

# DIAGNOSTIC ULTRASOUND PROGRAM

Health Science, Education and Wellness Institute

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## INSTRUCTION CHECKLIST FOR DIAGNOSTIC ULTRASOUND 2023 APPLICATION

**APPLICATION PERIOD: JANUARY 3, 2023 through FEBRUARY 28, 2023**

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

### STEP 1: COMPLETE BELLEVUE COLLEGE [GENERAL ADMISSION](#) APPLICATION

- You will need to apply to BC if you are a new student (first time Bellevue College Applicant). If you have applied before or have taken courses at BC, apply again only if you:
  - Applied before 2019 OR
  - Attended a program that did not collect residency information (non-credit classes, continuing education, College in the High School, CTE/Tech Prep, Running Start 2019 or earlier)
- If you are a current BC student and already have a ctcLink ID – skip this step.
- Need help with the application process? View an [online guide on how to apply](#).
- Admission applications are typically processed within 2–3 business days. You will be notified by email once you are admitted and informed of the next steps. Your admission letter also includes your ctcLink ID and information about the next steps and how to [set up your BC NetID \(email\)](#).
- Take note of your ctcLink ID #. You will need to enter this on your online program application through CAS.
- There is \$66.00 application fee which will be charged only if you will register for classes. For example if you get accepted to the program this fee will be added to your first quarter classes. No fee will be charged if you don't register for classes.

**RECOMMENDATION: Complete this step as soon as possible. It may take up to two weeks for your admission application to be processed and you cannot submit your Diagnostic Ultrasound application until your application is processed and you have been admitted to the college.**

**PLEASE NOTE: International students who are F-1 visa holders are not eligible to complete this program. Please contact our Office of International Education (for additional details. <https://www.bellevuecollege.edu/international/>)**

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

Complete the Diagnostic Ultrasound program application. This is an online application and you will be required to upload several additional items as part of the application process.

The Diagnostic Ultrasound program is a selective/competitive admissions program. Meeting minimum requirements does not guarantee admission, as the number of qualified applicants may exceed the number of available enrollment spaces. All applications are submitted through the Common Application System (CAS).

- Start working on your Diagnostic Ultrasound online application by creating an account through the [Common App System \(CAS\) HERE](#)
- From CAS Choose your program – search for Bellevue College and then add Diagnostic Ultrasound to your list of programs.
- **REVIEW the [CommonApp / Diagnostic Ultrasound guidelines \[PDF\]](#). This is ESSENTIAL information that you will need to correctly complete your CommonApp application.**
- Download a copy of the Prerequisite Tracking sheet [HERE](#) so you can gather information on your completed or in progress prerequisite courses. Having this form filled out and on hand will make it easier when filling out your program online CAS application.
- Complete your Diagnostic Ultrasound CAS online Application on or before February 28, 2023.
- There is a non-refundable \$40.00 program application fee.
- If you need help or have questions please check out the [CAS Liaison's Help Center](#). You can also do Live Chat.

## **STEP 3: REQUIRED PREREQUISITE DOCUMENTATION**

Complete the [Diagnostic Ultrasound Prerequisite Tracking Form](#) 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 winter quarter, 2023 coursework **MUST** be submitted to the Diagnostic Ultrasound program manager at [imaging@bellevuecollege.edu](mailto:imaging@bellevuecollege.edu) no later than April 1, 2023. 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.

Please note that calculation of your prerequisite GPA will be based upon any numerical grade information provided in your unofficial transcript(s). If no numerical grades are included in your unofficial transcript(s), the GPA calculations will be based upon the [Bellevue College grading policy](#).

**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](#) as soon as possible. You will need to submit this document to the Diagnostic Ultrasound program PRIOR to submission of your online application. Review of prerequisite equivalency worksheets may take up to three weeks and you will need to email verification of program chair approval with your online application materials.

**REMEMBER:**

The Diagnostic Ultrasound program requires all applicants complete their required prerequisites with a minimum 3.2 GPA. If your GPA in your prerequisite courses is below 3.2, your application will not be considered for the Diagnostic Ultrasound program.

The lowest acceptable grade on any required prerequisite course is C (2.0).

All prerequisites must be completed by the end of winter quarter, 2023 if you are submitting an application in 2023.

All Math and Science prerequisites must be completed within the last five years (between 2018 and 2022).

**PREREQUISITE DOCUMENTATION SUMMARY:**

**Diagnostic Ultrasound Prerequisite Tracking Form - REQUIRED** (see above for details)

**Prerequisite Equivalency Worksheet Approval - REQUIRED as needed** (see above for details)

**Supplemental Prerequisite Documentation - OPTIONAL** - submit any additional prerequisite documentation as needed, including Transfer Course Equivalency Lists, military transcripts, transcript review verification, etc.

**Step 4: REQUIRED UNOFFICIAL TRANSCRIPTS**

Applicants **MUST** submit an unofficial transcript from EACH college attended where required prerequisite coursework was completed (other than Bellevue College) within the online application. **Applicants are not required to submit unofficial transcripts for prerequisite coursework completed at Bellevue College.** Each required prerequisite completed outside of Bellevue College **MUST** be verified by submission of the appropriate unofficial transcripts. Prerequisite courses not verifiable by attached unofficial transcripts will not count toward the required prerequisites.

While not required at the time of application, official copies of all transcripts must be submitted to Bellevue College Student Services OR the Diagnostic Ultrasound department when/if requested by the program.

## **STEP 5: PERSONAL STATEMENT - REQUIRED**

Applicants must 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: Reapplicants must 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: Applicants must complete 480 hours of professional health care experience working directly with patients to qualify for the professional experience points. Applicants must complete at least 50 hours of appropriate volunteer experience within 24 months of applying to the program to be awarded the two volunteer points. Job shadowing and clinical hours associated with a training program do NOT qualify as volunteer hours.**

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

Upload a completed copy of the REQUIRED [patient care and volunteer tracking form](#) with detailed information regarding your professional patient care experience as well as your volunteer experience. Please also include information on completion of a certified nursing assistant training program (if applicable).

If you have completed the certified nursing assistant (CNA) training and certification exam, you will need to upload a copy of your certification and/or transcript as well. Please upload as DOC, DOCX or PDF file.

If you have additional documentation verifying professional or volunteer experience (i.e. time sheets, employer statements, etc.), you may upload it as supplemental documentation. Please upload as DOC, DOCX or PDF file.

**UPDATED January 4, 2023 - The Diagnostic Ultrasound program will award professional health care experience points to applicants who have successfully completed the written coursework for a certified nursing assistant training program, even if they have not completed the clinical requirements for their CNA. This change is effective during the 2023 application period ONLY.**

**The Diagnostic Ultrasound program will also accept volunteer experience hours completed during the last three calendar year (2020, 2021 and 2022) during the 2023 application period ONLY.**

**Diagnostic Ultrasound Patient Care and Volunteer Tracking Form - REQUIRED** (see above for details)

**Certified Nursing Assistant Transcript and Certification Documentation - REQUIRED AS NEEDED** (see above for details)

**Supplemental Employment Documentation - OPTIONAL** - (see above for details)

## **STEP 8: HEAD SHOT - REQUIRED**

Please upload a recent head shot photo.

## **STEP 9: VIDEO STATEMENT - REQUIRED**

Please refer to the [Video Statement Instructions](#) for necessary information on preparing your video statement.

**VIDEO STATEMENT SUBMISSIONS: Video statements may be submitted one of two ways.**

**SUBMISSION METHOD #1: Upload to Diagnostic Ultrasound Sharepoint Site - Maximum file size is 250 MB.**

1. Access to the Sharepoint site will require applicants to sign in using their BC Net ID email and password. Applicants must complete step one and have an active Bellevue College NetID account to access the Sharepoint site. Here is the [link](#) for further information on the NetID set up process.
2. Here is the [link](#) to the Bellevue College Diagnostic Ultrasound video statement site. Applicants will have to sign in using their BC NetID to enter the site.
3. Click the blue '+ New' button at the top of the page. This will open a new window.
4. Fill out the required information in this window - your title should be your name and 'DUTEC video'. Please enter a personal email that is a primary email for you.

5. Click on 'Add Attachments' and select your video file. It should appear as an item under the Attachment header. Then select 'Save'.
6. Your entries should then appear under the appropriate headers on the main page. Your video file will NOT appear on the main page list.

**SUBMISSION METHOD #2: Upload video to an online site to share access with the program**

1. Select an online site (for example Youtube) and follow the instructions to register to share your video.
2. Follow the instructions to save your video on the site and send the following information to Suzanne Lane at [suzanne.lane@bellevuecollege.edu](mailto:suzanne.lane@bellevuecollege.edu): Your name, Your BC student ID number, your personal email address and the URL for the video.
3. DO NOT create a password or in any way limit access to your video. Should you decide to submit your video online, it must be fully accessible to the program manager and the selection committee.

**PLEASE NOTE: YOU NEED ONLY SUBMIT YOUR VIDEO STATEMENT ONCE, THE CHOICE OF SUBMISSION METHODS IS UP TO THE APPLICANT. MAKE SURE TO KEEP A COPY OF YOUR VIDEO IN CASE YOUR SUBMISSION IS LOST OR COMPROMISED. APPLICANTS ARE NOT ALLOWED TO SUBMIT VIDEO STATEMENTS IN PERSON THIS YEAR (2023).**

Please contact me at [suzanne.lane@bellevuecollege.edu](mailto:suzanne.lane@bellevuecollege.edu) with any questions or problems.

**It is the responsibility of the applicant to ensure that their video statement has been received by 5:00 p.m. on Tuesday, February 28, 2023. Late videos will not be accepted.**

While video statement confirmations will be sent by email, please note that this is not an automated email process, so it may take 10 to 15 business days to send email confirmation of receipt.

**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 receive a message through CAS verifying submission.

### **QUESTIONS?**

Please contact the Diagnostic Ultrasound program manager at (425) 564-2013 or [suzanne.lane@bellevuecollege.edu](mailto:suzanne.lane@bellevuecollege.edu) with any questions.