Cardiovascular Monitor Technician

An official High School Transcript or GED must be received <mark>**prior to the first business day of class starting.**</mark>
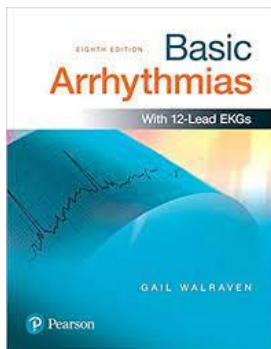
- o Official transcripts must be received directly from the institution to be considered official transcripts can be sent to one of the following ways:
    - o <u>Hand carried</u>: Tony Rand Student Center (TRSC) Room #2- In a sealed envelope from the issuing institution.
    - o <u>Mailed</u>: Fayetteville Technical Community College Evaluation Office, P.O. Box 35236, 2220 Hull Road, Fayetteville, NC 28303
    - o <u>Electronic Transfer</u> by E-Script: evaltranscripts@faytechcc.edu.

<mark>Students who fail not to provide the official transcript by this deadline will be dropped from the course.</mark>

- ➢ If the student does not have the unofficial transcript at the time of registration, they will be allowed to register but will have <u>3</u> business days from the date they register to provide the unofficial copy.
- ➢ **If not received by the 3rd business day, the student will be dropped from the course**.
- ➢ International transcript **must be professional translated and evaluated by one of the credentialing agencies**. (If needed, please send an email to healthprograms@faytechcc.edu.)

Students must attend the **1st day of class**. Failure to attend by the **2nd day of class** will result in automatic withdrawal from the program. Students must also attend the **LAST DAY OF CLASS**.

- o **Most health programs use online components such as Blackboard, therefore, laptops are strongly recommended.**
- o Tuition Fee: $180. Register at the Tony Rand Student Center, 2220 Hull Rd., Room 2.
- o **Uniform:** Students are required to wear scrubs on the first day of class and duration of the course: (Black tops and bottoms) with white or black socks and black leather sneaker type shoes.
- o **Textbook:** <mark>RECOMMENDED, NOT REQUIRED</mark>: Basic Arrhythmias, 8th Edition (Textbook ISBN: 978-0-13-438099-5 ~ $132.00, $141.24 including tax). *Prices* included are for the FTCC Bookstore. (Pricing is subject to change without notice, please verify with resource for accuracy.)

Questions or concerns contact us at healthprograms@faytechcc.edu or 910-486-3923 or 910-678-1084

- Photocopies of the following documents submitted to Instructor **1st day of class**:
  - Picture ID - **GOVERNMENT ISSUED**
  - **Recommend, not Required -** CPR card (American Heart Association's Healthcare Provider) offered at FTCC $70-5-hour-class. (Price is subject to change without notice)

*COVID vaccine may be required in the hospital setting

Non-compliance with ANY deadline listed above can result in dismissal from the program.

Upon successful completion of this program, the student should be prepared to take the National Certification Exam at an additional fee.

REFUND POLICY: If you withdraw prior to the **1st day of class** you may be eligible for a 100% refund. If you withdraw on or after the **1st day of class**, you may be eligible for a 75% refund of the registration fee if requested prior to the 10% date. After the 10% date there are no refunds given. *Once the class begins*, it is **your responsibility** to request a refund. A drop/refund or drop/add requests are to be sent electronically to: healthprograms@faytechcc.edu. NOTE: Your refund will take 2-3 weeks to be processed.

I have read the above requirements and understand each requirement must be fulfilled to continue in the Cardiovascular Monitor Technician program. No exceptions are made to these requirements. I am aware if fail to meet the requirements, I will be dismissed from the program. **Questions or concerns contact us at healthprograms@faytechcc.edu** or 910-486-3923 or Dean of Health Programs 910-678-1084

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