	DENTAL ASSISTING
▬Lane Community College	**FALL 2025**
	Application Information

You must complete ALL application steps to be considered.
There is a $35 fee to apply to for this program.

1. PROGRAM ADVISING

This guide will give you all the information necessary to make a successful application to the DA Program. You will be responsible for understanding the program entrance and degree completion requirements.

<p align="center">PLEASE READ INFORMATION CAREFULLY.</p>

Health Professions **Academic Advisors** can assist you with academic planning, to help make sure you'll be ready to transfer or start your career. They are available to review your progress towards program or application requirements. Our Health Professions advisors, Allene Gibson and Kelly Ochoco, may be reached at **HPAdvising@lanecc.edu.** You may email them or see them in-person during drop-in hours or via Zoom.

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 Assisting**.

2. APPLICATION PROCESS & DATES

2A. Selection Criteria:
A maximum of 30 students are accepted each year to the LCC Dental Assisting 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 program, you must complete the entire application process as required below.
- It's not necessary to complete all the pre-reqs to apply, but completion points will be used to prioritize applicants.
- 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.

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

2B. Important Dates:

March 18, 2025 at 12:15 a.m.*	**Application Period opens**
May 23, 2025 at 11:59 p.m.*	**Application Period closes**
May 29, 2025 by 4:00 p.m.	**Application Notification:** Program status announced
June 4, 2025 from 2:00-4:30 p.m.	**Mandatory Orientation I:** Attendance required if accepted or alternate status
August 2025: Date TBD	**Mandatory Orientation II:** Attendance required.

3. ACCESSIBILITY AND ACCOMMODATIONS

To request assistance or accommodations, contact the Center for Accessible Resources at (541) 463-5150 or **accessibleresources@lanecc.edu**.

*You must submit your Electronic Program Admission Application and Payment and other application documents before the deadline on the application close date.

12/5/2024

Complete all steps and submit all documentation by the close date listed in Section 2B.
Use this checklist to make sure you've completed all requirements. ***Keep a copy for your records.***

You must meet the following criteria to have a complete application and be considered for the program.
Review the Following Steps Carefully.

☐ **Email Account:** You will need an active email address if you do not already have one.
   • LCC's Enrollment Services and Health Professions Application Center use your email address to send you information. Make sure they have any changes to your email address.
   • Please set your "spam filter" system to accept email addresses containing **@lanecc.edu**
   • Notification of your application status will be communicated to you via Lane email.

☐ **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. **Admission.**
   • Make sure to complete all "**Steps to Enroll in Credit Classes**" including testing if needed.
   • If you previously attended Lane as a credit student but have not taken courses for four terms, you will need to re-apply to update your account. Click "Returning Student."

☐ **Advising:** Meet with a Health Professions academic advisor or email **HPAdvising@lanecc.edu**.

☐ **Oregon Resident or F1 Visa.** You must be a current resident of Oregon, as defined by Lane Community College, or have F1 Visa status to apply. Verify your current Oregon address in *myLane* (Homepage, Personal Information tab). If you are an international student with an F1 Visa, please upload your I-20 form with your application.

☐ **Request Course Equivalency Evaluation (if needed):**
   • Courses taken at other colleges may be eligible to use on your application.
   • Go to the Enrollment Services website and use the "**Transfer Tool**" to check.
   • If courses do not appear as equivalent, email: **HPAdvising@lanecc.edu**

☐ **Submit Non-Lane Official Transcripts to Enrollment Services.** (LCC transcripts don't need to be submitted)
   • All courses from *other* colleges used as prerequisites must be recorded on an official transcript. It is your responsibility to plan ahead and order transcripts prior to the application deadline.
   • Transcripts should be sent to and received by Lane Enrollment Services by the application close date. **Submit Transcript.**

☐ **High School Diploma or GED**. For those without a college degree, you will need to provide proof of High School Diploma or GED (scanned). This can be provided simultaneously with your application by emailing a copy of your HS Diploma or GED to **HPapplicationCenter@lanecc.edu** (or provide it by Orientation II.)

☐ **Complete Forms 1 & 2: Conditions for Application and Application Point Petition Sheet:**
   • Complete all application course requirements as described on Application Point Petition sheet
   • Only courses which have been *completed* and are on your transcripts may be used for points.
   • Note all applicable classes and points carefully. Do not leave course, school, term or # credits information blank. Applications with missing info will be returned to you.
   • Please name all application and supplemental materials you upload as: "**DA2025 LastName L#.**"

<p style="text-align:center; color:red;">**Points will NOT be awarded if you do not put a completed course**
on your Points Petition Sheet, even if it's on your transcript.</p>

5. FALL 2025 ENROLLMENT ACADEMIC REQUIREMENTS

If accepted to the program, you must complete the following **Enrollment Academic Requirements by the end of Summer 2025.** All courses must be passed with grade of **C** or better. (**C-** is not accepted).
1. **MTH 052 or** higher (4 CR)**,** letter grade of **C** or better
2. **WR 115 o**r **WR 121, WR 121-H** (4 CR), letter grade of **C** or better
3. **DA 110** (3 CR), letter grade of **C** or better **OR** 1 of the 2 combinations listed with ******
   - **HP 150 and HP 152** (6 CR) **OR ****
   - **BI 231 and BI232** (8 CR) ******

**(A combination of HP 150 (*3 CR*) *and* HP 152 (*3 CR*) OR BI 231 (*4 CR*) *and* BI 232 (*4 CR*) can be substituted for DA 110.) All qualifying courses must be passed with a letter grade of C or better).

Recommended, But Not Required:
- **HP 100 Medical Terminology 1** (Strongly recommended)
- **Dental Clinic Observation**: 6 hours observation in a general dentistry clinic or specialty clinic of your choice. **Observation form** and **Potential Observation Sites**.

6. FALL PROGRAM ENROLLMENT REQUIREMENTS

Program Acceptance: If "Accepted" or awarded "Alternate" status to the program, you must complete the following. **Failure to do so will result in forfeiture of program eligibility.**

- **Attend the Mandatory Program 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.

- **Pre-Clinical Requirement to Enter Program (Paid by student)**

  By the start of the program, students must provide documentation of specific immunizations, background check & drug screen. Specifics will be discussed at the Mandatory Orientation. You will receive all necessary materials after you have indicated your program acceptance.

7. APPLICATION SUBMISSION

Submit the Application Packet to a New Lane Application Portal:
The online Lane Application Portal will include: Contact information, acknowledgment responses, application fee, and a one-stop place to upload your application point sheet and all supplemental documents.

Application Portal Instructions:
- If you are a brand new or a returning student to LCC, complete the initial college application first.
- If you've been an ongoing LCC student, then go to option 3 to apply for a "Special Admission Program."
- To submit your application, you will need to upload each required form into the portal prior to submitting the application and paying the application fee.

Required and Supplemental Forms Checklist:
- ☐ Application Point Petition Sheet (*fillable* **PDF – it needs to *remain* fillable when sent**)
- ☐ Supporting documentation for Additional Points, if applicable (i.e. Observation hours, paid work, I-20 form etc.).

**Please make sure you click on the final SUBMIT button after you review your application.

Note: You will receive a confirmation email for your application. Please contact us if you don't receive one. **If you have any follow-up questions, please contact: HPApplicationCenter@lanecc.edu**