



# Wallace State Community College (WSCC) – Hanceville

## Instructions for Completing Online Health Application for:

### 2019 Polysomnography Program

Application Link will be open for submissions from: **March 1 thru June 1 for Fall Entry**

## Application Steps:

### 1. Apply to WSCC ADMISSIONS (If you are currently attending WSCC skip to Step 2)

#### Applicant must meet the following admission criteria:

- Apply to WSCC Admissions 6-8 weeks prior to program deadline.  
Must meet all general admissions requirement and be unconditionally admitted to the college. Student must be in good standing with the college.
- Submit to WSCC Admissions 1 month prior to program deadline, Official college transcripts from each college previously attended
- Submit to WSCC Admissions 1 month prior to program deadline, highest official ACT composite score (see program requirements)
- If seeking Financial Aid, complete FAFSA application (fafsa.gov), School Code: 007871 by June 1.

**NOTE: It is the responsibility of each applicant to ensure that all information is on file in Admissions prior to application deadline.**

### 2. Meet Polysomnography Requirements

#### Applicant must meet the following requirements:

- Minimum cumulative GPA of 2.0 or higher in college courses. Minimum cumulative high school GPA of 2.0 or higher for students without prior college courses. (Applicants must have a GPA to be considered.)
- Minimum of 17 ACT composite score (National or Residual)
- Copy of the **American Heart Association BLS for Healthcare Providers** CPR certification.

The polysomnography program at Wallace State Community College is currently accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 (727) 210-2350 <http://www.caahep.org/>, Committee on Accreditation for Polysomnographic Technologist Education (COAPSG) 1711 Frank Avenue New Bern, NC 28560 (252) 626-3238 <http://www.coapsg.org/>.

### 3. Program Application Information

**All information must be uploaded to your online application to be complete. Information will NOT be accepted via fax or email.** Any missing documentation may result in your application being declined. Please check email periodically for application notifications. Applications must be submitted online with all required documentation uploaded by the deadline date listed above.

Information will not be released from the application. Applicants will be notified by mail of acceptance or non-acceptance to the health program by July 1<sup>st</sup>. No information regarding individual admission status will be given via telephone; **do not call** Admissions or the program to obtain status. Accepted students are required to submit to drug screenings and background checks, as well as attend a mandatory program orientation. Drug Testing Policy and Background Check Policy are available for viewing online at [www.wallacestate.edu](http://www.wallacestate.edu).

**You will have one opportunity to open the online application link and complete from your computer. Completion of the online application may take 30 minutes, dependent on your preparation. All required documents must be correctly named and ready to upload from your computer prior to opening the link.**

[www.wallacestate.edu](http://www.wallacestate.edu).

### 4. Required Documents

#### Specific information that you will need before starting your online application:

- Student must have a valid WSCC Student ID that begins with "W".
- Print most current unofficial transcript from **each college** previously attended. College name must be on each transcript. WSCC Admissions office CANNOT print transcripts from other colleges. If no previous college, high school transcripts are required.
- A minimum of 17 ACT score composite score (National or Residual) is required for admission consideration. (Scores printed from Degree Works will be accepted for Wallace State Hanceville students)
- Copy of front and back active/current AHA approved CPR certificate for **BLS Healthcare Provider**. (Online CPR certifications will not be accepted.) Certification must be valid through your expected graduation date.

When all documents above are gathered proceed to next step.

*It is the policy of Wallace State Community College, a postsecondary institution under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, sex, religion, national origin, disability, age, or sexual orientation be excluded from participation in, be denied benefit of, or be subjected to discrimination under any program, activity or employment. The College will not retaliate against any person because they have engaged in a protected activity opposing the College or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing alleging discrimination on a basis specified above.*

## 5. Document Preparation

All documents must be named as directed below and uploaded to the online application. Document format must be PDF or JPEG with 16 MB limit. **Any missing documentation may result in your application being declined.** All documents must be legible to be valid. All pages of document (even blank pages, full set of page numbers) must be uploaded to be complete. If you do not know how to scan to PDF see suggested instructions below.

### Scanning to PDF can be accomplished either by:

1. Use a copier machine to scan documents as PDF to a jump drive. You may bring documents and jump drive to the WSCC breakroom in the Tom Bevill Health Building. Free self-service. Place jump drive in slot, place documents on copier, select scan, press button. From jump drive **send documents to computer, rename as directed below and upload to online application as directed.**



2. Download the **Free Cam Scanner App to your smart phone.** Set up Free Basic Account. For details go to <https://www.camscanner.com/>

#### For each document file:

1. Lay document on flat surface
2. Open CS App, Tap Camera and slide selection to either Single or Batch (multiple) pages. Example -if transcript is 3 pages (batch in one file). All pages of document (even blank pages) must be uploaded to be complete. Maximum of 10 pages allowed per batch.
3. Hold phone directly over document
4. Take a Picture of document by tapping camera button, edit any changes, tap ✓ (lower right)
5. Select picture brightness, tap ✓ (lower right) when complete
6. Select either Email or more <sup>ooo</sup> (lower right), Select Email to myself.
7. Select files to send. Add email address. Tap Send (top right)
8. **Open files from computer, rename as directed below and upload to online application directed.**



## 6. Naming Documents

Name required documents as directed below.

### Transcripts -

First college attended, **Save file as – PSG your FULL NAME 1 college name.** If no college attended, High School transcripts are required.

Second college attended, **Save file as – PSG your FULL NAME 2 college name**

Third college attended, **Save file as – PSG your FULL NAME 3 college name**

Other colleges attended, **Save file as – PSG your FULL NAME 4 college name**

### ACT minimum of 17 composite, **Save file as – PSG your FULL NAME Act**

### BLS CPR Certification, front and back, **Save file as – PSG your FULL NAME CPR**

All required documents must be named as directed above and ready to attach from your computer prior to opening the link.

**NOTE: The online application must include all information listed above at the time it is submitted to the program.**

## 7. Online Program Application Instructions

**For the best results, please do not attempt to complete your application until you have fully read and understand all instructions. Once you start the application, you must finish it in one sitting. You will have one opportunity to open the link and complete the application from your computer. Completion of the online application may take 30 minutes, dependent on your preparation.** Any missing documentation may result in your application being declined. All required documents must be ready to attach **from your computer** prior to opening the link.

**Once the above information is gathered, completed, and documents named as above, continue to the online application:**

**<https://www.surveymonkey.com/r/WSCCPSG2019>**

When prompted, Click **Choose File** and upload file **from your computer**. You can click **Remove File** to clear your response or **Replace File** to change the file. Print completed online application for your records. A confirmation of application submission will not be given.

Please check email periodically for application notifications.

## 8. Selection

Meeting the minimum requirements for admission does not guarantee acceptance into the program. You will be notified by mail of your acceptance or non-acceptance to the health program by July 1<sup>st</sup>.

**I understand that meeting minimal requirements does not in itself guarantee admission to the program. I acknowledge that I have reviewed and agree to the WSCC Health Division Background Policy and WSCC Health Division Drug Screening. I acknowledge that this information presented is truthful and accurate. Violation is subject to disciplinary action through Wallace State Community College.**