

Hi Students:

The following advising information is provided here to help guide you as you work to establish how the courses you have completed will meet application and program requirements. This information is subject to change and does not substitute for the information provided in the Dental Assisting Application Information and forms packet.

All students will need to submit official sealed transcripts to Lane Enrollment Services office by the posted deadline date. Please review the Lane Application and Forms Packet for the year that you are applying. It is recommended that you bring unofficial copies of your transcripts for assistance with advising.

Courses completed during Winter term or before can be used for application points. The Application deadline is near the end of March. Courses completed Spring term or later may be used to meet program requirements but will not be used for points in the application. Transcripts, course substitution forms and equivalencies must be submitted by the posted deadline dates to Lane as directed in the application. It is wise to keep copies of these documents.

Courses (or qualifying equivalent courses) eligible for application points and required by Fall entry include: MTH 0052 or higher, a Human Relations course, WR 115 or WR 121, and CIS 101 or CS 120. See program advising sheet for specifics.

Additional program requirements (or equivalents) if completed by date of application will help you to be more competitive: HO 100, EL 115 H , DA 103 and DA 110

Work experience in a Dental office and/or Prior College Degrees may also be eligible for additional application points. Please refer to advising guide and application for more information.

Please review this information thoroughly first. Then if you have questions please email them to DAProgram@lanecc.edu

Steps to determine how your courses may be used to meet program and application requirements at Lane:

Please use the Course Equivalency Transfer Tool (CETT) <http://www.lanecc.edu/es/transferringcredits.html>. The link to this tool is also provided on the Moodle Class website. Courses that appear on this Tool show how courses from another institution have previously been

accepted at Lane. Please review carefully the "General Information for Transferring Credits."

Course equivalency – This can be obtained after a designated instructor or department representative has determined that the course you completed has enough content overlap that it meets criteria to be considered "equivalent." Once these equivalencies have been reviewed by a Lane Degree Evaluator they are added to the CETT.

Course substitution – This can be obtained after a designated instructor or department representative determines that your course meets the content requirement to fulfill the program requirements for Dental Assisting. These may or may not appear on the CETT.

The steps needed for each type of program requirement are provided below:

Math Course:

MTH 052 Math for Introductory Physical Science or higher. Courses considered equivalent to or higher may be used to meet this requirement. If it has been a long period of time since you have completed a math course it may be in your best interest to consider taking MTH 052.

This meets a program and application requirement. If your course appears on the Lane Transfer Tool (CETT) as equivalent to or higher than MTH 052 by Lane's course numbering then no further steps are needed. If your course(s) do not appear in this tool then you will need to go to the Math department in building 16 with a course syllabus to request a course equivalency or substitution. Courses numbered 1xx – do meet the requirement and no further steps are needed.

Dental Assisting Courses:

1. DA 103 Dentistry Law and Ethics

This course is typically offered during the Spring or Summer terms. It meets a program requirement if the course is passed with a grade of 75% or better. Instructor consent is required for Spring term enrollment. This course is eligible for application points. If your course appears on the Lane Transfer Tool as equivalent then no further steps are needed. If your course does not appear in this tool then you will need to email DAProgram@lanecc.edu for further assistance. You will need to present to the program coordinator a syllabus from where you completed the course.

2. DA 110 Health Sciences

This course is typically offered during Fall and Summer terms. Fall term enrollment will require instructor consent. It meets a program requirement if the course is passed with a grade of 75% or better. This course is eligible for application points. If your course appears on the Lane Transfer Tool as equivalent then no further steps are needed. If your course does not appear in this tool then you will need to email DAProgram@lanecc.edu for further assistance. You will need to present to the program coordinator a syllabus from where you completed the course.

BI 231 and BI 232 – Anatomy and Physiology terms 1 and 2.

These two courses can be used in place of DA 110 to meet a program requirement with grades of C- or better. These courses will be eligible for application points. If your courses appear on the Lane Transfer Tool as equivalent then no further steps are needed. Courses must be completed Fall term 2005 or prior. If your courses do not appear on the Lane Transfer Tool then you will need to provide copies of your course syllabi to the Science department. They are located in building 16. You will then be referred to an instructor who will be able to determine if they can complete course substitutions or equivalencies for work previously completed.

English Composition course:

1. **Choose one: WR 115** Introduction to College Writing (4 credits) or **WR 121** Introduction to Academic Writing (4 credits). The writing course must be graded C- or better to be eligible for application points and to meet the DA Program requirement. If your courses appear on the CETT as equivalent to WR 115 or WR 121 no further steps are needed. It is important to check this tool as some courses may be numbered the same but do not actually transfer to Lane as the same number.
2. Prior course work – If your courses do not appear on the CETT you will need to take syllabi to the Language, Literature and Communication department to determine if they meet criteria for a course equivalency or substitution. They are located in the Center building on the fourth floor. You will be referred to a designated instructor.
3. If you have completed a Bachelor's degree – and have not taken the specific writing courses listed – please review the Application Information and Forms packet for the year that you are applying to determine how your course work can be used for the application points.
4. If you have a Bachelor's degree from an institution outside of the US your writing courses are not waived. You are required to complete Writing 115 or WR 121 to meet application point criteria and the DA program writing

requirement. The only exception to this is if you granted a course substitution that is approved by a designated writing instructor, a degree evaluator and the program coordinator.

Human Relations Course:

Choose one Human Relations course as listed in the Fall 11/12 Catalog page 49. See list bottom right hand corner. Selected course (or equivalent) must be graded C- or better to meet program and application point criteria. If you have completed a course that does not appear in the CETT then you will need to email DAProgram@lanecc.edu for instructions to complete your next step. You will need to present a syllabus to a Human Relations instructor. He or she will determine if your course is eligible for a course equivalency or substitution.

Computer Course:

Choose one: CIS 101 Computer Fundamentals or CS 120 Concepts of Computing: Information Processing. Selected course (or equivalent) must be graded C- or better to meet program and application point criteria. If you have completed a course that does not appear in the CETT then you will need to contact the Computer Information Technology department in building 19. You will need to present a course syllabus and you will be referred to an instructor to determine if your course is eligible for a course equivalency or substitution.

Medical Terminology Course:

HO 100 at Lane meets this requirement. Selected course (or equivalent) must be graded C- or better to meet the application point criteria. If you have completed a course that does not appear in the CETT then you will need to contact the Health Professions department in Building 30. You will need to present a syllabus to departmental instructor to determine if your course is eligible for a course equivalency or substitution.

Effective Learning for Health Science Majors:

EL 115H at Lane meets this requirement. Selected course (or equivalent) must be graded C- or better to meet the application point criteria. If you have completed a course that does not appear in the CETT then you will need to contact the Academic Learning Skills Department in the Center Building. You will need to present a syllabus to departmental instructor to determine if your course is eligible for a course equivalency or substitution.