DENTAL ASSISTING
FALL 2015
Application Information

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

You must complete all steps to be considered.

1. PROGRAM COUNSELING & ADVISING

All of the information necessary to make a successful application to the Dental Assisting 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 "Dental Assisting (Alvarado)"

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 Lane Community College site's 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*. To be considered an applicant for the program, you must complete the entire application process as required below. 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 16, 2015 at 12:15 a.m.*	**First Application Period opens**
April 16, 2015 at 4:00 p.m.*	**First Application Period closes**
May 7, 2015	**First Application Notification:** Program status announced
May 18, 2015 at 12:15 a.m.*	**Second Application Period opens** (*if needed*)
May 20, 2015 at 4:00 p.m.*	**Second Application Period closes** (*if needed*)
May 28, 2015	**Second Application Notification:** Program status announced
June 4, 2015 from 2:30-4:30 p.m.	**Mandatory Orientation:** Attendance required if accepted or alternate status

*Program Online 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. Staff is not available after 5pm, weekends, or holidays to answer questions regarding application issues. Please keep this in mind in case of last minute questions or problems with the system.

3. PREPARING TO APPLY- APPLICATION REQUIREMENTS

Use this check list to complete all steps in the order provided.

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

Keep this check list as a reference.

You must meet the following criteria to have a complete application process and be considered for the program. Review the following steps carefully.

_____ **1. Email Account.** You will need to obtain and maintain an email address if you do not already have one. Lane's Enrollment Services and Health Professions Application Center use this email address to send information. It is your responsibility to set your "spam filter" system to accept mail addresses containing @lanecc.edu

_____ **2. Admission to Lane as a credit student.** If you are not currently a Lane credit student, complete Lane's college admission process and obtain a student "L" number at http://www.lanecc.edu/esfs/admissions. 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 Official Non-Lane Transcripts to Enrollment Services (if applicable)**. All courses used as prerequisites must be recorded on your official transcript and received by Lane Enrollment Services prior to application close date.

_____ **6. Request Course Equivalency Evaluation (if needed).** Courses taken at other colleges may be eligible for use in the application process. It is your responsibility to initiate the process early and make sure it has been completed by the application deadline. Go to the Enrollment Services website http://www.lanecc.edu/esfs/general-information-transferring-credits

_____ **7. Complete Form 2: Application Point Petition Sheet.** Complete all application course requirements as described on Form 2 - Point Petition sheet. Only courses which have been completed and transcripted may be used for points. **Points will NOT be awarded if you do not complete the Points Petition Sheet.**

_____ **8. High School or GED Diploma**. Complete one of these prior to Fall entry to the program. Attach proof of high school or GED diploma (scanned) with you application point sheet or submit proof before or at the scheduled Documentation Day in August, 2015.

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

4. FALL 2015 ENROLLMENT ACADEMIC REQUIREMENTS

If accepted to the program, you must complete the following **Enrollment Academic Requirements by the end of Summer 2015: courses included in The Basic Healthcare Certificate and 1 Human Relations course from the DA approved list.**

o **MTH 052** or higher **(4 CR)**, <u>letter</u> grade of **C** or better
o **WR 121** or **WR 122** or **WR 123 (4 CR)**, <u>letter</u> grade of **C** or better
o **CIS 101 (3 CR)** or **CS 120 (4 CR)**, <u>letter</u> grade of **C** or better
o **DA Catalog (Pg 101) Human Relations Requirement**, <u>letter</u> grade of **C** or better
o **HO 100 (3 CR)**
o **HO 110 (4 CR)**
o **HO 150 (3 CR)****
o **HO 152 (3 CR)****

**(A combination of BI 231 (4 CR), BI 232 (4 CR), and BI 233(4 CR) can be substituted for the HO 150 and HO 152 combination. DA 110 will be accepted as a substitute for the HO combination for the 2015-2016 academic year only.)

5. FALL PROGRAM ENROLLMENT REQUIREMENTS

If accepted or awarded alternate status to the program, you must complete the following. **Failure to do so will result in forfeiture of program eligibility.**

- **Attend the Mandatory Program 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.

- **Documentation of program and/or clinical requirements (to be paid by student)**. Specifics will be included in program notification and discussed at the Mandatory Orientation. All forms and necessary materials will be sent by email to you after you have indicated your program acceptance.

6. APPLICATION SUBMISSION CHECKLIST

Submit the Application Packet to HPApplicationCenter via email.

☐ Form 1 Conditions for Application (fillable PDF)
☐ Form 2 Point Petition Sheet (fillable PDF)
☐ Scanned copy of High School Diploma or GED
☐ Course Equivalency/Substitution forms (if applicable)

Complete the DA Program Online Application and Payment Process. You will be charged a **$35 non-refundable application fee**. *Use the 2015-2016 Health Professions Online Program Admissions Application and Payment Instructions to complete this process.*

Before you begin the Program Online Application and Payment
☐ You must have a student "L" number to complete this process.
☐ You must have an email address to complete this process.
☐ You must have a Visa or Mastercard card to pay the application fee.

7. 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 (email), or stop by Building 1, Room 218.