

Century College

Dental Assistant

Program

The demand for Certified and Registered Dental Assistants exists with excellent placement, salary and benefits. Dental Assistants participate in a variety of tasks that include chairside assisting, patient education, polishing teeth, taking radiographs, making study models, and preparing business forms. Career opportunities exist in an assortment of dental offices and public institutions. To be successful as a Dental Assistant you must like working with people, enjoy doing multifarious duties, and have good verbal and written communication skills. Personal qualities needed to succeed include: punctuality, dependability, organization and ability to work as a team member. The Dental Assistant major is accredited by the Commission on Dental Accreditation of the American Dental Association.

Enrollment Steps

Step 1 – Application

- a. Complete the Century College Application (if you are a new student) and pay the \$20.00 application fee.
- b. Complete the Century College Dental Assistant Application
- c. Complete the Accuplacer Assessment test: see step 2 for placement requirements
- d. Complete the Century College Dental Assistant Program Applicant Checklist

Deadlines for Application

<u>Term</u>	<u>Deadline</u>
Fall Semester	January 15
Spring Semester	July 15

Effective immediately, selection of all qualified applicants will be made based on assessment results. Students who place into Reading 1000 or equivalent and English 1021 or equivalent are eligible and encouraged to apply.

Students who have completed program related coursework (English 1021 and **one** of the following Speech/Communication Courses: 1021, 1031, 1041 **or** 1051) and general academic ability will receive priority consideration. Once the class size limit has been reached, all other qualified applicants will be placed on an alternate list and asked to resubmit an application for the following semester.

Please be aware that this program has a limited enrollment. If accepted, you will be asked to return an acceptance agreement along with a nonrefundable \$100 deposit to reserve your place in the class. Applicants not submitting their deposit before the deadline will forfeit their place in the program.

Step 2 - Complete the Century College Assessment Test

Your assessment scores must place you into Reading 1000 **and** English 1021.

If your scores place you into this level you are eligible to apply for the Dental Assisting program.

If your scores place you below college level you will need to complete the developmental coursework indicated by your assessment test before you are eligible to apply. You must earn a "C" or better in all developmental courses.

The Assessment test should be taken at least two weeks prior to the application deadline. Please contact the Admissions Office at 651/773-1700 or the Assessment Coordinator at 651-779-3352 for the Assessment schedule and locations. Please keep in mind that the tests may only be taken **twice** in a twelve-month period. Additional accommodations may be provided through the Access Center; call 651/779-3355 to see if a student qualifies for services. **Students must know their social security number and bring a current photo id.**

Step 3 – Complete the Dental Assistant Program Applicant Checklist

After completing the Assessment, students should complete the Dental Assistant Program Applicant Checklist, page 5 of this packet. **Assessment results must accompany the application.** Developmental coursework indicated by assessment results must be completed prior to application to the Dental Assistant program.

Transcripts from institutions other than Century College must be mailed directly to Century College and postmarked by the deadline date.

Step 4 – Attend New Student Orientation

Attendance at the college's New Student Orientation is mandatory for all students (new and returning) accepted into the Dental Assistant program. Failure to attend will result in your being dropped from the program roster and an alternate will be awarded your seat.

Our New Student Orientation involves both large and small group activities. The program is designed to get students started on the right foot at Century. The program lasts about three hours.

In the large group session we cover all services, programs, and activities available to Century students. It is our attempt to inform students about the resources that are available to them at Century. Critically important college policies are also discussed.

In the small group, students receive assistance from a program advisor. New Student Orientation is mandatory for all students (new and returning) entering the Dental Assistant program. Not attending will result in your name being dropped from the class list. The \$100 deposit will not be refunded.

In the event that the student is accepted, Century College will send a letter to inform the student as to the date and time of the New Student Orientation.

Criminal Background Check

Minnesota Law requires any individual having contact with patients to complete a criminal background check prior to starting the clinical experience. An individual may be disqualified from having patient contact and would not be permitted to participate in the clinical experience.

Social Security Notice:

Many colleges/universities, including Century College, use Social Security numbers for student identification purposes on student records. Providing your Social Security number is voluntary. If you do not provide this number, your application will still be processed. This data is requested for purposes of administration, program evaluation and consumer and alumni data. Your number also may be used to create summary information about system programs through data matches with other state agencies.

Data Privacy Notice:

The college is asking you to provide information that includes private and/or confidential information under state and federal law. The college is asking for this information in order to process your petition for residency. You are not legally required to provide the information the college is requesting; however, the college may not be able to effectively process your petition if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent: (1) to other schools in which you seek to enroll, or are enrolled, if you are first notified of the release; (2) to federal, state and local officials for purposes of program compliance, audit or evaluation; (3) as appropriate in connection with your application for, or receipt of, financial aid; (4) to your parents, if your parents claim you as a dependent student for tax purposes; (5) if the information is sought with a subpoena, to an organization engaged educational research or accrediting agency. Minnesota State Colleges and Universities abide by the provision of Title IX and other federal and state laws forbidding discrimination on the bases of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity.

Immunization information:

Vaccination for Hepatitis B and a Mantoux Test will be required prior to clinical internships.

CPR requirement:

Students must be currently certified in CPR by the end of their first semester in the Dental Assisting program.

Policy information:

A copy of the program's policy on hazardous materials, bloodborne and infectious diseases is available upon request.



Dental Assistant Application Form

This application is for: Fall Semester 20 _____
Spring Semester 20 _____

Please use black or blue ink only.

Name (Last, First, Middle Maiden) Social Security Number or Century Student ID number

Permanent Address City State Zip Code County

Mailing Address (if different from above) City State Zip Code County

Home Phone () _____ Cell Phone () _____

E-mail address

Educational Record: Names of secondary schools, colleges and technical schools attended:

High Schools or GED *	State	Town or City	Dates		Degree or diploma received
			From	To	

Have you ever attended any college? Yes ___ No ___ Have you ever attended Century College? Yes ___ No ___

Colleges, technical or other post secondary schools *	State	Town or City	Dates		Certificate, degree or diploma received
			From	To	

* Please contact each college and request an official transcript be sent directly to the Transfer Office at Century College.

Applicant Signature

I hereby certify that the information provided on this application form and in all other admission application materials is complete, accurate, and true to the best of my knowledge.

Signature _____

Date _____

NOTICE

Admission is granted without regard to race, creed, color, sex, age, national origin or handicap. This institution abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex and by all other federal laws regarding equal opportunity

Note: Federal and state legislation requires that the contents of student files be open to review by the student. Application forms, high school transcripts, test date, letters, and recommendations that are sent as part of any application for admission will be open to the student's review upon request.

This document can be made available in alternative formats such as large print, braille or audio tape, by calling 651/779-3300 voice/TTY.

Dental Assistant Program Applicant Checklist

Please complete the following checklist. All items under the "Application Requirement" heading must be completed prior to the application deadline (January 15 for Fall and July 15 for Spring) or your application will be denied.

APPLICATION REQUIREMENTS: All items must be completed before the application deadline. All courses completed or in progress must be reflected on official transcripts.

YES NO

_____ _____ Have you ever attended Century College? If no:

_____ _____ Have you submitted the required Century College Application with the \$20 application fee to the Admissions office? (Note: a college application must be on file before your Dental Assisting application can be processed. This Dental Assisting application is NOT a substitute for the Century College Application form.)

_____ _____ Have you taken the Accuplacer assessment test for placement in Reading & Writing? Or submitted Accuplacer scores from another institution? Assessment test scores are required to determine program readiness. Placement requirements are Reading 1000 and English 1021.

You must submit a copy of your test results with this application if you have taken your test at an institution OTHER than Century College. If you retake your assessments after submitting this application, you must bring a copy of your new results to the Admissions Office.

(Exemption to the Reading and Writing assessment will be given in accordance with college policy. Please see the Assessment Office for details).

_____ _____ Will you have completed all developmental coursework for Reading and English indicated by assessments before the application deadline? All developmental coursework must be completed with a grade of C or better to qualify to apply.

If NO, please do not submit this application at this time.

_____ _____ Have you requested official transcripts from any post-secondary institutions attended? Transcripts must be current with grades posted for all terms completed prior to the deadline and must be received in a sealed envelope from the originating institution.

GENERAL QUESTIONS:

The following courses are used in determining candidate readiness for the Dental Assisting program and are required to earn the Diploma and Associate in Applied Science Degree. You do not have to have these courses completed in order to apply for the program.

_____ _____ Have you completed English 1021-English Composition I with a grade of C or better?

_____ _____ Have you completed a Speech Communication course?

We strongly recommend that you meet with a counselor to discuss your general education credits.

Applicant signature

I hereby certify that the information provided on this application form and in all other admission application materials is complete, accurate, and true to the best of my knowledge. I understand that there may be more qualified applicants than available space in the class and that completion of application requirements does not guarantee acceptance.

Signature

Date