



# DENTAL ASSISTING FALL 2012 Application Information & Point Sheet

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

## **1. APPLICATION INFORMATION**

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.

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 the program year 2012-2013.

## **2. APPLICATION PROCESS & DATES**

### **2A. Selection Criteria.**

**Acceptance into this program is limited to 30 students.** Program admission *is based on a point allocation system.* Date of submission has no bearing on applicant ranking. 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.

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

### **2B. Important Dates:**

**Application opens:** On-line payment and point sheet submission opens.....**Feb 8, 2012**  
**Application closes:** On-line payment, point sheet, and transcript submission closes. .... **Apr 3, 2012**  
**Application notification:** Program status announced ..... **May 2, 2012**  
**Application opens:** on-line payment and point sheet submission opens **if there are vacancies left from the first application period**..... **May 28, 2012**  
**Application closes:** for the second application period (if needed)..... **May 31, 2012**  
**Application notification:** Program status announced for second application period..... **June 5, 2012**  
**Mandatory orientation:** Attendance required if accepted or alternate status..... **2:30-4:30, Jun 14, 2012**

## **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 as a [college-credit student](#).
- Be an [Oregon](#) resident.
- Submit transcripts, if needed, to [Enrollment Services](#).
- Submit the DA Application point sheet and documentation as required.  
Complete the DA Program On-line Application and Payment process.

## **4. PROGRAM NOTIFICATION**

Notification of your status will be announcements by **E-mail or through your myLane** portal by the date listed in the *Important Dates* section.

#### **4. APPLICATION WORKSHEET & REQUIRED STEPS**

Use this checklist to make sure you do all necessary steps to complete the application process.

Keep this checklist for your records.

- \_\_\_ 1. **E-mail Account.** You will need to obtain an E-mail address if you do not already have one. Lane's Enrollment Services and Health Professions Application Center use E-mail 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 Lane credit student, complete [Lane's college admission process](#) and obtain a student "L" Number. Make sure to complete all "[Steps to Enroll in Credit Classes](#)" including testing.
- \_\_\_ 3. **[Academic Advising](#).** Meet with a Health Professions counselor or advisor.
- \_\_\_ 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. **High School or GED diploma.** Be on track to complete one of these prior to the Fall entry to the program. Attach proof of high school or GED diploma (web or photocopy) with you application point sheet **or** submit proof prior to the Fall 2012 entrance to the program.
- \_\_\_ 6. **Submit Transcripts (if required) to [Enrollment Services](#)** by closing date. All courses used for points must be recorded on your transcript.

- **Do Not** submit transcripts from Lane Community College to Enrollment Services or the HP Application Center.
- **Sealed, official, transcripts from other schools** must be received by application close 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.
- **Be Sure that the official transcripts go to Enrollment Services**, do not submit to Health Professions Application Center, as they **will not** be forwarded to Enrollment Services.

#### **7. Request Course Equivalency Evaluation (if required).**

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.**

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** information for [Transferring Credits](#).
3. Review "[General Information for Transferring Credits](#)."
4. **Select "Look up Transferable Credits"** to check on transferrable classes. If your course(s) are listed\*, no further action is needed.
5. **\*If the college/course is not listed or listed as 1XX or 2XX**
  - Contact the Lane department or division which teaches the course and complete a course equivalency evaluation.
  - Submit a syllabus of the course taken 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.**
  - **Course equivalencies must be approved and received in Enrollment Services by the application deadline to be eligible for points.**

- \_\_\_ **8. Complete Application Point Sheet.** Only courses which have been completed and transcribed may be used for points. Course completion is not an application requirement for applying to the program; however, points will be used to prioritize applicants.
- \_\_\_ **9. Submit application to the HP Application Center** (see Point Sheet for address):
- Point Sheet
  - Proof of high school or GED diploma
  - Web or photocopy of transcripts from schools other than Lane. **Do not** submit Lane transcripts.
- \_\_\_ **10. Complete the DA Program On-line Application and Payment.** You will be charged a **\$35 non-refundable application fee.**

Before you begin the **On-line Application and Payment**

- 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.

*Instruction on how to access and complete the On-line Application & Payment follows.*

### **5. NOTIFICATION**

Notification of your status will be announced by **E-mail or through your myLane** portal by the date listed in the *Important Dates* section.

### **6. FALL 2012 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.

- **Course Requirements.** The following courses must be completed **before Fall term 2012.**
  - MTH 052** or higher with a **letter grade of C- or higher.**
  - Human Relations Requirement** with a **letter grade of C- or higher.**
  - WR 115** or **WR 121** with a **letter grade of C- or higher.**
  - CIS 101** or **CS 120** with a **letter grade of C- or higher.**
  - High School or GED Diploma Completion.**
- **Attend the Mandatory Orientation.** *Both accepted and alternate students must attend the orientation session to be eligible for the program.* - see *Important Dates* section above. Location will be announced in the notification announcement.
- **Documentation of program/clinical requirements, to be paid by student, and 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.*

## 2012-2013 Health Professions Online Program Application & Payment

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

- You must have applied for **credit** admissions to Lane.
- You must have a personal e-mail account (Lane does not issue students Lane e-mail accounts).
- You must have a credit card on which to charge the **non-refundable application** fee.
- Complete the program Application Information worksheet/checklist.

**Go to:** ..... [Lane's Admission and Program Application](#) website.

**Apply Online:** .....Click on this link

**First time user account creation** .....Click on this link at bottom of page.

**Create a Login ID:** .....Enter your L#. (If you have applied for admissions and have not yet received your L#, leave the login blank and the system will create a G # for you. **Make sure to write your G number down** for future reference.

**All students create a new PIN:** .....Follow instructions on the web page.

- Do not use the same PIN you use to log into ExpressLane, myLane, or Moodle.
- This PIN is only for the Application process and will not change your myLane PIN.
- Use this Application PIN to check on the status of your program application. Write it down!

**Login:** .....Click this button located at bottom of page.

**Continue:** .....Click this button located at bottom of page.

**Application Type:** .....Select the correct program application type from pull down menu. Make sure of your selection.

**Continue:** .....Click this button at bottom of page.

**Apply for Admissions** .....By entering the correct information.

**Admission Term:** .....**Fall 2012**. Enter from drop down menu. (For EMT Basic Spring/Summer, enter Spring 2012)

**Enter Name:** .....Make sure your name matches the name you used in your **myLane** portal.

**Fill Out Application** .....Click this button at bottom of page.

**Application Checklist** .....Click this links and complete each required section of the application.

- Follow the instructions provided on each screen.
- **High School Section.** *Some Health Professions programs require high school completion.*
- **Previous College Section:** List all previously attended institutions.

**Application is Complete** .....Click this button only when all sections have been completed.

**or Finish Later** .....Click this button to save your information.

**Complete Payment** .....You must pay the on-line application fee with a Visa or MasterCard.

**Payment Submission** .....Click the button and read agreement information.

- Your on-line applications is dated and timed after submission of the payment.

**Return to Application Menu** .....Click this link at the bottom of the page. Your application is now listed as "submitted."

**Lane Community College Admission Confirmation.** An E-mail will be sent to you confirming your on-line application. Retain this page for your reference. Note the time and date of your application and payment.

**In addition to your on-line application, the following programs require additional form(s) and documentation. Details are in the Program Application Information & Forms.**

<p><b>Dental Assisting</b>  <b>Dental Hygiene</b>  <b>EMT Paramedic</b>  <b>Health Records Technology</b></p>	<p><b>Medical Office Assistant</b>  <b>Nursing</b>  <b>Physical Therapy Assistant</b></p>
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Print Clearly. L# \_\_\_\_\_ FIRST \_\_\_\_\_ LAST \_\_\_\_\_  
 Contact Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**DA Application Point Sheet**  
 Program entrance is based on points and completion of the application process prior to the application deadline date.

**Part 1. School Listing & Transcripts.** List all colleges/universities where you took classes which you are using for points. Submit documentation as required in the **Application Worksheet** section.

All coursework taken at LCC (do not submit transcripts).

College/University	State	Quarter or Semester

**Part 2. Point Sheet**

- **Form Completion.** Complete information for each course you have competed. Circle points for the corresponding letter grade received. Only courses which you have completed and are transcribed may be used for points. See requirements in the **Application Worksheet** section.
- **Courses completed and transcribed by the end of Winter term 2012** may be used for application points.
- **Course Completion** Course completion is not a requirement for applying to the program.
- See documentation requirements in the **Application Worksheet** section.

2A. *Enrollment Courses. List only courses which are completed and are transcribed.	School	Term/Year	Credit	Grade Pass	Grade C	Grade B	Grade A
MTH 052, or higher, 3 or more cr, letter grade.				0	6	9	12
Human Relations Requirement, 3 or more cr, letter grade. See pg 48 of catalog.				0	6	9	12
WR 115 or WR 121, 3 or more cr, letter grade.				0	6	9	12
CIS 101 or CS 120, 3 or more cr, letter grade.				0	6	9	12
<b>2B. Program Degree Courses. List only courses which are completed and are transcribed.</b>							
DA 103, 2 cr, letter grade.				0	2	4	6
DA 110, 3 cr, letter grade... or:				0	2	4	6
BI 231**, 3 cr, letter grade...and...				0	1	2	3
BI 232**, 3 cr, letter grade				0	1	2	3
<b>2C. Recommended Additional Courses: additional admittance points given</b>							
HO 100 Medical Terminology, 3 cr, letter grade				0	2	4	6
EL 115H Effective Learning; Health Science Majors, 3 cr, letter grade				0	2	4	6
Prior college degree, bachelors, masters, or higher. Transcript must indicate degree granted						= 3 pts	
Paid Work Experience: Must be verified by pay stubs or W2s, attach to points sheet, minimum 415 hours or more.....						= 3 pts	
<b>Indicate total points for each column.</b>				0			
<b>Indicate Total Points for Course Completion, degree, and work experience.....Points Possible: 0 - 78</b>							
<b>Office use only. Total points</b>							

- Points will be used to prioritize applications.
- \*\* If using BI 231 and 232, both must be completed and transcribed.

**Part 3 Application Conditions and Signature**

**Conditions of Application. (You must initial all to qualify)**

- \_\_\_\_\_ A. I currently reside in Oregon and my current Oregon address is listed in **myLane. Print Clearly:**  
**Street Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_
- \_\_\_\_\_ B. I understand that my application will not be returned and that I am responsible for making a personal copy.
- \_\_\_\_\_ C. I read and understand point sheet/course documentation requirements.
- \_\_\_\_\_ D. I have completed the On-line Application and Payment process as required.
- \_\_\_\_\_ E. I understand that I am NOT considered an applicant to the program unless all required admission and application steps, forms, and documentation have been received by the required dates.
- \_\_\_\_\_ F. I have read the **Fall Enrollment Requirement** Section and understand **I must attend the mandatory orientation** and comply with all other enrollment requirements if I am accepted or considered a program alternate.
- \_\_\_\_\_ E. I understand I must successfully complete all DA prerequisites courses before **Fall term 2012** to enter the program.
- \_\_\_\_\_ G. I understand it is my responsibility to complete all program requirements for degree completion.
- \_\_\_\_\_ H. I hereby attest that all application information and documentation I have submitted in this packet is accurate and authentic.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<p><b>Submit by mail.</b> Must be <u>received</u> by deadline date.</p> <p><b>Lane Community College</b> <b>Health Professions Application Center</b> <b>Attn: DA Application</b> <b>4000 East 30th Ave.</b> <b>Eugene, OR 97405</b></p>	<p><b>Submit in person.</b> Staple Point Sheet and documentation (if required). <u>Do not</u> place in an envelope.</p> <p><b>Health Professions Application Center</b> <b>Building 4, room 204 – outside breezeway</b> <b>Date/time stamp (located next to the drop box)</b></p>
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**IF SUBMITTING IN PERSON, DATE/TIME STAMP HERE →**