

**Activated\* Application & Requirements Deadline - September 15, 2021 by 11:59pm EST**

This program is designed for individuals who **have already completed** an Associate (or higher) degree from an accredited institution of higher education. Students **must earn a “B” or better** in each of the following CVCC Polysomnography courses: PSG 189, PSG 210 & PSG 211. Students will take PSG 189 in a spring term, PSG 210 in a fall term and PSG 211 in the next spring term. All courses must be completed with a “B” or better and taken at CVCC.

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

- 1. DO THIS FIRST: Activate\* the [CVCC Application](#) with “Polysomnography-Certificate” as the intended major and visit Student Services during regular business hours 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. No appointment is necessary to activate an Application or confirm an active program status for previous students. Students **MUST** have an active program status to be considered for the program. Applications may be activated by distance provided the applicant sends an email by the deadline to [admissions@cvcc.edu](mailto:admissions@cvcc.edu) in which a request is made to activate the Application along with a copy of a photo ID. *Whether applications are activated in person or by distance, applicants are responsible for reading and understanding the packet contents and meeting requirements.*

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. Submit official [High School/High School Equivalency Transcript](#) in a sealed envelope issued from the school, electronically through a 3<sup>rd</sup> party vendor to [transcripts@cvcc.edu](mailto:transcripts@cvcc.edu) or by postal mail. Plan accordingly to ensure transcripts arrive by the deadline.
3. Submit official [College Transcripts](#) from every school attended in a sealed envelope issued from the school, electronically through a 3<sup>rd</sup> party vendor to [transcripts@cvcc.edu](mailto:transcripts@cvcc.edu) or by postal mail. Plan accordingly to ensure transcripts arrive by the deadline. If additional coursework is completed after submission of transcripts, an official *updated* transcript must be submitted to CVCC to ensure all possible transfer credit is awarded.
- 4. Submit this completed MAR Checklist and any other documentation before the deadline.** From the applicant's CVCC email account, email a scanned copy or cell phone photo of the completed MAR Checklist to [healthcare@cvcc.edu](mailto:healthcare@cvcc.edu) by the deadline. The MAR Checklist must be entirely readable. Checklists are not accepted after the published deadline; applicants should make note of the deadline date & time published in the packet and on the MAR Checklist.

**IMPORTANT NOTE: This Certificate in Polysomnography is not eligible for financial aid. Students are responsible for covering all costs associated with the program.** Students will pay a diploma fee upon completion of the program. Additional applicants may be admitted to the program on a space available basis.