

# DENTAL ASSISTING

Diploma Program – 45 Credit Hours

Fall 2020 Entry ♦ Jamestown Campus ♦ Maximum Number Accepted to Program - 36

**Program Application Deadline: Friday, March 27, 2020 by 5:00pm**

## Program Admission Requirements and Deadlines

Please read the entire packet for more details on these requirements and deadlines.

### Phase I: Complete by March 20, 2020.

- Complete the GTCC Admission/Readmission Process (*new and former GTCC students*).
- Complete the Fall 2020 Dental Assisting Program Information Session.
- Demonstrate English and mathematics “college readiness” levels, via college-level English/math courses or by completion of or waiver credit for specified “transition” or co-requisite courses.

### Phase II: Complete by 5:00pm on March 27, 2020.

- Demonstrate Biology Competency by one of two ways:
  - College-level BIO/lab course with a “C” or better, completed since 2010;
  - High School-level BIO/lab course with a “C” or better, completed since the 2016-2017 school year
- Submit a *Health Sciences Program Application* packet to the Limited Entry Programs Office, located in the Hassell Health Technologies Center, Room 140 (Jamestown Campus).

COMPLETE THE REQUIRED  
PROGRAM INFORMATION SESSION  
BY MARCH 20, 2020!

You may complete either a “live” session or an online session via Moodle.

“Live” Session Dates  
Held in the Percy Sears Applied  
Technologies Center Auditorium, Room  
120, on the Jamestown Campus –  
directions to the auditorium will be  
posted in the lobby.

October 8, 2019  
5:30 - 7:00pm

December 2, 2019  
5:30 - 7:00pm

February 18, 2020  
5:30 - 7:00pm

### Online Sessions

Information on how to access Moodle is available in this packet.

Attendance at Program Information Sessions for the 2019 and previous years’ admission cycles are not acceptable for meeting this requirement.

# PROGRAM CURRICULUM OUTLINE

## General Education Courses

*These courses may be taken prior to acceptance to the program to lighten the academic load and for possible award of ranking points.*

Course	Title	Credits
<b>NEW!</b> BIO 163	Basic Anatomy & Physiology (completed since 2010) <b>NOTE: This course replaced BIO 106, effective with the fall 2019 semester. Applicants for the fall 2020 program <u>must</u> complete BIO 163 – BIO 106 may be used to meet the biology competency requirement but will no longer be substituted for credit toward earning the Diploma.</b>	5
ENG 111	Writing & Inquiry	3
<b>Total General Education Credits:</b>		<b>8</b>

## Program Courses

*These courses are taken once accepted to the program.*

Course	Title	Credits
<b>FALL 2020</b>		
DEN 110	Orofacial Anatomy	3
DEN 111	Infection/Hazard Control	2
DEN 101	Pre-Clinical Procedures	7
DEN 112	Dental Radiography	3
<b>SPRING 2021</b>		
DEN 103	Dental Services	2
DEN 104	Dental Health Education	3
DEN 102	Dental Materials	4
DEN 105	Practice Management	2
DEN 106	Clinical Practice	6
<b>SUMMER 2021</b>		
DEN 107	Clinical Practice II	5
<b>Total Program Course Credits:</b>		<b>37</b>
<b>TOTAL CREDITS REQUIRED FOR DEGREE:</b>		<b>45</b>



# Limited Entry Admission Process – GTCC Health Sciences Programs

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## Phase I: Complete by March 20, 2020

### Complete the GTCC Admission Process (new applicants/former GTCC students).

Please complete the GTCC admission process, including the North Carolina Residency Determination Service (RDS) process. To get started, visit <https://www.gtcc.edu/admissions-and-aid/apply-now.php>

Submit your official transcripts. Once received, transcripts are evaluated by GTCC's Enrollment Services staff. **PLEASE ALLOW A MINIMUM OF TWO WEEKS FOR EVALUATION TO OCCUR!** Approved transfer credits will be added to your academic record as appropriate. Transfer credits from regionally-accredited colleges/universities must appear on your GTCC WebAdvisor transcript in order to be considered for meeting minimum requirements or earning ranking points.

**PLEASE CHECK THE STATUS OF YOUR ADMISSION PROCESS** by visiting <https://applicationstatus.gtcc.edu> and <https://transcripts.gtcc.edu> .

### Complete a required Program Information Session.

You are required to complete a Dental Programs Information Session in order to apply to the Fall 2020 program.

Information Sessions completed for previous application cycles are not acceptable for purposes of meeting this requirement.

This session will provide you with an overview of the curriculum, the minimum program admission requirements, faculty expectations and discussion of class schedules and clinical requirements, preparing and submitting your *Health Programs Application packet*, and the selection and notification process for the incoming class. At the completion of the session, you will receive a GTCC ATI TEAS test pass.

- The schedule of **LIVE SESSIONS** is available on the front of this packet. Sessions will last approximately 1 to 1.5 hours. Late arrivals/early departures will not receive credit for having completed this session. All sessions are offered on the Jamestown Campus in the Percy Sears Applied Technologies Center Auditorium (#25 on the [Campus Map](#)), and directions will be posted in the building's lobby entrance areas.
- **ONLINE SESSIONS (Available after September 1, 2019):** If you are unable to attend a live Information Session, you must study a PowerPoint presentation in the online Information session and then score 100% on a quiz. The instructions to access the online information session are as follows:

***If you are a current student at GTCC or you have already submitted an application to GTCC:***

1. Go to [online.gtcc.edu](https://online.gtcc.edu) and login using your GTCC Titan account.
2. Go to the bottom of the My Courses page and use the search field to find "Fall 2020 Dental Assisting Program Information Session".
3. Enroll yourself in this course.

***If you are a potential student at GTCC (meaning you have not submitted an application to GTCC at this time):***

1. Go to [coned.gtcc.edu](https://coned.gtcc.edu). Use the "Create New Account" option on the main page. The account creation process ends with you confirming a link in your email account.
2. Return to [coned.gtcc.edu](https://coned.gtcc.edu) and login using your new account.
3. Go to the bottom of the My Courses page and use the search field to find "Fall 2020 Dental Assisting Program Information Session".
4. Enroll yourself in this course.

**☐ Demonstrate English and mathematics “College Readiness” levels.**

You must be able to meet one of the following options for both subject areas:

COLLEGE ENGLISH READINESS	COLLEGE MATHEMATICS READINESS
<p><input type="checkbox"/> <b>Option 1:</b> You have completed or received transfer credit for ENG 111.</p> <p><input type="checkbox"/> <b>Option 2:</b> You have completed or received waiver credit for <u>all</u> of the following: DRE 096, DRE 097, DRE 098</p> <p><input type="checkbox"/> <b>Option 3:</b> You have completed or received waiver credit for ENG 002 with a minimum grade of <b>P2</b></p> <p><input type="checkbox"/> <b>Option 4:</b> You have completed or received waiver credit for ENG 011</p>	<p><input type="checkbox"/> <b>Option 1:</b> You have completed or received transfer credit for <u>one</u> of the following -- MAT 143, MAT 152, MAT 171 (or a higher-level math).</p> <p><input type="checkbox"/> <b>Option 2:</b> You have completed or received waiver credit for <u>all</u> of the following: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050</p> <p><input type="checkbox"/> <b>Option 3:</b> You have completed or received waiver credit for MAT 003 with a minimum grade of P2</p> <p><input type="checkbox"/> <b>Option 4:</b> You have completed or received waiver credit for <u>one</u> of the following: MAT 043, MAT 052, or MAT 071</p>

Phase II: **Complete by 5:00pm on March 27, 2020**

**☐ Demonstrate Biology Competency by one of two ways.**

- High School Biology/Lab course, completed since the 2016-2017 school year, with a grade of “C” or better.
- College Biology/Lab course, completed since 2010, with a grade of “C” or better.



Once You Have Completed ALL of the Steps Listed above, Then You Have Completed the Program’s Minimum Admission Requirements (MAR). You are Now Ready to Submit Your Health Sciences Program Application to the Limited Entry Programs Office.

**☐ Gather Your Application Materials and Submit them by the 5pm Deadline.**

Once you have completed all of the minimum admission requirements, gather all of the required documents, attach them to the *Health Sciences Program Application*, and submit the packet to the Limited Entry Programs Office, located in Hassell Health Technologies Center, Room 140 on the Jamestown campus. **Application packets received after the deadline will not be accepted.**

- Complete the *Health Sciences Program Application*.
- **Verify that all transcripts have been received and evaluated for transfer credit by GTCC before attaching a copy of your WebAdvisor transcript! The Selection Committee will use this transcript to verify minimum requirements and award ranking points!**
- Attach all other documentation required on the *Health Sciences Program Application Checklist* (back page of Application).

The Limited Entry Programs Office will offer a schedule of “Drop-In” times to review your application file in the weeks prior to the deadline. Please contact the office at (336) 334-4822, ext. 50439, send an email to [limitedentry@gtcc.edu](mailto:limitedentry@gtcc.edu), or visit the Office for more information on this schedule.



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## Have Questions? Need Help?

✓ **Completing the GTCC admission process** (*application for admission, NC residence determination*):

Please contact GTCC's Admissions Office at (336) 334-4822, ext. 31125, or send an email to: [admissions@gtcc.edu](mailto:admissions@gtcc.edu).

✓ **Checking the status of your admission application:** Visit: <https://applicationstatus.gtcc.edu/>

✓ **Submitting your transcripts:** Contact the Records and Transcripts Office at (336) 334-4822, ext. 50354 or 50161, or send an email to [transcripts@gtcc.edu](mailto:transcripts@gtcc.edu).

✓ **Checking the status of the transcripts you have submitted to GTCC:** Visit: <https://transcripts.gtcc.edu/>

✓ **General information on the Health Sciences Programs and their specific admission requirements:** Visit the Limited Entry Programs' website at: <https://www.gtcc.edu/admissions-and-aid/admissions-requirements/limited-enrollment-programs.php>, call (336) 334-4822, ext. 50439, or send an email to [limitedentry@gtcc.edu](mailto:limitedentry@gtcc.edu).

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## The Program Applicant Review and Selection Process

During the next 3-4 weeks after the Program Application Deadline, the Health Sciences Review Committee, comprised of various Health Sciences Program Directors and faculty, the Dean of Health Sciences, and the Limited Entry Programs Office Staff, will review all applications submitted by the deadline.

**Applicants are ranked using a points system, and candidates will be selected, based on the total points earned.** Ties will be decided, based on the following system: 1) The applicant with the higher total points earned in the "General Education Courses" ranking section; 2) The applicant with the higher TEAS composite score (if applicable); and 3) The date that the GTCC Admission Application was submitted for the program of interest.

Each candidate who submits a *Health Sciences Program Application* to the Limited Entry Programs Office by 5pm on the specified deadline will be notified in writing of the results of the selection process. **Notification will be sent electronically to the applicant's GTCC email address.**

Students must accept or decline a program position by submitting an *Intent to Enroll Form* within 10 business days of the date on the acceptance letter. Failure to respond within the stated timeframe will result in the position being offered to an alternate. Once a student declines a program position, the decision may not be reversed.

A student has 15 business days from the date on the notification letter to contest the results of the selection process. The request for review of the results must be submitted in writing to the Division Dean. The Division Dean will render a decision within 10 business days of receipt of the written request. The Division Dean's decision is final.

## Program Orientation, Advising/Registration, and Enrollment

Once a position in a program of study is accepted, the student will then communicate with the Program Director regarding all matters related to program orientation, advising/registration, and enrollment.

The student is required to attend all program orientations, meetings, or other events scheduled prior to the start of classes. Failure to attend these meetings without prior approval from the Program Director will result in removal from the health program and, if applicable to the program, ranking point deductions for future applications to the same program. An alternate student will be selected to fill the vacant position, as directed by the Program Director.

The student must enroll in program classes prior to the first day of the semester. Failure to enroll without prior approval of the Program Director will result in removal from the health program and, if applicable to the program, ranking point deductions for future applications to the same program.

A student who enrolls in first-semester classes for the program and withdraws from the program or is dropped from the program that semester must complete the entire program admission process if he/she wishes to apply for a future program entry. If applicable to the program, ranking point deductions will apply for future applications to the same program.

*The GTCC Health Sciences Limited Entry Process is not to be regarded as a contract between GTCC and students. GTCC reserves the right to change any provisions or requirements with adequate notice and minimum disruption to students.*

## Important Notes to Health Science Program Applicants

Program faculty reserve the right to revise or change course requirements in accordance with applicable state laws, college requirements, accreditation standards, and/or at the discretion of the faculty. By accepting admission into the program, the student agrees to at all times abide by the program requirements and procedures as set forth in the Student Handbook and the respective course syllabus issued at the beginning of each term for each course. The student is bound by such requirements and procedures regardless of whether they were established before or after the date of enrollment in the program. Changes made after the publication of the Handbook will be posted as an addendum to the Handbook.

Most programs require students to have a criminal background check, a drug screen, and an OIG review (Office of Inspector General) upon admission. Healthcare agencies that are utilized for clinical and/or internship experiences require this evaluation. If a student is denied agency access due to a positive check or screening, the student may not be able to complete the clinical education experiences, which will result in the inability to continue in the health science program. Screening may also be required after graduation by examination boards, state licensing boards, and employing agencies. Pending the outcome, a graduate may be disqualified from examination eligibility, state licensure, and/or employment.

Students must achieve a GPA of 2.0 or better in order to graduate. Students who receive a grade of "D" in a general education course (other than BIO or CHM) can graduate as long as their GPA is at least 2.0. However, a grade of "D" in a general education course will not transfer to another institution, nor will GTCC accept a grade of "D" for credit from another institution. Students must achieve a "C" or better in BIO, CHM, and program major courses. Students who do not achieve a "C" or better in these courses will be suspended from the program.

**(From the Dental Programs Student Handbook)** A student in the dental program is at an increased risk for exposure to a variety of diseases, among them Hepatitis C and HIV/AIDS and Tuberculosis. Because of these risks, students will be expected to follow all infection control/exposure control guidelines that have been established. For further information on these policies, contact Michelle Martin, Dental Programs Director, at 336-334-4822, ext. 50347, or via email at [msmartin@gtcc.edu](mailto:msmartin@gtcc.edu).

If You Have Questions about the Health Sciences Limited Entry Admission Process, Please Contact:

**Limited Entry Programs Office**

140 Hassell Health Technologies Center, Room 140 ♦ Jamestown Campus; (336) 334-4822, ext. 50439; [limitedentry@gtcc.edu](mailto:limitedentry@gtcc.edu)

## Dental Assisting Program – Fall 2020 Entry

# CALCULATION OF POINTS FOR RANKING AND SELECTION

General Education Courses Required to Complete the Dental Assisting Program				
The following courses are part of the diploma, and you may wish to complete them prior to program admission to earn additional ranking points and lighten your academic load, once accepted to the program.				
Course	Possible Points	Semester/Year Course Was Completed	My Grade	Ranking Points
BIO 163 completed since 2010 <i><b>(BIO 168 &amp; 169 sequence may also be substituted – see below)</b></i>  <i><b>Note: Effective with the fall 2020 admission process, BIO 106 will no longer be accepted for substitute credit or earn ranking points. BIO 106 may still be used for meeting the BIO competency requirement.</b></i>	A = 8, B = 4			
ENG 111	A = 4, B = 2	N/A		
<b>Points Earned for This Section:</b>				

Completion of Additional Courses Not Required for Degree				
Course	Possible Points	Semester/Year Course Was Completed	My Grade	Ranking Points
Completion of the BIO 168 & 169 <u>sequence</u> with grades of “B” or higher, completed since 2010. <i><b>(No points awarded here if you have completed BIO 163 with a grade of “A” or “B” since 2010)</b></i>  Points for each BIO course are averaged to determine your final ranking points number. Example: BIO 168 “A” (8 pts) + BIO 169 “B” (4 pts) 8 + 4 = 12, divided by 2 = 6 ranking points earned.	A = 8 B = 4			
MAT 143, MAT 152, or MAT 171 (or higher) with a grade of “B” or higher	2	N/A		
CIS 110 (Introduction to Computers) <b>or</b> CIS 111 (Basic PC Literacy) with a grade of “B” or higher completed since 2015	2			
COM 110 (Introduction to Communication), COM 120 (Introduction to Interpersonal Communication) or COM 231 (Public Speaking) with a grade of “B” or higher	2	N/A		
HUM 115 (Critical Thinking) with a grade of “B” or higher	2			
BIO 175 or BIO 275 (Microbiology) with a grade of “B” or higher, completed since 2010.	2			
ENG 112 or ENG 114 with a grade of “B” or higher	2			
PSY 150 or SOC 210 with a grade of “B” or higher	2			
Any ACA course (i.e., ACA 111 - College Student Success or ACA 122 - College Transfer Success) with a grade of “B” or higher	1	N/A		
<b>Points Earned for This Section:</b>				

## Recent High School Graduates of 2019 and 2020: Completion of High School Science/Math Courses

Course	Possible Points	Semester/Year Course Was Completed	My Grade	Ranking Points
High School Biology/Lab course completed since the 2016-2017 school year with a grade of "B" or better <b>(no points awarded for this item if you have completed BIO 163 or the BIO 168/169 sequence with grades of "B" or better)</b>	A = 4 B = 2			
High School Chemistry/Lab course completed since the 2016-2017 school year with a grade of "B" or better	2			
High School Math course: Advanced Functions & Modeling, Discrete Math, Pre-Calculus, Calculus, or Statistics with a grade of "B" or better <b>(counts only once – no points awarded here if you have completed MAT 143 or higher with a grade of "B" or higher)</b>	2			
<b>Points Earned for This Section:</b>				

## Completion of Related Experiences

College-Level Programs: Points Awarded for the Highest Education Level Completed	Possible Points	Points Awarded
Completion of a Master's degree or higher <b>(health-related field of study from a regionally-accredited institution)</b>	6	
Completion of a Bachelor's degree <b>(health-related field of study from a regionally-accredited institution)</b>	4	
Completion of an Associate's degree <b>(health-related field of study from a regionally-accredited institution)</b>	3	
Completion of a college-level Certificate or Diploma program <b>(health-related field of study from a regionally accredited institution)</b>	2	
<b>Health-Related Academic Courses for Recent High School Graduates (Classes of 2019 and 2020):</b>	<b>Possible Points</b>	<b>Points Awarded</b>
Completion of <u>four</u> courses/Career Tech Ed <u>Concentration</u> in the Health Sciences Career Cluster with grades of "C" or better	4	
Completion of three courses in the Health Sciences Career Tech Ed Cluster with grades of "C" or better <b>(points will not be awarded if you have already earned points in one of the other two areas)</b>	3	
Completion of <u>two</u> courses in the Health Sciences Career Tech Ed Cluster with grades of "C" or better <b>(points will not be awarded if you earned points for either CTE Health Sciences item above)</b>	2	
<b>Health-Related Certifications/Licensure:</b>	<b>Possible Points</b>	<b>Points Awarded</b>
Current Licensure/Certification in a health-related field (must attach a copy). <b>CPR/First Aid is not acceptable.</b> May attach up to <u>two</u> different current certifications for a maximum of two points. Documentation must be from an officially recognized regulatory body (i.e., North Carolina Nurse Aide Registry).	1 or 2	
<b>Points Awarded for This Section:</b>		

## TOTAL RANKING POINTS EARNED

Criteria	Total Points
Completion of General Education Courses Required for Degree	
Completion of Additional Courses Not Required for Degree	
Recent High School Graduates (Classes of 2019 and 2020) – Completion of High School Science/Math Courses	
Completion of Related Experiences	
<b>TOTAL POINTS:</b>	





# Health Sciences Program Application

(Revised July 2019)

**Return this Application to:**

Limited Entry Programs Office ♦ Hassell Health Technologies Center, Rm. 140 ♦ Jamestown Campus  
(336) 334-4822, ext. 50439; email: [limitedentry@gtcc.edu](mailto:limitedentry@gtcc.edu)

Please PRINT OR TYPE the information below. It is the applicant's responsibility to notify GTCC IN ADVANCE OF SUBMITTING THIS APPLICATION of any name, address, or telephone changes.

Name \_\_\_\_\_  
*Last First Middle GTCC Student ID Number (not SSN)*

Address \_\_\_\_\_  
*Number Street Apt. Number*

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_ Daytime \_\_\_\_\_

GTCC Email Address \_\_\_\_\_ Alternate Email \_\_\_\_\_

Indicate the program to which you are applying for admission.

**NOTE:** A separate application must be completed for each program if applying to more than one program.

- LPN to A.A.S. Nursing Bridge Degree (summer 2020) – Application Deadline is January 31, 2020
- Nursing A.A.S. Degree (fall 2020) – Application Deadline is February 14, 2020
- Nursing RIBN Associate Degree to B.S.N Program (fall 2020) – Application Deadline is February 28, 2020
- Dental Hygiene A.A.S. Degree (fall 2020) – Application Deadline is March 13, 2020
- Dental Assisting Diploma (fall 2020) – Application Deadline is March 27, 2020
- NEW PROGRAM!** Surgical Technology A.A.S Degree (fall 2020) – Application Deadline is April 9, 2020
- Pharmacy Technology Diploma (fall 2020) – Application Deadline is April 17, 2020
- Pharmacy Technology Diploma to A.A.S. Bridge (fall 2020) – Application Deadline is April 17, 2020
- Medical Assisting A.A.S. Degree (fall 2020) – Application Deadline is May 15, 2020
- Radiography A.A.S. Degree (fall 2020) – Application Deadline is May 22, 2020
- Physical Therapist Assistant A.A.S. Degree (fall 2020) – Application Deadline is May 29, 2020
- Health Information Technology A.A.S. Degree (fall 2020) – Application Deadline is June 12, 2020



**Have you previously been accepted to or enrolled in the SAME program @ GTCC to which you are applying?**  Yes ( \_\_\_\_\_ )  No

*Semester/Year*

**LIMITED ENTRY PROGRAMS OFFICE USE ONLY**

Application Packet Received/Verified on (date/time): \_\_\_\_\_

Signature of LE Office Staff: \_\_\_\_\_

# Health Sciences Program Application Checklist

- I understand that ALL required documentation must be attached to the *Health Sciences Program Application* at the time it is submitted. I understand that, once I submit my application, nothing can be added to or removed from my file.
- I verify that all high school/GED and college transcripts (if applicable) have been received by GTCC and that any applicable transfer credit has been awarded.
- I completed the mandatory *Program Information Session* for the program to which I am applying (**select one option**).
  - I completed a “seated” Program Information Session on (Date): \_\_\_\_\_ **OR**
  - I completed the online Program Information Session and Quiz on (Date): \_\_\_\_\_ .
- I have attached a copy of my GTCC Unofficial WebAdvisor Transcript.** I understand that my final grades, including all applicable transfer credits, must be posted to my GTCC transcript by the deadline date to be considered for verification of having met the minimum admission requirements and for earning possible ranking points in the selection process.
- Program-Specific Admission Criteria:** I have attached the following supporting documentation to demonstrate completion of the following **program-specific admission criteria**:

Associate Degree Nursing and Practical Nursing Applicants	LPN to Associate Degree Nursing Bridge Applicants	Dental Hygiene, Radiography, and Physical Therapist Assistant Applicants
<input type="checkbox"/> ATI TEAS Score Report	<input type="checkbox"/> ATI TEAS Score Report	<input type="checkbox"/> ATI TEAS Score Report
<input type="checkbox"/> Current NC Nurse Aide Certification Verification from the NC DHSR  Access the Registry at: <a href="https://www.ncnar.org/verify_listings1.jsp">https://www.ncnar.org/verify_listings1.jsp</a>	<input type="checkbox"/> Current Unrestricted Licensed Practical Nurse Verification from the NC Board of Nursing  Access the License Verification System at: <a href="https://apps.ncbon.com/LicenseVerification/Search.aspx">https://apps.ncbon.com/LicenseVerification/Search.aspx</a>	

- Completion of Related Experience (See the “Calculation of Points for Ranking and Selection” sheet for specific items accepted for submission:** I understand that any supporting documentation of **related experience** that I wish to submit must also be attached to this application in order to be considered for ranking points. I verify that I have attached the following items to document this experience:

Description of Item You Wish to Be Considered for Related Experience Ranking Points:	Documentation to Verify Experience (Please check)
	<input type="checkbox"/> Documentation Attached
	<input type="checkbox"/> Documentation Attached
	<input type="checkbox"/> Documentation Attached
	<input type="checkbox"/> Documentation Attached
	<input type="checkbox"/> Documentation Attached
	<input type="checkbox"/> Documentation Attached
	<input type="checkbox"/> Documentation Attached

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*