

## Surgical Technology Program

### Application and Requirements Deadline - March 31, 2022

CVCC reserves the right to change curriculum and admission requirements without prior notice. It is a student's responsibility, whether enrolled at CVCC or elsewhere, to monitor program information for changes in curriculum and/or requirements on a semester by semester basis.

Application to any healthcare program is complex and complicated. Applicants who begin the CVCC admission process weeks or months before the deadline allow 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 admission and selection process for the Surgical Technology program. Please carefully review all information provided in this packet. Additional information may be found on the CVCC Surgical Technology webpage. For questions regarding the program, contact the Director of Surgical Technology at (828) 327-7000 extension 4332 or by email at [kholman@cvcc.edu](mailto:kholman@cvcc.edu). For questions regarding general admission requirements, contact Admissions at Ext. 4216 or by emailing [healthcare@cvcc.edu](mailto:healthcare@cvcc.edu).

**What is a surgical technologist?** Surgical technologists work in the operating room helping to provide a safe, sterile environment and adding to the efficiency of the operating room team. Surgical technologists prepare surgical instruments and materials using sterile technique. Surgical technologists help surgeons during the surgical procedure with instruments and supplies. For additional information related to the profession of Surgical Technology, refer to the [Association of Surgical Technologists](http://www.ast.org) at (<http://www.ast.org>).

**What employment opportunities are available?** Surgical technologists can work in hospitals, surgical units, day surgery units, labor and delivery, sterile processing, or physicians' offices and as sales representatives. The median annual salary in NC is about \$40,000.

**What is the class schedule/length for the Surgical Technology program?** Surgical Technology classes are held during the day. Applicants may take general education/related coursework for the program prior to acceptance. However, taking these courses does not shorten the length of the program. The program will take a minimum of **five semesters of full time attendance**. While general core courses may be completed in the evening or online (when available), courses for the Surgical Technology program are only offered during the day.

Students will begin their studies in a classroom and laboratory setting and will complete their studies in the operating room and classroom. Students in the Surgical Technology program will take the Certification Examination prior to graduation administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA).

**How do I apply for the program?** Complete and activate\* the [CVCC Application](#) with “Surgical Technology” as intended major. The program begins each **Fall** semester.

\*Applications are activated when an applicant sends an email by the deadline to [admissions@cvcc.edu](mailto:admissions@cvcc.edu) that includes a cell phone photo of a photo ID (driver’s license) & a request to activate the Application by email. Applicants are responsible for following Surgical Technology Admissions packet directions and meeting requirements. Previous CVCC students may email [healthcare@cvcc.edu](mailto:healthcare@cvcc.edu) to confirm an active program status for Surgical Technology.

**How much does the program cost?** College tuition is set by the North Carolina State Legislature and is subject to change. Students are required to purchase a variety of books, class uniforms, malpractice insurance, accident insurance, and other fees as set by the College. The *approximate* cost for the program is \$8,200. (This figure is based upon current in-state tuition rates and reflects an approximate cost only.) For additional information, refer to the *Estimated Additional Program Costs* document in this packet.

**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](https://fafsa.ed.gov)). For information about financial aid, contact the [Office of Scholarships and Financial Aid](#) online, by email at [financial\\_aid@cvcc.edu](mailto: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, webcam accessibility, Word, PowerPoint and Excel. 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/assignments, whether enrolled at CVCC or elsewhere. Applicants are notified of an accepted or non-accepted status 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 check/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**.

**How does undocumented immigrant status or DACA status affect application to the program?** Current North Carolina Community College System policy allows DACA and undocumented applicants to enroll at CVCC at the out of state tuition cost. However, acceptance to the college does not guarantee acceptance to a *specific* program. Students with an *unexpired DACA status* are eligible to apply to an Allied Health program. Students must keep active DACA status to remain enrolled in an Allied Health program. Professional licensure is granted by state licensing boards. **Students should inquire with the appropriate licensure board for specific licensure requirements.** Undocumented students are not eligible for admission to an Allied Health program. According to North Carolina and Federal laws, undocumented students are not eligible for North Carolina professional licensure. This policy is subject to change without notice based upon federal and state regulations.

**What if I move 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.

**What if I am not admitted to the program?** Applicants not admitted need to re-apply by completing the MAR Checklist for the **year of reapplication** AND email [healthcare@cvcc.edu](mailto:healthcare@cvcc.edu) to confirm an active Surgical Technology program status. Students are responsible for following reapplication guidelines.

**I am currently a Surgical Technology student at another college or university and would like to transfer to CVCC to pursue the Surgical Technology program. What should I do?** Contact the Director of Surgical Technology, at 828-327-7000, extension 4332, or at [kholman@cvcc.edu](mailto:kholman@cvcc.edu).

**Do I need to wait until the deadline to submit items and apply?** No. Applicants should not wait until the deadline to submit items. Applicants are encouraged to submit items early and are responsible for ensuring all materials have been submitted to the College by the published deadline.

**How do I submit the MAR Checklist once it is completed?** From the student's CVCC email account (activated *after* an email request to activate the application has been received at [admissions@cvcc.edu](mailto:admissions@cvcc.edu)), email a scanned or cell phone photo of the completed MAR Checklist to [healthcare@cvcc.edu](mailto: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.

**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 program deadline via an email to their CVCC email account. Applicants chosen as alternates or not accepted for the program will 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. (CVCC Procedures, 4.3)

**What am I required to do before the first day of class if I am accepted?** Accepted applicants must attend an Orientation Session with the Program Director and Faculty at which time the student will be provided with information concerning other program requirements.

**What if I am unable to attend the Orientation Session or meet the other requirements before the first day of class?** Students not attending the Session and/or being unable to meet any additional requirements will be unable to enter the program.

**Who can I contact if I have additional questions?** For questions regarding the program contact the Director of Surgical Technology at (828) 327-7000 extension 4332 or email [kholman@cvcc.edu](mailto:kholman@cvcc.edu). For questions regarding general admission, contact Admissions at (828) 327-7000 extension 4216 or email [healthcare@cvcc.edu](mailto:healthcare@cvcc.edu).

# Minimum Admission Requirements (MAR) Explained

To be considered for acceptance, all applicants must complete Minimum Admission Requirements (MAR) by the published deadline. Applicants are responsible for making sure all materials have been submitted to the College.

**Please do not wait until the deadline to start the process. 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.**

**1. DO THIS FIRST: Activate\* the [CVCC Application](#) with “Surgical Technology” as the intended major and the appropriate entry term.**

\*Applications are activated by email when an applicant sends an email by the deadline to [admissions@cvcc.edu](mailto:admissions@cvcc.edu) that include a cell phone photo of an applicant's photo ID (driver's license) & a request to activate the application by email. Applicants are responsible reading and understanding Surgical Technology Admissions Packet contents and meeting all requirements by the deadline. Previous CVCC students may email [healthcare@cvcc.edu](mailto:healthcare@cvcc.edu) to inquire about an active program status.

**2. High School Transcript:** Submit an *official* High School/High School Equivalency transcript in a sealed envelope issued by 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. Applicants seeking information on how to request transcripts may visit [How to Request Official Transcripts](#).

**3. College Transcripts:** Submit **ALL** *official* College Transcripts 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.

Applicants are encouraged, but not required at the time of application, to bring official sealed transcripts or unofficial transcripts (for advising purposes.) Plan accordingly as ALL official transcripts must be received by the published deadline for applicants to be considered.

**4. Demonstrate college readiness by appropriate developmental courses, 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
- Qualifying SAT, ACT, Multiple Measures or NCDAP scores within 10 years.

**5. Completed BIO 168** (Anatomy & Physiology 1) with a grade of “C” or higher before the published deadline.

**6. Completed ACA 111** (College Student Success) **or** **ACA 122** (College Transfer Success) with a grade of “C” or higher before the published deadline.

- 7. Required Grade Point Average (GPA).** Applicants must satisfy at least one of the GPA scenarios:
- Recent high school graduates (January 1, 2019 or later) and current high school students must have a designated unweighted GPA of 2.80 or higher.
  - Current or prior CVCC students must have a 2.80 cumulative GPA.
  - Applicants who have attended another regionally accredited college or university and have completed six (6) semester hours of coursework in the CVCC Surgical Technology curriculum may use the cumulative GPA earned at that college or university provided it is a 2.80 or higher. An official transcript is required to verify GPA.

**8. Complete TEAS - Test of Essential Academic Skills**

- TEAS scores are valid for three (3) years and taken between March 31, 2019 through March 31, 2022.
- If applicants take the TEAS at CVCC, TEAS scores are automatically recorded in the applicant's record.
- Applicants who do not take the TEAS at CVCC must request official score reports from ATI (<https://www.atitesting.com/>) to be sent to CVCC before the deadline.
- The TEAS test is given by appointment at CVCC. **Applicants may schedule a test date online through the [Testing Center](#) webpage.** The TEAS exam fee is paid through the CVCC Business Office. The Business Office will provide a receipt of payment. The receipt of payment will be taken to the CVCC Testing Center on the test date. **Testing will not be allowed without the receipt.** Photo ID is required to take the TEAS Exam. Please contact the [Business Office](#) at (828) 327-7000 for additional questions.
- There is no limit placed on the number of times an applicant can take the TEAS exam. The highest score within three (3) years is used. Applicants may test only once per day.
- A TEAS Study Guide is available for purchase in the CVCC bookstore or may be purchased online at <https://www.atitesting.com/>.

**9. Submit the completed MAR Checklist before the deadline.**

- From the student's CVCC email account (activated after applicant sends an email to [admissions@cvcc.edu](mailto:admissions@cvcc.edu) to request activation by email, send a scanned copy or cell phone photo of the completed MAR Checklist to [healthcare@cvcc.edu](mailto:healthcare@cvcc.edu).
- A submitted 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 and received before the published deadline to [healthcare@cvcc.edu](mailto:healthcare@cvcc.edu). **Documents mailed to any other CVCC email address are not considered.**
- Submission of the MAR Checklist is not a guarantee of acceptance into the program.

## COMPETITIVE SELECTION AND RANKING

The following criteria will be used to evaluate and select the best-qualified applicants from those who completed all Minimum Admission Requirements (MAR) by the deadline. Those applicants receiving the highest number of points will be admitted to the program until the class is filled. The number of students accepted each year can vary. The Surgical Technology program plans to accept 20 students.

(a) **Points for completion (with a grade of “C” or higher) of any of the following general education courses:**

<p><b>BIO 168 (Anat &amp; Phys 1)</b> NOTE: BIO 165 &amp; 166 will substitute for BIO 168 &amp; 169. A student must complete <b>both</b> courses in a sequence with a “C” or higher to allow substitution.)</p>	<p><b>BIO 169 (Anat &amp; Phys 2)</b> NOTE: BIO 165 &amp; 166 will substitute for BIO 168 &amp; 169. A student must complete <b>both</b> courses in a sequence with a “C” or higher to allow substitution.)</p>	<p><b>ENG 112 (Writing/Research)</b> OR <b>ENG 113 (Lit Based Research)</b> OR <b>ENG 114 (Prof Research)</b></p>
<p><b>BIO 175 – General Microbiology</b> (or BIO 275 – Microbiology)</p>	<p><b>PSY 150 – General Psychology</b></p>	<p><b>SOC 210 – Intro to Sociology</b></p>
<p><b>ENG 111 – Writing and Inquiry</b></p>	<p><b>HUM 115 - Critical Thinking</b> OR <b>PHI 240 – Intro to Ethics</b> <b>(No substitutions allowed)</b></p>	<p><b>ACA 111 – Student Success</b> OR <b>ACA 122 – Transfer Student Success</b></p>

**NOTE: Only completed courses with grades are awarded points in the competitive admission process. Courses “in progress” do not earn points.**

- (b) **Points for applicant’s cumulative GPA.** The applicant’s unweighted cumulative high school GPA may be used. The applicant must have graduated from high school January 1, 2019 or later. Applicants in their senior year of high school at the time of application will be required to submit a partial high school transcript & the cumulative unweighted GPA at the time of the deadline will be used. Applicants who have graduated from high school within the specified timeframe will use either the unweighted HS GPA or the cumulative GPA at CVCC, whichever is higher. Transfer students bringing in 6 or more transfer credits may use that college’s GPA, CVCC’s GPA, or the unweighted HS GPA. The highest cumulative GPA total will be used. There will not be any GPA combinations. Only the highest single source cumulative GPA will be used.
- (c) **Points will be awarded to applicants with an advanced degree.** Applicants who have attained a BA/BS/MA/MS will be awarded points toward the competitive admission process. Degree must be earned from a regionally accredited institution. Completion of the degree will be verified from official transcripts.
- (d) **Applicants will be awarded points according to their score on the TEAS exam.** There is no limit on the number of times a student takes the TEAS test; however, applicants may test only once per day. Official test scores sent electronically by ATI must be received by the deadline to be considered. Only scores within the last three (3) years (3/31/2019 through 3/31/2022) will be considered and the highest total score will be used.

# Surgical Technology - Technical Standards

The following activities are examples of the kind of activities which a student in the Surgical Technology program will be required to perform in order to successfully complete the program. If an accepted applicant believes that he/she cannot meet one of more of the standards without accommodations or modifications, the applicant should consult the counselor of the program for students with disabilities. Please Note: Examples are not all inclusive.

<b>Critical Thinking</b>	A Surgical Technology student should possess critical thinking ability sufficient for clinical judgment.	Students must be able to bring together and relate the similarities of surgical procedures and situations in order to function on unfamiliar procedures.
<b>Interpersonal Skills</b>	A Surgical Technology student shall possess interpersonal abilities sufficient to interact with surgeons, OR personnel, hospital departmental staff, and patients. These individuals are all experiencing different levels of anxiety within the OR environment in relationship to the position they are holding within the surgical suite. This also includes the ability of the student to handle constructive criticism. Constructive criticism is an ongoing process.	Constructive criticism is expressed in the lab as a teaching tool, in the classroom and in the clinical sites as well. Students shall establish a working rapport with surgeons, anesthesia personnel, other surgical technologists, nurses, and a variety of other departmental specialists as well as patients.
<b>Communication Skills</b>	A Surgical Technology student shall possess communication abilities sufficient for interaction with others in verbal form.	Discuss and ask questions regarding the surgical procedures both pre-operatively and intra-operatively.
<b>Mobility</b>	A Surgical Technology student shall possess physical abilities sufficient to move and maneuver in a small operating room. Students will experience periods of standing in one spot for an extensive amount of time as well as during shorter surgical procedures. Some surgical procedures require sitting for long periods of times as well. A Surgical Technology student will experience lifting surgical instrument trays as well as participating in patient lifting and positioning.	Holding a patient's extremity for 5 to 15 minutes or standing for a surgical procedure that may last several hours. Instrument trays may weigh as much as 27 pounds.
<b>Motor Skills</b>	A Surgical Technology student shall possess gross and fine motor abilities sufficient to provide safe and effective care in the operating room.	Manipulating very fine and delicate instruments and suture as well as the larger more complex orthopedic and neuro equipment.
<b>Hearing</b>	A Surgical Technology student shall possess auditory ability to monitor and assess needs by the surgeon and other sterile operating room team members.	Surgeons and/or staff wear surgical masks during surgical procedures. This limits the ability to hear requests and directions at the surgical field.
<b>Visual</b>	A Surgical Technology student shall possess visual ability and acuity for observation and assessment necessary during a surgical procedure.	Handling fine surgical suture needles safely and efficiently in response to the needs of the surgeon and surgical procedure, being able to visualize and follow the surgical procedure, and working with small supplies and instruments that require calibration.
<b>Tactile</b>	A Surgical Technology student shall possess tactile ability to sufficiently handle all the microscopic supplies, instruments, and equipment.	Implantable items for patients may be very delicate, in combination with sterile surgical gloves, some supplies and instruments require very delicate manipulation.
<b>Stress</b>	Stress in the operating room is very common. Tension runs high many days and it can affect a student's ability to cope with the environment and others in the environment. Stress arises from the difficult development of interpersonal skills within the operating room. Stress is also environmental related (this is a totally different environment than any you have been in; ex: room temperatures, noises, odors, patient conditions, sites, and standing for a long period of time either in an ergonomic or non-ergonomic position).	Students often feel stress in the SUR 111 Lab as well as in the clinicals when they are being watched very closely by the operating room staff or the surgical technology faculty.
<b>Cognitive Abilities</b>	A Surgical Technology student shall possess the ability to be oriented to time, place, and person, organize responsibilities, and make quick appropriate decisions.	Students will need to quickly assess needs for surgical procedures, anticipate surgeon's needs, and act appropriately at all times. Organizational skills when setting up the instrument table and mayo table allows the student to function in a more efficient manner.
<b>Occupational Exposures</b>	A Surgical Technology student is at high risk for exposure to blood and body fluids resulting in exposure to communicable disease, toxic substances, medical preparations, and chemical sterilization practices at all times. Standard precautions are to be practiced at all times.	A student may be assigned to a surgical procedure with a patient that has a known or unknown communicable disease. Ethylene oxide is a means of a lethal chemical sterilization process.

If you have a disability and need accommodations, please contact the Counselor/Students with Disabilities Program at least 72 hours in advance at (828) 327-7000, ext. 4222 or [accommodations@cvcc.edu](mailto:accommodations@cvcc.edu).

## SURGICAL TECHNOLOGY – Estimated Additional Program Costs

These are in addition to CVCC’s tuition, activity fee, accident insurance, books, and class supplies. (Changes in costs may occur without prior notice.)

Malpractice Insurance	\$28.00
Lab Fee (one-time fee – due in Spring)	\$89.30
Set of Scrubs (two recommended)	\$65.00 each
Lab Coat	\$35.00
Vinyl or Leather Shoes	\$75.00 - \$100.00
Clinical Goggles (optional)	\$5.00 - \$50.00 (free from hospital)
Hepatitis Vaccine	\$175.00 (series of three)
Immunization Updates or Titters	\$100.00 - \$200.00
Physical Exam	\$165.00
Eye Exam (with retina check)	\$60.00 - \$100.00
CPR Certification	\$37.00 - \$65.00
TB Test (two-step process is required)	\$56.00
TDap Immunization	\$55.00
Varicella Immunization (times two)	\$230.00
MMR (times two)	\$162.00
Influenza Immunization	\$0 - \$35.00 (optional w/signed declination form)
Criminal Background Check/Drug Screening	\$110.00 (approximate fee)
AST Membership package includes: Membership, certification exam, & exam study guide (Certification exam is now required prior to graduation from CVCC)	\$247.00
Travel Expenses for clinical	Cost varies
Travel Expenses for classes	Cost varies

**Note:**

- These cost estimates are **in addition to** costs any student attending CVCC will incur each semester, such as tuition, activity fees, accident insurance, books, and class supplies such as pens, paper, etc.
- Students applying for graduation will pay diploma fees.
- Estimates for these costs may be found in the CVCC Catalog (<http://www.cvcc.edu>).

The information provided below is for planning purposes only. Admission and curriculum requirements are subject to change without notice. Effective Fall 2020, Surgical Technology is an Associate of Applied Science degree.

The following courses **must be completed** by March 31, 2022:

<b>BIO 168 – Anatomy &amp; Physiology 1</b> with a grade of “C” or higher	
<b>ACA 111 - Student Success or ACA 122 - Transfer Student Success</b> with a grade of “C” or higher	

Applicants are **not required** to complete the following courses before submitting a MAR Checklist, **but these courses are awarded points** in the competitive selection process. These courses, which require a grade of “C” or higher in each course, meet program degree requirements:

<b>BIO 169</b> – Anatomy & Physiology 2 (4 credit hours)	
<b>BIO 175</b> – General Microbiology (3 credit hours)  <i>or</i> <b>BIO 275</b> - Microbiology (4 credit hours)	
<b>ENG 111</b> – Writing and Inquiry (3 credit hours)	
<b>ENG 112 or ENG 113 or ENG 114</b> (3 credit hours)	
<b>HUM 115</b> Critical Thinking <b>or PHI 240</b> Ethics (3 credit hours – no substitution allowed)	
<b>PSY 150</b> – General Psychology (3 credit hours)	
<b>SOC 210</b> – Introduction to Sociology (3 credit hours)	

**Application & Requirements Deadline – March 31, 2022 at 11:59pm EST**

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

It is the student'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 **before** the deadline as directed by the Surgical Technology Admissions packet. CVCC reserves the right to change curriculum and admission requirements without prior notice.

- 1. **DO THIS FIRST:** Activate the [CVCC Application](#) with "Surgical Technology" as the intended major. Previous CVCC students may confirm an active status by emailing [healthcare@cvcc.edu](mailto:healthcare@cvcc.edu).

\*Applications may be activated provided the applicant sends an email to [admissions@cvcc.edu](mailto:admissions@cvcc.edu) that includes a cell phone photo of a photo ID (driver's license) & a request to activate the Application by email. Applicants are responsible for following packet directions and meeting program requirements.

- 2. Submitted official, sealed [High School/High School Equivalency Transcript](#).
- 3. Submitted official, sealed [College Transcripts](#) from EVERY college/university ever attended. 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. Demonstrated college readiness by appropriate developmental courses, college courses, SAT/ACT score, college placement testing, Multiple Measures or RISE placement.
- 5. Completed **BIO 168 (A&P 1)** with a grade of "C" or higher.
- 6. Completed **ACA 111 (or ACA 122)** with a grade of "C" or higher.
- 7. Met **GPA Requirement (2.80)**.
- 8. Completed **TEAS Exam**. Official scores for TEAS taken anywhere *other than CVCC* must be sent to CVCC through [ATI Testing](https://www.atitesting.com/) (<https://www.atitesting.com/>) by the deadline. The TEAS must be taken between 3/31/2019 and 3/31/2022.
- 9. **Submit the completed MAR Checklist before the deadline.** From the student's CVCC email account, send a scanned or cell phone photo of the completed MAR Checklist to [healthcare@cvcc.edu](mailto:healthcare@cvcc.edu). The *entire* document must be legible and readable.