

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. Prospective students are not considered for admission until all paperwork and all assessment benchmarks are complete and verified through the Enrollment Office.

1. Complete NC residency determination at [www.ncresidency.org](http://www.ncresidency.org).
2. Apply online at [www.montgomery.edu](http://www.montgomery.edu).
3. Submit a high school/ high school equivalency (GED®)/Adult High School transcript that meets North Carolina standards and any necessary college transcripts. (MCC reserves the right to proficiency test any applicant asking for transfer credit on any theory or clinical course.)
4. Successfully complete the placement testing requirements for the Dental Assisting program. (See Placement Testing Options below.)

**Applicants for the limited positions in the Dental Assisting program are admitted in the order that all admissions requirements are met. Once positions are filled, students who complete all admission requirements are accepted into the program for the next academic year(s).**

## Acceptance Status

After all criteria for admission have been satisfactorily completed, applicants will be evaluated for provisional acceptance. Each applicant will receive written notification by the Enrollment Office concerning provisional acceptance or placement on the Dental Assisting waiting 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 receive an Applicant Medical Form provided by the Enrollment Office.
  - 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 to the Enrollment Office 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.

## 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.

Students who are dismissed from the Dental Assisting program may apply for reentry into the program by first contacting the Enrollment Office at MCC. Reentry into the program is based upon available space and faculty review. 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 readmitted only once.

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



For more information

[www.montgomery.edu/dental-assisting-home.html](http://www.montgomery.edu/dental-assisting-home.html)

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

### 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.

### 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.** The Forms will be provided by the Enrollment Office and the applicants will be notified of the due date.

Applicants selected for acceptance must also provide a record indicating that he/she received the Hepatitis B vaccination, has begun the series, or sign a form declining the vaccination

(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 course and clinical requirements at MCC. Any transfer credits must carry a grade of "C" or above 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](http://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 "C" 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 the 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 16 students. The first 16 applicants who have completed the admissions requirements are offered positions in the upcoming class. 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

The Dental Assisting student performs clinical work at various dental clinics, private dental offices and at Southern and Albemarle Correctional Institute. In the Spring Semester, the clinical rotation will involve two or more clinical sites with a requirement of 192 hours per semester. The Summer Session will involve two or more rotations with a requirement of 192 hours per semester. During clinical rotations, students will be responsible for providing their own transportation to clinical sites. **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 4:00 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 \$11 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 JobLink Career Center 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 prior to enrollment to be considered for credit. Courses with a technical or skill content have a five-year (5 year) time limitation on the acceptance of transfer 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.

### Costs

The total estimated cost of the dental program is approximately \$5,895.80 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 \$13,959.80. 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](http://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](http://www.montgomery.edu) or call 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	75.00
Books & Supplies (estimated)	700.00
Insurance	11.00
Personal Protection Equipment	45.00
Shoes & Uniforms (lab)	175.00
Name Tag	10.00
Hepatitis Vaccine (if needed)	200.00
ADAA Professional Dues	<u>35.00</u>
	\$2,519.60

DANB ICE Exam (optional) 175.00

#### Spring Semester

Tuition and Fees (in-state rate)	\$ 1,268.60
Lab Fee	50.00
Books & Supplies (estimated)	400.00
Shoes & Uniforms (clinical)	175.00
Related project supplies	10.00
Graduation Fee	<u>40.00</u>
	\$1,943.60

DANB Radiation Exam (option) 175.00

#### Summer Session

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

DANB Chairside Exam (optional) 175.00

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](http://www.danb.org).

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