Catawba Valley
COMMUNITY COLLEGE

AAS in Polysomnography

Application and Requirements Deadline - September 15, 2021

It is the student's responsibility to monitor the completion of the Minimum Admission Requirements (MAR) whether enrolled at CVCC or elsewhere. CVCC reserves the right to change curriculum and admission requirements without prior notice. Applicants are responsible for completing admission requirements and ensuring all materials have been submitted before 11:59pm EST on the deadline day.

Application to any healthcare program is complex. Applicants who begin the CVCC admission process weeks or months *before* the deadline give themselves time to resolve unexpected issues. Please do not wait until the deadline to start the process.

This packet provides information to assist you with the admissions and selection process for the Polysomnography program. Completion of the Minimum Admission Requirements (MAR Checklist) is not a guarantee of acceptance. Admission to the program is based on completion of all items by the deadline date and the number of vacancies in the program.

An AAS in Polysomnography allows a practitioner to advance in employment, relocate to another position requiring an AAS or the pursuit of a Bachelor of Science degree in Neurodiagnostics & Sleep Science at UNC-Charlotte. If you have questions regarding the program, please contact the Program Director at 828-327-7000, ext. 4619.

What is a polysomnographic technologist? Polysomnographic technologists act as eyes and ears for specially trained doctors who review and interpret data for sleep related disorders. Technologists obtain medical histories, prepare patients, and perform multiple types of diagnostic procedures. Considerable individual initiative, reasoning skill, and sound judgment are expected of the polysomnographic technologist.

What employment opportunities are available? Polysomnographic technologists may work in hospitals, sleep labs, home settings, or physicians' offices.

What is the class schedule/length for the program? This program begins in the Spring Semester. The program may take 4-5 semesters, depending on a student's coursework. Polysomnography classes are held **during the day** and students are expected to participate in classroom, laboratory and clinical rotations. Clinical rotations occur during evening hours. Polysomnography is offered in a hybrid (online & seated) format. A total of 288 clinical hours are required in the program. Upon completion of the Polysomnography program, graduates are eligible to apply to take the registry exam offered by the Board of Registered Polysomnographic Technologists (BRPT).

How do I apply for the program? Complete the CVCC Online Application for Admission under the "Apply Now" tab on the CVCC homepage and if possible, visit with an admissions staff member in Student Services by the specified deadline. Applications may be activated by distance provided the applicant sends an email to admissions@cvcc.edu in which a request is made to activate by distance and accompanied by a copy of the photo ID. Whether an application is activated in person or by distance, applicants are responsible for reading and understanding packet contents and meeting requirements. Admission to the program is based upon completion of all minimum requirements as listed on the attached Minimum Admission Requirements (MAR) Checklist by the specified deadline date, the number of vacancies in the program and the competitive selection process. **Completion of the MAR is not a guarantee of acceptance.** CVCC does not use waiting lists for any health program.

How much does the program cost? College tuition is set by the North Carolina State Legislature and is subject to change. The current tuition, activity fees, insurance, and books for the program will be approximately $7,000*. Students will also have additional expenses for the program, which are shown on the enclosed cost sheet. *This figure is an approximate cost.

How do I apply for Financial Aid? All applicants are encouraged to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA.ed.gov). For information about financial aid, contact the Office of Scholarships and Financial Aid online, by email at financial_aid@cvcc.edu or by calling at 828-327-7000, ext. 4860.

Do I need a computer? Yes! Coursework requires students to have their own computer with dependable internet access, printer access, microphone, and webcam accessibility. As a CVCC student, students have access to Microsoft Office. Other applications may be used at the instructor's discretion. Upon application activation to CVCC, students are assigned a CVCC email address. Communication between student, faculty and any other college personnel will be by CVCC email. Students are expected to use the CVCC email for **all** college correspondence. Students need to read CVCC emails daily and check Blackboard for announcements and/or assignments, whether enrolled at CVCC or elsewhere. Check CVCC email regularly; applicants are notified of an accepted or non-accepted status into the program via **CVCC email.**

Will I be required to complete a Criminal Background Check/Drug Screening? Yes. Carefully read the information below regarding background checks, drug testing, and the result of a negative background check. Applicants may only use CastleBranch, a background screening and compliance management company, for background checks/drug screenings.

- Clinical facilities will require students to undergo criminal background checks and drug testing.
- The student will be required to pay fees associated with these screenings.
- Clinical facilities may refuse access to clinical experiences based on the criminal background checks and/or drug testing.
- If any clinical facility refuses to allow a student access to a clinical experience, the student will be **unable to continue in the program**.

If I am an undocumented immigrant, how does that impact my application to this program?
Students who are not citizens of the United States pay out of state tuition in accordance with the State Board of Community Colleges (1D SBCCC 400.2 (b). In addition, federal law prohibits states from granting professional licenses to undocumented immigrants.

What if I move my residence while applying for this program? It is a student's responsibility to inform the college of changes in personal information regarding name, phone number and mailing address. To make changes to personal information, follow the instructions found in the FAQ section of Student Records on the MyCVCC Portal. Students may also visit Student Services to request the change.

Completion and submission of the MAR Checklist is not a guarantee of acceptance into the program. Admission to the program is based on a variety of criteria:

- Completion of all MAR Checklist items by the deadline date;
- Successful submission of all documents by the deadline date;
- The number of vacancies in the program; and
- The highly competitive selection process.

When and how will I be notified of acceptance to the program? Applicants will be notified of acceptance to the program within 2 - 4 weeks of the deadline via an email to their CVCC email account. Applicants chosen as alternates or not accepted for the program will also be notified at that time. Students may apply to only one (1) healthcare program at a time. Should acceptance to that program be denied, the student may apply to another healthcare program whose application deadline has not yet occurred at CVCC. (CVCC Procedures 3.4)

What if I am not admitted to the program? Applicants not admitted to the program will need to re-apply by completing the MAR Checklist for the year of reapplication AND confirming an active program status for the year of reapplication. Students are responsible for following the guidelines for reapplication. Students need to visit Student Services or email admissions@cvcc.edu to check about an active academic program. Students are required to submit a new MAR Checklist each year to apply.

After initial acceptance into the program, but before the first day of class, students are **required** to complete the following:

1. Attend a **mandatory** Orientation Session (Date, time & location TBA)

2. Students will be required to submit a completed Health Examination Form certifying the student appears to be able to participate in activities of a healthcare professional in a clinical setting. The Health Examination Form is provided to students at the mandatory Orientation Session.

Students who fail to comply with items 1 & 2 are not allowed to enter the program.

Who can I contact if I have additional questions? For questions regarding the program contact the Director of Polysomnography at (828) 327-7000 extension 4619 or email srosenbalm@cvcc.edu. For questions regarding Admission please contact Admissions at (828) 327-7000 extension 4216 or email healthcare@cvcc.edu.

POLYSOMNOGRAPHY - Technical Standards

The following activities are examples of the kind of activities a student in the Polysomnography program will be required to perform in order to successfully complete the program. If an accepted student believes s/he cannot meet one of more of these standards without accommodations or modifications, the student should consult the CVCC Counselor for Disability Services at accommodations@cvcc.edu or 828-327-7000, Ext. 4222.

ISSUE	TECHNICAL STANDARD	EXAMPLE (not all inclusive)
Critical Thinking	The PSG student should possess critical thinking ability sufficient for clinical judgment.	Student must be able to identify cause-effect relationships in clinical situations.
Interpersonal Skills	The PSG student shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social, emotional, cultural and intellectual backgrounds.	Student shall establish rapport with clients/patients and health care team members.
Communication Skills	The PSG student shall possess communication abilities sufficient for interaction w/others in verbal and written form.	Explain procedures, document and interpret technical actions and patient/client responses.
Mobility	The PSG student shall possess physical abilities sufficient to move from room to room and maneuver in small spaces, stand and walk for extensive periods of time.	Moves around in patients' rooms, work spaces and treatment areas, administer cardiopulmonary procedures.
Motor Skills	The PSG student shall possess gross and fine motor abilities sufficient to provide safe and effective care.	Calibrate and use equipment, position patients/clients.
Hearing	The PSG student shall possess auditory ability, sufficient to monitor and assess health needs.	Hear monitor alarms, emergency signals, cries for help.
Visual	The PSG student shall possess visual ability sufficient for observation and assessment necessary in care.	Observe patient/client responses, see calibration of equipment, assess patient.
Tactile	The PSG student shall possess tactile ability sufficient for physical assessment.	Perform palpation, application of electrodes.
Weight-Bearing	PSG student shall possess ability to lift and manipulate/move 45-50 pounds, weekly and sometimes daily.	Position patients/clients, move equipment
Cognitive Abilities	The PSG student shall possess ability to be oriented to time, place and person and organize responsibilities, make decisions.	Student shall assess client/patient complaints and implement appropriate plans.
Occupational Exposures	The allied health/PSG student may be exposed to communicable diseases and/or body fluids, toxic substances, medical preparations and latex. Students shall use appropriate precautions at all times.	Student may be assigned a client/patient with a communicable disease and shall provide total care using universal precautions.

POLYSOMNOGRAPHY - Additional Program Costs
(Estimated costs; subject to change without notice)

General Fees	Estimated Cost
Malpractice Insurance	$28.00 per year

Required Uniform*	Estimated Cost
Scrub Top (Need two)	$56.00
Scrub Pant (Need two)	$44.00
Vinyl or Leather Shoes	$60.00

*Students must purchase 2 complete sets of scrubs at the *beginning* of the program.

Other Required Items	Estimated Cost
Lab Coat	$25.00
Mannequin Head for Measuring & Marking	$40.00
Measuring Tape (w/mm)	$ 5.00
Grease Pencils	$ 2.50 each – approximate

Other Costs	Estimated Cost (Cost may be subject to change.)
Hepatitis Vaccine	$140.00
Physical Exam	$200.00
Kettering Review Course	$300.00
Travel to clinical sites	Will vary according to location
	(Students may travel to Charlotte, Boone, Marion
	Winston-Salem, Greensboro, Asheville, Lenoir,
	Statesville for Clinical Experience. Clinicals occur during evening hours.)
Healthcare BLS Certification	$45.00
Criminal Background Check/Drug Screening	CastleBranch

Note:

These cost estimates are **in addition to** costs any student attending CVCC incurs each semester, such as tuition, activity fees, accident insurance, books and class supplies such as pens, paper, etc.

Students applying for graduation will pay a diploma fee.

Minimum Admission Requirements (MAR) Explained

To be considered for **Acceptance or Contingent Acceptance**, all applicants must complete Minimum Admission Requirements (MAR) by the published deadline.

Application to any healthcare program is complex. Applicants who begin the CVCC admission process weeks or months *before* the deadline give themselves time to resolve unexpected issues. Please do not wait until the deadline to start the process.

1. DO THIS STEP FIRST: Activate* the CVCC Application with "Polysomnography" as the intended major. Visit/email Student Services with a photo ID to confirm your records have *active status if you have been a previous student.*

*Submitted applications are **activated** when a student brings a valid photo ID to the Student Services building and meets with an admissions staff member. Applications may be activated by distance provided the applicant sends an email to admissions@cvcc.edu in which a request is made to activate by distance and accompanied by a copy of the photo ID. Whether an application is activated in person or by distance, applicants are responsible for reading and understanding packet contents and meeting requirements. Admission to the program is based upon completion of all minimum requirements as listed on the attached Minimum Admission Requirements (MAR) Checklist by the specified deadline date, the number of vacancies in the program and the competitive selection process. **Completion of the MAR is not a guarantee of acceptance.** CVCC does not use waiting lists for any health program.

Students MUST have an active academic program status to be considered for the program.

To avoid disappointment, do not wait until the deadline date to start the Application process. Visit the CVCC Admissions webpage for hours of operation. Directions and Campus Maps are available on the CVCC webpage.

2. Official, Sealed High School/High School Equivalency Transcript submitted and received before the deadline.

Submit an *official* High School/High School Equivalency transcript in a sealed envelope issued from the school, electronically through **a 3rd party vendor** to transcripts@cvcc.edu or by postal mail. Plan accordingly to ensure transcripts arrive by the deadline. Information on how to request transcripts may be found at the How to Request Official Transcripts webpage.

3. All Official, Sealed College Transcripts from all originating institutions, submitted and received before the deadline.

Submit **ALL** *official* college transcripts from every college ever attended in a sealed envelope issued from the school, electronically through a 3rd party vendor to transcripts@cvcc.edu or by postal mail. Plan accordingly to ensure transcripts arrive by the deadline. Information on how to request transcripts may be found at the How to Request Official Transcripts webpage.

Applicants are encouraged, but not required at time of application, to bring official, sealed transcripts or unofficial transcripts. Plan accordingly as ALL official transcripts must be received by the deadline in order to be considered for the program.

4. Demonstrate college readiness by appropriate developmental course, college courses, SAT or ACT scores, college placement testing, Multiple Measures or RISE placement assignment.

- College level English and math courses completed with a grade of "C" or higher; or
- SAT, ACT, Multiple Measures or NCDAP scores within 10 years.

5. Required Grade Point Average (GPA). Applicants must satisfy at least one of the GPA scenarios:
- Recent high school graduates (January 1, 2020 or later) and current high school students must have an unweighted GPA of 2.80 or higher.
- Current or prior CVCC students must have a 2.50 cumulative GPA.
- Applicants who have attended another regionally accredited college or university and have completed six (6) semester hours of coursework in the CVCC Polysomnography curriculum may use the cumulative GPA earned at that college or university provided it is a 2.50 or higher. An official transcript is required to verify GPA.

6. Complete BIO 163 <u>OR</u> BIO 168 <u>and</u> BIO 169 with a grade of "C" or higher in each course prior to the Spring entry term.

- Students who are **not** enrolled in **BIO 163 or BIO 169 at CVCC during the fall term** must provide evidence of enrollment in the course by submitting an unofficial transcript showing the course IN PROGRESS (IP) or a copy of the fall registration statement or fall class schedule by the published MAR deadline. Documentation should be submitted to healthcare@cvcc.edu.

7. Submit the completed MAR Checklist before the deadline.

From the applicant's CVCC email account (activated **after** the visit to Student Services or email request to admissions@cvcc.edu), email a scanned copy or cell phone photo of the completed MAR Checklist to healthcare@cvcc.edu. The MAR Checklist must be entirely readable with the student's name and CVCC ID#. MAR Checklists are not accepted after the published deadline; applicants should make note of the deadline date published in the packet and on the MAR Checklist.

All documents must be emailed by the published deadline to healthcare@cvcc.edu. Documents emailed to any other CVCC email address **are not** considered. Submission of the MAR Checklist is not a guarantee of acceptance into the program.

The information provided below is for planning purposes only. Admission and curriculum requirements are subject to change without notice. It is the applicant's responsibility, *whether enrolled at CVCC or elsewhere*, to monitor completion of the Minimum Admission Requirements (MAR) on a semester by semester basis. Students must ensure all materials have been submitted as directed in the packet **before** the deadline.

The following courses **must be completed, or currently be in progress,** by September 15, 2021:

BIO 163 *or* **BIO 168** <u>&</u> **BIO 169** with a grade of "C" or better Students enrolled in **BIO 163 or BIO 169** in the *fall* prior to the spring admission term may apply, but acceptance into the program <u>will be contingent upon completion</u> of the course with a grade of "C" or better and evidenced by an official transcript if not taken at CVCC.	

Applicants are **not required** to complete these courses before submitting a MAR Checklist, **but these courses are awarded points** in the selection process. These courses, which require a grade of "C" or better, meet program degree requirements:

ENG 111 – Writing and Inquiry (3 credit hours)	

ENG 114 – Prof Research & Reporting (3 credit hours)
    or **ENG 112** – Writing/Research in the Disciplines (3 credit hours)
    or **ENG 113** – Literature-Based Research (3 credit hours)	

ELC 111 – Intro to Electricity (3 credit hours)	
Humanities/Fine Arts Elective (3 credit hours)	
MAT 143 – Quantitative Literacy (3 credit hours) or **MAT 152** – Statistical Methods 1(4 credit hours)	
Social/Behavioral Science Elective (3 credit hours)	
CIS 110 – Intro to Computers (3 credit hours)	
MED 118 – Medical Law & Ethics (2 credit hours)	
MED 121 – Medical Terminology 1 (3 credit hours)	
MED 122 – Medical Terminology II (3 credit hours)	
ACA 111 – College Student Success (1 credit hour)	

Only courses completed at the time of the published deadline are awarded points in the competitive admission process.
Courses in progress at time of deadline are not awarded points.