NOTE: Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/source, CastleBranch.com, insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.

Students are not accepted into this program until they receive an official acceptance letter from the Health Sciences Admissions Office. Program acceptance does not guarantee program completion. Preference in admission is given to residents of District 502 who meet the stated minimum acceptance criteria for the program.
Dear Applicant,

Thank you for your interest in the Polysomnography Program at the College of DuPage. This packet contains general information that should promote your understanding of what a Polysomnographer does, the process and requirements for application to the Program and what to expect after successfully completing the Program. The Polysomnography Program is looking for students who are energetic, dedicated, enthusiastic and reliable, and who possess the desire to deliver quality patient care. Students should be adult learners who are able to adapt to a variety of teaching/learning styles. Competent communication skills are required. If you have any questions about the Program after reviewing this packet, please do not hesitate to contact me.

The goals of the Polysomnography Program are to prepare competent entry-level polysomnographic technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Sincerely,

Melissa Henry, BS, RPSGT
Program Director
henrym130@cod.edu
What is a Polysomnographic Technologist?
Polysomnographic technologists perform sleep tests (polysomnograms) to provide the information needed in the medical diagnosis of sleep disorders. The technologist monitors multiple physiologic parameters including brain waves, eye movements, muscle activity, breathing variables and blood oxygen levels during sleep using specialized recording equipment. The technologist interprets the recording as it happens and responds appropriately to emergencies. Technologists provide support services related to the treatment of sleep problems including educating patients in the use of devices prescribed for the treatment of breathing problems during sleep and helping individuals develop good sleep habits. More information about the profession can be found on the Board of Registered Polysomnographic Technologists website.

How do I know if I am accepted into the Program?
After the application deadline, all of the applications will be evaluated and ranked by the Polysomnography Admissions Committee. A cohort of students will be selected for admission and letters notifying the applicants will be sent 6–8 weeks after the application deadline. All applicants will be notified of their status (accepted, alternate list or denied). The admission letter will also include instructions on what classes to register for in the Fall semester for accepted students. If a student who is accepted into the program declines their seat, the alternate list is used to fill the open seats. Students who are not accepted into the program must reapply the following year to be considered for admission.

How much will the program cost?
For in-district residents, approximate cost for tuition, fees, books and other program expenses are outlined below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Refundable College of DuPage Application Fee (for first-time students)</td>
<td>$20</td>
</tr>
<tr>
<td>Non-Refundable Health Sciences Application Processing Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Textbooks (program only)</td>
<td>$200</td>
</tr>
<tr>
<td>Uniform (lab coat &amp; scrubs)</td>
<td>$100</td>
</tr>
<tr>
<td>Health Requirements (see Health Requirement Packet for details)</td>
<td>varies</td>
</tr>
<tr>
<td>Criminal Background Check</td>
<td>$46</td>
</tr>
<tr>
<td>Drug Screen</td>
<td>$32</td>
</tr>
<tr>
<td>Medical Document Manager (through CastleBranch.com)</td>
<td>$35</td>
</tr>
<tr>
<td>Trajecsys Online Clinical Management Tracking System</td>
<td>$50</td>
</tr>
<tr>
<td>TOTAL ESTIMATED ANCILLARY COSTS *(does not include specific health requirements)</td>
<td>$483</td>
</tr>
</tbody>
</table>

TUITION COSTS*
24 semester credit hours at the current tuition rate* for in-district (District 502) residents. Special Residency classifications are also available to applicable students.

* Subject to change without notice; prerequisite costs are not included in total.

What are the program course requirements for the Polysomnography Certificate Program?

<table>
<thead>
<tr>
<th>Fall 2018</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLY 2300</td>
<td>Introduction to Polysomnography</td>
<td>3</td>
</tr>
<tr>
<td>POLY 2301</td>
<td>Polysomnography Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>POLY 2303</td>
<td>Clinical Practice I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1110</td>
<td>Intro to Informatics</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring 2019</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLY 2304</td>
<td>Advanced Polysomnography</td>
<td>3</td>
</tr>
<tr>
<td>POLY 2305</td>
<td>Sleep Study Analysis</td>
<td>3</td>
</tr>
<tr>
<td>POLY 2306</td>
<td>Clinical Practice II</td>
<td>3</td>
</tr>
<tr>
<td>POLY 2307</td>
<td>Polysomnography Board Review</td>
<td>1</td>
</tr>
<tr>
<td>HLTHS 1110</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 24 credit hours
Are there any other requirements I need to complete besides Polysomnography Certificate classes?

Yes. To become eligible to attend clinical training at local hospitals, students are required to provide a statement of health, pass a criminal background check and drug test, secure health insurance. All of these activities must be completed before classes begin in the Fall. Please do not begin these requirements until instructed to do so in your admission letter. Information regarding each category and other College policies are detailed below.

Criminal Background Check Information

All health care workers and student health care workers are required to undergo a criminal background check in order to work in a clinical setting. A student with a positive background check containing disqualifying conditions as defined by Federal and State law will not be allowed to enter the clinical portion of the program. A student with a positive background check containing disqualifying conditions as defined by Illinois State Law (225ILCS46/25) and 77 Ill Adm. Code 955 Section 955.160 will not be allowed to enter the clinical portion of this program, thus preventing the student from obtaining mandated certification and/or licensure.

NOTE: You may have been convicted and not sent to jail. People are often fined or given probation or conditional discharge rather than jail time, but these are still considered convictions. If you are unsure as to whether an arrest resulted in a conviction, contact the county in which you were arrested and speak to a representative in the Circuit Clerk’s office, State’s Attorney’s office or your attorney.

Statement of Health

Once accepted, the health requirements must be completed prior to the first day of class. Please DO NOT complete these requirements until you are instructed to do so. The required requirements include a background check, drug screen, Edward Corporate Health Clearance, and completion of the Medical Document Manager piece provided through CastleBranch.com. Please see the Health Requirements Packet and “Program Participation Documents” link on the Polysomnography website for details. Applicants to any Health Career program at College of DuPage must complete and submit a current College of DuPage physical history and physical examination form completed by a physician. Students with chronic medical problems or physical limitations, such as back or knee problems, must have these conditions specifically addressed on the forms, including any restrictions and current medications the student is required to take for health maintenance. For all students, the physician must indicate whether the student’s health status will allow them to safely pursue the educational objectives of the program to which they have applied and/or have registered.

If applicants do not submit the necessary paperwork, do not obtain the required examinations and vaccinations, and/or are unable to obtain clearance to participate in all the program’s clinical activities, without restrictions and/or precautions, they may be considered ineligible for the program and can be withdrawn from the program courses in which they are registered.

Students must hold Basic Life Support certification by the American Heart Association (AHA) at the Healthcare Provider level that expires after May 2019. (Certification MUST be held through the AHA as others will not be accepted). You will be required to submit proof of this after you are officially accepted into the program.

Mandatory Drug Testing: Policy and Procedures

- Health Career students with direct patient contact must be drug tested annually prior to clinical experience in every program.
- New admissions to Health Career Programs that test positive to the drug screen will be considered ineligible for admissions into the program and will be withdrawn from program classes.
- Continuing Health Career Program students who test positive may not seek readmission to the same program or initiate admission to another program for a minimum of one year.
**Statement on Medical Care and Health Insurance**
Students are responsible for their own medical care and health insurance while in the program. Students must possess health care insurance in order to train at the clinical affiliate. The student is responsible for any costs that may be incurred related to personal injuries he/she may acquire while performing activities at the clinical affiliate. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Please visit the Center for Access and Accommodation website for additional details. Students are required to provide evidence of current health insurance coverage. Please follow specific guidelines as instructed for submitting proof of insurance.

**Statement on Medical Malpractice Insurance**
Malpractice insurance is required and is included in the clinical education tuition costs on an annual basis. That is, the cost of the insurance is included with the tuition costs for POLY 2303. Students must be officially registered and listed on the instructor's class roster to be covered by the malpractice insurance.

**Citizenship/Visa Status**
If you are not a U.S. citizen or a permanent resident of the U.S., and if you have any questions or concerns regarding your eligibility to participate in health sciences programs, please contact the International Student Office, SSC 2225, (630) 942-3328, e-mail: intlstdt@cod.edu. Qualified applicants will be considered out-of-district in the admissions ranking process if they are not a:

- U.S. citizens
- Permanent residents

**Program Admission Preference**
Preference in admission is given to residents of District 502 who meet the stated minimum acceptance criteria for the program. Priority for admissions are a) In-district applicants; b) Out-of-district applicants working full-time in-district (proof of in-district employment will be required each semester); and c) Out-of-district applicants including those students with a joint or chargeback agreement and International students.

**Non-Discrimination Policy**
The College prohibits discrimination in its admissions, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental disability. The College will protect an individual's right to express their viewpoint or opinion, so long as it does not violate State or Federal law and is not detrimental to the College.

This Policy against discrimination applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

Procedures to facilitate the College’s prohibition of discrimination will be promulgated consistent with the Policy. (Board Policy 20-5).
**Student E-mail Policy**
College of DuPage will send all official communications to you through your official COD email (dupage.edu). You will no longer be able to use a preferred email account. You do have the option to forward these communications to a personal email account if you wish.

Check out your COD email to get the message about:
- Official COD communications
- Financial aid communications
- Petition to graduate
- Transfer credit evaluation
- Prerequisite proof Sensitive
- FERPA-related communications
- Transcript order Important messages from instructors

[http://www.cod.edu/academics/email.aspx](http://www.cod.edu/academics/email.aspx)

**Important Notes**
1. **Transportation**: Students are required to have access to reliable transportation in order to attend training at geographically diverse clinical sites. Clinical Affiliates for Hospital Instruction: Adventist LaGrange, Adventist Hinsdale, Adventist Bolingbrook, Merit Sleep Centers, Cardinal Sleep Disorder Centers, and Hines VA Hospital. Sites subject to change.

2. **Rules, regulations and procedures**: Students are expected to comply with the rules, regulations, and procedures of College of DuPage and affiliated clinical training centers. Noncompliance with rules, regulations and procedures is a basis for student dismissal from the Polysomnography training program. See the Health Science Programs [POLICY FOR PROFESSIONAL CONDUCT IN CLASSROOMS, AND AT LABORATORY/CLINICAL SITES](http://www.cod.edu/academics/divisions/health_sciences/pdf/policy_professional_conduct.pdf) here:

3. **Students interested in the program should consult with the Coordinator, Melissa Henry as early as possible.** Early application and advising are highly recommended for any health program with limited enrollment. The program admits students based upon the available clinical seating.

4. The Polysomnography program is looking for students who are energetic, dedicated, enthusiastic and reliable, and who possess the desire to deliver quality patient care. Students should be adult learners who are able to adapt to a variety of teaching/learning styles. Competent communication skills are required.

**ADMISSION RUBRIC**
Students who meet *ALL* the requirements detailed under Program Requirements will be ranked in the following order for admission:

1. In-district residency status
2. Grade in Biology/Anatomy and Physiology
3. Grade in Math
4. GPA of 2.5 in program prerequisite classes
5. Out of district, working full time in district
6. Out of district
Admissions Checklist

NOTE: Admission Committees for all Health Science programs has the right to deny admission to any applicant that they feel is unable to fulfill these essential functions as outlined on http://www.cod.edu/academics/divisions/health_sciences/pdf/essentialfunctions.pdf.

It is the applicant’s responsibility to ensure that all material listed below have been completed and received by the designated office, by 5 pm on June 19, 2018.

____ 1. Attend a mandatory Polysomnography Advising Session. View upcoming session dates and times and please make sure to RSVP for your session to secure your spot using the directions provided. It is required that an applicant attend an advising session within a 12-month period prior to the application deadline. A Photo ID is required for attendance at advising sessions.

____ 2. Complete the College of DuPage General Admissions Application online. There is a non-refundable $20 general admission fee due upon submission. If you have previously submitted the General Admission Application or attended College of DuPage, you can omit this step. This application is for general admissions to College of DuPage only; it is not an application to the Polysomnography program.

____ 3. To ensure that all of your eligible credits are evaluated towards the admission requirements turn in ALL official Transcripts from any schools that you have attended including High School. Please follow the steps listed below:

   Submit your official transcript(s). Contact your previous institution(s) to order an official copy of your transcript to be sent to the College of DuPage, Office of Student Records, 425 Fawell Blvd, SRC 2150, Glen Ellyn, IL 60137-6599. If College of DuPage is the only institution you have attended you do not need to request official transcripts. Verify receipt of your transcript(s). Login to your myACCESS account, click on ‘myACCESS for Students’, then select ‘My Profile’. The receipt status of your transcript will be listed under ‘Transcript Institutions’. NOTE: If you have an international transcript from high school or college, it must be evaluated by EDUCATIONAL CREDENTIAL EVALUATORS, Inc. Forms may be obtained from www.ece.org.

____ 4. Please have your 7-digit Student ID # ready and complete the online Health Sciences Application. Select Polysomnography when asked “which Health Sciences program are you applying to?” and Fall 2018 as your “anticipated entry term”.

   NOTE: You can only submit the application online and must pay a $50 non-refundable application fee by credit card. If you do not have a credit card, you can purchase a prepaid credit card from your local retailer. Be sure you have selected the correct entry term and program. Once your term is selected and application submitted, you may not change this without submitting a new application and paying another $50 non-refundable application fee. If you previously applied to the Polysomnography program, you will need to complete this step again and pay another $50 non-refundable fee to be considered for this admissions cycle.

____ 5. Complete the College of DuPage Residency Verification form and provide 2 proofs of residency to the Office of Student Registration Services, Student Services Center (SSC) Room 2221 by the program application deadline date. Note: If this residency requirement has not been submitted to Registration by the program application deadline date, you will not be considered for admission.

   Please note: Separate Residency Verification Forms must be submitted for each program application.

____ 6. Complete the College of DuPage Polysomnography Written Essay Questions (Page 9). The essay questions must be typed and e-mailed to hsadmissions@cod.edu or turn in to the Office of Admissions & Outreach, SSC 2207. Please be sure to include your full name, student ID number and Polysomnography in the letter.

____ 7. GPA greater than 2.5 in program prerequisite classes of English, Math, Science and Social/Behavior Sciences.
Demonstrate competence in English. Competence can be demonstrated by:

a) Completing 3 credit hours of college English by taking ENGLISH 1101 or SPEECH 1100 (or equivalent), earning a grade of “C” or better.

OR

b) Complete the college’s placement tests in Reading and Writing and score in Category One.

Placement taken prior to April 2016
You must complete the COMPASS Reading and Writing placement test and score Category One on both.

Placement test taken after April 2016:
You must complete the ACCUPLACER placement tests. You must complete the ACCUPLACER Reading Comprehension and ACCUPLACER Writing Sentence Skills and score Category One on both.

For ESL students:

Placement test taken prior to April 2016:
You must complete the ESL COMPASS Reading and Writing placement test and score Category One on both. Students will also need to complete the ESL ACCUPLACER Listening test and score 102 or higher.

Placement test taken after April 2016:
You must achieve a score of 102 or higher on each of the following in order to be eligible for admission:
ESL ACCUPLACER Reading Skills
ESL ACCUPLACER Sentence Meaning
ESL ACCUPLACER Language Use
ESL ACCUPLACER Listening

Completion of a college level Math course (must be MATH 1102 or higher).

Course must be 3 semester hours; minimum grade of “B” taken after 6/12/10. NOTE: If the Math class was taken prior to 6/19/10, you must complete a proctored ALEKS Math Placement test by the application deadline date. You MUST score > 30 on a proctored ALEKS Placement test. However, your score from your original Math course will be used for the merit evaluation ranking.

If taken prior to April 2016, you must score > 45 on the COMPASS Algebra placement test

Completion of a college level course in Science.

Course must be Biology (excluding BIO 1110) or Anatomy and Physiology that had a lab component and where you earned at least 4 semester credit hours with a minimum grade of “B”. Course must have been taken after 6/19/10.

Complete 3 credit hours of college credit in social or behavioral sciences earning a grade of “C” or better.

“All application documents delivered to the College of DuPage pertaining to a health sciences admissions file become the property of the College of DuPage and will not be returned to applicants. This includes but is not limited to transcripts, letters of recommendation, clinical evaluation forms or outside test reports.”

Requests for admission are not automatically carried over to the following cycle. Applicants who were not accepted for the cycle in which they originally applied are asked to pay the $50 non-refundable Health Science application fee and submit any/all supporting documents as listed on the Admissions Checklist of the Application Packet requirements (if applicable).
College of DuPage
Polysomnography Program Essay
Questions

Essay questions must be typed. There is no length requirement. Please answer each question fully and to the best of your ability:

(1) Why are you interested in Polysomnography as a profession and what experiences have led you to this interest?

(2) Presuming there was only one open admission spot remaining for the Polysomnography program, why should the College of DuPage choose to accept your application and not that of another student?