



DENTAL ASSISTING FALL 2010 APPLICATION INFORMATION

IMPORTANT NOTICES:

**This application is an on-line application process with a \$35 fee.
You must complete all steps to be considered.**

1. 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.

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.

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.

First applied is based on the completion and submission date and time for each of the following:

- Admission to Lane as a college-credit student
- Passing required testing, if applicable
- Receipt of transcripts to Enrollment Services, if applicable
- Submission of Program On-line Application & Payment.

The day and time of the **last item completed** is considered your submission time.

You are NOT considered an applicant to the program until you meet all application requirements.

2C. Important Dates:

Program application submission opens.....	10 a.m., Feb. 3, 2010
Program application & payment and transcript submission closes.....	5 p.m., Mar., 30, 2010
Notification of program status may take up to.....	6 weeks after close date
Mandatory orientation.....	1-3 p.m., May 11, 2010

3. APPLICATION REQUIREMENTS

Application.

- Be an Oregon resident,
- Be admitted to Lane Community College as a college-credit student,
- Have a high school or GED diploma,
- Meet Testing and/or Proficiency Requirements,
- Complete the Program On-line Application & Payment,
- Submit transcripts, if needed, to Enrollment Service.

4. FALL 2010 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.**

- **Enrollment Academic Requirements.** Complete the following courses **before Fall term 2010**.
 - 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.
- **Attend the Mandatory Orientation.** *Both accepted and alternate students must attend the orientation session to be eligible for the program.* - see *Important Dates* above. Location will be announced in notification of program acceptance and alternate acceptance.
- **Documentation of program/clinical requirements (to be paid by student) which will include:**
 - Physical exam and immunizations
 - CPR certification
 - Proof of health insurance
 - Background check may be required for national testing

Specifics will be included in program acceptance or alternate notification and discussed at the Mandatory Orientation.

5. TRANSCRIPT AND COURSE EQUIVALANCY REQUIREMENTS

- **Lane Community College:** transcripts from Lane DO NOT need to be submitted.
- **College Transcripts** (other than Lane).

Send or submit official, sealed, transcripts to **Lane Enrollment Services, 4000 East 30th 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 <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 unless requested by the HP Application Center to verify GPA requirement.

6. TESTING

Lane Community College Testing. Contact the Lane Testing department for testing to meet requirements for admissions to Lane and application requirements.

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 go to <http://www.lanecc.edu/testing/>, and click "Placement". For testing information on the Accuplacer computerized tests and review tools, click "Links to Study Strategy Website."

7. NOTIFICATION

Notification of your status may take up to **6 weeks after the close date** and will be **by e-mail**. If available, notification may be posted in your **MyLane portal**.

VERY IMPORTANT! Set your "spam filter" system to accept mail addresses containing @lanecc.edu or your notification may be spammed! **Do this even if you are currently receiving e-mails from Lane.**

You are NOT considered an applicant to the program until you meet all application requirements.

8. APPLICATION WORKSHEET & REQUIRED STEPS

*Use this check list to make sure you do all necessary steps to complete the
On-line Application & Payment process.*

Keep this check list for your records and to help you fill out the on-line application.

- _____ 1. **Advising.** Meet with a Health Professions counselor or advisor, see Section 1.
- _____ 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.lanec.edu/es/admissions.html> . Make sure to complete all “**Steps to Enroll in Credit Classes**” including testing.
- _____ 3. **E-mail Account.** You will need to obtain an E-mail address if you do not already have one. Lane’s Enrollment Services, Health Professions Application Center, and the **DA Program** use E-mail to send information. **VERY IMPORTANT!** Set your “spam filter” system to accept mail addresses containing @lanec.edu or your notification may be spammed! **Do this even if you are currently receiving e-mails from Lane.**
- _____ 4. **Residency and Diploma Requirements.**

Check if Yes	Residency and Diploma Requirements		
	I am a current resident of Oregon. You must be a current Oregon resident to apply.		
	I currently have a HS Diploma or GED Certificate. You must have to apply.	Year	School

- _____ 5. **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 2010 (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 Pass, C- or higher. – or -				
	WR 115 Intro to College Writing or higher with a grade of Pass, C- or higher. – or -				
	Accuplacer Reading Comp. Test taken Oct 2005 or later . Minimum test score of 76 required.	Score ≥ 76			Lane

- _____ 6. **Math Proficiency.** You must meet **one of the following math proficiency** standards to complete the Program On-line Application . NOTE: **MTH 25 is a program entrance requirement which must be completed prior to Fall 2010 (see Section 4).**

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One Only	Course or Test	Credits	Grade or Score	Term/Yr or Test Date	School
	MTH 025 or higher with a letter grade of C- or higher. –or-				
	MTH 020 , taken July 2009 or later , with a grade of Pass, C- or higher. –or-				
Math placement Parts A, B, & C	Math Placement Test Part A, July 2009 or later. Score of 7 or above. – and -	A ≥ 7			Lane
	Math Placement Test Part B, July 2009 or later. Score of 7 or above. – and -	B ≥ 7			Lane
	Math Placement Test Part C, July 2009 or later. Score of 7 or above.	C ≥ 7			Lane

_____ **7. Minimum level of academic performance.** You must meet **one of the following** academic requirements. Provide **all** information on the On-line Application & Payment form or your application will be consider incomplete.

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

_____ **8. Application and Program Entrance Requirements Acknowledgement.**

Check if Yes	Application and Program Entrance Requirements Acknowledgement.
	I have read all of the program application and entrance requirements listed in this information packet.

_____ **9. 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 On-line Application & Payment, go to

https://exp.lanec.edu/pls/lane/bwskalog.P_DispLoginNon

Instruction on how to access and complete the On-line Application & Payment are on the next page.

How to complete Online Program Application & Payment

Read and print these instructions for easy reference

Before you start your On-line Program Application & Payment session:

- a. You must have applied for admissions to Lane and received an L number.
- b. You must have a personal e-mail account (Lane does not issue students Lane e-mail accounts).
- c. You must have a credit card on which to charge the **non-refundable application** fee.
- d. Complete the program Application Information worksheet/checklist for reference.
- e. On-line application access opens at 10 a.m. See application submission date in Program Information packet.

1. Enter the website for all Lane Applications: <http://www.lanec.edu/es/admissions.html>
2. Click: **Apply Online** :
 - A. Scroll down and click **First time user account creation**
 - B. **Create a Login ID:** Enter your Lane student number (*enter including zeros*)
 - C. **Create a PIN:**
 - i. 6-digit PIN that contains only numbers 0 through 9
 - ii. It should not be the same PIN that you use to login to ExpressLane
 - iii. Verify by entering the PIN a second time.

Note: *This PIN is only for the Application process and will not change your ExpressLane PIN. Use this Application PIN to check on the status of your program application.*
3. **Select an Application Type:**
 - A. From the pull-down menu, select: **Health Careers - program name** (*select program*)
 - B. Click: **Continue** .
4. **Apply for Admissions:**
 - A. Select Admission Term: **Fall 2010**
 - B. Enter your name
 - C. Click: **Fill Out Application**
5. You will see a "checklist" of application sections that must be completed. Follow the instructions provided on screen to complete each section.

High School section: Follow the directions for giving us high school information. Note: *Some Health Professions programs require high school completion.*

Previous College section: Use the "Look-up" steps for finding prior colleges. List all previously attended institutions. If you cannot find your college, then use the college name field.
6. When all sections of the application are completed, you can submit your application by clicking on the button labeled "**Application is Complete**". Note: *You do not have to complete this application in one session; you can follow the steps to finish your application at a later time. However, recorded submission time is after application is completed and payment received.*
7. **You must pay the application fee** with a credit card for your application to be submitted; follow the payment processing steps. Click on the "**Signature Page**" button.
8. The final page provides important reminders for you and does NOT require a signature. Print this information and keep for your reference. Note the time and date of your application and payment.

Click "**Return to Application Menu**" link at the bottom of the final page, to see your application is now listed under Submitted Applications.

Click **Return to Homepage** to go to the Lane CC homepage.
9. You will receive a confirmation e-mail after your application is submitted.

*The following instructions **apply only** to Dental Hygiene, Nursing, Paramedic, and Physical Therapy Assistant*

Application Point Sheets must be submitted to The Health Professions Application Center as described in the Application Information packet.

Transcripts (from schools other than Lane) must be received at **Lane Enrollment Services** to Lane Enrollment Services as described in the Application Information packet.