



READMISSION/TRANSFER DENTAL ASSISTING ADMISSION REQUIREMENTS

Applicants withdrawing from a Dental Assisting program due to personal or academic difficulties may be eligible for readmission/transfer the following year. Readmission/transfer is based on availability of space, prior progression, and the following procedures:

Eligibility:

- **Applicants who have two or more unsuccessful (withdrawal or failure) enrollments in a Dental Assisting program are not eligible for the readmission/transfer option. A student may be readmitted to the Dental Assisting program one time only.**
- **Readmission is defined as re-entry at any point beyond the first semester.**
- **Applicants must apply for readmission/transfer and begin the program within two years of having exited a Dental Assisting program. Applicants who exceed the two-year limit must apply as a new applicant for the first semester of the program (Basic Entry).**

Readmission/Transfer Option: Applicants with prior Dental Assisting credits from a diploma, associate degree or baccalaureate Dental Assisting program will be reviewed on an individual basis by the Program Director/Lead Instructor of the Dental Assisting program to determine placement within Wilkes Community College's Dental Assisting program. Applicants with these credits should contact the Program Director/Lead Instructor of the Dental Assisting program at (336) 838-6253 to schedule an appointment to discuss placement.

Readmission Option: Applicants who have been enrolled in Wilkes Community College's Dental Assisting program within the last two years.

Transfer Option: Applicants transferring to Wilkes Community College who have previously been enrolled in a Dental Assisting program at other institutions within the last two years.

Readmission/Transfer Deadlines: Applicants must submit an application to the Student Services Office and all admission requirements must be completed by the following deadline dates in order to be considered for readmission/transfer to the Dental Assisting program.

Spring/Summer 2020 deadline dates for readmission/transfer include:

Spring Deadline Date: December 11, 2019

Summer Deadline Date: May 8, 2020

All admission requirements must be successfully completed by the applicable deadline date listed above in order to be considered for readmission/transfer to the Dental Assisting program for spring/summer of 2020.

PART I: MINIMUM ADMISSION REQUIREMENTS

The following steps must be completed. These steps are numbered and detailed throughout the remainder of this information packet.

- _____ 1. **Completion of a WCC Application listing Dental Assisting as your Program of Study and noting Readmission/Transfer**
- _____ 2. **Completion of Placement Test or Satisfactory Exemption**
- _____ 3. **Dental Information Session**
- _____ 4. **Completion of High School Diploma or Recognized Equivalent**
- _____ 5. **Submission of Transcripts**
- _____ 6. **Required Courses**
- _____ 7. **Successful Completion of a MAR Review**
- _____ 8. **Successful Completion of the Dental Assisting Aptitude Test**

1. Completion of a WCC application

Applicants must submit a WCC application to the Student Services Office for the Dental Assisting program and indicate **readmission/transfer** on the application. Applicants submitting an online admission application should contact Wanda Shore at (336) 838-6135 or wsshore876@wilkescc.edu to indicate that the application should be marked as **readmission/transfer**. Students may only apply for two limited-admission programs in each academic year. WCC limited-admission programs include Associate Degree Nursing, Dental Assisting, Emergency Medical Science (EMS), Radiography, Respiratory Therapy and Regionally Increasing Baccalaureate Nurses (RIBN).

1. Completion of Placement Test

All applicants must demonstrate English, Reading, and Math Competencies to be eligible for program consideration. Please see admission advisor to review required competencies. Please note that there are several changes that have occurred in the past year and changes may continue to occur as we transition to a new NC Initiative, RISE. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the student to obtain the most current admissions information for the program and term for which he/she has applied.

Successfully complete or exempt the Placement Test by meeting one of the options below:

- Minimum required NCDAP placement test scores.
- College level English and math courses with applicable prerequisites.
- Meets Multiple Measures criteria for recent High School graduates.
- SAT/ACT scores:

SAT (Pre-March 2016)	SAT (March 2016 and forward)	ACT
Reading 500 or Writing 500	Reading & Writing 480	Reading 22 or Writing 18
Math 500	Math 530	Math 22

Please follow the link below for more details regarding exemption options, Multiple Measures policy, scheduling a testing appointment, and study materials: <https://www.wilkescc.edu/placementtesting/>

Applicants requiring special testing accommodations due to a disability must contact the Disability Services Office at (336) 838-6560 at least 10 working days prior to testing.

2. Dental Information Session

Attend a mandatory Dental Assisting Information Session to review the application process. To register for an information session, please contact Jenny Webb at (336) 838-6515 or jbwebb443@wilkescc.edu. You must complete an admission application for Dental Assisting before registering.

3. Completion of High School Diploma or Recognized Equivalent

High school diploma or recognized equivalent must be completed before entry into the program. If applying as a high school senior, submission of a transcript reflecting all high school course work completed at the time of application and the anticipated high school graduation date is required. If admitted, a final transcript must be submitted prior to beginning the program that reflects additional coursework completed and the official graduation date.

4. Submission of Transcripts

Dental Assisting applicants must submit official high school, GED or Adult High School and college transcripts. College transcripts will be reviewed for possible transfer credit.

Official Transcript – A transcript that is received by the Student Services Office in a sealed envelope with the official school seal.

5. Required Courses

Applicant must successfully complete the following required courses with a grade of "C" or better. The following two classes must be completed by the applicant's MAR review date:

- a) High school biology or BIO 110 or BIO 111
- b) An overall grade of "C" or better on all high school English courses completed or ENG 111

Please note: Credit by exam will not be accepted for the required courses.

6. Successful Completion of a MAR (Minimum Admissions Requirements) Review

When a student has met all of the above minimum admission requirements, he/she must contact the Health Sciences Admissions Advisor, Callie McCraw, at (336)-838-6459 or cnmccraw850@wilkescc.edu to schedule a MAR review. This process is being used to verify that all of the above criteria has been met and satisfied. Applicants not completing a MAR review will not be considered for admission to the program. A MAR review must be completed before arrangements for the Dental Assisting aptitude test can be made with the Program Director/Lead Instructor of the Dental Assisting program, Jennifer Hastings.

7. Successful Completion of the Dental Assisting Aptitude Test with the Program Director/Lead Instructor of the Dental Assisting Program, Jennifer Hastings

Any applicant seeking readmission/transfer after the first semester will be required to take a test of Dental Assisting aptitude. Applicants will be required to meet minimal competency appropriate for the point of reentry.

PART II: RANKING/SELECTION PROCESS

When the minimum requirements have been met, applicants will be ranked using a point system. The point system includes the following factor:

- 1. GPA: Grades from the following courses (Section A, Section B, and Section C) are used to determine a Grade Point Average (GPA). The GPA is then converted into a point value (based upon an educational record points table). The maximum number of points that can be earned for the GPA is 45 (4.0 GPA = 45 points).**

Section A: Required high school or community college courses:

High school biology <i>or</i> BIO 110 <i>or</i> BIO 111
Overall grade on all high school English courses completed <i>or</i> ENG 111

Section B: General education courses in the Dental Assisting curriculum. Please see page 7 for course substitutions. Grades from any of the below general education courses or course substitutions that have been completed by the MAR review deadline date will be included in the GPA calculation:

ENG 102 – Applied Communications II
PSY 118 – Interpersonal Psychology
BIO 106 – Introduction to Anatomy/Physiology/Micro

Please note the following:

- When considering high school and college courses, the most recent grade (if a course has been repeated) will be counted in the point system calculation.
- If BIO 106, 163, 165/166, 168/169 or 175 (or an equivalent course) has been successfully completed prior to entry into the Dental Assisting program, it must have been completed within five years from the first day of re-entering the program. Otherwise, the credits will be considered to have expired and will not count towards fulfilling Dental Assisting program requirements and will not count in the Dental Assisting admission point system.

Section C: Successfully completed Dental Assisting coursework will also be included in the GPA calculation:

DEN 101 - Preclinical Procedures
DEN 110 – Orofacial Anatomy
DEN 111 - Infection/Hazard Control
DEN 112 - Dental Radiography
DEN 102 - Dental Materials
DEN 103 - Dental Sciences
DEN 104 - Dental Health Education
DEN 105 - Practice Management
DEN 106 - Clinical Practice I
DEN 107 - Clinical Practice II

When considering high school and college courses, the most recent grade (if a course has been repeated) will be counted in the point system calculation.

GPA Calculation:

a) Grade points are awarded based upon the following scale:

A	4 Grade Points
B	3 Grade Points
C	2 Grade Points
D	1 Grade Point
F	0 Grade Points

b) The grade points earned for the 2 required classes (Section A), any general education classes completed (Section B), and successfully completed Dental Assisting coursework (Section C) are tallied and divided by the total number of courses completed.

Please Note: If an applicant has a “D” or “F” in any course within Section B then the course will count in the point system but will not fulfill Dental Assisting degree requirements.

If an applicant has completed the two required courses (Section A) in high school or college with a grade of “C” or better, the applicant has met the admission requirement. However, if the student repeats the college equivalent for a particular course within Section A and receives a “D” or “F” then the most recent grade will count within the point system.

Total Points for Ranking

Students with the highest points will be accepted. The exact number of students accepted depends on the available spaces in the program. In case of applicants with the same number of earned points, the applicant with the earlier MAR review date will be ranked higher. If a tie still exists, the applicant with the earlier application date will be ranked higher.

NOTIFICATION PROCEDURE

Notification letters will be mailed to all applicants. Applicants who did not meet the minimum requirements, were not accepted or declined admission and wish to be considered for the next available class must:

1. Submit a new application
2. Attend another information session
3. Complete all admissions requirements

CPR/MEDICAL FORM/OBSERVATION HOURS

Applicants selected for readmission to the Dental Assisting program must complete and present documentation of the following to Jennifer Hastings, Program Director/Lead Instructor of the Dental Assisting program prior to beginning classes or forfeit their class space:

- a. Evidence of current CPR certification (must be American Heart Association Healthcare Provider).
- b. Submission of the Wilkes Community College Student Medical Form, which must be completed by a physician, physician assistant, or nurse practitioner.
- c. Completion of 8 Dental Assisting observation hours. Applicants must complete 4 hours of job shadowing with an assistant in a general practice and 4 hours shadowing with an assistant in a specialty practice. Observation hours are valid for two years from the application date.

Please Note: To maintain enrollment in the Dental Assisting program, a student must earn a “C” or better in all courses required for the diploma. The first “D” or “F” earned will result in a student being withdrawn from the program.

Be advised: When considering whether to admit an undocumented immigrant into a specific program of study, community colleges shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist. Please note, these procedures comply with numbered memo CC10-26, which was published by the North Carolina Community College System on July 12, 2010.

REMEMBER TO KEEP CONTACT INFORMATION CURRENT!

Notify the Student Services Office/Dental Assisting Admissions immediately if you change your mailing address, home phone, work phone, or cell number, etc. Otherwise incorrect information may result in our inability to contact you regarding admission. WCC reserves the right to change curriculum and admission requirements without prior notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the student to obtain the most current admissions information for the program and term for which he/she has applied.

For any questions concerning the process or requirements please contact:

Callie McCraw Health Sciences Admissions Advisor (336) 838-6459 cnmccraw850@wilkescc.edu	Jennifer Hastings Program Director/Lead Instructor of the Dental Assisting program (336) 838-6253 jrhastings018@wilkescc.edu
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Dental Assisting General Education Courses and Course Substitutions

Related Course in Curriculum	Course Approved for Substitution for the Dental Assisting Program
ACA 115	ACA 111 or ACA 122* (must complete ACA 111 or ACA 122* with a grade of “C” or higher)
ENG 102	ENG 111* + COM* Course (must complete both courses with a grade of “C” or higher)
PSY 118	PSY 150* (must complete the course with a grade of “C” or higher)
BIO 106	BIO 165/168* + BIO 166/169* + BIO 175* or BIO 163* + BIO 175* (must complete all courses with a grade of “C” or higher)

*Courses approved for transfer in the NC Comprehensive Articulation Agreement

- ❖ If BIO 106, 163, 165/166, 168/169 or 175 has been completed prior to entry into the DA program, they must have been completed within five years from the first day of the fall semester of entering the program. Otherwise the credits will be considered to have expired and will not count towards fulfilling program requirements and will not count in the DA point system.

Your faculty advisor must request that the substitution be made and it must be approved by the Health Sciences Dean, Billy Woods. **You should always consult with your faculty advisor before taking a course other than the course required in the Dental Assisting diploma plan. You may be required to provide a course syllabus for courses other than the one required by your program.**