



APPLICANT STEP-BY-STEP CHECKLIST

_____ Read all the information on the LLU Sonography WEB page (llu.edu/sonography). Should you have any questions *after* reviewing the information on the WEB page, please email the department at studyradsci@llu.edu.

_____ Have your transcripts reviewed and an academic plan established with an academic counselor or advisor from the *regionally accredited* institution you are attending or plan to attend to complete the program prerequisites and requirements.

_____ Plan to complete all prerequisite courses by the end of May of the year you would like to begin the program and have your course plan verified by LLU personnel.

_____ Submit an application to the Sonography program online (llu.edu/apply) during the application window. There is an application fee.

_____ Order all **OFFICIAL** transcripts to be sent directly from all institutions to Admissions Processing as soon as the application has been submitted, **even if you have courses in progress**.

_____ Register for and attend the required Ultrasound Information Session prior to scheduling the required observation. Please note that after you have submitted an application, you will be sent a link to register for the Ultrasound Information Session once the dates have been determined. Spaces are limited, so early registration is encouraged once it becomes available. Once a date has been established for your attendance, the program director or the clinical coordinator will send you the specific details via email. The session will take approximately 1-2 hours on that day.

_____ Schedule and attend the required observation. You will not be able to observe without first having attended the required Ultrasound Information Session. Furthermore, to observe, your **OFFICIAL** transcripts should have been received and reviewed by Admissions for verification of your prerequisites at this point or at least an Enrollment Verification Letter submitted from institutions that will not release official transcripts with courses in progress. A link will then be sent to you via email so that you can choose a date to observe. Spaces are limited, so please try to set up an observation as soon as possible. If we run out of dates for you to observe prior to interviews, you will need to reapply the following year.

_____ Schedule and attend the interview. In order to be eligible for the interview, you must have completed all the aforementioned steps—submitted an application, attended the required Ultrasound Information Session, submitted your **OFFICIAL** transcripts for review by LLU personnel, *AND* then completed the observation.

Note: If you live out of state or have extenuating circumstances, please contact the program director, Erin Marshall (enmarshall@llu.edu), and we will try to make other arrangements.