



Dental Assisting Information Guide

Dental Assisting is a limited enrollment program and admission 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 Enrollment Office by the April 15 deadline. Prospective students are not considered for admission until all paperwork and all assessment benchmarks are complete and verified through the Enrollment Office.

06/10/2020

Admission Requirements & Application Deadline: April 15

- **Apply:** Complete NC residency determination at www.ncresidency.org before applying online at www.montgomery.edu by January 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" 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 program by April 15. See Placement options below.

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"> • Transfer credit for ENG 111; or • Waiver credit for all of the following: DRE 096, DRE 097, DRE 098; or • Waiver credit for ENG 002 with a minimum grade of P2; or • Waiver credit for ENG 011. 	<ul style="list-style-type: none"> • Transfer credit for one of the following – MAT 110, 140, MAT 143, MAT 152, MAT 171 (or a higher-level math); or • Waiver credit for all of the following: DMA 010, DMA 020, and DMA 030; or • Waiver credit for MAT 003 with a minimum grade of P1; or • Waiver credit for one of the following: MAT 010, MAT 043, MAT 052, or MAT 071
For more information about RISE, go to www.montgomery.edu .	

For questions regarding the admissions process, visit us at www.montgomery.edu or call 910-898-9612.

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 mid-June
 Mandatory Medical Form Review Session early-July
 Basic Life Support CPR July 1
 Physical Exam (Medical) Form Due late July
 Priority Registration late July

Failure to meet deadlines will render applications invalid.

Provisional Acceptance – May

After all criteria for admission and ranking has been satisfactorily completed, each applicant will receive written notification from the Enrollment Office concerning provisional acceptance or placement on the Dental Assisting alternate list. Acceptance is provisional pending the following requirements.

- **Orientations:** Attendance is required at **mandatory** orientation sessions in June and July. Many aspects of the program will be discussed and include, but not limited to tuition, books, schedules, program expectations for class, lab and clinical. Student will register for fall courses during the July session. Failure to attend could result in forfeiture of position in program unless arrangements are made with the Dental Assisting Instructor.
- **CPR:** Be certified with Basic Life Support CPR. No fully online certification will be accepted. Documentation must be submitted to the Enrollment Office prior to registration and certification must be maintained throughout enrollment.
- **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 when required. The completed form should 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 and must be approved before the applicant can register.

Related Information about Dental Assisting

Academic Requirements

Dental 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 on each dental course and the BIO 106 or equivalent course(s).

Criminal Records, Drug Testing & Health Screenings

Affiliating agencies used by MCC's Dental Assisting program may require students to submit to criminal background checks, drug testing and/or health screening prior to or during participation in class, lab, clinical, or co-op experiences at their site. Students should be aware that progress toward graduation may be limited by any inability to meet the agency/clinical requirements. Any required testing or documents needed will be at the expense of the student.

Hours

Dental Assisting at MCC is a comprehensive, two-semester/one summer session (one-year) program offered during daytime hours only beginning with Fall Semester each year. Most classes are held between 8:00 am and 4:30 pm. Clinical days start at 8:00 am (or when the clinical site opens) and may extend until 6:00 pm.

Job Referral Service

The job opportunities for dental graduates are plentiful at present across North Carolina. The job openings received at MCC have averaged between \$15 and \$18 per hour. MCC coordinates its job referral service with the Employment Security Commission and the Montgomery County NC Works for regional and statewide Dental Assisting openings.

Medical History Report

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 normal hearing ability and visual acuity to determine accuracy, neatness, and thoroughness of work and demonstrate manual dexterity.

Related Courses

Prior to acceptance into the Dental Assisting program, students may enroll in the related courses. By completing these related classes ahead of time, the course load the following year will be reduced. However, the reduced load may impact financial aid awards. 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 following year. Applicants may transfer related courses from another institution with a grade of "C" or better. If you decide to take refresher/related courses, please contact the Enrollment Office to receive the necessary information. Due to course content, the dental courses and Anatomy and Physiology credits must have been completed within the last three (3) years with a grade of "B" prior to enrollment to be considered for credit. ***This includes credits earned at MCC as well as other post-secondary institutions.***

To learn more about the Dental Assisting at MCC, please view the Student Handbook at www.montgomery.edu/wp-content/uploads/dental-handbook.pdf

The Dental Assisting program is accredited by the American Dental Association (ADA). Graduates will receive a diploma and will be 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. For more information on the Certified Dental Assistant exam eligibility pathways, visit the DANB site at www.danb.org.

Commission of Dental Accreditation of the American Dental Association
211 East Chicago Avenue
Chicago, IL 60611
800-621-8099, Ext. 2719

Applicants for Readmission

A student previously enrolled in the Dental Assisting program at MCC who withdrew in good academic standing (making satisfactory progress and eligible to continue at the time of withdrawal) because of documented medical reasons will be given first consideration. Other students in good academic standing will be considered next. Students who have withdrawn or have been suspended or dismissed for academic, attendance, or disciplinary reasons will be considered last until June 1 of the year of readmission. Prior to provisional acceptance into the program, students applying for readmission must attend a mandatory counseling session with the program faculty and the program dean. The session will include information on how to be successful in the program. Students who do not attend the mandatory session will not be readmitted into the program for that academic year. Should there be competition for space available for transfer applicants and applicants for readmission, applicants will be prioritized based upon admission criteria and overall GPA at the time of withdrawal or dismissal.

Transfer Applicants...Transferring credits to MCC

Positions are sometimes available in Spring Semester for students who have previously completed all Fall Semester courses. All students applying for transfer to MCC should complete the application process by November 15 and will be required to take a minimum of Spring Semester and Summer Session courses including clinical requirements at MCC. Any transfer credits must carry appropriate transfer grade and be evaluated by Student Services prior to entrance. The College reserves the right to test any applicants requesting transfer credit on any theory or clinical course.

Applicants for transfer must apply for admission in the same manner as new applicants, meet the requirements for entrance for new applicants, and submit an official transcript from his/her former dental school along with course descriptions and evidence of content completed (i.e. course outlines, skills checklists, etc.) Applicants in good academic standing eligible to return or continue will be given priority consideration.

Reapplication for Subsequent School Terms

Students who are not accepted into the program or decided not to attend must reapply to be considered for another academic year. Students must submit an online application and meet all the admission requirements and deadlines.

Cost and Payment

The total estimated cost of the dental program is approximately \$6,664.60 for North Carolina residents. The total cost is \$14,728.80 for students with out-of-state tuition residency classifications. These costs are subject to change. For more detailed cost information, see the "Estimated Costs by Semester." ***A student may forfeit his/her position in the program if tuition and fees are not paid by designated payment due dates.***

Financial Assistance

All dental applicants are encouraged to apply for financial aid assistance. For more information, contact the Financial Aid Office at MCC or visit 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 may not cover the entire cost of this program.**

Nelnet Payment Plan

Nelnet as a convenient budget plan. This is a payment plan, not a loan program. Information about Nelnet can be found by clicking MCC Techtrail on our website at www.montgomery.edu or calling the Business Office at 910-898-9633.

Estimated Costs by Semester

These costs are subject to change.

Fall Semester

Tuition and Fees (in-state rate)	\$ 1,268.60
Lab Fee	85.00
Books (estimated)	700.00
Supplies (estimated)	500.00
Liability Insurance	13.00
Shoes & Uniforms (lab)	175.00+
Hepatitis Vaccine (if needed)	200.00
ADAA Professional Dues	35.00
	<u>\$2,988.60</u>
DANB ICE Exam (optional)	250.00

Spring Semester

Tuition and Fees (in-state rate)	\$ 1,268.60
Lab Fee	50.00
Books (estimated)	125.00
Supplies (estimated)	350.00
Shoes & Uniforms (clinical)	175.00+
Related project supplies	10.00
Graduation Fee	40.00
	<u>\$2,018.60</u>
DANB Radiation Exam (option)	250.00

Summer Session

Tuition and Fees (in-state rate)	\$787.60
Books	120.00
	<u>\$907.60</u>
DANB Chairside Exam (optional)	250.00

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. MCC's Dental Assisting infection control and bloodborne pathogens standards can be found by clicking on the Special Admissions Requirements button at <https://www.montgomery.edu/programs/dental-assisting/>.

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 Enrollment 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 or			
BIO 165 Anatomy & Physiology and BIO 166 Anatomy & Physiology II and BIO 275 Microbiology or			
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 th Grade English			

College Level Course: (BIO)	A=6 points	B=4 points
BIO 106 Intro Anatomy/Physiology/Micro or		
BIO 165 Anatomy & Physiology and BIO 166 Anatomy & Physiology II and BIO 275 Microbiology or		
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 MCC Enrollment Office.		
4 points	32 hours	Documented experience within the last 2 years
3 points	32 hours	Documented experience within the last 3 years
2 points	32 hours	Documented experience within the last 5 years
Related Coursework		
1 point	Completion of ACA 115 (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 Enrollment Office concerning provisional acceptance or placement on the Dental Assisting alternate list.