



## 2024 Dental Assisting Information Guide

Montgomery Community College 1011 Page Street, Troy NC 27271

### Admission into Dental Assisting (DA II)

910-898-9600

Admission to the Dental Assisting program is based on completion of all the following requirements including appropriate academic assessment outcomes. It is the student's responsibility to ensure that documentation of testing and/or courses completed is transmitted to the Admissions Office. Prospective students are not considered for admission until all paperwork and all assessment benchmarks are complete and verified through the Admissions Office.

### Admission Requirements & Application Deadline: April 15

- **Apply:** Complete NC residency determination at [www.ncresidency.org](http://www.ncresidency.org) before applying online at [www.montgomery.edu](http://www.montgomery.edu) by April 15.
- **Request transcripts:** Submit a high school/high school equivalency certificate (GED®)/Adult High School transcript that meets North Carolina standard and any necessary college transcripts. (MCC reserves the right to test for proficiency any applicant asking for transfer credit on theory or clinical course.)
- **Biology Competency:** Completion of a high school or college biology course with a grade of "C" or higher taken within the past ten years. If BIO 106 or its equivalent is the course taken, the course must be completed within 3 years of acceptance in the dental program with a grade of "B" or higher in order for transfer credit to be awarded.
- **Placement:** Using the Reinforced Instruction for Student Excellence (RISE) placement model be eligible to enroll in ENG 111 and MAT 110 WITHOUT a co-requisite for the Dental Assisting program by April 15. See Placement options below. It is the student's responsibility to ensure documentation of course completion is received by the Admissions Office by the deadline.

Be eligible to enroll in ENG 111 and MAT 110 without a co-requisite by completing or receiving	
English	Math
<ul style="list-style-type: none"><li>• Transfer credit for ENG 111; or</li><li>• Waiver credit for all of the following: DRE 096, DRE 097, DRE 098; or</li><li>• Waiver credit for ENG 002 with a minimum grade of P2; or</li><li>• Waiver credit for ENG 011.</li></ul>	<ul style="list-style-type: none"><li>• Transfer credit for one of the following – MAT 110, 140, MAT 143, MAT 152, MAT 171 (or a higher-level math); or</li><li>• Waiver credit for all of the following: DMA 010, DMA 020, and DMA 030; or</li><li>• Waiver credit for MAT 003 with a minimum grade of P1; or</li><li>• Waiver credit for one of the following: MAT 010, MAT 043, MAT 052, or MAT 071</li></ul>
For more information about RISE, go to <a href="http://www.montgomery.edu">www.montgomery.edu</a> .	

For questions regarding the admissions process, visit us at [www.montgomery.edu](http://www.montgomery.edu) or call 910-898-9617.

### Points Selection Process

After the application deadline, a point selection process will be used to rank qualified applicants for acceptance into the program. The selection process will be for those applicants who have completed all the Admissions Requirements. **Information on the ranking process is included with this guide.** The point selection process will be completed in late April and applicants will be notified about acceptance or placement on an alternate list by mail mid-May.

### Dental Assisting Deadlines

Application Deadline.....April 15  
Placement Deadline.....April 15  
Provisional Acceptance Notification.....mid-May  
Mandatory Orientation.....June  
Physical Exam (Medical) Form Due..... mid-June  
Basic Life Support CPR.....July 1  
Priority Registration.....mid-July  
**Failure to meet deadlines will render applications invalid**

## Provisional Acceptance

After all criteria for admission and ranking has been satisfactorily completed, applicants will be evaluated for provisional acceptance. A point selection process will be used to rank applicants for acceptance into the program. Applicants will receive written notification from the Admissions Office concerning provisional acceptance or placement on the Dental Assisting alternate list. Acceptance is provisional pending the following requirements.

- **Orientations: Attendance** is required at the **mandatory orientation** session. Many aspects of the program will be discussed and include, but not limited to tuition, books, schedules, program expectations for class, lab and clinical. Failure to attend could result in forfeiture of position in the program.
- **CPR:** Be certified with Basic Life Support CPR **prior to registration** and must be maintained throughout enrollment. No fully online certification will be accepted. **Documentation must be submitted to the Admissions Office prior to registration.**
- **Medical form:** Completion of student medical form and evidence of physical and emotional health requirements necessary to provide safe dental care. Qualified applicants will be provided the medical form at the mandatory orientation. **The completed form must be returned by the designated due date or the provisional acceptance will be forfeited.** The Applicant Medical Form will be reviewed by the Dental Assisting Department Head and must be approved before the applicant can register. Due to the nature of the dental assisting profession, students must have the physical ability to bend, sit and stand for sustained periods. In addition, the student must have hearing ability and visual acuity to determine accuracy, neatness, and thoroughness of work and demonstrate manual dexterity. Standard technical skills can be found on the program website.
- **Background/drug screen checks:** Affiliating agencies used by MCC's Dental Assisting program require students to submit to criminal background checks, drug testing and/or health screening prior to or during participation in class, lab or clinical experiences at their sites. Students should be aware that progress toward graduation may be limited by any inability to meet the agency requirements for student placement. Any required testing or documents needed will be at the expense of the student.

## Academic Requirements

Dental Assisting students are required to maintain at least a 2.0 GPA (a "C" average) to remain in the program with a grade of "B" or better in each DEN course and BIO 106 or equivalent course(s).

In addition, students are required to successfully complete an **Instrument ID** test at a score of 86 or higher to remain in DEN 101 Preclinical Procedures. A student dropped from DEN 101 due to not meeting this requirement, **cannot** progress into the spring semester. If a student is accepted into the program a second time, they will be required to repeat **ALL DEN** courses regardless of a passing grade in a specific course(s) during a previous academic year.

## Applicants for Readmission

Readmission to the Dental Assisting program is based on successful completion of the requirements for readmission and space availability. A student may be admitted to the Dental Assisting program only twice, including re-instatement.

## Reapplication for Subsequent School Terms

If an applicant is not accepted into the program or is accepted but decides not to attend and wishes for their application to be considered for another academic year, they must reapply for admission by completing a new application. Previous files will not be considered for admission. Applicants should reapply as soon as possible or by April 15 for the next school year.

## Transfer Applicants

Positions are sometimes available for students from other Dental Assisting programs. All students applying for transfer to MCC should complete the application process by October 1. Any transfer credits must be a grade of "B" or above and be evaluated by Student Services and Dental Assisting faculty prior to entrance. The College reserves the right to test any applicants requesting transfer credit on any theory or clinical course.

### Gen-Ed Courses

Prior to acceptance into the Dental Assisting program, applicants may enroll in required Gen Ed courses. By completing these courses ahead of time, the course load in dental assisting the following year will be reduced. However, completing Gen-Ed courses may affect financial aid awards. Applicants should consult with the financial aid staff for more information.

Being enrolled in these related classes, however ***does not guarantee a position*** in the Dental Assisting class for the new academic year. Each applicant will still have to compete for the available positions using the regular dental assisting admissions criteria. Applicants who have completed related courses at other institutions should contact the Registrar's Office at MCC concerning their transferability. Due to course content, related courses must have been completed within the last three (3) years with a grade "C" or higher in ENG 111 and PSY 150 and a grade of "B" or higher in BIO 106. ***This includes credits earned at MCC as well as other post-secondary institutions.***

### Statement of Good Standing

If a student has been dismissed from a previous Health Science Program, they must submit a "Statement of Good Standing" prior to enrolling in the Dental Assisting Program

#### Financial Assistance

All dental assisting applicants are encouraged to apply for financial aid assistance. For more information, contact the Financial Aid Office at MCC or visit [www.fafsa.gov](http://www.fafsa.gov). Scholarships and veteran's benefits information is also available. MCC does not participate in the Stafford Loan program. Please be aware that financial aid does not cover the entire cost of this program.

#### Nelnet

MCC is proud to offer Nelnet as a convenient budget plan. This is a payment plan, not a loan program. For more information about Nelnet, click on the MCC TechTrail portal on our website: [www.montgomery.edu](http://www.montgomery.edu) or call our Business Office at 910-898-9633

**For more information, visit [www.montgomery.edu](http://www.montgomery.edu)**

The Commission on Dental Accreditation (CODA) accredits the Dental Assisting program.  
211 East Chicago Avenue  
Chicago, IL 60611 800-621-8099, Ext. 2719

Graduates of the program receive a diploma and are considered a DA II according to the NC State Board of Dental Examiners.

Graduates may be eligible to take the DANB examination for Certified Dental Assistant. Visit [www.danb.org](http://www.danb.org) for eligibility pathways.

### IMPORTANT NOTE TO APPLICANTS:

Infection control guidelines for the Dental Assisting program have been developed to protect the student and the patient from disease transmission and are articulated in specific program courses. Students will have the knowledge and skill to deliver patient care safely through classroom instruction and laboratory experiences. A student in the program is at an increased risk for exposure to a variety of diseases including Hepatitis C, HIV/AIDS, and tuberculosis. Because of these risks, students are expected to follow all infection/hazard control guidelines that have been established within the program and other infection control agencies.

Montgomery Community College  
Dental Assisting  
D45240  
Diploma

FALL	PREFIX	COURSE TITLE	Class Hours	Lab Hours	Work Experience/ Clinical Hours	CREDITS
(8 Weeks)	DEN 100	Basic Orofacial Anatomy	2	0	0	2
	DEN 101	Preclinical Procedures	4	6	0	7
	DEN 102	Dental Materials	2	4	0	4
(8 Weeks)	DEN 111	Infection/Hazard Control	2	0	0	2
	BIO 106	Anatomy/Physiology/Micro	2	2	0	3
			12	12	0	Total 18
SPRING	PREFIX	COURSE TITLE				CREDITS
(8 Weeks)	DEN 103	Dental Sciences	2	0	0	2
(8 Weeks)	DEN 104	Dental Health Education	2	2	0	3
	DEN 106	Clinical Practice I	2	0	12	6
	DEN 112	Dental Radiography	2	3	0	3
(8 Weeks)	DEN 105	Practice Management	2	0	0	2
	ENG 111	Writing & Inquiry	3	0	0	3
			13	5	12	Total 19
SUMMER	PREFIX	COURSE TITLE				CREDITS
	DEN 107	Clinical Practice II	1	0	12	5
	PSY 150	General Psychology	3	0	0	3
			4	0	12	Total 8

Total Semester Hours Required for Dental Assisting Diploma: 45

### Selection/Ranking Process for Dental Assisting

After the April 15 application deadline, qualified applicants who have met all the preliminary admissions requirements are ranked using a point system. The components of the ranking system include the following. It is the student's responsibility to ensure documentation is on file in the Admissions Office.

#### Academic Points

Academic Points are awarded for grades in the following course or approved substitutions. Only those courses completed by the deadline will be used for ranking. Due to course workload, students are strongly encouraged to complete the general education courses before entering the Dental Assisting program.

College Level Course:	A=6 points	B=4 points	C=2 points
ENG 111- Writing and Inquiry			
PSY 150 General Psychology			
BIO 106 Intro Anatomy/Physiology/Micro <b>or</b>			
BIO 165 Anatomy & Physiology and BIO 166 Anatomy & Physiology II and BIO 275 Microbiology <b>or</b>			
BIO 168 Anatomy & Physiology and BIO 169 Anatomy & Physiology II and BIO 275 Microbiology			
Currently Enrolled High School Students:	A=5 points	B=3 points	C=1 point
11 <sup>th</sup> Grade English			
College Level Course: (BIO)	A=6 points	B=4 points	
BIO 106 Intro Anatomy/Physiology/Micro <b>or</b>			
BIO 165 Anatomy & Physiology and BIO 166 Anatomy & Physiology II and BIO 275 Microbiology <b>or</b>			
BIO 168 Anatomy & Physiology and BIO 169 Anatomy & Physiology II and BIO 275 Microbiology			

#### Related Experience

Related experience points are awarded for the following. Designated documentation must be provided for points consideration.

Volunteer Experience		
Completion of dental related volunteer experience. Documentation must be received on appropriate form provided by the MCC Admissions Office.		
4 points	32 hours	Documented experience within the last year
3 points	32 hours	Documented experience within the last 2 years
2 points	32 hours	Documented experience within the last 3 years
Related Coursework		
1 point	Completion of ACA course (Grade “B” or higher)	
3 points	Completion of ENG 112 or 114 (Grade “B” or higher)	
4 points	Completion of ENG 115 or COM course (Grade “B” or higher)	
Related Experience		
1 point	Medical or Allied Health employee for at least 1 year and documented by letter of reference from employer with duties/responsibilities outlined	
2 points	Dental Assistant I, Dental Lab Technician or Dental Office Manager for at least 1 year, within the last 3 years, and documented by a letter of recommendation on letterhead from employer	
4 points	Completion of an allied health related bachelors or associate degree. Official transcript indicating completion must be on file.	

#### Total points for ranking

Adding together the grade points and related experience points will determine a student's total score. Students will be ranked by their total score. In the event of a tie, an applicant with the higher academic points will be ranked higher. Each applicant will receive written notification from the Admissions Office concerning provisional acceptance or placement on the Dental Assisting alternate list.

**MONTGOMERY COMMUNITY COLLEGE**  
**Estimated Costs by Orientation & Semester**  
 (estimated cost does not include related course textbooks/supplies)

Costs are subject to change

<b>Priority Registration-estimated cost</b>	Scrubs	\$200.00
	Shoes	100.00
	Tooth Model Kit	325.00
	PPEs	<u>100.00</u>
		<b>\$725.00</b>

<b>Fall Semester</b>	Tuition and Fees (in-state rate)	\$ 1,421.00
	Books (estimated cost)	800.00
	Lab Fee	85.00
	ADAA Professional Dues	35.00
	Malpractice Insurance	<u>13.00</u>
		<b>\$ 2354.00</b>

<b>Spring Semester</b>	Tuition and Fees (in-state rate)	\$ 1,490.00
	Lab Fee	65.00
	Criminal Background, Drug Screening	150.00
	Scrubs/Shoes	175.00
	Graduation Fee	<u>45.00</u>
		<b>\$ 1925.00</b>

<b>Summer Semester</b>	Tuition and Fees (in-state rate)	<b>\$ 621.00</b>
<b>Dental Assisting National Board (DANB) optional 275.00 per component</b>		<b>\$ 825.00</b>

TOTAL ESTIMATED COST OF PROGRAM (for in-state students) ..... \$ 5625.00

Estimated Tuition and fees for out-of-state resident.....\$15,969.00

- Please note that financial aid does not cover the entire cost of this program. Clinical rotations in the spring and summer involves personal transportation, including vehicle gas.