



## 2025 Application for Associate of Applied Science Diagnostic Medical Sonography (DMS)

**This application is due no later than 12pm (Noon) on Friday, May 23, 2025**

To be eligible for consideration, you must be **admitted to MSU Billings City College**. You may apply for admission online at [www.msubillings.edu/citycollege](http://www.msubillings.edu/citycollege). If you have questions about the general admissions process to MSU Billings City College, please call (406) 247-3019.

### Personal Information

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(Full Legal Name) Last Name

First Name

Middle Name

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Previous Names

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MSU Billings Student ID

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Current Mailing Address

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City

State

Zip Code

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Phone

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Current Email Address **(This is where all notifications regarding application status will be sent)**

Have you ever been convicted of a misdemeanor, felony, or military court martial? ☐ Yes ☐ No

Have you ever been suspended, dismissed, or expelled from a post-secondary medical educational program that you attended? ☐ Yes ☐ No

Have you had any professional license or certification revoked, suspended, or placed on probation? ☐ Yes ☐ No

*If you answered yes to any of the three questions above, the American Registry of Diagnostic Medical Sonographers (ARDMS) may not allow you to take the national certification examination following the completion of the AAS Program at City College. Your ability to take the examination, if you answered yes to any of the three questions above, is approved or denied by the ARDMS on an individual basis. You will also be required to pass a background check for felony and misdemeanor convictions and pass a drug screen test before the hospitals will allow you to enter their facility to obtain your clinical experience. If you answered yes to any of the three questions above, contact the Director of Diagnostic Medical Sonography for further information before making an application to the program.*

# 2025 Application for Diagnostic Medical Sonography

**This application must be received no later than noon, May 23, 2025.** Applications can be submitted before this date. All documents need to be submitted in one packet – except for the references which must be sent directly to us from the reference. Diagnostic Medical Sonography is a competitive program, and the following process will be used to select those students who will continue into the core courses starting September 2025. The selection process for this program is divided into two phases and only the top 25 students from Phase I will move to the second phase. Phase II consists of a personal interview with the Diagnostic Medical Sonography Selection Committee that will make the final selection of students for the next class in Diagnostic Medical Sonography.

## **Phase I Selection Criteria**

Phase I is based on a point system. Points are awarded for grades, previous education, degrees, certificates, prior work experience (particularly if that experience is in the medical field), letters of reference, answers to the site visit questions, and a written essay. The points will be totaled from the information you provide with this application and your transcripts, and the top scoring 12 students will continue to Phase II. Please note that you must provide verifiable documentation of your education, such as a copy of your certificate, degree and official transcripts. Work and medical experience require Human Resources documentation, a contact name and phone number for verification.

### **1. Prerequisites**

All prerequisites must be complete prior to application. While not required, it is highly recommended that you complete Medical Terminology and Human Anatomy and Physiology II. Points will be awarded for completion of those courses as follows:

- a. AHMS 144 Medical Terminology or transferrable equivalent – **1 point**
- b. BIOH 211/212 Human Anatomy and Physiology II with Lab or transferrable equivalent – **2 points**

### **2. Grades**

Points will be awarded based on the Grade Point Average (GPA) of only the prerequisite semester courses (or equivalent transfer courses). The points will be awarded on the following basis. A GPA of less than 2.5 will receive no points.

- a. 4.0 – 3.76 GPA (**6 points**)
- b. 3.75 – 3.51 GPA (**5 points**)
- c. 3.50 – 3.26 GPA (**4 points**)
- d. 3.25 – 3.01 GPA (**3 points**)
- e. 3.00 – 2.76 GPA (**2 points**)
- f. 2.75 – 2.75 GPA (**1 point**)

All grades from prerequisite courses (or equivalents) must be received by the application deadline for the Phase I process. The resulting grades will be taken from the MSU Billings student records. Official school transcripts must be included with your application for those students who are not currently enrolled at MSU Billings or City College at MSU Billings. For students who have just completed approved prerequisite courses at another institution, your official transcript must be with your application or be received by the deadline.

### **3. Education**

Points will be awarded for completed education (from a regionally accredited college) beyond the prerequisite semester as follows:

- a. Bachelor's degree or higher, clinical patient care field (**4 points**)
- b. Bachelor's degree or higher, any other field (**3 points**)

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- c. Associate's degree, clinical patient care field (3 points)
- d. Associate's degree, any other field (1 point)

**You must provide a working copy of your college transcript with the degree or certificate noted on it.** If your education did not occur at MSU Billings or City College at MSU Billings, you must also provide an official copy of your college transcripts from the institution you attended to the admissions office. To be considered official, transcripts need to be sent directly to City College from the other institution.

School Name	Degree	Date Received

### **4. Licensure/Certification/Work Experience**

Points will be awarded for Medical Licensure/Certification or Work Experience as listed below. **To receive points, you must provide a copy of your license/certificate and documentation from the human resources department that includes job title, dates of employment, and HR contact information. Verification must be on company letterhead and include employee name, job title, dates worked and be signed by the individual providing the documentation.** Submission of license/certificate without HR documentation will fall into the "no experience" category. The following certification/licensure will count toward Phase I total points. Points will be awarded only in the highest category obtained and are not cumulative.

- A. Licensure/Certification requiring Master's Level or higher education. Examples include: Nurse Practitioner, Occupational Therapist, Physician, Physician Assistant, or Physical Therapist.
  - a. 12 or more months experience (5 points)
  - b. Less than 12 months experience (4 points)
  - c. Education/Credential with no experience (3 points)
- B. Licensure/Certification requiring an Associate's or Bachelor's Level education. Examples include: Medical Technologist, or Radiation Therapist, Radiologic Technologist, Respiratory Therapist, Paramedic, Registered Nurse, Surgical Technologist, Dental Hygienist, Physical Therapy Assistant or Occupational Therapy Assistant.
  - a. 12 or more months experience (4 points)
  - b. Less than 12 months experience (3 points)
  - c. Education/Credential with no experience (2 points)
- C. Certificate Level credentials. Examples include EMT, CNA, Medical Assistant, or Phlebotomist
  - a. 12 or more months experience (3 points)
  - b. Less than 12 months experience (2 points)
  - c. Education/Credential with no experience (1 points)
- D. Other patient care related work experience. Examples include: Patient transporter or Recreation Assistant in a patient care setting.
  - a. 12 or more months experience (2 points)
  - b. Less than 12 months experience (1 point)
- E. Volunteer work with patients in a hospital, nursing home, or healthcare facility for a minimum of 80 hours. (0.5 point)

### **Medical Related Work or Volunteer Experience (HR documentation must be submitted for verification)**

Company Name/Complete Address	Dates of Employment and total number of hours worked or volunteered	Job Title and Responsibilities

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**Nonmedical Work Experience** Please list up to three previous jobs you have held not listed above. The applicant must provide supporting documentation or a contact person and phone number for verification of employment.

Company Name/Complete Address	Supervisor's Name and Phone Number	Dates of Employment	Job Title and Responsibilities

**Volunteer Experience** Please list any other volunteer experience you have had. The applicant must provide supporting documentation or contact person and phone number for verification of volunteer experience.

Organization/ Complete Address	Supervisor's Name and Phone Number	Dates of Volunteer Time/ Total # of Hours Volunteered	Volunteer Title and Responsibilities

### **5. Letters of Recommendation**

**One (1) point will be awarded** to students who provide **two letters of recommendation** from individuals other than family members. These letters of recommendation must be emailed by the author to [janet.drinkwalter@msubillings.edu](mailto:janet.drinkwalter@msubillings.edu) or mailed by the author to the Diagnostic Medical Sonography Program, City College at MSU Billings, 3803 Central Avenue, Billings, Montana 59102. It is recommended you ask three individuals for letters of recommendation in case one of the letters is not received.

### **6. Site Visit**

**Up to two (2) points will be awarded.** You are required to attend and document a site visit to an ultrasound department and answer a list of site visit questions as part of this application process. A site visit helps students get a better understanding of what this career entails and can also assist you in your research for the required essay. Please go to the Site Visit Scheduling link for directions on how to set up a visit and to find the Site Visit Signature Form. Site visits may be conducted at one of the two Billings Area Hospitals. For students outside of Billings, site visits may be conducted at a facility in your area. Contact your local facility's Human Resources department to inquire about their requirements to do a site visit.

### **7. Essay**

**Up to two (3) points will be awarded.** You are required to submit a 1–2-page essay on the topic of why you are interested in pursuing Diagnostic Medical Sonography. The essay should be typed, double-spaced with standard 1-inch margins, in a

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common 10-12pt font, and no pictures. Grammar, content, and ability to follow the instructions are considered when awarding points. Your essay should address the following questions:

- 1) Based on research, what is the role of a Sonographer on the health care team?
- 2) What skills, attributes or aptitudes do you possess that will help you succeed in this career?
- 3) Why do you want to pursue Diagnostic Medical Sonography?

### **Phase II: Personal Interviews**

#### **Selection:**

Applicants will be notified by email of their selection for Phase II interviews on or before Tuesday, June 3, 2025 . Only the top scoring 25 individuals in the Phase I selection process will be given a personal interview with the Diagnostic Medical Sonography Selection Committee. Those not selected will also be notified by email on or before Wednesday, June 4, 2025

#### **Interviews:**

**Interviews will be conducted June 16<sup>th</sup> and 17<sup>th</sup>.** We will use the email address you provided on the first page of this application unless we are notified of a change. **After receiving notification, you are responsible to schedule a time for your interview with Janet Drinkwalter at janet.drinkwalter@msubillings.edu or (406) 247-3077. Any student who does not schedule their personal interview by the deadline noted in the email, will not be considered for the program.** Therefore, it is imperative that we have your current telephone, address information and email address. Should either your street address or email address change, you are responsible for notifying us immediately. Notification of change of your contact information must be sent to Janet Drinkwalter at (406) 247-3077 or janet.drinkwalter@msubillings.edu

The personal interview portion of the selection process will involve answering a series of questions from the Diagnostic Medical Sonography Selection Committee. All applicants will be asked the same questions with follow up questions likely. Interviews are held on the City College campus. Interview candidates are scored by each evaluator according to a formula and these scores are totaled to determine the total points for Phase II.

#### **Final Selection:**

The scores from Phase I and Phase II are added together to create the final overall score. When the final selections are determined, an invitation via email will be sent to those selected to start the program. Students must accept by the date noted in the invitation in order to secure their spot. The decision of the Selection Committee is final. In the case of a points tie for the last spot, the following items will be looked at to break the tie, in the order listed below (will go down the list until an item breaks the tie):

- Select GPA
- Cumulative GPA
- Took pre-requisite classes at MSUB

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### **Competitive Application Checklist**

***Students must be admitted to MSUB (City College or the University Campus) prior to submission of the Diagnostic Medical Sonography program application. No program applications will be reviewed unless the applicant applies first to MSUB and all official college transcripts are received by MSUB Admissions. Also, all required DMS application documents must be received by the deadline. For any questions, call Jacket Student Central at 406-247-3019.***

#### **Checklist items prior to submitting DMS application:**

- Currently enrolled or accepted for admission to MSUB.
- If applicable, official transcripts from all other colleges attended have been received by MSUB Admissions. If taking Spring 2025 courses from another college, official or updated official transcripts need to include final grades by the application deadline.
- All prerequisite course requirements are complete with a grade of “C” (2.0) or higher

## **2025 Application for Diagnostic Medical Sonography**

### **Checklist items when submitting Diagnostic Medical Sonography application packet:**

- Diagnostic Medical Sonography application
- Copies of official or unofficial college transcripts
- Site Visit form (with signature)
- Site Visit narrative
- Essay
- Licensure/Certifications (if applicable)
- Medical education and/or work experience (if applicable)
- Volunteer experience documentation (if applicable)

**Important Note:** The Diagnostic Medical Sonography application and related documents must be submitted all together in one packet. If sending via email, all documents must be in pdf format only – **no jpg, png, or docx files, etc.**

**Letters of Recommendation** must be emailed to Janet Drinkwalter or mailed to the Diagnostic Medical Sonography program by the author and received no later than the application deadline.

**Application must be received by the deadline.**

**Submit in person, by email or mail:**

**Office:** Janet Drinkwalter, Health Science building, room 226

or

**Email:** [janet.drinkwalter@msubillings.edu](mailto:janet.drinkwalter@msubillings.edu)

or

**Mail:** City College  
Diagnostic Medical Sonography-Janet Drinkwalter  
3803 Central Avenue  
Billings MT 59102