



## DENTAL ASSISTING FALL 2009 APPLICATION INFORMATION

### IMPORTANT NOTICE:

**The Dental Assisting program entry application is on-line application process with a \$35 fee. Transcripts must be received in Enrollment Services by the required deadline date listed below. For your application to be considered, follow the instructions below carefully.**

### 1. PROGRAM ADVISING

#### A. Program Counseling & Advising

It is HIGHLY recommended that applicants work with a counselor/advisor in the Counseling Department 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 Counseling and Advising Team, (541) 463-5244.

**Application Process:** E-mail questions to [DAProgram@lanecc.edu](mailto:DAProgram@lanecc.edu).

### 2. APPLICATION PROCESS & DATES

**Acceptance into this program is limited to the first 30 qualified applicants.**

#### 2A. Selection Criteria.

*Apply early*, the program fills up quickly. Program admission *is based on first applied and qualified, first admitted*. The program is limited to **30** students. 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.

#### 2B. Submission Day and Time.

<sup>1</sup>First applied is based on date and time of the complete application process which includes: Admission to Lane, Program On-line Application and payment, and receipt of transcripts from colleges other than Lane to Enrollment Services (if applicable). The last item received will be your recorded submission time.

#### 2C. Important Dates:

|  |  |
|--|--|
| Program On-line Application submissions begin:.....  | <sup>1</sup> <b>Jan. 13, 2009</b>                        |
| Program On-line Application submission deadline.....   | <sup>1</sup> <b>5 p.m., Jul. 2, 2009</b>                 |
| Transcripts from schools other than Lane, be received at<br><b>Lane's Enrollment Services</b> by:..... | <sup>1</sup> <b>5 p.m., Jun. 29, 2009</b>                |
| Notification of Program Acceptance begins.....   | <b>6 weeks after submission of completed application</b> |
| Mandatory Orientation .....  | <b>Jun. 11, 2009</b>                                     |

### **3. APPLICATION REQUIREMENTS**

**Application.** To apply to this program, you must:

- Be an Oregon resident.
- Be admitted to Lane Community College as a college-credit student.
- Meet Proficiency Requirements as described in the following pages.
- Complete the Program On-line Application as described in the following pages.
- Submit transcripts, if needed, to Enrollment Service as described in the following pages.
- Complete all enrollment requirements before **Fall 2009** as described below.

### **4. FALL 2009 ENROLLMENT REQUIREMENTS**

**Enrollment Requirements.** If accepted into the program, you must complete the following. **Failure to do so will result in forfeiture of acceptance status.**

**Note:** You must have a high school or GED diploma by program completion. If you have not received your diploma by the Mandatory Orientation date, E-mail the Division Dean at [godelsj@lanecc.edu](mailto:godelsj@lanecc.edu)

- **Fall term 2009 Enrollment Academic Requirements.** Complete the following courses **before Fall term 2009**.
  - MTH 025** or higher with a **letter grade of C- or higher**. Grades of **Pass, No-pass**, or lower than C-, will not be accepted.
  - Human Relations Requirement** with a **letter** grade of C- or higher. Grades of Pass, No-pass, or lower than a C-, will not be accepted.
  - WR 115** or **WR 121** with a **letter grade of C-** or higher. Grades of **Pass, No-pass**, or lower than C-, will not be accepted.
  - CIS 101** or **CS 120** with a grade of **Pass, C-** or higher. Grades of **No-pass** or lower than C- will not be accepted. – **or** - demonstrated proficiency (E-mail [DAProgram@lanecc.edu](mailto:DAProgram@lanecc.edu) for details).
- **Attend the Mandatory Orientation.** *Students accepted into the program or given alternate status must attend the orientation session* - see *Important Dates* above. Location will be announced in notification of program acceptance.
- **Documentation of program/clinical requirements which will include:** a physical exam, immunizations, CPR certification, and proof of insurance. Drug testing and a background check are required. *Specifics will be included in program acceptance notification and discussed at the Mandatory Orientation.*

## 5. APPLICATION WORKSHEET

**Use this check list to make sure you meet and do all the necessary steps in the application process. This is for your records. Do not submit this form.**

**NEW PROCESS: All Fall 2009 applications to this program must be completed on-line. You must meet the following criteria to have a complete application process to be considered for the program. Review the following steps carefully.**

**NOTE: <sup>2</sup> For Testing Department Information, see Section 6.**

**NOTE: <sup>3</sup> For Transcript Requirements, see Section 7.**

- \_\_\_\_\_ **1. Advising.** Meet with a Health Career counselor or advisor, (541) 463-5244.
- \_\_\_\_\_ **2. Admission to Lane.** If you are not currently a Lane student, complete **Lane's college admission process** and obtain a student "L" number at <http://www.lanecc.edu/es/admissions.html> .
- \_\_\_\_\_ **3. E-mail Account.** You will need to obtain an E-mail address if you do not already have one. Lane's Enrollment Services and the Dental Assisting Program use E-mail to send information and notifications. Please set your "spam filter" system to accept mail addresses containing @lanecc.edu .
- \_\_\_\_\_ **4. Reading Proficiency.** You must meet **one of the following reading proficiency** standards. You will need the following information to complete the Program On-line Application. NOTE: *WR 115 is a program entrance requirement which must be completed prior to **Fall 2009** (see Section 4).*

| One Only | Course or Test  | Credits    | Grade or Score | Term/Yr or Test Date | School |
|----------|---|------------|----------------|----------------------|--------|
|          | RD 090 College Reading Skills, or higher, with a grade of <b>Pass, C-</b> or higher. <sup>3</sup> – or -        |            |                |                      |        |
|          | WR 115 Intro to College Writing or higher with a grade of <b>Pass, C-</b> or higher. <sup>3</sup> – or -        |            |                |                      |        |
|          | Accuplacer Reading Comp. Test taken <b>July 2004 or later</b> . Minimum test score of 76 required. <sup>2</sup> | Score ≥ 76 |                |                      | Lane   |

- \_\_\_\_\_ **5. Math Proficiency.** You must meet **one of the following math proficiency** standards. You will need the following information to complete the Program On-line Application. NOTE: *MTH 25 is a program entrance requirement which must be completed prior to **Fall 2009** (see Section 4).*

| One Only                       | Course or Test  | Credits    | Grade or Score | Term/Yr or Test Date | School |
|--------------------------------|---|------------|----------------|----------------------|--------|
|                                | MTH 025 or higher with a grade of <b>Pass, C-</b> or higher. <sup>3</sup> –or-                          |            |                |                      |        |
|                                | MTH 020, taken <b>July 2008 or later</b> , with a grade of <b>Pass, C-</b> or higher. <sup>3</sup> –or- |            |                |                      |        |
| Math placement Parts A, B, & C | Math Placement Test Part A, <b>July 2008 or later</b> . Score of 7 or above. <sup>2</sup> – and -       | $A \geq 7$ |                |                      | Lane   |
|                                | Math Placement Test Part B, <b>July 2008 or later</b> . Score of 7 or above. <sup>2</sup> – and -       | $B \geq 7$ |                |                      | Lane   |
|                                | Math Placement Test Part C, <b>July 2008 or later</b> . Score of 7 or above. <sup>2</sup>               | $C \geq 7$ |                |                      | Lane   |

**6. Minimum level of academic performance.** You must meet **one of the following** academic requirements. You will need the following information to complete the Program On-line Application. NOTE: *You must have a high school or GED diploma by program completion. (see Section 4).*

| One Only | Academic Documentation Type  | Course                      | Credit                       | GPA/ Score                          | Year/ Compl eted          | School                      |
|----------|--|-----------------------------|------------------------------|-------------------------------------|---------------------------|-----------------------------|
|          | <b>GED Certificate.</b> Minimum <b>score of 50</b> (if prior to 2002) or <b>500</b> (2002 or after). – or -  | N/A                         | N/A                          |                                     |                           |                             |
|          | <b>High School Diploma.</b> Minimum cumulative <b>GPA of 2.5.</b> – or -   | N/A                         | N/A                          |                                     |                           |                             |
|          | <b>College.</b> List the <b>most recent</b> college courses equal to 12 or more credits showing a minimum cumulative <b>GPA of 2.5.</b> Due to credit variations, course credits may exceed 12 credits. <sup>3</sup> | <b>Course</b><br>List below | <b>Credits</b><br>List below | <b>Grade or Score</b><br>List below | <b>Term</b><br>List below | <b>School</b><br>List below |
|          |  |                             |                              |                                     |                           |                             |
|          |  |                             |                              |                                     |                           |                             |
|          |  |                             |                              |                                     |                           |                             |
|          |  |                             |                              |                                     |                           |                             |

**7. Complete the Dental Assisting Program On-line Application.** You will be charged a **\$35 non-refundable application fee.**

Before you begin the on-line application

- 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 MC credit card to pay the application fee.
- You will be asked specific information about schools, grades, courses and/or testing scores.

To access the Program On-line Application and for detailed steps on “How to Complete the Online Application” go to <http://www.lanec.edu/hp/programdates.htm> .

## 6. TESTING REQUIREMENTS

- **Lane Community College Testing.** If testing for reading and/or math proficiency, contact the Lane Testing Department.

**Important:** Testing is done by appointment only and must be done through the Lane Community College Testing Office located in Building 1, phone (541) 453-5324. For information or to schedule an appointment at <http://www.lanec.edu/testing>, click “Placement”. For testing information on the Accuplacer computerized tests and review tools, click “Links to Study Strategy Website.”

## 7. TRANSCRIPT AND COURSE EQUIVALANCY REQUIREMENTS

- Lane Community College:** transcripts from Lane DO NOT need to be submitted.
- College Transcripts** (other than Lane). Official transcripts for most colleges may be ordered from the school’s website. Send or submit transcripts to **Lane Enrollment Services, 4000 East 30<sup>th</sup> Ave. Eugene, OR 97405.** Transcript(s) must be received or postmarked no later than the Enrollment Services deadline listed in Section 2.

**Transfer Credits.** For information regarding transfer credits, visit Lane Community College Enrollment Services website at <http://www.lanec.edu/es/transferringcredits.html> . Use the links on this site for transfer information and to look up transferable credits. The transferable credit tool is unofficial. Make sure to consult with a program advisor or counselor.

- High School Transcripts:** transcripts from high schools DO NOT need to be submitted.

## **8. NOTIFICATION**

You will be notified of your status by email approximately 6 weeks after you have submitted your application.

**You are NOT considered an applicant to the program until you have:**

- 1. Met all application requirements**
- 2. Been admitted to Lane Community College**
- 3. Submitted Transcripts (if required) to Lane Enrollment Services by deadline date.**
- 4. Have completed and paid for the Program On-line Application.**