



2021 Application for Certificate of Applied Science (CAS) Ultrasound Technology

Certificate of Applied Science (CAS) Ultrasound Program applicants must meet the following entrance requirements:

- **Patient Care Experience:** A minimum of 40 hours of hands on patient care experience which can include nursing home or CNA patient care, working with patients in a hospital or clinical setting.
- Completion of a two hundred level or higher Human Anatomy & Physiology course with a grade of C (2.0) or higher.
- Must possess an Associate's degree in an allied health care field from a regionally accredited college that includes hands on patient care (e.g., clinical courses) or any Bachelor's degree from a regionally accredited college.
- Students with an Associate's degree must also provide a copy of their current/active medical registry, licensure or certification.
- Students must have a minimum overall GPA of 2.0 and a grade of "C" or better in all prerequisite courses for program eligibility.
- Complete the general admission process to MSU Billings. You may apply for admission to the college online. If you have questions regarding the application process, call City College - Jacket Student Central at (406) 247-3007.
- The core ultrasound program currently starts during Spring semesters only. If you have questions concerning program prerequisite courses or registration, contact City College Advising at (406) 247-3019 or ccadvising@msubillings.edu.

Competitive Entry Program

The Ultrasound Technology program is a competitive entrance program. Applicants to the program must be admitted to City College, receive a transcript evaluation from City College advising, and complete the program's application process by the deadline specified. Space is limited based on clinical accessibility. Clinical sites can be throughout Montana and other states upon approval by the department. Any expenses associated with attending clinicals is the responsibility of the student.

The number of students the City College Ultrasound program can accept in any given semester is limited by the availability of clinical sites. If you are otherwise qualified for program entry but all clinical sites have already been assigned for a particular semester you will have the option of attempting to negotiate an affiliation/Memorandum of Understanding (MOU) with a qualifying Ultrasound clinical site willing to accept you as a student. Securing your own clinical site at a location **other than our pre-established clinical sites** (listed below) will ensure your entry into the City College Ultrasound program.

City College pre-established clinical sites:

1st Choice Imaging – Powell, WY
Beartooth Billings Clinic – Red Lodge, MT
Crow/Northern Cheyenne Hospital – Crow Agency, MT
Franklin County Medical Center – Preston, ID
Great Falls Clinic Hospital – Great Falls, MT
Northern Cheyenne Health Center – Lame Deer, MT
Sidney Healthcare – Sidney, MT
St. Vincent Healthcare – Billings, MT

Note: Individuals attempting to arrange their own clinical site should utilize the “**Clinical Site Verification Letter/Form**” (located on the Ultrasound homepage). If a clinical site is willing to accept you as a student, ask them to complete the form and return it to you. You can then submit it with your application materials.

Admission into This Program Involves Two Phases:

- **Phase One** is based on a point system that will be used to select applicants that will progress to Phase Two of the selection process. Details of the point system used for this process are included in the [Ultrasound Technology Application](#) on the Ultrasound Technology website. Only top applicants from phase one of the selection process will move on to phase two.
- **Phase Two** involves a personal interview with the Ultrasound Technology Selection Committee. Interviews are tentatively scheduled for December. The decision of the selection committee is final.

Admitted Student Program Completion and ARDMS Eligibility

- Students must complete all required Ultrasound Technology (US) classes with a “C” (75%) or higher to proceed to the next semester. If a student does not pass all required courses with a “C” (75%) or better, he/she will not be able to continue in the program.
- After successfully completing the program, students are awarded a Certificate of Applied Science degree and are prepared to sit for the American Registry of Diagnostic Medical Sonographers (ARDMS).
- Conviction of a crime (misdemeanor or felony) could leave an individual ineligible for participation in the certifying test and/or becoming registered in Montana or other states. Background checks are required prior to clinical internships. Please contact the ARDMS to complete and Ethics Review if there may be a potential problem.

Important Forms Regarding the Program can be found on the ultrasound website at:

<http://www.msubillings.edu/citycollege/programs/ProgUltrasound.htm>

- [Ultrasound Technology Program Application](#)
- [Site Visit Scheduling Instructions](#) (Not required for 2021 Application).
- [Site Visit Signature Form](#) (Not required for 2021 Application).
- [Clinical Site Verification form](#)

Site Visit Requirement (not be required for 2021 application)

It is important that applicants to this program have a good understanding of the responsibilities involved in being a Sonographer. In order to ensure this understanding, as part of the application process you are required to perform a site visit at an ultrasound department. You will need to schedule a site visit at one of the Billings hospital ultrasound departments and spend at least four hours "job shadowing" a Sonographer. If you do not live in Billings, you may conduct your site visit at an ultrasound department at a hospital in your area. At the end of your site visit, ensure the Sonographer signs your [site visit form](#). It is recommended that you complete your site visit at a larger hospital as you will have a more complete understanding of Sonography as a profession. If you are re-applying to the program, you should plan to make another site visit or discuss this issue with the Ultrasound program director.

Contact Information

Continue to monitor the ultrasound website for any changes/updates to the program and application process. To ensure you are contacted about updates, make sure you have submitted your general admission application for the term that you plan to apply to the Ultrasound program and that an evaluation of your previous college work has been completed by City College advising. If your permanent or current contact information changes, please contact City College admissions at ccadmissions@msubillings.edu to update your information.

Application must be submitted no later than Friday, November 13, 2020!

Submit your completed Ultrasound Technology application to:

Email: janet.drinkwalter@msubillings.edu

or

Mail to:

**City College at MSU Billings
Janet Drinkwalter, Ultrasound Program Assistant
3803 Central Avenue,
Billings, Montana 59102**

Note: *Contents of this site are subject to change.*