



Admission to the Diagnostic Medical Sonography Program

Dear Potential Applicant:

Thank you for your interest in the sonography program at Polk State College. This letter contains vital information and instructions that you must implement **completely** in order to be eligible for consideration for the Polk State College Sonography program. **Failure to complete the requirements will make you ineligible for consideration.**

The application must be completed in its entirety and must be submitted online by the close of business (7:00 p.m.) on **Friday, August 31. NO EXCEPTIONS TO THIS DEADLINE.** It is the student's responsibility to ensure that all documents are provided by the deadline in order to have a complete application. Incomplete applications will **NOT** be processed. You must submit your completed application online.

Official transcripts from **all** schools attended since completing high school **must** be received by the Registrar's Office **by the same deadline (August 31)**. Grades from one institution which show on the transcript of another institution are not acceptable for transfer without an official transcript from the institution where you earned the credit. You should go into your Passport account and check your Polk transcripts to verify that all coursework completed is showing, including transfer credits. It can take several weeks for transcripts to be evaluated and if you have not yet requested transcripts to be sent to Polk State College, they potentially may not be received and evaluated in time to qualify for this admission cycle. Although you may have requested a transcript, it does not mean that we have received it so check your Passport account to verify that the transcript has been received and is under review. If you have any questions concerning transcripts, please contact an Academic Advisor.

The selection process uses a point system based primarily on the overall GPA and the GPA of the required prerequisites. Additional points are awarded for other factors such as how many co-requisites have been completed, as well as previous college degrees.

To receive the maximum possible points you can earn, it is essential that you submit a **complete** application and that you have **official transcripts** on file showing all course work completed.

The next communication you should expect will be from the Sonography Program in the form of an email notifying you of your status regarding the program. It is anticipated that notices of acceptance or alternate status will likely be **emailed** by mid-October. **These notices will be sent to the email submitted in your application, so it is important that you notify us with any changes.**

We wish you the best in the application process.

Please contact the Sonography Program Director, Merrybeth Etherton at metherton@polk.edu or the Sonography Clinical Coordinator, Joanne Buchanan at jobuchanan@polk.edu if you have any questions prior to submitting your application.