



DENTAL ASSISTING FALL 2024 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.

PLEASE READ INFORMATION CAREFULLY.

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](#).

1. 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.
- Course or degree completion is not a requirement to apply, but it 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 20, 2024 at 12:15 a.m.*	Application Period opens
May 20, 2024 at 4:00 p.m.*	Application Period closes
May 29, 2024 at 4:00 p.m.	Application Notification: Program status announced
June 5 at 2:00-4:30 p.m.	Mandatory Orientation I: Attendance required if accepted or alternate status
August 2024: Date TBD	Mandatory Orientation II: Attendance required.

2. 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. The Electronic Program Application and Payment admission system opens approximately 12:15 a.m. and closes approximately 11:45 p.m. daily. Please keep this in mind and plan ahead if you have questions.

3. PREPARING TO APPLY- APPLICATION REQUIREMENTS

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 or have F1 Visa status to apply. Verify your current Oregon address in [myLane](#) (Homepage, Personal Information tab), or have an F1 Visa and include a copy 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 Form 2 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: "**DA2024 LastName L#.**"

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.

4. FALL 2024 ENROLLMENT ACADEMIC REQUIREMENTS

If **accepted** to the program, you must complete the following **Enrollment Academic Requirements by the end of Summer 2024**. 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** or **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/HO 150** and **HP/HO 152** (6 CR) **OR** **
 - **BI 231** and **BI232** (8 CR) **

**** (A combination of HP/HO 150 (3 CR) and HP/HO 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](#).

5. 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)**
Specifics will be included in program notification and discussed at the Mandatory Orientation. All forms and necessary materials will be sent by email to you after you have indicated your program acceptance.

6. APPLICATION SUBMISSION

Submit the Application Packet to a New Lane [Application Portal](#):

We are now using an online application portal that will include: Contact information, confirming responses to questions, uploading your application and all supplemental documents, as well as paying your application fee. This is now a one-stop place to submit everything at once (rather than using a separate email as in past years). To submit your application, you have to upload each required form into the portal prior to submitting the application.

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

Required and Supplemental Forms Checklist:

- Form 1 Conditions for Application (fillable PDF)
- Form 2 Point Petition Sheet (**fillable PDF – it needs to remain fillable when sent**)
- Course Equivalency/Substitution forms (if applicable)
- Supporting documentation for Additional Points (if applicable)

Note: You will receive a confirmation email for your application. Please check with us if you don't receive one.

If you have any follow-up questions, you may contact: HPApplicationCenter@lanec.edu