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Robeson Community College

Health Sciences Division:

**Michael J. Knowles Dental Training Program**

**Admissions Packet**

Dental Assisting Diploma (D45260)

Fall Entry

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**It is the applicant's responsibility to make sure that the official transcript(s) verifying the courses listed within are on file with the Admissions Office and unofficial transcript copies of high school and college credits are attached to this form.**

**Robeson Community College's Dental Assisting program does not discriminate on the basis of race, color, national origin, sex, age, religion, or any other protected characteristic. Admission to the Dental Assisting program is determined exclusively through a competitive points system. Applicants are ranked according to total points, and program seats are offered to the top-ranking candidates. The program currently offers twenty seats, with plans for future expansion.**

## SECTION I:

### Applicant Information

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

RCC Student ID#: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Last 6 of SSN: \_\_\_\_\_

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### Application Period

**November 1<sup>st</sup> through January 30<sup>th</sup>.**

Submit **completed** admission packet **and supporting documents** to the Program Director during the application window: November 1<sup>st</sup> through January 30<sup>th</sup>.

**Section II: Additional point offerings and any other completed documentation will be collected at the mandatory Meet and Greet session held in the Spring semester. Monitor your student email account for more information.**

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**Submit to: Jessica Jones | 1425B (2<sup>nd</sup> floor) | 910-272-3456**

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## Program Overview

The Dental Assisting curriculum is designed to prepare students to support dentists in providing oral health care and to serve as essential members of the dental team. Students are trained to perform chairside duties as well as selected administrative and laboratory tasks. The program includes coursework in general education, biomedical sciences, dental sciences, and clinical practice.

Instruction is delivered through a blend of classroom lectures, laboratory activities, and supervised clinical experiences. Students develop competencies in areas such as infection and hazard control, dental radiography, dental materials, preventive dentistry, and clinical assisting techniques.

## Curriculum Design

The Dental Assisting program is a three-semester, consecutive sequence beginning in the Fall and concluding after completion of the summer semester. Students who successfully complete all program requirements are eligible to graduate in May and receive a diploma in Dental Assisting. Graduates of a CODA accredited program will be qualified to sit for the Dental Assisting National Board (DANB) examination. Upon graduation, students attain the designation of Dental Assistant II (DA II). Successful completion of the national certification exam confers the title of Certified Dental Assistant (CDA).

**Accreditation Notice:** Enrollment in and graduation from an accredited program qualifies students to practice as a DA II and to sit for the DANB exam **only if the program is accredited by the Commission on Dental Accreditation (CODA)**. Students should verify program accreditation status prior to enrollment.

## Current Accreditation Status

Robeson Community College's Dental Assisting program is currently not accredited by the Commission on Dental Accreditation (CODA). Students who complete the program will graduate with the designation of Dental Assistant I (DA I). Graduates will not immediately be eligible to sit for the Dental Assisting National Board (DANB) examination or to practice as a Dental Assistant II (DA II).

## Acknowledgment of Program Information

I acknowledge that I have read and understand the information provided above, including that the program is **not currently CODA-accredited** and that graduates will receive the designation of **Dental Assistant I (DA I)**. I understand that admission to the program does not guarantee eligibility for national certification, advancement to DA II status, or employment.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Physical/Function Requirements

Students must possess the physical and motor abilities necessary to perform clinical dental assisting tasks safely and effectively. This includes the ability to work with hands in a precise and controlled manner and to provide patient care without placing themselves or others at risk. Reasonable accommodations may be considered in accordance with applicable disability laws, provided they do not compromise patient safety or the essential functions of the program.

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## Important Program Information

- Applicants must have a minimum GPA of 2.5 (related courses) to be considered for admission.
  - Biology courses over five (5) years old will not be accepted.
  - Third attempts must be requested in writing and approved by the Program Director. Approval is not guaranteed.
  - All third-attempt requests must be emailed to: [jesjones@roberson.edu](mailto:jesjones@roberson.edu)
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## Criminal Background Disclosure

Applicants with a felony conviction may experience difficulty obtaining professional certification and/or securing employment in the dental assisting field. Admission to the program does not guarantee eligibility for certification or employment.

I acknowledge that I have read and understand the information above and that admission to the program does not guarantee certification or employment.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Dental Assisting Admission Packet

Application Received On: \_\_\_\_\_

### Transcript Requirement

High School Transcript or  GED in the student academic record at Robeson Community College

\*\*Unofficial transcripts (HS and College) must be attached to admission packet.

### Biology Pre-Requisite (One required)

Grade: \_\_\_\_\_

High School Biology\*

BIO 111\*

**\*(Only a grade of C or higher will be accepted)**

### English Pre-Requisite (One required)

Grade: \_\_\_\_\_

High School English\*

ENG 025

**\*(Only a grade of C or higher will be accepted)**

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## Competitive Admission/Points

### Letter Grade and Quality Points per Credit Hour:

A                    4 quality points

B                    3 quality points

C                    2 quality points (applicable to ENG and/or PSY courses only)

D/F                 Student considered unsuccessful and must re-take course.

Example: ENG 111 (3 credit hour course)

Earned Grade:

Quality Points Accumulated:

A     4\*3

12

B     3\*3

9

C     2\*3

6

D/F   0\*3

0-Students must re-take course

## General/Related Education Courses

All related courses must be completed with a “C” or better to be considered successful.

### Please provide letter grade and semester/year completed:

ENG 111 \_\_\_\_\_

PSY 150 \_\_\_\_\_

ACA Elective \_\_\_\_\_ (no competitive points earned)

Second Attempt(s):

\_\_\_\_\_

## Biology Courses

BIO courses must be completed with a “B” or better to be considered successful.

BIO 163 \_\_\_\_\_ Year Taken: \_\_\_\_\_

BIO 168 \_\_\_\_\_ Year Taken: \_\_\_\_\_

BIO 169 \_\_\_\_\_ Year Taken: \_\_\_\_\_

Second Attempt(s):

\_\_\_\_\_

\_\_\_\_\_

\*\*Students who choose to complete Anatomy and Physiology I and II (BIO 168/169) in lieu of Basic Anatomy and Physiology (BIO 163) must successfully complete both courses in order to be awarded competitive points.

BIO 163 is not required for admission; however, students are strongly encouraged to complete it prior to beginning the program to avoid potential delays in graduation.

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## Program GPA

Program GPA: \_\_\_\_\_

Minimum GPA requirement of 2.5 met

## Program Acceptance and Summer Orientation Requirement

Applicants are responsible for monitoring their student email account for updates regarding program acceptance. **Accepted candidates and alternates will be notified via their RCC student email account.** The program maintains a list of six alternates; **alternates will not be informed of their specific ranking.** If accepted students decline their seats, openings will be offered to alternates in order of their placement on the list.

**All accepted students are required to attend a mandatory Summer Orientation Session (SOS),** which will be determined at a later date and shared after official acceptance letters have been sent out. Please bring all supporting documentation (CPR, completed or in-progress vaccine records, etc.) **Failure to attend the mandatory orientation session will result in forfeiture of the program seat,** which will then be offered to the next eligible alternate.

**Applicants should not contact the Program Director regarding the status of their application, as this can delay the processing of student applications.** All official updates will be communicated through the student email system.

**Students must accept their program seat within seven (7) days of the acceptance email being sent out.** Failure to respond within this timeframe will result in forfeiture of the seat, and the next eligible alternate will be offered program admission. Robeson Community College's Dental Assisting program and faculty are **not responsible for missed or undelivered emails;** it is the applicant's responsibility to monitor their student email account regularly.

I acknowledge that I have read and understand the information provided above. I understand that acceptance into the Dental Assisting program is contingent upon my timely acceptance of a program seat, successful completion of all required immunizations and health screenings, and attendance at the mandatory Summer Orientation Session.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**SECTION II:** (Items from Section II may be completed and brought to the mandatory Meet & Greet session. Details (date, time, and location) for the Meet & Greet will be announced at a later time, please monitor your RCC student email accounts. Competitive points documentation will no longer be accepted or considered after the conclusion of the Meet and Greet session.

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## Additional Points Notice

Completion of the items listed below may qualify students for additional competitive points toward program admission. Please check all items that apply and attach supporting documentation to your admission packet **or bring with you to the mandatory Meet and Greet session**. All documentation must be provided on official company or organizational letterhead. **Please note students will not earn double points for completing both sections under “Relevant work experience”.**

Item	Points
<input type="checkbox"/> Completion of at least <b>10 hours of community service or volunteer work</b> . Examples include volunteering with public health programs, food banks, homeless shelters, community centers, or similar non-profit organizations.	8 points
<input type="checkbox"/> Cumulative GPA of <b>3.0 or higher</b> .	8 points
<input type="checkbox"/> Relevant work experience: <b>two years of chairside dental assisting experience or 16 hours of dental assisting job shadowing</b> . (Maximum eligibility: 8 points)	8 points

Submission of complete, official documentation is required for each item; incomplete or missing documentation will result in no points being awarded.

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## Provisional Requirements

Applicants provisionally accepted into the Dental Assisting program must complete and provide documentation of the following prior to full acceptance and clinical enrollment.

Requirement	Description
<b>Medical Screen/Immunizations</b>	A complete medical/health screen provided by a licensed provider is required. This includes, but is not limited to:
	Negative PPD skin testing: _____ (or)
	Follow-up chest X-ray within 3 months of enrollment: _____.
	T-dap: _____ (or)
	Tetanus: _____.
	Hepatitis B series: (1) _____, (2) _____,
	(3) _____, Positive Titer: _____.
	MMR: _____.
	Varicella series _____ (or)
	positive titer (required): _____.
Influenza (seasonal, as required by clinical affiliate). _____	
<b>COVID-19</b> vaccination is subject to the requirements of clinical rotation sites. _____	

Please provide a copy of vaccination records to the Program Director: Jessica Jones.

<b>Criminal Background Check and Drug Screen</b>	<p>Some clinical agencies may require a criminal background check and 12-panel urine drug screen prior to clinical experiences.</p> <p>a. If results prevent participation in clinical experiences, the student will not be able to complete program requirements and will be dismissed from the Dental Assisting program.</p> <p>b. Testing is scheduled by the College after provisional acceptance; fees are the responsibility of the student.</p>
<b>Healthcare Provider CPR</b>	<p>Documentation of current/active American Heart Association BLS Healthcare Provider CPR certification (including infant, child, and adult). Online courses are not acceptable.</p>
<b>Meet and Greet</b>	<p>A mandatory Meet &amp; Greet session will be scheduled during the Spring semester for all Dental Assisting candidates. This session will provide important program information, including program specifics, admission/participation requirements, and expectations for professional conduct. Candidates will also have the opportunity to meet faculty and connect with other prospective students. Candidates may also submit any documents for point consideration at this time. No additional documents will be accepted or considered after the conclusion of the Meet &amp; Greet session. Attendance is required.</p> <p>Attendance is required for full acceptance. Students forfeit their dental assisting seat if not in attendance; seat will then be offered to the next eligible student.</p>
<b>Summer Orientation Session for Accepted Students</b>	<p>If accepted students are not in compliance with <u>required</u> documentation prior to the start of the program/fall semester, students will not be allowed into the dental assisting clinics/labs and will subsequently be withdrawn from the program.</p> <p>Please note: The Hepatitis B (Hep B) vaccination series requires approximately six (6) months to complete. The series consists of three (3) doses administered over a six-month period, so candidates are encouraged to plan accordingly to meet program and clinical requirements. Completion of 2 vaccine doses is required before allowed in preclinical activities.</p> <hr/>

Please submit all required documentation with this packet by the stated deadline, **or** bring supportive documents to the Meet & Greet in a folder labeled with your name and student ID number for point consideration.

**Please note: Section I must be completed and turned in by the deadline in order to be considered for the Dental Assisting program and invited back for the Meet and Greet session, where pertinent program information will be provided.**

### **Timeline Checklist – Dental Assisting Program**

- **Start Hepatitis B vaccine/series.**
- **January 30th:** Deadline for Section I of Admission packet.
- **March/April:** Meet and Greet Session (details will be provided via RCC email).
- **April/ May:** Acceptance letters will be sent via RCC email.
- **Accept seat.**
- Secure funding for school (tuition, fees, supplies, uniforms, etc.).
- Arrange reliable childcare and transportation for class, lab, and clinical days.
- **June: Summer Orientation Session (SOS)** will be held; attendance required (details will be provided via RCC email).
- **At SOS:** Students will receive the **program schedule** and additional program information.
- **Fall: First day of class** (date will be provided at orientation).