



**Trenholm State Technical College  
Ultrasound Program  
Application & Information Packet**

Dear Applicant:

Thank you for your interest in the Ultrasound program at Trenholm State Technical College. Your decision to join us could lead to a rewarding and fulfilling career in sonography. Sonography is a dynamic profession that has grown significantly over the past 30 years. With rapidly developing new technologies and increased use of diagnostic ultrasound procedures, growth is projected to continue in the future with employment opportunities for qualified sonographers in both urban and rural areas nationwide.

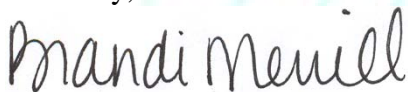
The Ultrasound program offered by Trenholm State Technical College is a comprehensive program offering classroom learning as well as assigned clinical rotations that further enhance the curriculum being taught. The program is designed so that applicants may complete all core courses for Ultrasound in four (4) semesters or sixteen (16) months. These courses plus required general education courses will lead to the Associates in Applied Technology. Our program is designed to supply students with an in-depth knowledge of abdominal sonography, small parts, obstetrics, gynecologic studies, and ultrasound physics and instrumentation. Scan labs are provided to give you that one-on-one "hands-on" training that is critical in the development of a competent sonographer.

All instructors (class & clinical) are board certified by either the American Society of Diagnostic Medical Sonographers ([www.ardms.org](http://www.ardms.org)) or the American Registry of Radiologic Technologists ([www.arrt.org](http://www.arrt.org)). Clinical rotations are done through partnering facilities (hospital and outpatient) and are scheduled during all four (4) semesters to ensure competency. Please be aware that the amount of clinical time designated for this program is essential for your success in the field of sonography.

All application materials must be received no later than May 10, 2011 to be considered for the start of the Fall 2011 program. You will be contacted regarding the status of your application as soon as the Admissions Committee reviews all materials.

If you have any questions or concerns regarding the application procedure please feel free to call me at (334) 420.4358 or e-mail me at [bsmerrill@trenholmstate.edu](mailto:bsmerrill@trenholmstate.edu). Again, thank you for your interest in our program. We look forward to hearing from you.

Sincerely,



Brandi Merrill, B.S.R.S, RT(R), RDMS, RVT  
Program Coordinator  
Ultrasound & Echocardiography Program

## **DIAGNOSTIC MEDICAL SONOGRAPHY**

Diagnostic Medical Sonography (DMS) is a diagnostic procedure that uses high frequency sound waves to create detailed images of the human body. Sonographers use state-of-the-art technology to scan patients and obtain images of the abdomen, heart, blood vessels, and fetus to aid in the diagnosis of a disease. Sonography is a profession that requires a high degree of independence, judgment, knowledge, maturity, and stamina.

The Diagnostic Medical Sonographer is a skilled person qualified academically and clinically to perform ultrasound exams while working in close teamwork with a qualified physician. They have an in-depth knowledge of physics, disease processes, human anatomy, and sonographic technique necessary to create ultrasound images. Physicians depend on the sonographer's knowledge to evaluate normal and abnormal body parts. To work successfully, the sonographer must be a sensitive, caring individual dedicated to helping others.

The role of ultrasound in medicine is continually growing. New applications and imaging equipment are in a constant state of development. Its continued growth and development are dependent on highly qualified and well-trained medical sonographers. With a current shortage of skilled health care workers, demand is high for sonographers across the country. Starting salaries vary greatly from one location to the next. Experience, position title, formal education, specializations, and time on the job tend to increase the sonographer's income.

## **MISSION STATEMENT**

The mission of the Ultrasound Program at Trenholm State Technical College is to attract, train, and graduate qualified individuals into the profession of ultrasound under the standards and guidelines of the Joint Review Committee on Education in Diagnostic Medical Sonography. Our program philosophy is based on the belief that the diagnostic medical sonographer is an integral part of the medical team and provides a vital service to the patient and the physician by accurately detecting disease. The success of our students in learning the skills of diagnostic ultrasound is dependent on a continuous process of hands-on training coupled with structured comprehensive instruction. The program, therefore, is committed to support the professional and personal development of each individual seeking this career.

## **PROGRAM INFORMATION**

The Ultrasound Program offices and classroom are located at 1225 Air Base Blvd, Montgomery, AL 36108 in Building H. The library and classroom are equipped with modern audio-visual teaching aids, textbooks and journals, and anatomical charts and models. The scan laboratory is equipped with two (2) GE Logic 500, (1) GE Logiq 9, and a Siemens Sequoia. These systems are used in instructional scanning sessions with students in conjunction with clinical scanning.

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Joint Review Committee on Education in Diagnostic Medical Sonography (JRCEDMS).

Upon completion of the program the student will receive an Associate of Applied Technology degree in Diagnostic Ultrasound. The student receives didactic and clinical education in abdominal sonography, small parts, obstetrics and gynecology, ultrasound physics and instrumentation, and a brief introduction to vascular sonography.

Classes begin in Fall Semester of each year and consist of a total of four (4) semesters of intensive, full-time study in Diagnostic Medical Sonography. The curriculum gives students the technical, clinical, and interpersonal skills necessary to succeed in this challenging field.

Upon completion of the program the graduate is eligible to sit for the national certification examination administered by the American Registry of Radiologic Technologists (ARRT) and/or the American Registry of Diagnostic Medical Sonographers (ARDMS).

## PURPOSE and GOALS

The *purpose* of the Diagnostic Medical Sonography program is to provide educational opportunities in the ultrasound sciences to members of the communities supported by the sponsor. To that end, the objectives of the program and its curriculum are designed to:

### Objective 1:

Provide local employers with a pool of qualified, highly-skilled technologists who are able to perform routine, emergency, mobile, surgical and special ultrasound procedures in a global society.

### Objective 2:

Provide students with the support and materials needed to succeed in desired field.

### Objective 3:

Graduate students with the ability to demonstrate the knowledge base (cognitive domain) in order to succeed in the Ultrasound field.

### Objective 4:

Graduate students with the ability to demonstrate the clinical proficiency (psychomotor domain) in order to succeed in the Ultrasound field.

### Objective 5:

Graduate students with the ability to demonstrate the behavioral skills (affective domain) in order to succeed in the Ultrasound field.

### Objective 6:

Develop graduates who will successfully meet the entry-level expectations of employers representing a global society.

## ADMISSION REQUIREMENTS

- Minimum admission standards include:
- Unconditional admission to the college.
- Completion of all prerequisite courses with a minimum of a “C” in the course.
- 3. Minimum COMPASS scores of: Pre-Algebra - 36, Reading - 76, and Writing - 62.
- Completed and submitted application for the Diagnostic Medical Sonography program.
- Minimum of 2.5 cumulative GPA for students with previous college work.
- Be in good standing with college.
- Meeting essential functions or technical standards required for this program.

## APPLICANT SELECTION PROCESS

- After the May 10 deadline all applications are reviewed and scored. See following page for scoring criteria.
- The applicants with the top fifteen (15) scores will be notified of their acceptance.
- In the event that there is a tie between candidates, then the earliest submission date on the application will determine the tie breaker.
- The program generally assigns two (2) alternate positions. The alternates are those candidates immediately below the lowest ranking candidates who were selected for admission. Alternates are eligible for admission in the event one of the selected candidates should withdraw or otherwise be unable to begin classes. Alternates are notified of their selection as soon as it is determined that a vacancy exists.
- Written notification of the outcome of **each** application will be mailed to the student at the address provided on the application.
- Once the applicant has received written notification of acceptance into the program, the applicant must respond, **in writing**, confirming his/her intent to enroll, within 10 days after the postmarked date of their acceptance letter. A student who fails to respond before the deadline will forfeit his/her place in the class.
- A signed consent to drug testing and background check must accompany the acceptance confirmation.

# TRENHOLM STATE TECHNICAL COLLEGE

## DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

### STUDENT ADMISSION CHECKLIST

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

ITEMS RECEIVED	YES	DATE
Program Application Received		
Trenholm Application Received		
Official Transcripts Received		
1.		
2.		
3.		

**Category 1: GPA for Prerequisite Courses (16 possible points)**

- A) English 101    Grade \_\_\_\_    Points \_\_\_\_                      A=4pts, B=3pts, C=2pts  
 B) Math 100      Grade \_\_\_\_    Points \_\_\_\_  
 C) A & P          Grade \_\_\_\_    Points \_\_\_\_  
 D) Physics        Grade \_\_\_\_    Points \_\_\_\_

**Total**

**Category 1 = \_\_\_\_\_**

**Category 2: COMPASS scores – Composite (18 possible points)**

- A) Pre-Algebra  
 a. ≥ 90..... 6  
 b. 80-89.....5  
 c. 69-79.....4  
 d. 58-68.....3  
 e. 47-57.....2  
 f. 36-46.....1  
 B) Reading  
 a. ≥ 95..... 6  
 b. 89-94.....5  
 c. 85-88.....4  
 d. 82-84.....3  
 e. 79-81.....2  
 f. 76-78.....1  
 C) Writing  
 a. ≥ 95.....6  
 b. 88-94.....5  
 c. 81-87.....4  
 d. 74-80.....3  
 e. 67-73.....2  
 f. 62-66.....1

**Total**

**Category 2 = \_\_\_\_\_**

**Category 3: Interview (Maximum 4 points)**

**Total**

**Category 3 = \_\_\_\_\_**

**Bonus Points**

- |                                 |                                    |
|---------------------------------|------------------------------------|
| Master's Degree or higher.....5 | Allied Health Program.....2        |
| Bachelor's Degree.....4         | Currently licensed ARRT.....1      |
| Associate's Degree.....3        | Previous Program Alternate.....0.5 |

**TOTAL POINTS** \_\_\_\_\_

**APPLICANT RANK** \_\_\_\_\_

**\*\*THIS WILL BE COMPLETED BY THE ADMISSIONS COMMITTEE\*\***

## APPLICANT ACCEPTANCE PROCESS

Upon acceptance into the program students must: (All forms, information, and contacts will be included in the Acceptance package)

- Submit the “Intent to Enter” letter.
- Undergo a health screening .
- Undergo Drug /alcohol screening.
- Retain liability insurance through Trenholm State upon registration for classes.
- Undergo a Criminal Background Check.
- Complete a CPR for Healthcare Providers class and submit a copy of the card to the Program Coordinator

Vaccinations required:

- Tuberculin test in the past twelve (12) months. If you haven’t had a TBST within the past 12 months, **you must complete the \*2-step TBST**. If you can provide documentation of a TBST within the past 12 months, you need only complete the one (1) TBST. If you have a history of a positive TBST, you will be required to provide a chest x-ray report done within the past year.
- Hepatitis B vaccination. If the vaccination has been completed, you must provide proof of immunity (HBsAB).
- Date of last Tdap (Tetanus, Diphtheria, Acelluar Pertussis). Pregnant or breastfeeding should obtain permission from their physician before Tdap. If you had TD (Tetanus/Diphtheria) in the past 2 years then no Tdap is required—just provide documentation of TD date. If you had the Tdap within the past 10 years, provide documentation.
- Varicella Zoster IGG or documentation of physician diagnosed disease or 2 doses of chickenpox vaccine.
- Proof of two (2) doses of MMR (measles, mumps, rubella) **or** proof of immunity to measles and rubella **or** physician diagnosed measles, mumps or rubella disease.

## PROGRAM POLICIES

All policies governing the program are published in the Student Handbook. Accrediting agencies of hospitals, sonography programs, Trenholm State, and Advisory Committee as well as the Alabama State Board of Education establish these rules. Students who do not comply with the established guidelines are counseled as needed and disciplinary action taken when appropriate. ***Note: Program rules and regulations are subject to change without notice.***

# CURRICULUM

## PREREQUISITES

ORI 101	ORIENTATION TO COLLEGE	1
ENG 101	ENGLISH COMPOSITION I	3
PHY 115 or PHY 120	TECHNICAL PHYSICS or INTRO TO PHYSICS	4
MTH 100	INTERMEDIATE ALGEBRA	3
BIO 211 or BIO 201	ANATOMY & PHYSIOLOGY	4
		<hr/>
		15

## CORE COURSES

### **1<sup>st</sup> Semester**

DMS 202	BASIC SONOGRAPHY	1
DMS 203	SONOGRAPHIC TERMS	2
DMS 205	ABDOMINAL SONOGRAPHY I W/ LAB	4
DMS 206	GYNECOLOGIC SONOGRAPHY W/ LAB	4
DMS 208	SONOGRAPHY CLINIC I	2
DMS 215	INTRO TO PHYSICS	2
		<hr/>
		15

### **2<sup>nd</sup> Semester**

DMS 207	ABDOMINAL PATHOLOGY	3
DMS 210	INTRO TO SONOG CLINIC	2
DMS 216	PHYSICS & INSTRUMENTATION	3
DMS 220	OBSTETRICAL SONOGRAPHY I	3
DMS 225	SUPERFICIAL SONOGRAPHY	1
DMS 230	SONOGRAPHY PRECEPT I	2
		<hr/>
		14

### **3<sup>rd</sup> Semester**

BIO 103	PRINCIPLES OF BIOLOGY I	4
PSY 200	GENERAL PSYCHOLOGY	3
ELECTIVE	HUMANITIES ELECTIVE	3
DMS 221	OBSTETRICAL SONOGRAPHY II	3
DMS 231	SONOGRAPHY PRECEPT II	4
		<hr/>
		17

### **4<sup>th</sup> Semester**

DMS 232	SONOGRAPHY PRECEPT III	5
DMS 240	SONOGRAPHY SEMINAR I	2
DMS 241	SONOGRAPHY SEMINAR II	3
DMS 245	SONOGRAPHY CONFERENCE	2
DMS 250	INTRO TO ADV SONOGRAPHY	3
		<hr/>
		15

**TOTAL HOURS = 76**

# **COURSE DESCRIPTIONS**

## **DMS 202 BASIC SONOGRAPHY**

(1 semester hour)

This course will acquaint the student with acoustic sonography history and current practices, medical ethical issues pertinent to sonography will be discussed. Topics covered will include the study of individual's key in the development of sonography, and current ultrasound issues. Upon completion, students will be able to delineate sonographic history and identify and discuss issues pertinent to the profession

## **DMS 203 SONOGRAPHIC TERMS**

(2 semester hours)

This course will provide the sonography student with a working knowledge of medical terminology and terminology utilized in the practice of sonography. The student will be expected to complete workbook/computer assignments. Upon completion students will be able to communicate and utilize medical terminology.

## **DMS 205 ABDOMINAL SONOGRAPHY I**

(4 semester hours)

This course will provide the student the sonographic technical skills needed to perform a diagnostic abdominal sonogram. Various protocols will be introduced for the routine examination as well as additional views needed to demonstrate pathology. The student will participate in classroom and lab demonstrations and will be required to develop a protocols notebook. At course completion the student will be prepared to perform a complete a right upper quadrant ultrasound.

## **DMS 206 GYNECOLOGIC SONOGRAPHY**

(4 semester hours)

This course will familiarize the student with the transabdominal and transvaginal protocols of gynecologic scanning and common pathologies of the female reproductive system as seen on ultrasound. Lab values and patient history will be stressed as well as correlation with images from other modalities. The student will be able to perform a transabdominal pelvic ultrasound at course completion.

## **DMS 208 SONOGRAPHY CLINIC I**

(2 semester hours)

This course provides students with the opportunity to use beginning sonographic skill in a clinical environment. At course completion, the student should be able to perform a right upper quadrant exam and a transbdominal pelvic ultrasound.

## **DMS 215 INTRO TO PHYSICS**

(2 semester hours)

This course is a study and review of basic algebraic equations, word problem solving, metric unit conversions, binary numbers and logarithms usage.

## **DMS 207 ABDOMINAL PATHOLOGY**

(3 semester hours)

This course will provide the student with a working knowledge of the sonographic appearance and pathophysiology of common diseases abnormalities of the abdomen. Associated history, symptoms, lab values, treatments and appearance. At course completion, students will be able to identify many major pathologies of the abdomen on sonograms.

## **DMS 210 INTRO TO SONOGRAPHY CLINIC**

(2 semester hours)

This course will train the student in basic patient care skills and operational skills in the clinical environment. Topics such as body mechanics, patient assessment, emergency care, and infection control will be discussed. Upon completion the student should be able to administer cardiopulmonary resuscitation, take vital signs, move and assist patients and obtain patient history as well as produce hardcopy of exams performed.

## **DMS 216 PHYSICS & INSTRUMENTATION**

(3 semester hours)

This course will provide the student with knowledge of acoustic physics, instrumentation and quality assurance as applied to sonography. The physical nature of sound waves and how those waves interact with mediums and how they can be successfully utilized in diagnostic imaging will be studied. Upon completion the student will be able to produce sonographic images.

## **DMS 220 OBSTETRICAL SONOGRAPHY I**

(3 semester hours)

This course will familiarize the student with the sonographic appearance of the gravid pelvis and normally developing fetus. Protocols for determining gestational age and fetal viability will be studied. Lab values associated with pregnancy will be covered. At completion, the student will be able to differentiate between normal and problem pregnancy progression.

**DMS 230 SONOGRAPHY PRECEPT I**

(2 semester hours)

This course provides the student with the opportunity to develop sonographic skills in the clinical setting. The student will assist with and perform sonographic exams of the abdomen, pelvis, fetus and superficial parts. Upon completion of the course students will be able to demonstrate practical applications of general sonographic procedures.

**DMS 245 SONOGRAPHY CONFERENCE**

(2 semester hours)

This course allows the student to share interesting sonographic cases obtained during clinical rotations. The student will be required to present five cases with sonographic images, reports, patient history and symptoms and correlating reports from other exams/tests performed. The cases become the property of the school for use as future reference material. By the end of the term, students will have developed proficiency and expertise in case presentation

**DMS 221 OBSTETRICAL SONOGRAPHY II**

(3 semester hours)

This course will educate students as to the sonographic appearance and correlated finding of several fetal anomalies. Genetic links with certain anomalies will be studied. The student will research and present materials of selected anomalies in class. At completion, student will identify anomalies that appear in fetal sonograms.

**DMS 231 SONOGRAPHY PRECEPT II**

(4 semester hours)

This course provides a continuum in the development of sonographic skills in the clinical setting. Students will be able to perform more exams with less assistance from the supervising sonographer. Upon completion, students will demonstrate competency in abdominal, superficial parts, gynecologic and obstetrical sonography.

**DMS 240 SONOGRAPHY SEMINAR I**

(2 semester hours)

This course will provide review exercises for national registry in abdominal and superficial parts sonography. Computer testing will be practiced as well as written quizzes. Mock registries must be passed with a grade of 75% or better to complete this course.

**DMS 225 SUPERFICIAL SONOGRAPHY**

(1 semester hour)

This course will familiarize students with scanning protocols for the thyroid, parathyroid, breast, scrotum and male pelvis. Common pathologies will be discussed and correlated with other imaging modalities. Upon completion, students will identify protocols appropriate to specific techniques and will perform superficial sonograms.

**DMS 232 SONOGRAPHY PRECEPT III**

(5 semester hours)

This course will provide an in-depth practice of all general sonographic skills in the clinical setting. Competencies will be required in all general specialties. Upon completion the student will perform exams with little to no assistance from the supervising sonographer.

**DMS 241 SONOGRAPHY SEMINAR II**

(3 semester hours)

This course will provide review exercises for national registry in acoustic physics and instrumentation, gynecologic and obstetrical sonography. Computer testing will be practiced as well as written exams. Mock registries in acoustic physics and OB/GYN must be passed with a grade of 75% or better to complete this course.

**DMS 250 INTRO TO ADV SONOGRAPHY**

(3 semester hours)

This course will introduce the student to vascular, cardiac, neurology, and orthopedic sonography. Advanced technologies in these fields will be researched. At completion, students will identify and describe skills and modalities in sonography.

## **PROGRAM ACADEMIC REQUIREMENTS**

Graduates of the Ultrasound program are expected to provide quality healthcare to the community. Students are required to maintain a minimum of a “C” average in the program and successfully complete all clinical competency evaluations.

Unacceptable grades will lead to dismissal from the program. The grading scale is as follows:

100 - 93	A
92 - 84	B
83 - 75	C
< 75	F

## **GRADUATION REQUIREMENTS**

To be eligible for graduation from this program, the student must meet the following criteria:

- ✓ All financial obligations must be met to Trenholm State Technical College
- ✓ Successful completion of all didactic courses.
- ✓ Successful completion of all clinical assignments.
- ✓ Successful completion of all required clinical competency exams.
- ✓ Successful completion of the course exit/mock examinations.

## **FEES AND EXPENSES**

Please see the College Catalog for current tuition and fee schedule.

## **REFUND POLICY**

Please see the College Catalog for current tuition and fee schedule.

## **MEASURABLE PROGRAM OUTCOMES**

- Graduate at least 80% of matriculated students.
- Average at least a 75% job placement rate within six months of graduation over the previous five years.
- Average at least an overall take and pass rate of 70% within one year of graduation and earn either Abdomen or OB/GYN credential.

Application deadline May 10<sup>th</sup>

H. Councill Trenholm State Technical College  
Diagnostic Medical Sonography Program  
P.O. Box 10048, Montgomery, Alabama 36108  
(334) 420.4200

Application for Admission for Fall 2011

**PERSONAL DATA:**

Name: \_\_\_\_\_  
Last First Middle or Maiden

Street Address: \_\_\_\_\_  
P.O. or Apt. #

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security Number: \_\_\_\_/\_\_\_\_/\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_\_ Work phone: (\_\_\_\_) \_\_\_\_\_

Cell phone: (\_\_\_\_) \_\_\_\_\_ E-mail address: (\_\_\_\_) \_\_\_\_\_

**EDUCATION:**

Are you taking college courses? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what college? \_\_\_\_\_

Other schools/colleges attended:

List all formal education beyond high school. Attach additional sheet if necessary

Dates Attended	Name of Institution	City & State	Major	Credentials Earned (Diploma,Cert,Degree)

Have you previously been accepted into a Medical Sonography program? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, state your reason for withdrawal.

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**EMERGENCY DATA:** Person to contact in case of an emergency.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

\*\*\*\*\*

Have you taken the COMPASS? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when? \_\_\_\_\_ where? \_\_\_\_\_

**\*\*NOTE: In order to qualify for the Ultrasound program you MUST complete the COMPASS exam regardless of prior college course work, ACT/SAT scores, or general college admission requirements. A copy must be provided to the Program Coordinator prior to the application deadline in order for your application to be complete.**

I understand that completion of this application is a component of the student profile and does not in itself grant admission to the Diagnostic Medical Sonography program. I understand this application must be updated if I am not selected. I certify that the information given in this application is true and correct. I understand that providing false information may be deemed sufficient reason to dismiss the student and/or refuse admission.

Minimum admission standards include:

1. Unconditional admission to the college.
2. Completion of all prerequisite courses with a minimum of a "C" in the course.
3. Minimum COMPASS scores of: Pre-Algebra - 36, Reading - 76, and Writing - 62.
3. Completed and submitted application for the Diagnostic Medical Sonography program.
4. Minimum of 2.5 cumulative GPA for students with previous college work.
5. Be in good standing with college.
6. Meeting essential functions or technical standards required for this program.

Please be sure to contact program office to verify that all materials for application have been received. Admission to this program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. **Meeting minimum requirements does not guarantee acceptance.**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

For Program Coordinator use only:

Application Received:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**PLEASE RETURN TO:  
TRENHOLM STATE TECHNICAL COLLEGE  
ATTN: BRANDI MERRILL  
P.O. BOX 10048  
MONTGOMERY, ALABAMA 36108**



## H. Council Trenholm State Technical College

### Registration Procedures for New Students

#### COMPLETE STEPS 1-3 PRIOR TO REGISTRATION:

##### Step 1 **ADMISSIONS:** Patterson Campus (Bldg C) Trenholm Campus (Bldg F)

- \_\_\_ Complete Application for Admission
- \_\_\_ Provide copy of Alabama Driver's License (required for proof of residency)
- \_\_\_ Mail Transcript Request Form(s) to high school and each college/university previously attended
- \_\_\_ Submit official GED transcript (if applicable)
- \_\_\_ If you have college-level English and math (transfer credit) – **SKIP Step 3**

##### Step 2 **FINANCIAL AID AWARD NOTIFICATION:** Patterson Campus (Bldg C) Trenholm Campus (Bldg F)

- \_\_\_ If you are eligible to receive financial aid, you must have a financial aid award notification prior to registration.
- \_\_\_ If official transcripts are not on file, financial aid will not be awarded.

##### Step 3 **COMPASS ASSESSMENT:** Patterson Campus (Bldg J) Trenholm Campus (Bldg F)

- \_\_\_ Take COMPASS Assessment and receive a copy of your scores. (See **COMPASS Information Sheet**)
- \_\_\_ Before taking the COMPASS Assessment, you **MUST** have a completed application on file in the Office of Admissions and Records.

#### COMPLETE STEPS 4 – 7 DURING REGISTRATION:

**Step 4 REGISTRATION:** If you have not completed Steps 1-3, **GO DIRECTLY TO THE OFFICE OF ADMISSIONS AND RECORDS.** Students who have completed Steps 1-3 should report to their faculty advisor on the campus where their program of study is located.

##### Step 5 **ADVISEMENT/SCHEDULE PRINTED:**

- \_\_\_ Meet with a faculty advisor in your program of study to register for classes. You will receive a printed schedule.
- \_\_\_ Check the schedule with your advisor to verify that the courses are correct.

#### **REGISTRATION IS NOT FINAL AT THIS POINT!**

##### Step 6 **COLLEGE BOOKSTORE:** Patterson Campus (Bldg C) Trenholm Campus (Bldg F)

**YOU ARE NOT OFFICIALLY REGISTERED UNTIL YOU COMPLETE THIS STEP!!!**

**If you do not complete this step, your schedule will be deleted and you will have to register again.**

- \_\_\_ If receiving financial aid, take printed schedule to Bookstore to pay balance of tuition and fees.
- \_\_\_ If paying with Cash, Visa, or Master Card (only accepted) take schedule to Bookstore to pay tuition and fees.

##### Step 7 **PURCHASE BOOKS AND SUPPLIES:**

- \_\_\_ **Purchase Books/Supplies:** Patterson Campus (Bldg C) Trenholm Campus (Bldg F)

Self-paying students may purchase books and/or supplies at any time. Students receiving **any** financial assistance must attend classes **FIRST** and receive an "Attendance Verification" (pink form) which must be signed by each instructor based on your schedule.

- \_\_\_ The Attendance Verification form must be taken to the Bookstore (on campus where your program of study is located) then purchase books and/or supplies. Books/supplies will be available for purchase on the first day of classes.

- \_\_\_ Receive parking decal in Bookstore (days/times to be announced)

- \_\_\_ **New Student ID Cards** – To receive a Trenholm Tech Student ID, you must present a pictured ID and a validated schedule. ID pictures will be made during the first two weeks of each semester on the Patterson Campus in the Front Lobby, Bldg. C, from 7:30 am to 6:30 pm. ID pictures will be made the third week of each semester on the Trenholm Campus in the Student Center, Bldg. D, from 7:30 am to 6:30 pm.

**Financial Aid Contact List  
For  
Patterson & Trenholm Campus**

**Betty Edwards**  
Director of Financial Aid  
e-mail: [bedwards@trenholmstate.edu](mailto:bedwards@trenholmstate.edu)

**All offices can be reached by calling 334-420-4300**

**Financial Aid Office  
Patterson Campus**

**Martha Arrington.....334-420-4292**  
Assistant Director of Financial Aid  
e-mail: [marrington@trenholmstate.edu](mailto:marrington@trenholmstate.edu)

**Brenda Bone.....334-420-4293**  
VA Certifying Officer/Financial Aid Clerk  
e-mail: [bbone@trenholmstate.edu](mailto:bbone@trenholmstate.edu)

**Financial Aid Office  
Trenholm Campus**

**Lisa Lilley.....334-420-4317**  
Financial Aid Counselor  
e-mail: [filley@trenholmstate.edu](mailto:filley@trenholmstate.edu)

**Linda Greene....334-420-4322**  
Work Study Coordinator/  
Financial Aid Assistant  
e-mail: [lgreene@trenholmstate.edu](mailto:lgreene@trenholmstate.edu)

**College Code for Pell Grant Application**

Please be sure to use the code listed below when completing the FAFSA.

**Trenholm State Technical College School Code: 005734**

(This School Code is the same for Patterson Campus and Trenholm Campus)

You may apply online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) or print out the paper application and mail it to the central processor.

Please feel free to visit the Financial Aid Office between the hours of 7:30 am to 5:30 pm Monday – Thursday or 7:3- - 11:30 am on Friday

(OVER)

# **The 2009/2010 Free Application for Federal Student Aid (FAFSA)**

## **How to File:**

You may choose one of the following three (3) ways to file a Free Application for Federal Student Aid (FAFSA) for the 2009Fall, 2010 Spring and/or the 2010 Summer term.

## **FAFSA Filing Options**

1. Apply online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) (Recommended) or
2. Complete and mail PDF FAFSA or
3. Request a paper FAFSA by calling the Federal Student Aid Information Center at 1-800-4FED-AID (1-800-433-3243 or 1-319-337-5665. If you are hearing impaired, please contact the TTY line at 1-800-730-8913.

Complete a PDF FAFSA

FAFSA (2009-10)	English and/or Espanola versions
FAFSA (Black and White)	<a href="http://federalstudentaid.ed.gov/fafsa/fafsa_options.html">http://federalstudentaid.ed.gov/fafsa/fafsa_options.html</a>
FAFSA (Negro y Blanco)	

**Disclaimer:** Visually impaired users with screen reader software may experience difficulty entering data into the answer boxes. You may download and print the PDF or log on to [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) to complete the application electronically.

## **Viewing a PDF FAFSA**

To view the PDR FAFSA, you must have Adobe Acrobat Reader version 6 or higher installed on your PC. You can download a free Adobe Reader at Adobe's Web Site.

## **Printing a PDF FAFSA**

To print a PDF FAFSA file from within your reader, we recommend you use the PDF's print button rather than the browser's print function.

## **Help**

For questions about the FAFSA, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or 1-319-337-5665. If you are hearing impaired and have questions, please contact the TTY line at 1-800-730-8913.

## **Priority Dates for filing for Federal Financial Assistance**

**REMEMBER TO FILE EARLY!** The priority dates for filing the Free Application for Federal Student Aid (FAFSA) each year are: July 15 for the upcoming Fall Semester, November 15 for the upcoming Spring Semester and April 15 for the upcoming Summer Term.

## **NON-DISCRIMINATION POLICY**

It is the policy of the Alabama Department of Postsecondary Education and H. Councilll Trenholm State Technical College that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.