reasons for lack of placement are criminal background check issues. Since clinical agency assignments are critical requirements for completion of the program, inability to complete required clinical experience due to a student’s criminal background check will result in removal from the program.

__________________________  ______________________________________
Signature                                      Date

__________________________  _________________________________
Printed Name                                      Student ID Number

Desired Health Care Program