**DIAGNOSTIC ULTRASOUND PROGRAM**

Health Science, Education and Wellness Institute

**INSTRUCTION CHECKLIST FOR DIAGNOSTIC ULTRASOUND 2020 APPLICATION**

**APPLICATION PERIOD: JANUARY 2, 2020 THROUGH FEBRUARY 28, 2020**

To apply to the Diagnostic Ultrasound program, you will need to complete the following steps:

**STEP 1: BELLEVUE COLLEGE ADMISSION APPLICATION**

If you are a first time Bellevue College student OR a former BC student who is returning to the college after four or more quarters, you must begin by submitting the Bellevue College General Admissions Application: <https://www.bellevuecollege.edu/admissions/?utm_source=bchomepage&utm_medium=button&utm_campaign=applybtn>)**. You will be charged a combined admission and placement fee of $55.00.** This fee will be charged to your account and you will pay those fees with the first quarter tuition. You must be an active Bellevue College student to submit your application to the Diagnostic Ultrasound program.

**RECOMMENDATION: Complete this step as soon as possible. It may take several business days for your admission application to be processed and you cannot submit your Diagnostic Ultrasound application until you have been admitted to the College.**

**STEP 2: DIAGNOSTIC ULTRASOUND PROGRAM APPLICATION (ONLINE ONLY)**

**RECOMMENDATION: Please review STEP 3 through STEP 10 at your earliest opportunity and prepare these items in advance. This will help you prepare for submission of the final program application. You will NOT be able to stop and save your program application, so it is important that all additional documents be completed BEFORE you start the online application.**

Complete the Diagnostic Ultrasound program application. This is an online application and you will be required to submit several additional items as attachments as part of the application. The online application will be available on the Diagnostic Ultrasound website on January 2, 2020.

**STEP 3: REQUIRED PREREQUISITE DOCUMENTATION - REQUIRED**

Prepare your prerequisite documentation. Complete the Diagnostic Ultrasound Prerequisite Tracking Form (available here: //s.bellevuecollege.edu/wp/sites/56/2017/11/DUTEC-prerequisite-tracker-working2.pdf) by entering the Course(s) Taken, Grade Earned, Quarter or Semester and Year and College/University for each of your required prerequisite courses. You will also need to enter details on any unmet prerequisites that you are currently enrolled in. Please keep in mind that grades for any current coursework MUST be submitted no later than April 1, 2020 to the Diagnostic Ultrasound program manager at imaging@bellevuecollege.edu. After you have completed the prerequisite tracking form, save the completed form. You will be submitting this page with your program application. You MUST include the completed prerequisite tracking form or your application will not be processed.

**RECOMMENDATION: If you completed any of your required prerequisites at another college or if you are requesting any course substitutions, submit your prerequisite equivalency worksheet (//s.bellevuecollege.edu/wp/sites/56/2017/10/DUTEC-PREREQ\_EQUIWORK2017.docx) as soon as possible PRIOR to submission of your online application. Approval of prerequisite equivalency worksheets may take up to three weeks and you will need to submit the approved worksheet with your application.**

**REMEMBER: The Diagnostic Ultrasound program requires that all applicants complete their prerequisites with a minimum 3.2 GPA. If your GPA in your prerequisite courses is lower than 3.2, your application will not be considered for the Diagnostic Ultrasound program. The lowest accepted grade on an individual course is C (2.0).**

If you have questions about your total GPA, you may also use the following online GPA calculator (<http://www.back2college.com/gpa.htm>) to calculate your GPA and confirm your results. If you have additional questions about the GPA calculation, please contact the Diagnostic Ultrasound program manager at 425-564-2013 **PRIOR** to the submission of your admission application.

PREREQUISITE DOCUMENTATION:

* **DUTEC Prerequisite Tracking Form – REQUIRED** (see above for details)
* Prerequisite Equivalency Worksheet - REQUIRED AS NEEDED (see above for details)
* Supplemental Prerequisite Documentation – OPTIONAL – submit any additional prerequisite documentation as needed, including Transfer Course Equivalency Lists, military transcript, transcript review verification, etc.

**STEP 4: UNOFFICIAL TRANSCRIPT(S) - REQUIRED**

You must also attach a copy of your unofficial transcripts from **each** college you have attended for the prerequisite courses **other than Bellevue College**. Official copies of all transcripts must be on file with Bellevue College Student Services OR with the Diagnostic Ultrasound department as requested by the program.

**REMEMBER: You do not need to submit transcripts for any prerequisite courses completed at Bellevue College.**

**STEP 5: PERSONAL STATEMENT - REQUIRED**

Upload a personal statement of not more than 500 words discussing specific or unique attributes that you will bring to the program; any personal or imposed challenges or hardships you have overcome in pursuing your education or work goals; or any other special considerations that you believe will make you a good candidate for this program. **REAPPLICANTS ONLY: Please include up to 500 additional words describing any changes or additional experiences since your previous application that you would like the committee to consider.**  Please upload as a DOC, DOCX, or PDF file.

**STEP 6:**  **RESUME - REQUIRED**

Upload a copy of your current resume.  Please make sure that your resume includes all work and volunteer experience, including start and end dates, approximate hours of experience, brief summary of duties, supervisor name and contact information. Please upload as a DOC, DOCX or PDF file.

**REMEMBER: You must include documentation of at least 50 hours of appropriate volunteer experience to be awarded the two volunteer points.**

**STEP 7: PATIENT CARE AND VOLUNTEER TRACKING DOCUMENTATION - REQUIRED**

Please complete the REQUIRED patient care and volunteer tracking form (//s.bellevuecollege.edu/wp/sites/56/2017/11/DUTEC-2018-Patient-Care-and-Volunteer-Tracking-Form-v3.pdf) with detailed information regarding your professional patient care experience as well as your volunteer experience.

If you have completed the Certified Nursing Assistant (CNA) training and certification exam, you will also need to attach a digital copy of your certification or transcript as well. Please upload as DOC, DOCX or PDF file.

Under supplemental documentation, please upload any additional document verification of professional or volunteer experience (i.e. time sheets, employer statements, etc.) Please upload as DOC, DOCX or PDF file.

PREREQUISITE DOCUMENTATION:

* DUTEC Patient Care and Volunteer Tracking Form – REQUIRED (see above for details)
* CNA Transcript and Certification - REQUIRED AS NEEDED (see above for details)
* Supplemental Employment Documentation – OPTIONAL – submit any additional employment documentation – see above for details

**STEP 8: HEAD SHOT - REQUIRED**

Please upload a recent head shot photo.

**STEP 9: VIDEO STATEMENT - REQUIRED**

A physical copy of the REQUIRED video statement MUST be submitted to the program. It must be received by the program no later than 5:00 p.m. on Friday, February 28, 2020. Please visit the following link (https://www.bellevuecollege.edu/wp-content/uploads/sites/56/2019/12/DUTEC-2020-video-instructions.docx) for instructions on preparing your video statement. You will need to submit your video statement to the program recorded to DVD or thumb drive. You may submit your statement in person (drop off at the Bellevue College campus in Room T208) or by mail or delivery service (see below for mailing address). The Diagnostic Ultrasound program does not accept responsibility for digitally attached files that are not accessible or viewable.

Please complete the video statement submission form (//s.bellevuecollege.edu/wp/sites/56/2017/12/DIAGNOSTIC-ULTRASOUND-VIDEO-STATEMENT-SUBMISSION-FORM.docx) and include it in the envelope with your video statement. We recommend that you also somehow attach your name to the video statement – either write it on the DVD or flash drive or attach a name tag to the media.

Please mail your video statement on DVD or thumb drive to:

 Bellevue College

 Diagnostic Ultrasound

 Mail Stop T208

 3000 Landerholm Circle SE

 Bellevue, WA 98007

**STEP 10: REQUIRED DIAGNOSTIC ULTRASOUND INFORMATION SESSION**

All applicants are **required** to attend at least one information session as part of the application process. Please visit <http://www.bellevuecollege.edu/ultrasound/advising/> to view the schedule. Please sign up to verify your intent to attend. You are invited to call or check the website to confirm the schedule prior to traveling to campus. You will be asked to enter the date you attended an information session on your Diagnostic Ultrasound program application.

**STEP 11: PAY DIAGNOSTIC ULTRASOUND APPLICATION FEE ($40)**

There is a $40.00 non-refundable program application fee. You will be required to pay this fee as part of your online application. Your application will not be submitted successfully until this fee has been paid.

**STEP 12: CONFIRMATION OF YOUR APPLICATION**

Once your online application has been successfully submitted, you will see a message confirming that it was successfully submitted. You will NOT receive an automated email verifying receipt of your application, so please review the confirmation message at that time.

Please contact the Diagnostic Ultrasound department at imaging@bellevuecollege.edu or 425-564-2013 with any questions.