

# **DENTAL ASSISTING**

**Fall Semester 2012  
Admission Policies and Procedures**

## **WAYNE COMMUNITY COLLEGE**

This information supersedes all previously published information.

**Apply September 6, 2011 – April 26, 2012 for earliest consideration.**  
Applications received after April 26, 2012 will be considered on a monthly basis.  
Applicants may apply for only one limited health occupations program per semester.

**DIPLOMA DENTAL ASSISTING  
Fall 2012 ADMISSION POLICIES AND PROCEDURES**

**INFORMATION IN THIS PACKET SUPERCEDES ALL PREVIOUSLY  
PUBLISHED INFORMATION**

Thank you for your interest in the Dental Assisting program. We will begin accepting applications for the Dental Assisting program starting **September 6, 2011**. Deadline for a completed application folder is **April 26, 2012 by 4:00 p.m.** Applicants completing all requirements after the April 26<sup>th</sup> deadline will be considered by the Limited Admissions Committee at their next regularly scheduled monthly meeting until the program is filled. Admission to the Dental Assisting program is a competitive process, based on highest point count.

**Please use the following checklist to ensure you complete the admissions requirements.**

You will need to complete and submit the following to the Office of Admissions and Records:

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1. Completed application must be submitted to the Office of Admissions and Records along with the Letter of Understanding. **A faxed application and Letter of Understanding will not be accepted.**

**Note:** If you are planning to take the general education requirements for Dental Assisting in a semester prior to Fall 2012, also submit a general application to the college for either Associate in Arts or Associate in General Education to the Office of Admissions and Records.

**Undocumented Immigrants**

- Federal law prohibits states from granting professional licenses to undocumented immigrants.
- Undocumented immigrants shall not be considered a North Carolina resident for tuition purposes. Undocumented immigrants must be charged out-of-state tuition whether or not they reside in North Carolina.
- Students lawfully present in the United States shall have priority over any undocumented immigrants in any class or program of study when there are space limitations.

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2. Request that an official high school transcript or equivalent and **ALL** college transcript(s) must be requested by you from your former schools, colleges and/or universities. These transcripts must be received by WCC in order to complete your application. (**Note:** An official transcript is one that is sent by one school, college or university to another. The official transcript has the school's seal and the appropriate signature. **A faxed copy is not considered to be an "official" transcript**). If you are enrolled in the Fall 2011 semester, you will need to send an updated transcript by the April 26<sup>th</sup> deadline. If you have any Advanced Placement (AP), CLEP or DANTES credit, you must request the scores to be sent directly from the testing company.

**It is the applicant's responsibility to make sure that all transcripts are up to date and on file with the Admissions Office by the published deadline. Failure to submit all transcripts to the Admissions Office by the published deadline will result in removal of the application from consideration or the applicant's dismissal from the program.**

**NOTE:** Students with foreign transcripts must complete at least eight (8) semester hours of college credit (**not including pre-curriculum courses**) from an American regional accrediting agency. Of these eight (8) semester hours, there must be at least three (3) hours of life science, biology or chemistry. **No transfer credit will be accepted from institutions not accredited by an American regional accrediting agency.**

3. Take the placement tests (Accuplacer/CPT, ASSET or COMPASS and Computer Skills) and meet the required minimum scores necessary for the Dental Assisting program or complete the listed courses, or their equivalent, with a grade of C or better OR submit valid ACT or SAT results. Test scores must be within three (3) years of the program start date (8/12). Accuplacer/CPT, ASSET, or COMPASS, SAT or ACT and the Computer Skills placement tests taken before August 2009 must be retaken for a program starting August 2012. Official placement scores can be sent from another school. **Note:** Official placement scores are ones that are sent by one school, college or university to another. Official placement scores are sent in a sealed envelope. Courses or minimum cut-off scores on placement tests are:

<u>Accuplacer/CPT</u>			<u>ASSET</u>			<u>COMPASS</u>	
Reading	80*	or	Reading	41*	or	Reading	81*
Writing	86*	or	Writing	41*	or	Writing	70*
Arithmetic	55**	or	Numerical	41**	or	Pre-Algebra	47**

**OR**

<u>SAT</u>			<u>ACT</u>	
Reading	500	or	Reading	19
Verbal	500	or	English	19
Math	500	or	Math	22

**AND**

**Computer Skills**

Computer 78\*\*\*

\* or ENG 111 or equivalent with a grade of C or better or an AP English score of 3 or higher

\*\*Placement requirement in Pre-Algebra may be met by completion of MAT 060 or Higher (or a college level equivalent) with a grade of C or better **OR** DMA 01 through DMA 03 with a minimum grade of P **OR** equivalent scores for DMA 01 through DMA 03 on math diagnostic test.

\*\*\*Placement requirement in computer may be met by completion of CIS 070 or CTS 080 (or a college level equivalent) with a grade of C or better.

**Note: Fall applicants will not be interviewed, tested or otherwise processed from November 28 – January 27 or from April 30 – June 1. Please plan accordingly.**

**For Readmits Only:** Student test scores achieved and testing criteria required at the initial admission will be sufficient for readmission if the candidate reapplies within three (3) years of initial acceptance into the Dental Assisting program.

- \_\_\_\_\_
4. If you have prior dental experience, complete the Dental Experience Documentation form and submit it to the Office of Admissions and Records. This form must be filled out completely and signed by the dentist in order to have your prior dental experience considered. **A new experience form must be submitted each year you apply to the Dental Assisting program.** (Completion of the dental experience form is optional).
  5. For a referral to the Limited Admissions Committee, an **official** interview\* must be completed with a WCC Student Development/Counseling Services counselor. An interview is required each time an applicant applies to the Dental Assisting program. If the counselor does not have your Dental Assisting folder available to review with you at this interview, you must pick up your folder in the admissions office and take it to the counselor. A Statement of Verification will be completed at this interview.

\*You will know your interview is **official** if your pink copy of the Student Admission Report (SAR) has a check beside Refer to Admissions Committee.

**Note:** Students who have previously made the required placement test scores and students sending test scores from other schools will not be referred for admissions consideration until this interview is complete.

To have your application considered at the first Limited Admissions Committee meeting, all of the above information must be completed and submitted to the Office of Admissions and Records by the application deadline date, **April 26, 2012 by 4:00 p.m.** Applicants completing all requirements after the deadline will be considered by the Limited Admissions Committee at their next regularly scheduled monthly meeting until the program is filled. Please do not call for results after the Limited Admissions Committee meetings. Letters will be sent to all applicants notifying them of their status.

**Note: Please do not send letters of recommendation. They are not considered by the Limited Admissions Committee.**

Prior to new student registration and orientation for all entering freshman dental auxiliary students, the dental department must receive your completed **Student Medical Forms** with documentation of the required immunizations and proof of the first Hepatitis-B vaccination. New students who have completed the Hepatitis-B vaccination series must present a signed statement from the agency completing the series. Student Medical Forms will be provided by Wayne Community College. Dental Assisting students must obtain Health Care Provider certification in CPR prior to Student Orientation.

## **SELECTION CRITERIA FOR DENTAL ASSISTING PROGRAM**

The following criteria is used to select members of the entering Dental Assisting class at Wayne Community College:

### **GRADE POINT AVERAGE:**

#### **COLLEGE OVERALL GPA:**

If the applicant has eight (8) or more semester hours of college courses completed (not including pre-curriculum courses and ACA 111), the college grade point average will be considered. **ALL** college courses (not including pre-curriculum courses and ACA 111) will be used in computing the college overall GPA.

#### **COLLEGE SCIENCE GPA:**

If the applicant has a biology, chemistry or physics course as part of the above mentioned eight (8) or more semester hours of college courses completed, the college science GPA will be considered. All biology, chemistry or physics courses (not including pre-curriculum courses) will be used in computing the college science GPA.

#### **HIGH SCHOOL GPA:**

If the applicant has no college course work completed or an amount less than eight (8) semester hours completed (not including pre-curriculum courses and ACA 111), the weighted high school GPA will be considered.

#### **HIGH SCHOOL SCIENCE GPA:**

If the applicant has less than eight (8) semester hours of total college course work completed, the weighted high school science GPA will be considered. The weighted high school science GPA will be used if the student has not completed any college level science classes (not including pre-curriculum courses). High school science is defined as biology, chemistry, physics and physical science.

#### **GED TEST:**

If the applicant has completed the GED and has less than eight (8) hours of college course work completed (not including pre-curriculum courses and ACA 111), the GED overall score and the GED science score will be considered.

### **DENTAL EXPERIENCE (Optional):**

Work experience or volunteering in a dental office or laboratory in excess of 20 clock hours will be considered. The applicant must document this time on the Dental Experience Documentation form provided in the Dental Assisting Admission Policies and Procedures booklet. A new Dental Experience Documentation form must be completed each year a student applies to Dental Assisting.

## **DENTAL ASSISTING READMISSION POLICY**

### **Dental Assisting Dental Hygiene**

The learning experiences in the dental programs require that courses be taught in a sequence that does not allow for courses to be offered more than one time per year. Students requesting readmission will not be able to re-enter until the semester the required course(s) is/are offered.

Admission will be awarded on a space available basis. Student numbers may not exceed 24 in Dental Assisting and 30 in Dental Hygiene. A student is allowed one (1) readmission.

When more candidates apply for readmission than spaces available, the applicants will be ranked as follows:

1. Overall grade point average and grade point average in the science courses.
2. Student test scores achieved and testing criteria required at the initial admission will be sufficient for readmission if the candidate reapplies within three (3) years of initial acceptance into the Dental Assisting and Dental Hygiene program.
3. Dental Experience
4. SAT or ACT score is required for Dental Hygiene applicants.

A student requesting readmission must:

1. Complete the admission process at least one full semester prior to the desired time of re-entry.
2. Follow a prescribed knowledge and skill development plan based on identified deficiencies and recommended by faculty members and department chair. The stipulations of the knowledge and skill development plan must be satisfied prior to registration for the semester of re-admission.

The readmitted student must:

1. Submit an updated medical history, CPR, Vaccine Record and TB skin test.
2. Achieve a grade point average of at least 2.0 to be considered eligible for graduation.

**Wayne Community College  
Dental Experience Documentation  
DENTAL ASSISTING**

1. Name of Applicant \_\_\_\_\_

2. Social Security Number \_\_\_\_\_

3. Type of Dental Experience (Please check appropriate description.)

- a. \_\_\_\_\_ Observation
- b. \_\_\_\_\_ Volunteer
- c. \_\_\_\_\_ Work

4. Number of Hours of Experience (Please check appropriate description).

- a. \_\_\_\_\_ 20 – 1,000 hours
- b. \_\_\_\_\_ over 1,000 hours

5. Documentation by Dentist

a. Dentist's Name \_\_\_\_\_

b. Address \_\_\_\_\_  
\_\_\_\_\_

c. Phone \_\_\_\_\_

I certify that the above information concerning the dental experience of this applicant is correct.

Signature of Dentist \_\_\_\_\_

Date \_\_\_\_\_

License Number and State \_\_\_\_\_

## **DENTAL ASSISTING POINT COUNT TOOL**

Enclosed in this package of information is the Admission Rating used by the Dental Department and the Limited Admissions Committee to select applicants to be admitted to the Dental Assisting.

This tool was developed as an objective means of evaluating applicants. Criteria used to select applicants for admission to the Wayne Community College Dental Assisting program are: (Part I) Placement Test Scores or Course Equivalent – ENG 111 and MAT 060 with a grade of C or better. No admission points are awarded for this section. (Part II) College/High School/GED Transcripts and (Part III) Dental Experience. (Optional)

Your admission rating is confidential information. At no time will your admission rating be discussed with anyone other than an authorized official of Wayne Community College and only when directly involved with the admissions process. When your application is completed, your total point count will be calculated. This point total will be used in the admissions process.

**PLEASE DO NOT CALL THE ADMISSIONS OFFICE OR THE DENTAL DEPARTMENT TO INQUIRE ABOUT YOUR POINT COUNT.** There will be no discussion of point count totals by phone.

**WAYNE COMMUNITY COLLEGE  
DENTAL ASSISTING ADMISSION RATING**

**Applicant Name:** \_\_\_\_\_ **Datatel #** \_\_\_\_\_  
**Date Reviewed:** \_\_\_\_\_ **Reviewed by:** \_\_\_\_\_

**PART I: College Placement Tests:** Minimum scores must be attained. Not used for ranking purposes.

<b>Accuplacer/CPT</b>	or	<b>ASSET</b>
Reading 80* _____		Reading 41* _____
Writing 86* _____		Writing 41* _____
Arithmetic 55** _____		Numerical 41** _____

<b>COMPASS</b>	or	<b>SAT</b>
Reading 81* _____		Reading 500* _____
Writing 70* _____		Verbal 500* _____
Pre-Algebra 47** _____		Math 500** _____

<b>ACT</b>	and	<b>Computer Skills</b>
Reading 19* _____		Computer 78*** _____
English 19* _____		
Math 22** _____		

\*Completion of ENG 111 or college equivalent with "C" or better or an AP English score of 3 or higher \_\_\_\_\_

\*\*Completion of MAT 060 with "C" or better \_\_\_\_\_

\*\*\*Completion of CIS 070 or CTS 080 or college equivalent with "C" or better \_\_\_\_\_

**Date placement test requirements met:** \_\_\_\_\_

**PART II: College or High School/GED Transcripts:** If applicant has completed at least **8 semester hours** (or equivalent not including pre-curriculum courses) of college credit from an accredited institution, then college transcripts will be evaluated. All college transcripts will be used in determining the GPAs. If not, then high school transcripts or GED scores will be used. **(Maximum of 8 points).**

**College Overall GPA** \_\_\_\_\_ (1-4)

(2.0-2.49)=1    (2.5-2.99)=2    (3.0-3.49)=3    (3.5+)=4

**College Science GPA** \_\_\_\_\_ (1-4)

(2.0-2.49)=1    (2.5-2.99)=2    (3.0-3.49)=3    (3.5+)=4

**OR High School Overall GPA** \_\_\_\_\_ (1-4)

(2.0-2.49)=1    (2.5-2.99)=2    (3.0-3.49)=3    (3.5+)=4

**High School Science GPA** \_\_\_\_\_ (1-4)

(2.0-2.49)=1    (2.5-2.99)=2    (3.0-3.49)=3    (3.5+)=4

**OR GED Overall Score** \_\_\_\_\_ (1-4)

(225-249)=1    (250-274)=2    (275-299)=3    (300+)=4

**GED Science Score** \_\_\_\_\_ (1-4)

(45-49)=1    (50-54)=2    (55-59)=3    (60+)=4

**Total Part II** \_\_\_\_\_

**PART III: Dental Experience:** A new experience form must be submitted each year applicant applies to Dental Assisting. **(Maximum of 2 points).**

20-1000 hours work/observation in dental office or dental laboratory **1 point**

>1000 hours work in dental office or dental laboratory **2 points**

**Total Part III** \_\_\_\_\_

**Total Score (Maximum 10 points)** \_\_\_\_\_

## DENTAL ASSISTING

### **Official Program Description registered with the N.C. Department of Community Colleges:**

The Dental Assisting curriculum prepares graduates to assist the dentist in providing treatment services. Functions performed by the dental assistant include dental health education, preparing dental materials, preparing the patient for treatment, taking dental X-rays, maintaining dental supplies, maintaining patient records and other office management procedures. Graduates may be employed by dental offices, dental clinics, public health clinics, federal service clinics, dental schools, state health departments, dental manufacturers and insurance companies.

Graduates are eligible to take the examination given by the Dental Assisting National Board, Incorporated, to become a Certified Dental Assistant.

Individuals desiring a career in Dental Assisting should, if possible, take biology, mathematics and keyboarding courses prior to entering the program.

### **Diploma Awarded:**

A diploma in Dental Assisting is awarded by the College upon completion of this program.

### **Program Accreditation:**

The Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association.

### **Note:**

Students must earn a grade of C or better in all curriculum courses in order to progress in the program.

In addition to tuition and textbooks, costs of this program include a laboratory fee, scrubs, shoes, physical examination, immunizations, health insurance, cost of licensure examination and other miscellaneous fees.

**PROGRAM GOALS:** The primary goals of the Wayne Community College Dental Assisting program are:

1. To prepare students to function effectively as integral members of the dental health team fostering professional behavior and ethical values.
2. To prepare students to perform general chairside assisting procedures and related office and laboratory procedures under the direction and supervision of a licensed dentist.
3. To help meet the community's need for qualified dental assistants.
4. To prepare the student to pass the Dental Assisting National Board.

## PHYSICAL AND COGNITIVE EXPECTATIONS OF A STUDENT DENTAL ASSISTANT

Dental Assisting (DA) is a practice discipline with cognitive, sensory, affective and psychomotor performance requirements. For the purposes of DA program compliance with the 1990 Americans with Disability Act, a qualified individual with a disability is one who with or without reasonable accommodation or modification, meets the eligibility requirements for participation in the DA program.

Admission to and progression in the DA program is not based on these standards. Rather, the standards should be used to assist each student in determining whether accommodations or modifications are necessary. Standards provide an objective measure upon which a student and the advisor base informed decisions regarding whether a student is "qualified" to meet the requirements. It is the responsibility of the applicant to read the technical standards carefully and to ask for clarification of any standard that is not understood.

If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, the dental faculty will determine on an individual basis, whether or not the necessary accommodations or modifications can be made in a reasonable manner. Both instructors and students must evaluate the standards continually throughout the program.

## PHYSICAL AND EMOTIONAL STANDARDS

Dental Assisting (DA) students should possess and be able to demonstrate the following:

- 1. Critical Thinking:** critical thinking ability sufficient for clinical judgment. For example, student must be able to identify cause – effect relationships in clinical situations; collect and analyze clinical and radiographic data to aid in problem solving; and assist in the development of dental treatment plans.
- 2. Interpersonal Skills:** interpersonal abilities sufficient to interact with individuals, families, groups, etc., from a variety of social, emotional, cultural and intellectual backgrounds. For example, student shall establish rapport with clients/patients and dental team members.
- 3. Communication Skills:** communication abilities sufficient for interaction with others in verbal and written form. For example, explain treatment procedures to patients; initiate preventative oral health teaching; document and interpret treatment rendered and patient/client responses.
- 4. Mobility:** physical abilities sufficient to move from room to room and maneuver in small spaces; stand and walk for extensive periods of time. For example, moving from room to room in a clinic and laboratory areas. Must be able to sit in a fixed position for up to an hour while assisting with dental procedures.
- 5. Motor Skills:** gross and fine motor abilities to assist in the provision of safe and effective care. For example, calibrate and use equipment, document care; position and move patients/clients; mix and dispense dental materials and perform expanded function dental procedures as allowed by applicable laws.

6. **Hearing:** auditory ability sufficient to monitor and assess health needs and communicate with patients and other members of the oral health care team.
7. **Visual:** visual ability sufficient for observation and assessment necessary in dental care. For example, observe patient/client responses, observe appearance and consistency of dental materials and determine shading and coloring of restorations.
8. **Tactile:** tactile ability sufficient for assessment. For example, perform functions related to dental materials as well as laboratory procedures and treatment procedures.
9. **Weight-Bearing:** ability to lift and manipulate/move 45-50 pounds daily. For example, position patients/clients and move equipment.
10. **Cognitive Abilities:** ability to be oriented to time, place and person; organize responsibilities and decisions. For example, student shall assess client/patient complaints and oral conditions and be able to assimilate and communicate information to other members of the treatment team.

**EXAMPLES ARE NOT ALL INCLUSIVE**

## **WAYNE COMMUNITY COLLEGE**

### **COMMUNICABLE DISEASE POLICY OF STUDENTS**

Wayne Community College is committed to assuring, as far as possible, that each student enjoys safe and healthful study conditions. To this end, the College offers the following information:

A student infected, or reasonably believed to be infected, with a communicable disease shall not be excluded from enrollment or employment, or restricted in his/her access to the institution's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or the welfare of other members of the institution and community.

A student who knows, or has a basis for believing that he/she has a communicable disease or has been exposed to a communicable disease that may pose a threat to others, has an obligation to conduct him/herself in accordance with such knowledge, so as to protect him/herself and others. In respect, a curriculum student should report this information to the Department Head for the program in which he/she is enrolled, and a continuing education student should report this information to his/her Program Coordinator. All information will be kept confidential except to those persons determined by the appropriate Department Head/Program Coordinator as having a need to know. These persons will be informed after the student is advised that such action will be taken.

A person who may pose a threat to others will be assessed by a licensed healthcare provider (physician, nurse practitioner or physician's assistant) in keeping with current standards, requirements and recommendations of the Center for Disease Control (CDC) and the Occupational Safety and Health Act (OSHA). The evaluation of the student must include a statement of his/her health status as it relates to his/her ability to safely accomplish the objectives of the declared program of study. Decisions regarding the student's enrollment or access to facilities and/or services on campus will be made based on the recommendations of the licensed healthcare provider.

Students enrolled in the following programs must comply with additional policies related to their risk of exposure to blood or other infectious body fluids: Dental Hygiene, Dental Assisting, Associate Degree Nursing, Practical Nursing, Nurse Aide, Medical Assisting, Pharmacy Technology, Phlebotomy, Emergency Medical Services, Early Childhood, Basic Law Enforcement Training, Forestry (optional); and courses in biology and physical education. Orientation to the aforementioned programs and courses will include established policies and procedures.

Reference: WCC Student Handbook 2011-2012

## **DENTAL ASSISTING PROGRAM LEARNING OUTCOMES**

Upon successful completion of the dental assisting program, the graduate will be able to:

1. Demonstrate professionalism with patients, students, faculty, and dental professionals/staff
2. Perform dental assisting skills and procedures in the clinical and laboratory setting utilizing proper infection control and safety practices
3. Perform dental administrative management procedures
4. Perform dental radiographic procedures
5. Provide dental health related education with appropriate patient assessment

**DENTAL ASSISTING CURRICULUM  
EFFECTIVE FALL 2009**

		<u>Contact Hours</u>	<u>Semester Credit Hours</u>
<b>FIRST SEMESTER</b>			
DEN 100	Basic Orofacial Anatomy	2	2
DEN 101	Preclinical Procedures	10	7
DEN 102	Dental Materials	7	5
DEN 111	Infection/Hazard Control	2	2
BIO 106	Introduction to Anat/Phys/Micro	4	3
ACA 111	College Student Success	<u>1</u>	<u>1</u>
			20
 <b>SECOND SEMESTER</b>			
DEN 103	Dental Sciences	2	2
DEN 104	Dental Health Education	4	3
DEN 105	Practice Management	2	2
DEN 106	Clinical Practice I	13	5
DEN 112	Dental Radiography	5	3
ENG 102	Applied Communications II	<u>3</u>	<u>3</u>
			18
 <b>SUMMER TERM</b>			
DEN 107	Clinical Practice II	13	5
PSY 150	General Psychology	<u>3</u>	<u>3</u>
			8
Total Credit Hours			46

6/2007

**WAYNE COMMUNITY COLLEGE**  
**Dental Assisting Program**

**COST SURVEY**

**DATE:** August 2011

**Non-tuition costs: supplies, miscellaneous**

<b><u>ITEM</u></b>	<b><u>FALL</u></b>	<b><u>SPRING</u></b>	<b><u>SUMMER</u></b>	<b><u>TOTAL</u></b>
Textbooks	\$675.50	\$265.00		\$940.50
Laboratory Fee	\$50.00	\$50.00		\$100.00
Name Tag	\$6.50			\$6.50
Activity Fee	\$20.00	\$20.00		\$40.00
Technology Fee	\$16.00	\$16.00	\$16.00	\$48.00
WCC Dental Assisting Club	\$5.00			\$5.00
ADAA Membership Fees (Optional)	\$25.00			\$25.00
National Board Examination (optional)		\$375.00		\$375.00
Graduation Fees(Cap and Gown)			\$25.00	\$25.00
<b>Total</b>	<b>\$798.00</b>	<b>\$726.00</b>	<b>\$41.00</b>	<b>\$1,565.00</b>

**Tuition/Fees Fall Semester**

(Subject to change by action of the North Carolina Legislature.)

In-State:	\$1,110.00
Out-of-state:	\$4,182.00

**Note:** Students must purchase safety glasses which are required for certain assignments unless the student wears regular prescription glasses. Side shields must be purchased for prescription glasses. Nitrile puncture resistant utility gloves for cleaning procedures must be purchased by each student

Costs listed above are current estimates based on 2011-2012 figures and are subject to change.

Revised 05/11

**DENTAL ASSISTING  
LETTER OF UNDERSTANDING**

NAME \_\_\_\_\_

SS# \_\_\_\_\_

I affirm that all information submitted during the general and/or allied health application process(es) is true and complete to the best of my knowledge. I affirm that I have read and understand the Dental Assisting admission policies and procedures as stated by Wayne Community College in the Dental Assisting Fall Semester 2012 Admission Policies and Procedures packet available at: <http://www.waynecc.edu/admissions/allied-health/uploads/dental-assisting.pdf>.

I understand that it is my responsibility as an applicant to submit all the necessary admission requirements prior to the deadline and that failure to comply with all application requirements will result in removal from consideration or dismissal from the program. Please refer to the application packet for more detailed information.

I understand that no exceptions to the policies and procedures will be granted.

INITIAL APPLICATION DEADLINE – **DENTAL ASSISTING**  
**April 26, 2012 by 4:00 p.m.**

Applicants completing all requirements after the deadline will be considered by the Limited Admissions Committee at their next regularly scheduled monthly meeting until the program is filled.

After reading the above statement, please sign, date and return with your application.

Signature \_\_\_\_\_

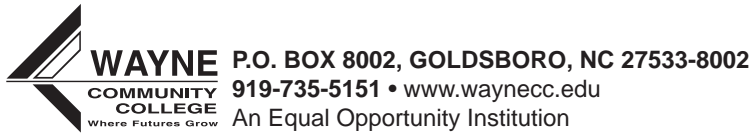
Date \_\_\_\_\_

**Note:** Your application will not be processed without this signed statement.

**Please be sure to inform the Office of Admissions and  
Records if your address or telephone number changes.**

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

# APPLICATION FOR ADMISSION/READMISSION



Do Not Write In This Space  
 R \_\_\_\_\_  
 T \_\_\_\_\_

NOTICE TO APPLICANT: The information that you provide below will be placed in our master file. If any of this data changes, you must notify the Office of Admissions and Records immediately. Information on race and sex is requested for data gathering purposes only. Disclosure of social security number is voluntary and is used to verify the identity of an individual. Answer all questions completely and accurately. Use your legal name. Incomplete forms may delay your acceptance. Please print or type.

Last Name Jr./Sr./III		First	Middle	Former
Address		City		State Zip
County of legal residence		State of legal residence	Country of legal residence	
Home Telephone ( )	Work Telephone ( )	Social Security Number	College ID Number (If applicable)	
Birth Date	Ethnicity and Race Birth _____ Place _____ Hispanic or Latino If no, choose one or more ___ White ___ Black or African American ___ Asian ___ Yes ___ No ___ Native Hawaiian or Other Pacific Islander ___ American Indian or Alaska Native			
Sex ___ M ___ F	E-Mail Address:	Year and term entering 20 ___ ___ Fall ___ Spring ___ Summer	I plan to attend ___ Full-Time ___ Part-Time	
Enrolling as ___ Freshman ___ Transfer ___ Returning WCC Student				
Last term registered at WCC _____ Name last enrolled under _____				
Long-term goal at WCC? (Check One) ___ To obtain an Associate Degree, Diploma or Certificate ___ To enhance job skills in present field of work ___ To enhance employment skills for a new field of work ___ To take courses to transfer to another college ___ To take courses for personal enrichment or interest		U.S. Citizen ___ Yes ___ No If no, a) give country of citizenship _____ b) immigration status _____		
Employment status while attending WCC ___ Retired ___ Unemployed - not seeking employment ___ Unemployed - seeking employment ___ Employed 1-10 hours per week ___ Employed 11-20 hours per week ___ Employed 21-39 hours per week ___ Employed 40 or more hours per week		Indicate if any of the following apply to you: ___ Retired Military ___ Active Duty Military ___ Dependent of Active Duty Military ___ Department of Defense Employee		
Highest educational level completed (Check one) ___ 8 ___ 9 ___ 10 ___ 11 ___ 12 ___ GED ___ 13 Adult High School Diploma ___ 14 Post High School Vocational ___ 15 Associate Degree ___ 16 Bachelor's Degree ___ 17 Master's Degree or Higher				
High school last attended		City	County	State
___ Yes, I graduated Graduation Date or Last Date of Attendance: Month _____ Day _____ Year _____				
___ I received an Adult High School Diploma	School	State	City	Date Received
___ I received the GED	School	State	City	Date Received
___ I am currently enrolled in high school	School	State	City	Date Received

\_\_\_\_\_ INITIAL HERE

### IF YOU ARE APPLYING TO A CURRICULUM PROGRAM, PLEASE COMPLETE THE ITEMS BELOW.

All transcripts (high school or equivalent and college) must be on file in the admissions office before an applicant is officially accepted to the Program. Financial aid and VA benefits will not be approved until all official transcripts are on file.

Colleges Attended	City	County	State	Date Last Attended

Curriculum to which you are applying: (See back page) \_\_\_\_\_

6-Digit Curriculum Code \_\_\_\_\_

\_\_\_\_\_ INITIAL HERE



# Programs Offered at WCC

(Enter both the program to which you are applying and the program code on the first page of the form, question number 18.)

## ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

- \* A25100 - Accounting
- A15100 - Agribusiness Technology
- A15280 - Applied Animal Science Technology
- # A45110 - Associate Degree Nursing
- A60160 - Automotive Systems Technology (ATEP)
- A60160A - Automotive Systems Technology (ASEP)
- A60200 - Aviation Systems Technology
- A20100 - Biotechnology  
(Collaborative with Pitt Community College)
- \* A25120 - Business Administration
- A2512G - Bus. Ad./Operations Management
- A60130 - Collision Repair and Refinishing Technology
- \* A25260 - Computer Information Technology
- A50210 - Computer-Integrated Machining
- \* A55180 - Criminal Justice Technology
- \* A5518A - Criminal Justice Tech./Latent Evidence
- # A45260 - Dental Hygiene
- \* A55220 - Early Childhood Education
- A40200 - Electronics Engineering Technology
- A55420 - Emergency Preparedness Technology
- A15200 - Forest Management Technology
- \* A55280 - General Occupational Technology
- \* A25200 - Healthcare Management Technology  
(Collaborative with Pitt Community College)
- A45380 - Human Services Technology
- \* A50240 - Industrial Systems Technology
- A40320 - Mechanical Engineering Technology
- # A45400 - Medical Assisting
- \* A25310 - Medical Office Administration
- \* A25340 - Networking Technology
- \* A25370 - Office Administration
- A55440 - School Age Education
- A25450 - Simulation and Game Development
- A40370 - Sustainability Technology
- A15410 - Sustainable Agriculture
- A15420 - Turfgrass Management Technology

## DIPLOMA PROGRAMS

- D15100 - Agribusiness Technology
- D35100 - Air Conditioning, Heating, and Refrigeration Technology
- D15280 - Applied Animal Science Technology
- D60130 - Collision Repair and Refinishing Technology
- \* D25120 - Business Administration
- \* D25260 - Computer Information Technology
- D50210 - Computer-Integrated Technology
- D55140 - Cosmetology
- # D45240 - Dental Assisting
- D25310 - Medical Office Administration/Medical Coding
- D25310MT - Medical Office Administration/Medical Transcription
- D25370 - Office Administration
- D45580 - Pharmacy Technology
- # D45660 - Practical Nursing
- \* D50420 - Welding Technology

## CERTIFICATE PROGRAMS

- C15100 - Agribusiness Technology
- C40370A - Alternate Energy Certificate
- C15280 - Applied Animal Science Technology
- C60130B - Autobody Non-Structural Repair
- C60130A - Autobody Refinishing
- C60130C - Autobody Structural Repair
- \* C55120 - Basic Law Enforcement Training

- C50210A - Basic Machining Certificate
- \* C2512G - Business Administration/Operations Management
- C60160B - Chassis Certificate
- C50210B - CNC Programming Certificate
- C50210C - CNC Operator Certificate
- C50210D - Computer-Aided Manufacturing Certificate
- \* C25260SO - Computer Information Technology/Software Applications
- \* C25260SY - Computer Information Technology/Microcomputers/Systems
- C50210E - Coordinate Measuring Machine Certificate
- C55140 - Cosmetology
- C55180 - Criminal Justice Technology/Management Certificate
- C40320A - Drafting Certificate
- C60160D - Drivetrain Certificate
- C55220A - Early Childhood Administrator's Certificate
- C55220B - Early Childhood Certificate
- C55220C - Early Childhood Special Needs Certificate
- C60160E - Electrical Certificate
- C55420 - Emergency Preparedness Technology/Management Certificate
- C4037A - Energy Management Certificate
- C60160C - Engine Performance Certificate
- C40370G - Green Construction Certificate
- C50240IC - Industrial Controls Certificate
- \* C50240 - Industrial Systems Technology
- \* C55290 - Infant/Toddler Care
- C50240MM - Maintenance Management Certificate
- C50240MS - Mechanical Systems Certificate
- \* C25310MI - Medical Office Administration/Medical Insurance
- C50420MG - Mig Welding Certificate
- \* C25340 - Networking Technology Certificate
- \* C25340RS - Networking Technology/Routing and Switching
- \* C25370MA - Office Administration/Microsoft Applications
- # C45600 - Phlebotomy
- C50420S - Stick Welding Certificate
- C50420TG - Tig Welding Certificate
- C40320B - Tool Design Certificate
- C15420 - Turfgrass Management Technology

## ASSOCIATE IN GENERAL EDUCATION DEGREE

- A10300 - Associate in General Education

## ASSOCIATE IN ARTS, AND SCIENCE DEGREE PROGRAMS (TRANSFER)

- \* A10100 - Associate in Arts
- \* A10400 - Associate in Science

## DIPLOMA PROGRAMS

- \* D10100 - Associate in Arts
- \* D10400 - Associate in Science

## OTHER PROGRAMS

- T90980 - Dual Enrolled (High School)
- T90930 - Early College High School
- T90970 - Huskins (High School)
- T90910 - Innovative High School
- T90920 - Learn and Earn Online
- T90990 - Special Credit

# Limited admissions programs which require a separate application. Contact the Office of Admissions and Records for additional admissions requirements and specific application dates.

\* Classes for these programs are also offered in the evening as well as during the day.

Wayne Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 with questions about this college's accreditation.

Wayne Community College is committed to providing students, employees and visitors with a clean, safe and healthy environment. As of August 1, 2009, the Wayne Community College campus is tobacco free.

The College's annual security report is available online at [www.waynec.edu/administration/security/securityreport](http://www.waynec.edu/administration/security/securityreport) or in the Office of Security and Public Safety.

Wayne Community College is an Equal Opportunity/Affirmative Action College and accommodates the needs of individuals with disabilities. It is the intent of the College that all courses be accessible to all qualified students. It is the student's responsibility to make his or her disability known sixty days prior to enrollment. The student must request academic adjustments by contacting the Disability Services Counselor at ext. 223.

Student Right-to-Know: Information regarding the persistence rate of enrolled students toward graduation and transfer-out-rate is available in the Office of Admissions and Records. Student rights under FERPA are available at [www.ed.gov/policy/gen/guid/fcpo/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fcpo/ferpa/index.html) or in the Office of Admissions and Records and in the Office of Counseling Services. The Wayne Community College Annual Security Report is available at <http://www.waynec.edu/administration/security/securityreport/> and printed copies are available from the security department.