



Dental Assisting Information Guide

(Revised February 2018)

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures. Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Dental Assisting is a one-year diploma program that begins each fall semester. It is a limited enrollment program in which applicants must meet minimum requirements to be considered for admission. Upon completion of the program, graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

Admissions Criteria

Admission to the Dental Assisting program is based on completion of all of the following admission 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.

Admissions criteria 1-4

1. **Apply:** Complete NC residency determination at www.ncresidency.org before applying online at www.montgomery.edu.
2. **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.)
3. **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.
4. **Placement Testing:** Successfully complete placement testing requirements for the dental assisting program by April 15. (See Placement Testing Options below.)

Acceptance Criteria 5-7

Acceptance Status

After all criteria for admission have 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. 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.

5. **Attend mandatory information sessions conducted by college representatives in June and July.**
6. 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.
7. Meet physical and emotional health requirements necessary to provide safe dental care. If provisionally accepted, the applicant will be provided an Applicant Medical form.
 - a. The Physical Examination portion of the form must be **completed, signed and dated** by a physician, physician assistant, or nurse practitioner.
 - b. The Immunization Record requires a **clinician signature or clinic stamp and must be dated**.

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.

Placement Testing Options

Dental Assisting applicants must meet placement testing assessment requirements. These requirements may be met through the following ways:

- Appropriate NC DAP/SAT/ACT test scores (Writing, Reading and Numerical) or completion of required remediation based on those scores **–or–**
- Completion of high school Multiple Measures **–or–**
- Appropriate transfer credits or advanced placement credit

Contact the Enrollment Office for more information.

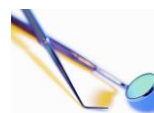
Point Selection Process

A point selection process will be used to rank applicants for acceptance into the program. The selection process will be for those applicants who have completed all the Admissions Requirements. **In late April, the point selection process will be completed and applicants will be notified about acceptance or placement on an alternate list. Applicants will be notified by mail mid-May.**

Dental Assisting Deadlines

Application Deadline	April 15
Placement Testing 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



For more information

www.montgomery.edu/dental

1011 Page Street Troy, NC 27371
910-898-9600

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. All applications for re-entry into program must be received prior to the application deadline.

The student must reapply to the program and meet the admission requirements for the year of reentry into the program. Reentry requires the student to retake the BIO and DEN courses specified in the curriculum. Under special conditions and committee review, a student may be exempt from retaking specific BIO and/or DEN courses. Any student dismissed from the program as a result of being evaluated as clinically unsafe will not be readmitted into the program. A student may be admitted into the program only twice, including reinstatements.

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. Applicants in good academic standing will be given priority consideration.

Costs

The total estimated cost of the dental program is approximately \$6,664.60 for North Carolina residents. These costs are subject to change. For more detailed cost information, see the "Estimated Costs by Semester."

The total estimated cost for out-of-state residents is approximately \$14,728.80. Tuition and fees for out-of-state residents.

Fall Semester	\$4,340.60
Spring Semester	4,340.60
Summer Session	2,707.60

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.

Nelnet

MCC is proud to offer Nelnet as a convenient budget plan. This is a payment plan, not a loan program. For more information, click on the *e-Cashier* logo on our website: www.montgomery.edu or call the Business Office at 910-898-9633.

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.

Mandatory Information Session

Applicants accepted into the program will be contacted about attending mandatory group information sessions conducted by college representatives. ***Students are required to attend all sessions unless arrangements are made with the Dental Assisting Instructor. If you do not attend or notify the Instructor, you will forfeit your position in the program.***

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.

Each applicant selected for acceptance into the program is required to submit a medical history report completed by his/her physician. ***The report must include a Tuberculosis and serology test results after July 1 of the year of admission and the date the applicant received his/her Measles, Mumps, and Rubella (MMR) or Rubella Titer vaccination.***

Applicants selected for acceptance must also provide a record indicating that he/she received the Hepatitis B vaccination, has begun the series, or complete a declination form (declination should be supported by a medical reason). Due to clinical site requirements, students who decline the Hepatitis B vaccination may not be able to complete the clinical requirements of the program. ***Students should be aware that progress toward graduation may be limited by any inability to meet the agency/clinical requirements.***

Reapplication for Subsequent School Terms

If you are not accepted into the program or if you are accepted but decide not to attend and wish for your application to be considered for another academic year, you must reapply for admission by completing a new application. *Your application will not be considered unless you reapply.*

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.

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 Specific Admissions Requirements button at www.montgomery.edu/dental-assisting-home.html.

Related Information about Dental Assisting

Academic Requirements, Homework, & Work Recommendations

The majority of the Dental Assisting program involves approximately 28-32 hours a week of classroom, lab and clinical hours. Students should allow for at least two hours each day for homework which will include reading, studying and classroom assignments. 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).

Attendance

Students accepted into the Dental program **must** attend at least 90% of class meetings, labs and clinical practicum in order to pass a course. Personal appointments should be scheduled during non-class/clinical hours. Tardiness exceeding five minutes may constitute an absence.

Class Size

Class size is limited to 20 students. The first 20 applicants with the highest points are offered positions in the program for the upcoming year. The remaining qualified applicants are placed on an alternate list. If any of the applicants offered a position decline that offer, applicants on the alternate list will be contacted about filling the available positions. *Please note: A student may be accepted only twice into the program.*

Clinical Site Experience

The Dental Assisting student performs clinical work at various dental clinics, private dental offices and at Southern and Albemarle Correctional Institute. In the spring and summer terms clinical rotations will involve two clinical sites with a total of 192 hours each term. During clinical rotations, students will be responsible for providing their own transportation to clinical sites and should expect to drive 45+ minutes to the sites based on the geographical location of the college. **Please note that students do not receive monetary compensation for their clinical experience.**

MCC and their contractual externship facilities assume no liability financially or otherwise for illnesses and/or injuries incurred by students while performing required learning-centered, clinical/co-op externship activities.

Dental Assisting Club

All students accepted into the Dental program are encouraged to become members of the Dental Assisting Club, an SGA club. Members will have the opportunity for participation in social and civic activities throughout the academic year.

Dental Assisting National Board Testing

DANB exam allows students/graduates the opportunity to become a Certified Dental Assisting (CDA). The exam may be taken in three sections while enrolled in the program or it may be completed as one exam upon graduation. Successful completion of the CDA exam leads to a national certification that is highly valued by both employers and patients.

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.

Insurance

Students are required to pay \$13 per year for liability insurance and \$1.60 per term for accident insurance. These fees are due at registration. Students are highly encouraged to carry personal health and additional accident insurance.

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.

Related Classes

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.**

Transfer Options

Transferring credits from MCC

Certain courses in the Dental Assisting program may transfer toward two-year Dental Hygiene programs at the surrounding community colleges. Please contact the school you wish to transfer to for information on courses they will accept for transfer.

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
Insurance	13.00
Shoes & Uniforms (lab)	175.00+
Name Tag	12.00
Hepatitis Vaccine (if needed)	200.00
ADAA Professional Dues	<u>35.00</u>
	\$2,988.60

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	<u>40.00</u>
	\$2,018.60

DANB Radiation Exam (option) 250.00

Summer Session

Tuition and Fees (in-state rate)	\$787.60
Books	<u>120.00</u>
	\$907.60

DANB Chairside Exam (optional) 250.00

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. 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's 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.

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

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
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