

**Central Carolina Community College**  
**Admissions Checklist for Prospective Diagnostic Medical Sonography (DMS) Students**

**PHASE 1 covers general admissions requirements needed for enrollment with CCCC:**

- STEP 1 – Review and complete the Admissions and Enrollment Checklist (mandatory):** A hard copy of this checklist is available in Student Services on all three main campuses. It can also be accessed at the following address:

<http://www.cccc.edu/admissions/apply/AdmissionsEnrollmentChecklist.pdf>

*Students seeking enrollment in health science programs will actually submit two separate applications. An application for general admission must be submitted first. This enables the college to create a student record where we can compile all of your information. All students are classified as Pre-Health Science Students when they first apply to the college. The second application you will submit will be a Health Sciences Application. The application deadline is listed on your program's webpage.*

- STEP 2 – Complete information session and associated quiz (optional).**
- Completion of the online information session is optional for all health science applicants, however, those who do will be awarded additional points on their application during a consideration period.
  - There is a brief assessment at the end of the session to ensure a proper understanding of the admissions process.
  - There is a 1 year time limit on the completion of this session.
- STEP 3 – Contact your program's Admissions Counselor.**
- All health science applicants should contact their program's Admissions Counselor to review the Admissions and Enrollment Checklist, discuss program requirements, course sequence, and consideration dates for their program.
  - An Admissions Counselor can assist you with the development of an academic plan, review progress of admissions requirements, and address any concerns you may have.
  - Most importantly, your Admissions Counselor will be able to confirm whether or not you've met the minimum admissions criteria (MAC) for your program before the deadline for applications.
- STEP 4 – If applicable, submit TOEFL Scores.**
- All naturalized and non-US citizens are required to take the Test of English as a Foreign Language (commonly referred to as the TOEFL). There is a five-year limit on TOEFL scores.
  - Information about the TOEFL can be found on this website: [www.ets.org/toefl](http://www.ets.org/toefl)
  - Acceptable Scores by format: Paper/Pencil = 500, Computerized = 213, Internet Based = 80
- STEP 5 – If applicable, submit verification letter of good standing.**
- If a student has previously been withdrawn or dismissed from a Health Science program, they must submit a verification letter of good standing from that program's Department Chair/Director. A remediation plan may also be required.

**PHASE 2 lists the specific criteria necessary for entry into the Medical Sonography Program:**

- STEP 1 – Complete prerequisite courses (mandatory).**
- The Diagnostic Medical Sonography Program **does not** have any prerequisite course requirements.
- STEP 2 – Take the ATI TEAS Exam (mandatory).**
- The ATI TEAS exam is a multiple-choice assessment of your basic academic knowledge in the areas of Reading, Math, Science, and English. The scores from the reading section will be used when determining points toward competitive admission.
  - Students are allowed to take the ATI TEAS exam up to three times in a three year period. The best reading score from the two most recent attempts will be used when processing applications. There is no minimum cut score for Medical Sonography students on the ATI TEAS exam.
- STEP 3 – Complete general education courses for your program (optional).**
- While it's not required, applicants are encouraged to complete the general education courses for their program.

- Past data has shown that students who complete their general education requirements prior to entering a Health Science program are more likely to succeed and ultimately graduate.
- Additional points will be awarded for each general education course completed prior to the consideration.
- A list of all general education course requirements is located on **page 3** of this packet.

**STEP 4 – Complete the American Heart Association Basic Life Support (BLS) Provider course (optional).**

- Applicants may receive additional points on their application for the successful completion of an American Heart Association Basic Life Support Provider course.
- The BLS Provider course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED.
- In this course, students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS Instructor to complete BLS skills practice and skills testing. Students also complete a written exam.
- In order to receive additional points, applicants must provide a copy (front & back) of their valid certification card to the Admissions Counselor no later than the deadline for the Health Sciences Application.

**STEP 5 – If applicable, complete and submit employment verification form (optional).**

- Applicants who have previous work experience in the health field may be eligible for additional points on their application (minimum 6 months OR 1040 hours necessary).
- A list of acceptable work experience categories is located on **page 4** of this packet.
- If an applicant is qualified to receive additional points for their experience, a verification form is located on **page 5** of this packet. The form must be completed and submitted no later than the deadline for the Health Sciences Application.

**STEP 6 – If applicable, submit proof of additional experience in the medical field (optional).**

- Applicants who have additional experience via one of the following may be eligible for additional points on their application (only one may be used for extra points):
  - Listed as CNA I on the NC Registry. Applicants needing to provide proof of CNA I must have completed a NC state-approved Nurse Aide I course (see approved schools at [www.ncdhhs.gov/dhsr/hcpr/guide.html](http://www.ncdhhs.gov/dhsr/hcpr/guide.html)).
  - Minimum 1 year of full-time employment (or two years part-time) in a radiology-related field. Radiology-related fields include: CT, MRI, Nuclear Medicine, Radiation Therapy, Radiography, Radiologic Technologist, Cardiac Cath, or Vascular. Additional radiology-related professions will be evaluated on an individual basis.
  - Diploma, Associates Degree or higher in an allied health or nursing profession. Applicants currently enrolled in the final semester of an allied health or nursing program must provide a letter from their program director verifying enrollment and anticipated graduation date.

**STEP 7 – Meet with Admissions Counselor for MAC Review (mandatory).**

- Once an applicant believes they have completed the minimum admissions criteria (MAC) for entry into their program, they must meet with the Admissions Counselor for a final review.
- If the Admissions Counselor verifies that the MAC are met, they will provide the applicant with a Health Sciences Application. Otherwise, the Counselor will assist the applicant in creating a plan for completion of the MAC.

**STEP 8 – Submit Health Sciences Application by the deadline (mandatory).**

- The initial consideration period for the Diagnostic Medical Sonography program is held during the month of February. The deadline for applications is posted on the program’s website.
- If the program doesn’t fill all available seats during its initial consideration, additional considerations will be held until all seats are occupied, but no later than August of each year.
- If selected for admittance, **Phase 3** on **page 6** of this packet must be completed to finalize acceptance.

## PHASE 2: (continued)

### **OPTIONAL: Complete general education courses for your program.**

Past data has shown that students who complete their general education requirements prior to entering a Health Science program are more likely to succeed and ultimately graduate. While it's not required, applicants are encouraged to complete the general education courses for their program prior to entry. Additional points will be awarded on your application for each general education course completed prior to the consideration.

Below you will find a list of the general education courses required for the Medical Sonography program. If a course substitution exists, it will be listed under its respective general education requirement. For students wishing to transfer to a 4-year institution, preferred course selections have been identified for your convenience.

*Note: You should always discuss course selections with your admissions counselor while creating your academic plan, especially if they are not represented below.*

### **The following courses satisfy the general education requirements for DMS:**

- ENG 111 - Writing and Inquiry**
- ACA 115 - Success and Study Skills**  
Acceptable course substitutions:  
ACA 122 – College Transfer Success (preferred by 4-year institutions)
- Social Science Elective (pick one):**  
Acceptable courses:  
PSY 150 – General Psychology  
SOC 210 – Introduction to Sociology
- BIO 163 – Basic Anatomy & Physiology**  
Acceptable course substitutions:  
BIO 165 + BIO 166 – Anatomy & Physiology I & II (Old)  
BIO 168 + BIO 169 – Anatomy & Physiology I & II (Current, preferred by 4-yr institutions)
- PHY 110/110A – Conceptual Physics w/ Lab**
- Communications Elective (see page 4 of this packet for a comprehensive list)**
- Mathematics Elective (see page 4 of this packet for a comprehensive list)**
- PHI 240 – Introduction to Ethics**

## PHASE 2: Program Specific Requirements (continued)

### Work Experience Categories

Cardiac Care Technician  
Cardiac Sonographer  
Certified Medical Assistant  
Dental Assistant I or II or CDA  
Dental Office Mgmt/Personnel  
Dental Lab Technician  
Dialysis Technician  
EKG Technician  
Emergency Medical Tech.  
Health Care Technician  
Imaging Techologist  
Kennel Assistant-VMT Only  
Licensed Practical Nurse  
Medical Coder/Biller  
Medical Laboratory Tech.  
Medical Office Staff  
Medical Records Tech.  
Military Medical Corpsman  
Nurse Aide I or II  
Occupational Therapy Tech.  
Paramedic  
Patient Care Technician  
Pharmacy Technician  
Phlebotomist  
Physical Therapy Technician  
Psychiatric Technican  
Registered Dental Hygienist  
Registered HIT Tech.  
Registered Nurse  
Registered Veterinary Tech.  
Rehabilitation Technician  
Respiratory Therapist  
Shelter/Rescue Assistant  
Surgical Technician  
Veterinary Asst. - VMT Only  
Veterinary Laboratory Tech.  
Veterinary Research Assistant  
X-Ray Technician

### Communications Elective

COM 110 Intro to Communications  
COM 120 Interpersonal Communications  
COM 231 Public Speaking  
\*ENG 112 Writing/Research in the Disc  
\*ENG 114 Prof. Research & Reporting  
\*Check course prerequisites

### Mathematics Elective

MAT 143 Quantitative Literacy (3 Hours)  
MAT 152 Statistical Methods (4 Hours)  
MAT 171 Precalculus Algebra (4 Hours)  
\*\*4-Hour courses receive additional points

### Notes for Additional Points Options:

- For work experience categories, additional allied health professions with direct patient care will be evaluated on an individual basis by the appropriate program director/department chair.
- Applicants providing proof of CNA I must have completed a NC state-approved Nurse Aide I course (see approved schools at [www.ncdhhs.gov/dhsr/hcpr/guide.html](http://www.ncdhhs.gov/dhsr/hcpr/guide.html)).
- Radiology related fields include: CT, MRI, Nuclear Medicine, Radiation Therapy, Radiography, Radiologic Technologist, Cardiac Cath, or Vascular. Additional radiology professions will be evaluated on an individual basis.
- Applicants currently enrolled in the final semester of an allied health or nursing program must provide a letter from the program director verifying enrollment and anticipated graduation date.

### **Diagnostic Medical Sonography Contacts**

**Harnett County Campus: 1075 East Cornelius Harnett Boulevard, Lillington, NC 27546**

(last names A-M) Trinnette Nichols-Jones, Phone (910) 814-8827, Email [tnich497@cccc.edu](mailto:tnich497@cccc.edu)

(last names N-Z) Shate McNeil, Phone (910) 814-8867, Email [smene310@cccc.edu](mailto:smene310@cccc.edu)

Harnett NA1 course: (910) 814-8823

**Lee County Campus: 1105 Kelly Drive, Sanford, NC 27330** - Aaron Mabe, Phone (919) 718-7236, Email [amabe@cccc.edu](mailto:amabe@cccc.edu) - Sanford NA1 course: (919) 718-7500

**Chatham County Campus: 764 West Street, Pittsboro, NC 27312** - Rhonda Jones, Phone (919) 545-8025, Email [rjone859@cccc.edu](mailto:rjone859@cccc.edu)

Pittsboro NA1 course: (919) 545-8044



# CENTRAL CAROLINA COMMUNITY COLLEGE

## Employment Verification Form For the Diagnostic Medical Sonography Program

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

**Intended Major: Medical Sonography**

Please have your employer/supervisor complete the following information:

Name of Company/Agency: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title of Employee: \_\_\_\_\_

Job Description of Employee Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***\*\*\*Please indicate starting and end dates of employment and hours worked per week: (We must have this section completed to have the student considered for the employment points)\*\*\****

Starting date \_\_\_\_\_ Ending date or present \_\_\_\_\_

Number of hours each week \_\_\_\_\_

***If the dates and hours worked each week are not listed correctly, 0 points will be awarded to the student.***

I verify that all of the information submitted is accurate and true.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

### **PHASE 3** *IF SELECTED FOR ADMITTANCE, COMPLETE THE FOLLOWING REQUIREMENTS TO FINALIZE ACCEPTANCE:*

- STEP 1 – Mandatory Program Orientation.**
  - An orientation hosted by your program will be held during the summer semester. Attendance is non-negotiable.
  - The date will be provided in your acceptance letter.
  
- STEP 2 – Complete a physical examination, background check, drug test, and submit medical forms.**
  - You are required to have a physical examination conducted by a physician. This exam must be conducted in the same year as the consideration and no later than 30 days prior to the start of the semester.
  - You're also required to provide evidence of up-to-date immunizations before the start of the program. A list of required immunizations will be provided on the medical forms in your acceptance packet.
  - A criminal background check and drug screening will be conducted via a third-party organization of the college's choosing. More information will be provided in your acceptance packet regarding this requirement.
  
- STEP 3 – Transportation and additional course materials agreement.**
  - Health Science students are responsible for their own transportation to off-campus clinical/learning sites.
  - Materials other than textbooks will be required and are purchased at the student's expense. Materials include (but are not limited to): uniforms, lab coats, lab kits, and clinical supplies.  
*Note: The Medical Sonography Program has adopted a strict dress code policy to promote comfort, safety, and a professional image.*
  
- STEP 4 – Technical Standards & Disability Statement**
  - The Diagnostic Medical Sonography Program is physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab setting, complete clinical affiliations, and/or safely treat patients. The college has a legal obligation to provide appropriate accommodations for students with documented disabilities.
  - If you have a documented disability and are seeking accommodations, you should contact the Special Populations Department. It is **your** responsibility to initiate this process as soon as possible.
  
- STEP 5 – Academic Standards**
  - Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional points are awarded towards an applicant's point total based on cumulative GPA from the past five years.
  - Upon official acceptance, Medical Sonography students are required to maintain the GPA requirements necessary for admission between the time they are accepted and the first day of classes. This means you cannot be placed on academic suspension during this timeframe.
  - Diagnostic Medical Sonography students are also expected to successfully complete their program-specific courses with a grade of "C" or higher in order remain enrolled in their program.  
*Note: This does not mean you can withdraw from a course due to poor performance in order to avoid penalty. A withdrawal counts as an unsuccessful completion of a course and will result in you being withdrawn from the Medical Sonography program.*

**Central Carolina Community College**  
**Student Services**

**Bookstore** – The Bookstore offers textbooks, course supplies, seasonal merchandise, and gifts.

Sanford: (919) 718-7275                      Lillington: (910) 814-8810                      Pittsboro: Textbooks online or at other campuses

**Business Office** – The Business Office collects tuition, fees, parking fines, and issues parking permits.

Sanford: (919) 718-7310                      Lillington: (910) 893-9101                      Pittsboro: (919) 545-6495

**Career Center** – The Career Center is available to assist students with career exploration, resume building, mock interviews, and additional career related topics.

Sanford: (919) 718-7396                      Lillington: (910) 814-8834                      Pittsboro: (919) 545-8054

**Financial Aid Office** – The Financial Aid Office offers individual assistance for students who have questions regarding grants, scholarships, and work study opportunities, please contact (919) 718-7229.

**Housing Assistance** – Please contact (919) 718-7300 for roommate and/or realtor information. The college does not have on campus housing.

**Placement Testing** – The Placement Testing Office administers the Accuplacer and the TEAS V test for allied health programs (Sanford only). Students must make an appointment for testing.

Sanford: (919) 718-7300                      Lillington: (910) 814-8863                      Pittsboro: (919) 545-8029

**Registrar's Office** – The Registrar's Office maintains all student records, evaluates transfer credit, releases official transcripts, and conducts graduation. For further information, please contact (919) 718-7201.

**Special Populations Office** – The Special Populations Office coordinates services and accommodations between students with disabilities and the college faculty. For further information, please contact (919) 718-7416.

**Special Programs Office** – The Special Programs Office assists eligible students with child care and students who are training in non-traditional occupations. For further information, please contact (919) 718-7276.

**Student Development Services** – The Student Development Services Office assists students with admissions procedures, curriculum advisement, and registration.

Sanford: (919) 718-7300                      Lillington: (910) 814-8863                      Pittsboro: (919) 545-8025

**TRiO Student Support Services** (SSS): The TRiO SSS programs assist eligible students with free academic and support services, including supplemental grant aid, on all campuses. Please contact (919) 718-7567 or [sss@cccc.edu](mailto:sss@cccc.edu).

**Veteran Affairs Office** – The Veteran Affairs Office assists veterans and their eligible dependents in processing their applications to receive VA educational benefits. For further information, please contact (919) 718-7233.

**Veterans Upward Bound (VUB)**: VUB is a TRiO program that assists veterans with enrolling in college and completing college degrees. Services provided can include instruction in free refresher courses, tutoring, counseling, mentoring, and assistance in securing support services from other locally available resources for veterans. For further information contact (919) 718-7463 or [veteransub@cccc.edu](mailto:veteransub@cccc.edu).