



DENTAL HYGIENE LEWIS-CLARK STATE COLLEGE FALL 2014 Application Information and Forms

**This application is an online application process with a \$50 fee.
You must complete all steps to be considered.**

1. PROGRAM COUNSELING & ADVISING

It is **HIGHLY** recommended that applicants work with their academic advisor to review program requirements. It is the applicant's responsibility to be aware of program entrance and degree completion requirements.

The enclosed information is intended for program entrance only and does not include information on courses required for degree completion.

Program Advisors: Health Careers Advising, Jacob Hornby Ph.D. (208) 792-2441.

Application Process: Email questions to DHProgram@lanecc.edu or jmhornby@lcsc.edu.

2. APPLICATION PROCESS & DATES

2A. Selection Criteria.

Program admission *is based on a point allocation system*. The Lewis-Clark State College site is limited to 6 students. In addition, there will be one designated alternate. The alternate will be allowed to enter the program if an admitted student declines.

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)

.....**3-5 pm, Mar 6, Mar 14, April 4, 2014**

HOBET Testing **October 1, 2013 or later**

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 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.

3. APPLICATION REQUIREMENTS

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

- Be admitted to Lane Community College and have an assigned L number,
- Meet residency requirements,
- Have HOBET testing completed as required,
- In order to apply, you must complete prerequisites with a **letter** grade of C- or better by the end of **Spring Semester or Spring Term 2014**,
- Complete the Program Online Application & Payment,
- Submit the Application Packet to Health Professions Application Center,
- Submit official transcripts, if needed, to Enrollment Service by deadline,



4. APPLICATION WORKSHEET & REQUIRED STEPS

Use this checklist 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 emails 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 student "L" number at <http://www.lanecc.edu/es/admissions.html>.  be sure to complete all "**Steps to Enroll in Credit Classes**" including testing if needed.
- _____ **3. Advising.** Meet with Jacob Hornby, Ph.D. Professor/Pre-health Professions Advisor at LCSC ([792-2441](tel:792-2441)) or jmhornby@lsc.edu. You must provide an unofficial copy of your transcript(s) to be reviewed in order for your point sheet to be evaluated.
- _____ **4. Attend Mandatory Application Review Session.** You must attend a session to apply to program. See **Section 2B** for time and days. Whittman Building, Dental Clinic. ***At the review session, your presenter will sign the Mandatory Application Review Session Form which is on the last page.*** The signed form must be turned in with the application packet.
- _____ **6. Complete HOBET Testing Requirements:**
- ☐ Testing is done at the Lewis-Clark State College Testing Office by appointment only.
 - ☐ Must be completed **October 1, 2013**, or later.
 - ☐ Must have a minimum composite **final score of 50**.
- Contact LCSC Center for New Directions** to schedule a testing date and time. Phone (208) 792-2331.
- _____ **7. Complete LCSC Residency Form.** Priority points will be given to rural Northern Idaho; Asotin county residents; and rural Washington or Oregon residents within 150 miles of LCSC at date of application. Other applicants may apply but will not receive residency priority points. Submit Residency form with your application forms, this form must be **signed by the LCSC Registrar**.
- _____ **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 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.

9. 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.

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.htm>.
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 emails a copy of the approval to you.***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.*

Course Substitution forms need to be signed by Jacob Hornby at LCSC before submission with the application packet. Dr. Hornby will confer with LCC regarding approval of course substitutions.

In addition, a copy of the completed form(s) must be submitted with your application documents.

8. **Complete DH Point Sheet.** All prerequisite courses must be completed with a **letter grade of C- or better** or you must have proof of enrollment in required prerequisite courses for Spring Semester or Quarter **to apply**. See the **2013-14** catalog for course prerequisites and the LCSC equivalency chart below for program requirements. Science courses must have been completed **Fall 2007** or later.

IMPORTANT: Health Careers Advisor, Jacob M. Hornby Ph.D., must sign-off on the Point Sheet.

Lane CC Courses <small>*indicates required prerequisite</small>	LCSC equivalencies <small>*indicates required prerequisite</small>
*MTH052 or higher	*MATH108 or higher to match the Lane CC Requirements
*CH112 or CH100 level	*CHEM105 (General, Organic, and Biochemistry)
*BI112 if CH112 taken	
*BI 231	*BIOL252 (Anat. and Phys. I) and BIOL253 (Anat. and Phys. II)
*BI232	*BIOL252 (Anat. and Phys. I) and BIOL253 (Anat. and Phys. II) within 7 years
BI233	*BIOL252 (Anat. and Phys. I) and BIOL253 (Anat. and Phys. II) within 7 years
BI234	BIOL250 (Microbiology for Health Sciences)
*FN225	*HLTH353 (Nutrition)
*WR121	*ENGL101 (College Writing)
WR123 or 227	ENGL102 (Research Writing)
*PSY201 or 202 or 203	*PSYC101 (Introduction to Psychology)
*SOC204 or 205 or 206	*SOC101 (Introduction to Sociology)
*Speech 100, 111	*COMM101 (Principles of Speech) or COMM204 (Public Speaking)

*LCSC applicants must complete 1 year of Anatomy and Physiology for admission at a quarter or semester school

10. Additional DH Application Points

- ☐ **Spanish Proficiency** as documented by
 - a) Spanish 102, or an equivalent course, or higher course with a grade of Pass or C- or better and must be completed and transcribed, **or**
 - b) Completion of the Spanish CLEP Test with a score of 50 or higher, January 2013 or later.
 - b1) Submit a ***stamped, sealed*** score sheet with your application packet, **or**
 - b2) 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 Idaho Testing Center at (508) 885-6716 or go to CEB 306.
- ☐ **Work experience** as documented by completion of the **Form 4 -Work Verification** form. This form must be submitted with your application packet.
- ☐ **Required Pre-requisite Course Cumulative GPA** - Total of course letter grade values A= 4, B=3, C=2 divided by total credits. – Two points awarded for ≥ 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) after it has been evaluated by Jacob Hornby, Ph.D. Professor/Pre-health Professions Advisor
- ☐ Work Verification Form (if applicable – Scanned Signed Document)
- ☐ Proof Mandatory Application Review Session Attendance (Scanned Signed Document)
- ☐ Sealed CLEP Test results (if applicable)
- ☐ Unofficial college transcript(s)
- ☐ Course Equivalency/Substitutions (if applicable)
- ☐ Residency Form (if applicable) (Scanned Signed Document)
- ☐ Submit proof of enrollment in Spring Semester or quarter courses identified as “in progress” in Form 2 Point Petition

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 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.

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 email sent to the email 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.

6. FALL 2014 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 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 email 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 (email), 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
2. Make sure presenter signs form.
3. Scan signed page and attach with your Forms 1 & 2 in email to HPApplicationCenter@lanecc.edu

Dental Hygiene LCSC Sites Fall 2014 Application Review Session

Type name as indicate in **myLane**

L# _____ First _____ Last _____

Session Date _____

To be signed by presenter:

Presenter Signature _____