SACRAMENTO ULTRASOUND INSTITUTE

APPLICATION PROCESS AT SUI

MEET the General Admission Requirements – All SUI Students

- Be a current resident of California (valid CA government-issued I.D. is required).
- Be at least 18 years of age by the end of the applicable application period (to be verified with individual's current I.D.).
- Provide documentation of eligibility to work in the United States.
- Provide proof of appropriate educational requirements such as:
    - Copy of high school diploma or
    - Official high school transcript showing graduation date or GED or
    - Official translated and evaluated foreign secondary diplomas by NACES-approved agencies.

MEET the Program Admission Requirements

Diagnostic Medical Sonography and Cardiac Sonography Admissions Requirements:

- Meet the General Admissions Requirements.
- Hold an associate degree or higher in any field or discipline.
- Complete (defined as receiving a grade of "B" or higher) college-level prerequisite coursework:
    - **Physics** (3 semester credits)
    - **English** (3 semester credits)
    - **Mathematics** (3 semester credits)
    - **Human Anatomy & Physiology** (6 semester credits)

    Note: All courses must be completed by the end of the application window. SUI does not accept "Pass/Fail" or "Credit/No Credit" grades to fulfill admissions prerequisites. Courses must be a minimum of five quarter credits or three semester credits (with the exception of Anatomy and Physiology which must be six semester credits.) All prerequisite courses together must equal 25 quarter or 15 semester credits. For more detailed information regarding prerequisite guidelines, see the SUI's Prerequisite Course Descriptions document located under the "Admissions" tab on our website.

MRI Technology, Radiologic Technology, Invasive Cardiovascular Technology Program Admission Requirements:

- Meet the General Admission Requirements.
- Program Prerequisites: <u>None</u>
    - Transfer Credit Guidelines
        - Courses are evaluated for transferability upon program acceptance and must be processed at enrollment.
        - There is a $75 non-refundable evaluation fee for transfer credits.
    - To receive credit for the courses listed below, a letter grade of "B" or better must be completed within the last five (5) years from an accredited institution.
        - **Anatomy and Physiology** (6 semester credits)
            - ✓ For the MRI Program, the Anatomy and Physiology courses must total a combined <u>8 credits</u> to be eligible for transfer credit.
        - **Medical Terminology** (2 semester credits)
            - ✓ For the MRI Program, Medical Terminology will not transfer if taken as a standalone course. Transferability is only granted when it is taken in addition to Anatomy & Physiology.
        - **English** (3 semester credits)
        - **Mathematics** (3 semester credits)
        - **Psychology** (3 semester credits - transferable to the MRI Technology program only)

    Note: For more detailed information regarding transfer credit guidelines, see our Transfer Credit Guide document located located under the "Admissions" tab on our website.

REGISTER for Program Updates

To ensure prospective students receive email communications related to their program of interest, register via the website:
- ➔ Visit our school [website](), scroll to the "REQUEST DETAILS NOW" section at the bottom of the homepage, complete the Contact Form with your Primary Program of Interest and contact information, and click "SUBMIT."

WATCH a Program-Based Information Session

Students who are registered will receive Program Announcement emails during applicable open application windows. These emails will include a recorded program-based Information Session. Watching this recording is a required step in the process. During the session, applicants will learn about the history and accreditations of SUI, general and program admission requirements, program structure, and tuition cost breakdown. Additionally, applicants will be given an overview of the application process and obtain resources and tools that will allow them to make informed decisions about their career.

After watching a recorded Program Information Session, email admissions@sui.edu to request an Application Packet for your desired program. Below, are the steps applicants will follow once you receive this packet:

STEP 1: COMPLETE Online Application and SIGN Initial Documents

Once the Application Packet is received, applicants will be required to complete an Online Application. Applicants will then be prompted to review and sign the following initial documents through our student information system: Physical Demand Form and Distance Education Survey. During this step, applicants will also be required to upload a valid California ID/DL card.

STEP 2: COMPLETE FAFSA Application

All applicants must complete their FAFSA application for the applicable academic year(s). Please note that FAFSA processing can take up to two weeks, and our Financial Aid team cannot calculate eligibility estimates until FAFSA applications are received. When completing the FAFSA application, students should use SUI's school code: **042537**.

Applicants who do not plan to use FAFSA and intend to pay out of pocket should email financialaid@sui.edu to notify the Financial Aid team. Here, applicants will still be required to meet with the Financial Aid team.

STEP 3: MEET with Financial Aid

Once applicants have completed the FAFSA application and included the SUI school code, they must meet with our Financial Aid Team to ensure a full understanding of the financial aspects of the program. This meeting will be held virtually via Microsoft Teams. The purpose of this initial meeting is to review applicants' estimated FAFSA eligibility and address any preliminary questions. For this reason, the session is brief and typically lasts no longer than 15 minutes. Students who are later admitted into a program will participate in additional, more in-depth meetings with the Financial Aid Department as part of the full enrollment process.

STEP 4: TAKE Wonderlic Entrance Exam

Once SUI has verified an applicant's Initial Documents and valid, California identification, an invitation to the Wonderlic Scholastic Level Exam (SLE) will be sent. The applicant will receive two attempts to successfully pass the SLE exam with a score of 24+. This exam is proctored online and is 8 minutes long. The test covers areas such as verbal reasoning, logical and deductive thinking, mathematics, and general knowledge, with a combination of 30 multiple-choice and fill-in-the-blank questions. If needed, the second attempt must be taken 24 hours *after* the first attempt. A waiting period of one year is required should the applicant not pass the exam. The exam results will be communicated via email within 24-48 hours.

STEP 5: VERIFY Education

Based on the program for which they are applying, applicants must verify their education according to the Program Admission Requirements outlined above.

- **High School/GED Education Verification (All Programs)**
    - Requirement can be fulfilled by submitting either a high school diploma, GED certificate, or *official* high school transcripts.
    - If using a high school diploma or GED certificate to fulfill this requirement, applicants must scan the document, convert it to PDF format, and email it directly to transcripts@sui.edu.
    - If using *official* high school transcripts to fulfill this requirement, electronic transcripts are preferred and must be sent from the institution directly to transcripts@sui.edu.
    - SUI cannot accept transcripts directly from applicants, with the exception of in-person delivery of sealed transcripts.

- **Post-Secondary Education Verification (DMS, CS, and Transfer Credit Purposes)**
    - Requirement must be fulfilled by ordering *official* transcripts that include degree conferral. If the degree is not listed on the official transcript, the applicant must then submit a copy of the degree awarded.
    - Electronic transcripts are preferred and must be sent from the institution(s) directly to transcripts@sui.edu.
    - If submitting coursework for transferability evaluations (MRI, RT, & ICVT), official transcripts must be sent from the institution(s) directly to transcripts@sui.edu.

STEP 6: ORDER Background Check

Applicants are encouraged to order their background check as soon as possible, as the processing time can take 7–10 days. SUI cannot admit students into its programs without a <u>clear</u> background check.

- All background checks must be ordered through DISA Healthcare, using a package code provided by SUI as part of the application packet.
- Applicants are responsible for covering the cost of the background check.

Note: You will be automatically disqualified from moving forward with the application process if any record appears on your background check, as we cannot guarantee a clinical placement under those circumstances. Additionally, if an applicant has concerns about their eligibility to sit for the applicable registry examination, we strongly recommend contacting the Ethics department of either ARRT, ARDMS, or CCI.

STEP 7: SUBMIT Application Documents

Applicants must upload the following documents to our student information system. All documents must be uploaded in PDF format, as individual documents.

Document Name Example: "Statement of Intent – Jones.pdf"

- **Resumé**
- **Statement of Intent**
- <u>**Two**</u> **Recommendation letters**
- **Physical Examination Form**

STEP 8: COMPLETE "SUI Admissions Submission" Form

Once all application documents have been uploaded, the application is ready for review. To notify the admissions team that documents are complete, the SUI Admissions Submission Form must be submitted through the student information system. A confirmation receipt will be sent for applicant records.

ATTEND the Group Interview

All qualified applicants will then receive an invitation to the Group Interview. The interview will be conducted either in-person or virtually and will include approximately 7-12 applicants. A panel of 2-5 SUI staff members will be present to facilitate and evaluate the session.

RECEIVE the Application Status Update

Application status will be shared via email, based on the program application window timeline. The final admissions decision is determined by the following evaluative criteria:

- Post-Secondary Education
- Healthcare Background
- Wonderlic Scholastic Level Exam score
- Submitted Application Documents
- Admissions Evaluation
- Group Interview

COMPLETE the Onboarding Steps for Enrollment

Students accepted into the program must be prepared to attend the mandatory Campus Tour, submit immunization and vaccination records, complete enrollment documents and financial agreements, and attend the mandatory New Student Orientation before the program start date.