



DENTAL ASSISTING FALL 2014 Application Information Packet

There is a \$35 fee to apply for this program.

You must complete all steps to be considered.

1. APPLICATION INFORMATION

All of the information necessary to make a successful application to the DA Program is included in the following pages. It is your responsibility to be aware of program entrance and degree completion requirements.

For Counseling and Advising assistance in meeting program or application requirements, please go to Counseling and Advising in Building 1, Room 103 or e-mail DAprogram@lanecc.edu.

An Academic Advising Resource is available to all students. To access this go to www.lanecc.edu choose "Moodle." Select "Academic Advising" and then choose "Academic Advising Resources – Dental Assisting." The following information is intended for program entrance only and does not include information on courses required for degree completion. These can be found in the catalog listing for Dental Assisting.

2. APPLICATION PROCESS & DATES

2A. Selection Criteria.

A maximum of 30 students can be accepted to the program, the number of accepted students is based on available spots and subject to change year to year. Program admission *is based on a point allocation system*. Date of submission has no bearing on applicant ranking. Course or degree completion is not a requirement to apply, but will be used to prioritize applicants. In addition, there will be designated alternates. An alternate is allowed to enter the program if an admitted student declines. Remaining alternates are given admission priority the following year.

To be considered an applicant to the program you MUST meet all application requirements.

2B. Important Dates:

March 17, 2014 at 12:15 a.m.*	First Application Period opens
April 17, 2014 at 4:00 p.m.*	First Application Period closes
May 8, 2014	First Application Notification: Program status announced
May 19, 2014 at 12:15 a.m.*	Second Application Period opens (<i>if needed</i>)
May 21, 2014 at 4:00 p.m.*	Second Application Period closes (<i>if needed</i>)
May 29, 2014	Second Application Notification: Program status announced
June 5, 2014 at 2:30-4:30 p.m.	Mandatory Orientation: Attendance required if accepted or alternate status

*Program On-line Application and Payment admission system opens approximately 12:15 a.m. and closes approximately 11:45 p.m. each day. You must submit your Online Program Admission Application and Payment and other application documents before the deadline on the application close date.

3. APPLICATION REQUIREMENTS

To apply to this program, you must complete and submit all of the following by the application close date listed above. Details of requirements are provided in the following sections.

- Be admitted to Lane Community College as a college-credit student with an assigned L number.
- Be an Oregon resident by date of application according to **Residency** requirements
- Submit Non-Lane Official Transcripts, if needed, to **Enrollment Services**
- Submit Forms 1 and 2, and supporting documentation as required.
- Complete the Online Program Admissions Application and Payment process.

4. PROGRAM NOTIFICATION

Notification of your application status will be communicated to you in an e-mail sent to the e-mail address submitted in your Program Online Application and Payment and/or in the shown in Personal Announcements section of your myLane portal by the date listed in the *Important Dates* section.

4. APPLICATION WORKSHEET & REQUIRED STEPS

Use this check list to make sure you complete all requirements.

You must complete all steps and submit all documentation by the close date listed above.

Keep this check list as a reference.

_____ **1. E-mail Account.** You will need to obtain and maintain an e-mail address if you do not already have one. Lane's Enrollment Services and Health Professions Application Center use this e-mail address to send information.

It is **your responsibility** to set your "spam filter" system to accept mail addresses containing @lanecc.edu . Do this even if you are currently receiving e-mails from Lane. We cannot be responsible for notices which are not received due to spam or junk mail handling.

_____ **2. Admission to Lane as a credit student.** If you are not currently a credit Lane student, complete Lane's college admission process and obtain a student "L" number at <http://www.lanecc.edu/es/admissions.html>. Make sure to complete all "**Steps to Enroll in Credit Classes**" including testing if needed.

_____ **3. Advising.** Meet with a Health Professions counselor or advisor. See **Section 1, Program Counseling & Advising**.

_____ **4. Oregon Resident.** You must be a current resident of Oregon to apply. Verify your current Oregon address in *myLane* (Homepage, Personal Information channel).

_____ **5. Submit Non-Lane Official Transcripts to Enrollment Services.** All courses used for points must be recorded on your transcript prior to application close date.

- **Do not** submit transcripts from Lane Community College to Enrollment Services or the HP Application Center.
- **Sealed, official**, transcripts from schools other than Lane must be **received** by application close date. Transcripts may be submitted prior to application open date.
Lane Enrollment Services, ATTN: HP Transcript
4000 East 30th Ave., Eugene, OR 97405
- **For schools other than Lane, submit UNOFFICAL transcripts** (web or photocopy) with your application point sheet.
- Transcripts received at the Health Professions Application Center will **NOT** be forwarded to Enrollment Services.

6. Request Course Equivalency Evaluation (if needed).

Courses taken at other colleges may be eligible for use in the application process. Use the following steps and make sure to consult with a program advisor/counselor.

DO NOT DELAY. It is ***your responsibility*** to initiate the process early and make sure it has been completed by the application deadline. Remember to allow time for college closures and there may be limited faculty available to assist with your request during college breaks including Summer term.

IMPORTANT. Equivalencies must meet both Core Program and AAS degree requirements. See program advisor for program requirements.

1. For colleges other than Lane, submit an official, sealed transcript to Enrollment Services. College transcripts received by Lane's Enrollment Services may be verified in *myLane*.
2. Go to the Enrollment Services website <http://www.lanecc.edu/es/transferringcredits.html>.
3. Review "General Information for Transferring Credits."
4. Select "Look up Transferable Credits" to check on transferrable classes. *If your course(s) are listed with a Lane subject, course number and title, no further action is needed.*
5. If the college/course is not listed:
 - Contact the Lane department or division which teaches the course and request a course equivalency evaluation.
 - Submit a syllabus of the course completed with your request for course equivalency.
 - Inform the department of the application deadline.
 - *Make sure the department/division e-mails a copy of the approval to you to include with your application.*

Course equivalencies must be approved and received by the correct department or division and forwarded to Enrollment Services by the application deadline to be eligible for points.

7. **Complete Form 2 Point Petition Sheet.** Only courses that appear in your Lane education record or in submitted official transcripts can be used to meet application course point requirements. Course completion is not an application requirement for applying to the program; however, points will be used to prioritize applicants.

8. **High School or GED diploma.** Be on track to complete one of these prior to the Fall entry to the program. Attach proof of high school or GED diploma (scanned) with your application point sheet **or** submit proof prior to the Fall entrance to the program.

9. **Make a Personal Copy of Application Documents** for your files. Your documents will not be returned to you.

10. **Submit the Application Packet via email to the HPApplicationCenter@lanecc.edu**

- ☐ Fillable PDF of Forms 1 & 2, Conditions for Application and Point Petition Sheet
- ☐ Scanned copy of High School Diploma or GED
- ☐ Attach unofficial college transcript(s) if you attended schools other than Lane.

11. **Complete the DA Program Online Program Admissions Application and Payment.** You will be charged a **\$35 non-refundable application fee.**

Before you begin the Program On-line Application and Payment

- ☐ You must have a student "L" number to complete this process.
- ☐ You must have an e-mail address to complete this process.
- ☐ You must have a Visa or Mastercard card to pay the application fee.

Use the 2014-2015 Health Professions Online Program Admissions Application and Payment Instructions to complete this process.

6. FALL PROGRAM ENROLLMENT REQUIREMENTS

If accepted or considered an alternate to the program, you must complete the following. **Failure to do so will result in forfeiture of program eligibility.** See catalog program listing for academic and course prerequisite requirements.

- **Attend the Mandatory Orientation for Accepted and Alternate Students.** *Both accepted and alternate students must attend the orientation session to be eligible for the program.* - see *Section 2B Important Dates* section above. Location will be announced in the notification announcement.
- **Course Requirements.** The following courses must be completed **before Fall term 2014.**
 - ☐ **MTH 052** or higher with a **letter grade of C or higher.**
 - ☐ **DA Catalog Pg 97 Human Relations Requirement** with a **letter grade of C or higher.**
 - ☐ **WR 115** or **WR 121** or **WR 122** or **WR 123** with a **letter grade of C or higher.**
 - ☐ **CIS 101** or **CS 120** with a **letter grade of C or higher.**
 - ☐ **High School or GED Diploma Completion.**
- **Documentation of program and/or clinical requirements (to be paid by student) which will include the following. In addition, accepted applicants must attend the Documentation Day** (date to be announced in letter of acceptance).
 - ☐ Physical Examination and Immunization
 - ☐ American Heart Association CPR for Health Professionals
 - ☐ Eye Examination by an optometrist or ophthalmologist
 - ☐ Proof of health insurance coverage
 - ☐ Background Check may be required for national testing

Specifics will be included in program notification and discussed at the Mandatory Orientation. All forms and necessary materials will be sent by e-mail or **myLane** to you after you have indicated your program acceptance.

AMERICANS WITH DISABILITIES ACT

To request assistance or accommodations related to disability, contact Disability Resources at (541) 463-5150 (voice), 711 (TTY), disabilityresources@lanecc.edu (e-mail), or stop by Building 1, Room 218.