



## DENTAL HYGIENE – LANE FALL 2014 Application Information and Form 3

There is a \$50 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 DH 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 [DHprogram@lanecc.edu](mailto:DHprogram@lanecc.edu).

An [Academic Advising Resource](#) is available to all students. To access this go to [www.lanecc.edu](http://www.lanecc.edu) choose “Moodle.” Select “Academic Advising” and then choose “Academic Advising Resources – Dental Hygiene.” 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 Hygiene.

### 2. APPLICATION PROCESS & DATES

#### 2A. Selection Criteria.

A maximum of 20 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 LCC site you must complete the entire application process as required below.

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

#### 2B. Important Dates:

**Mandatory Program Application Review Sessions** (attendance at one is required)

See [DH Application Information](#) website for time and location of each review session.

**Thursday Feb 27<sup>th</sup>, Friday Mar 7<sup>th</sup>, Friday Mar 21<sup>st</sup>, Thursday Apr 3<sup>rd</sup>, Monday Apr 7<sup>th</sup>**

**HOBET Testing Dates** .....same as Mandatory Program Application Review Sessions

Go to <http://www.lanecc.edu/testing/dental-hygiene-testing-information> to schedule and confirm dates and times.

**Application opens:** ..... Mar 5, 2014 at 12:15 a.m.\*

**Application closes:** ..... Apr 10, 2014 at 4:00 p.m.\*

**Application notification:** Program status announced..... May 7, 2014

**Mandatory Orientation & Documentation Dates** ..... will be announced in program acceptance letters

\*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.
- Submit Non-Lane Official Transcripts, if needed, to **Enrollment Services**
- Complete all application course requirements as described on Form 2 Point Petition sheet.
- Submit Forms 1 and 2, and supporting documentation as required.
- Attend one Mandatory Application Review Session – see dates and times above (2B).
- Be an Oregon resident by date of application according to Residency requirements
- Have HOBET testing completed **Jan. 1, 2014** or after.
- Complete the Online Program Admissions Application and Payment process.

### **4. CONDITIONS OF APPLICATION CHECKLIST**

*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 checklist as a reference.*

**You must meet the following criteria to have a complete application process and to 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 . 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 30<sup>th</sup> Ave., Eugene, OR 97405
- **For schools other than Lane, submit UNOFFICIAL 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. **Attended Mandatory Application Review Session.** You must attend a session to apply to program. See **Section 2B** for time, days, and location. At the review session, **your presenter will sign the Mandatory Application Review Session** form. The signed form must be turned in with the application packet.

8. **Completed the following prerequisite courses or equivalent coursework from other institutions with a letter grade of C- or better.** All prerequisite courses must be completed and appear in Lane transcript or submitted official non-lane transcripts **to apply**. See the catalog for course prerequisites and program requirements.

- ☐ BI 112 Cell Biology, **and** CH 112 Chemistry for Health Occupations, 3 credits each **Fall 2007** or later.  
**or** 5 or more credits of CH 100 or higher. CH 100 or higher must be completed **Fall 2007** or later.

- ☐ BI 231 Human Anatomy and Physiology 1. 4 credits.  
☐ BI 232 Human Anatomy and Physiology 2. 4 credits.  
☐ FN 225 Nutrition. 4 credits.  
☐ MTH 052 or higher. 4 or more credits.  
☐ PSY 201 or 202 or 203 - Psychology. 3 or 4 credits.  
☐ SOC 204 or 205 or 206 – Sociology. 3 credits.  
☐ SP 100 or SP 111 – Speech 3 or 4 credits.  
☐ WR 121 English Composition. 3 credits.

**or** Prior Bachelor's degree, must appear on a submitted transcript

**Additional points** given for completion of these program courses.

- ☐ BI 233 Human Anatomy and Physiology 3. 4 credits.  
☐ BI 234 Microbiology. 4 credits. Must be completed **Fall 2007** or later.  
☐ WR 123 or WR 227. 3 credits.

9. **Complete HOBET Testing Requirements:**

- ☐ Must be completed through Lane's Testing Department.  
☐ Must be completed **January 1, 2014** or later.

- ☐ Must have a minimum composite **final score of 50**.

For HOBET test information and test dates or to schedule an appointment, visit the Lane Testing site at <http://www.lanecc.edu/testing/>. Lane Community College Testing Office is located in Building 1, phone (541) 453-5324. You do not need to submit test scores with your application packet.

\_\_\_\_\_ **10. Additional points/deductions given for the following.**

- ☐ **Spanish Proficiency** as documented by
- a) Spanish 102, or an equivalent course, or higher course with a grade of Pass or C- or better. Must be completed and transcribed, **or**
  - b) Completion of the Spanish CLEP Test with a score of 50 or higher, January 2012 or later. Submit a ***stamped, sealed*** score sheet from the UO Testing Center and attaché to your application packet, **or**  
Order an official CLEP transcript from <http://www.collegeboard.com/student/testing/clep/scores.html>. The transcript must be ***stamped and sealed and received at Lane's Enrollment Service by the application close date.***  
To Schedule an appointment for CLEP testing, contact the **University of Oregon Testing Center**, <http://testing.uoregon.edu>.
- ☐ **Work experience** as documented by completion of the **Form 4 -Work Verification** form. This form must be submitted with your application packet.
- ☐ **Required Prerequisite GPA** - Total of course letter grade values A= 4, B=3, C=2 divided by total credits. – Two points awarded for  $\geq 3.0$  GPA. This will be calculated by the HP Application Center.
- ☐ **Deductions** - Two points per occurrence will be **deducted** for each N/P, W, NC, \*, D, or F in BI 231-233, Summer Term 2013 or later.

\_\_\_\_\_ **11. Make a Personal Copy of Application Documents** for your files. Your documents will not be returned to you.

\_\_\_\_\_ **12. Submit the Application Packet to HPApplicationCenter via email.**

- ☐ Forms 1-2 Conditions for Application and Point Petition Sheet (Fillable PDF)
- ☐ Work Verification Form (if applicable – Scanned Signed Document)
- ☐ Proof Mandatory Application Review Session Attendance (Scanned Signed Document)
- ☐ Course Equivalency/Substitutions (if applicable)
- ☐ Sealed CLEP Test results (if applicable)
- ☐ Unofficial college transcript(s) if you attended schools other than Lane.

\_\_\_\_\_ **13. Complete the DH Program Online Program Admissions Application and Payment.** You will be charged a **\$50 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 email 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.***

## **5. NOTIFICATION**

Notification of your application status will be communicated to you via an e-mail sent to the e-mail address submitted in your Program On-line 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.

## **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.** *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) 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 BLS for Healthcare 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](mailto:disabilityresources@lanecc.edu) (e-mail), or stop by Building 1, Room 218.

## **FORM 3 - Proof Mandatory Application Review Session Attendance**

**IMPORTANT** You must attach this form to your application packet.

1. Enter your L# and name as indicated in myLane.
2. Print this page and bring it with you to Mandatory Application Review Session
3. Make sure presenter signs form.
4. Scan signed Form 3 and attach with your Forms 1 & 2 in email to [HPApplicationCenter@lanecc.edu](mailto:HPApplicationCenter@lanecc.edu)

### **Dental Hygiene Lane Fall 2014 Application Review Session**

Type name as indicate in **myLane**

L# \_\_\_\_\_ First \_\_\_\_\_ Last \_\_\_\_\_

Session Date \_\_\_\_\_

To be signed by presenter:

Presenter Signature \_\_\_\_\_