



DENTAL ASSISTING ADMISSION REQUIREMENTS

Note: Dental Assisting is a limited admission program.

If you are an applicant who would like to pursue readmission/transfer/advanced standing into the dental assisting program, please review the readmission/transfer/advanced standing dental assisting admission packet, available at <http://www.wilkescc.edu/academics/health-sciences/dental-assisting/>.

Dates/Deadline for Fall 2021:

College Application Deadline: March 29, 2021

Completion of a Dental Information Session: See pg. 3 for dates

Completion of Minimum Admission Requirements (MAR) Review: April 12, 2021 – April 22, 2021

A MAR review can be scheduled after Steps 1-5 of Part I (Minimum Admission Requirements) have been successfully completed. Step 6 must be completed or currently in progress.

PLEASE NOTE: Spring 2021 grades will not be included in ranking/selection. Required courses must be completed Fall 2020 to be qualified for ranking/selection.

All admission requirements must be successfully completed by the applicable deadline date listed above in order to be considered for admission to the Dental Assisting program for Fall 2021.

Admissions Information

The Dental Assisting program is a limited enrollment program that admits approximately ***18 applicants*** once a year in the Fall semester.

REMEMBER TO KEEP CONTACT INFORMATION CURRENT!

Notify the Student Services Office immediately if you change your mailing address, home/cell phone number, etc.

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.

PART I: MINIMUM ADMISSION REQUIREMENTS (MAR)

The following steps must be completed. Please use this page to monitor your progress. 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
2. Prove College Readiness
3. Dental Information Session (Online Session Now Available)
4. Completion of High School Diploma or Recognized Equivalent
5. Submission of Transcripts
6. Required Courses
7. Successful Completion of a MAR Review

1. Completion of a WCC application

Submit a WCC application for admission to the Dental Assisting program at <https://www.wilkescc.edu/new-students/>. Applicants 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, Radiography, Respiratory Therapy and Regionally Increasing Baccalaureate Nursing (RIBN).

2. Prove College Readiness

Applicant must be eligible to enroll in ENG 111 and MAT 110 without a co-requisite.

Please follow the link below for more details regarding exemption options, testing 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**.

3. Dental Assisting Information Session

Attend a **mandatory** Dental Assisting Information Session to review the application process. **You must register for the information session of your choice. Online sessions do not require registration.** Contact Callie McCraw at (336) 838-6459 or email cnmccraw850@wilkescc.edu to register. You must complete an admission application for Dental Assisting before registering. **You must register by the registration deadline to attend the session.** Sessions will not be rescheduled unless the host site is closed due to inclement weather. Children are not allowed at the sessions.

Wilkes Campus-Alumni Hall Room 1110

<u>Session Date</u>	<u>Time</u>	<u>Registration Deadline</u>
*Online Information Session	N/A	Deadline to complete: March 31, 2021
July 14, 2020 – Tuesday	4 p.m.	July 7, 2020
March 31, 2021 – Wednesday	4 p.m.	March 24, 2021

***An online option is now available for the Dental Assisting Information Session at the following link: <https://www.wilkescc.edu/dentalassisting>. If you complete an online information session, you do not need to attend a session on campus. Deadline for completing the online information session is March 31, 2021.**

4. 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 coursework completed at the time of application is required. If admitted, a final transcript must be submitted prior to beginning the program that reflects additional coursework completed and the actual graduation date.

5. Submission of Transcripts

Dental Assisting applicants must submit official high school, GED or Adult High School and official college transcripts at each educational institution attended. An official transcript is defined as a transcript that is received by the Student Services Office in a **sealed envelope with the official school seal**.

6. Required Courses

Applicant must successfully complete the following required courses with a grade of "C" or better. The following two classes **must be completed or in progress before the applicant can schedule a MAR review date**.

- One year/credit of a high school biology **or** BIO 110 **or** BIO 111
- An overall grade of "C" or better on all high school English courses completed **or** ENG 111

- Credit by exam will not be accepted for the required courses.
- **Required courses must be successfully completed by the applicants MAR review date or the applicants MAR review will be cancelled.**

8. Successful Completion of a MAR Review

When a student has met the minimum admission requirements, *steps 1 through 6*, he/she must contact the Health Sciences Admissions Advisor, Callie McCraw, at cnmccraw850@wilkescc.edu or 336-838-6459 to schedule a MAR review appointment. This process is being used to verify that all the above criteria has been met and satisfied.

PART II: RANKING/SELECTION PROCESS

Completed during the MAR review

1. **GPA:** Grades from the following *most recently completed courses* (Section A and Section B) are used to determine a Grade Point Average (GPA) and the GPA is then converted into a point value (based on an educational record point table).

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 Dental Assisting curriculum: Grades from any of the below general education courses that have been completed by the MAR review deadline date will be included in the GPA calculation.

COM 120 – Intro to Interpersonal Communication
PSY 150 – General Psychology
BIO 106 – Introduction to Anatomy/Physiology/Microbiology

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 completed prior to entry into the Dental Assisting program, it 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 Dental Assisting diploma requirements and will not count in the Dental Assisting admission point system.

Program GPA Calculation:

- a) When calculating your program GPA, the required courses (Section A) and the general education courses completed by the MAR review date (Section B) are calculated.
- b) 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

- c) The grade points earned for the 2 required courses (Section A), and any general education classes completed (Section B) 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 diploma requirements, as a grade of “C” or higher is required.

PLEASE NOTE: Page 6 of this document notes general education courses and course substitutions that will be calculated to determine the applicant’s GPA.

2. **Alternate Status:** One (1) point per year is awarded based upon having been an alternate for the WCC Dental Assisting program during the two previous years. A maximum of two (2) points can be earned from this factor.

	Points
Fall 2019	1
Fall 2020	1

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

Accepted applicants will be notified by phone. These applicants will be required to attend a mandatory meeting to accept their position in the Dental Assisting program. **Notification letters will be mailed to all alternates.** 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 for that application year

CPR/MEDICAL FORM/OBSERVATION HOURS

Applicants who are selected for admission to the Dental Assisting program must submit documentation of the following steps to Jennifer Hastings, Program Director/Lead Instructor of the Dental Assisting program, on the first day of class:

1. CPR

- Evidence of current CPR certification (must be Basic Life Support [BLS] – American Heart Association Healthcare Provider).

2. Medical Form

- Submission of the Wilkes Community College Student Medical Form which must be completed by a physician, physician assistant, or nurse practitioner. This form is given to you at the acceptance meeting.

3. Observation Hours

- 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 job shadowing with an assistant in a specialty practice. Observation hours are valid for two years.

Applicants who have been accepted into the Dental Assisting program will also be required to attend a mandatory Dental Assisting program orientation. The date of the orientation will be provided to applicants who are admitted to the program.

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.

Credit/Clock Hour Conversion Programs

WCC offers some programs that are considered credit/clock hour conversion programs based on federal regulations set by the U.S. Department of Education. These programs fall under this regulation because all the required credit hours are not acceptable or transferable into a two-year degree or college transfer program. If you are enrolled in one of the credit/clock hour programs and you have been awarded the Federal Pell Grant, your award payment may be less than what is indicated on your award letter. The Dental Assisting program is a credit/clock hour conversion 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.

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

<i>Related Course in Curriculum</i>	<i>Course Approved for Substitution for the Dental Assisting Program</i>
ACA 115	ACA 111 or ACA 122* (must complete ACA 111/ACA 122* with a grade of “C” or higher)
COM 120	COM 231* (must complete COM 231 with a grade of “C” or higher)
BIO 106	BIO 165* + BIO 166* + BIO 175* OR BIO 168* + BIO 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

PLEASE NOTE: If BIO 106, 163, 165, 166, 168, 169 or 175 (or an equivalent course) has been completed prior to entry into the Dental Assisting program, it 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 Dental Assisting diploma requirements and will not count in the Dental Assisting admission 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 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.***