COTC offers an option for registered sonographers that are interested in taking a DMS course as a “refresher” or who would like to cross-train into a different sonography specialty. Students seeking this option must hold an active RDMS, RVT or RDVS credential with the American Registry of Diagnostic Medical Sonographers (ARDMS). Students approved for this option may take any course, with the exception of clinical and scan lab courses.

Students have the choice to either “AUDIT” courses or receive “CREDIT” for the course(s). Whether an audit or credit student, selection is dependent on classroom space and priority is given to program students. *Students may register to take courses up to 1 year in advance.

AUDITING COURSES:
- The student is provided access to all course material, notes, lectures and handouts.
- The student is not held responsible for the regular class work or preparation of assignments.
- Students have the option to participate in classroom activities and take tests/ quizzes for self-assessment.
- The student will receive no credit for the course.
- Cross-specialty education courses and audited courses will not apply toward the fulfillment of graduation requirements or degree completion.
- Financial aid cannot be used to pay for audited courses.
- As of 2012, the cost of auditing a course is $175 per credit hour, and is subject to change.

COURSES for CREDIT:
- The student is provided access to all course material, notes, lectures and handouts.
- The student participates in regular class work, assignments, tests/quizzes and receives a grade.
- The student will receive college credit for the course but must earn a passing grade of “C” or better. In the DMS program, a “C” is defined as at least a 75%.
- Financial aid may be applicable for the course.
- Cross-specialty education courses will not apply towards the fulfillment of graduation requirements or degree completion.
- As of 2012, the cost of taking credit courses is $175 per credit hour, and is subject to change.

*We encourage cross-specialty education students to take courses for a grade and for college credit. Many employers will provide tuition assistance for successful completion of college courses. Additionally, by taking courses for credit, students can actively participate in the learning process, applying the course material during assessments and receive feedback from the instructor.

REGISTERING FOR COURSES:

**STEP 1**
A student must request to participate in the cross-specialty education courses and receive approval. Once approved, COTC admissions will add you to the course roster.
To obtain the appropriate approval, simply email or contact:

**mshoen@cotc.edu** **OR** Central Ohio Technical College
Melinda Shoen, DMS Program Director
1179 University Drive
Newark, OH 43055
(740) 755-7713
STEP 2
Once you have received approval:

**For Returning COTC Students:**
If you have been enrolled at COTC: On the COTC website, go to the “Current Students” tab, select Student Records, then select Record Forms for Students, then select “Reactivate”. Follow the directions for filling out and sending the Reactivation Form. Once your COTC account has been reactivated, you will receive an email via your COTC e-mail containing your Username and directions for changing your Password if necessary. **Please be watching for this email!**

**For New COTC Students:**
Complete an Application online. Once enrolled, you will receive an email sent initially to the email address you list on your application, containing your Username and directions on how to log on to change your password. **Please be watching for this email!**

STEP 3
Once you have received your account information email from COTC, please contact Melinda Shoen. She will clarify expectations, facilitate the process for registering you for the courses and answer any additional questions you may have before your courses begin.