DENTAL ASSISTING
FALL 2016
Application Information

There is a $35 fee to apply to for this program.

You must complete all steps to be considered.

1. PROGRAM COUNSELING & ADVISING

All of the information necessary to make a successful application to the Dental Assisting Program is included in the following pages. It is your responsibility to be aware of program entrance and degree completion requirements.

For Counseling and Advising assistance in meeting program or application requirements, please go to Counseling and Advising in Building 1, Room 103 or e-mail DAprogram@lanecc.edu.

An Academic Advising Resource is available to all students. To access this go to www.lanecc.edu choose "Moodle." Select "Academic Advising" and then choose "Dental Assisting (Alvarado)"

The following information is intended for program entrance only and does not include information on courses required for degree completion. These can be found in the catalog listing for Dental Assisting.

2. APPLICATION PROCESS & DATES

2A. Selection Criteria.

A maximum of 30 students are accepted each year to the LCC Dental Assisting Program, the number of accepted students is based on available spots and subject to change year to year. Program admission *is based on a point allocation system*. To be considered an applicant for the program, you must complete the entire application process as required below. Course or degree completion is not a requirement to apply, but will be used to prioritize applicants. In addition, there will be designated alternates. An alternate is allowed to enter the program if an admitted student declines. Remaining alternates are given admission priority the following year.

To be considered an applicant to the program, you MUST meet all application requirements.

2B. Important Dates:

March 3, 2016 at 12:15 a.m.*	**First Application Period opens**
April 14, 2016 at 4:00 p.m.*	**First Application Period closes**
May 9, 2016	**First Application Notification:** Program status announced
May 16, 2016 at 12:15 a.m.*	**Second Application Period opens** (*if needed*)
May 19, 2016 at 4:00 p.m.*	**Second Application Period closes** (*if needed*)
May 25, 2016	**Second Application Notification:** Program status announced
June 2, 2016 at 2:30-4:30 p.m.	**Mandatory Orientation:** Attendance required if accepted or alternate status

*Program Online Application and Payment admission system opens approximately 12:15 a.m. and closes approximately 11:45 p.m. each day. You must submit your Online Program Admission Application and Payment and other application documents before the deadline on the application close date. Staff is not available after 5pm, weekends, or holidays to answer questions regarding application issues. Please keep this in mind in case of last minute questions or problems with the system.

Use this check list to complete all steps in the order provided.

You must complete all steps and submit all documentation by the close date listed above.

Keep this check list as a reference.

You must meet the following criteria to have a complete application process and be considered for the program. Review the following steps carefully.

_____ 1. **Email Account.** You will need to obtain and maintain an email address if you do not already have one. Lane's Enrollment Services and Health Professions Application Center use this email address to send information. It is your responsibility to set your "spam filter" system to accept mail addresses containing @lanecc.edu

_____ 2. **Admission to Lane as a credit student.** If you are not currently a Lane credit student, complete Lane's college admission process and obtain a student "L" number at http://www.lanecc.edu/esfs/admissions. Make sure to complete all "**Steps to Enroll in Credit Classes**" including testing if needed.

_____ 3. **Advising**. Meet with a Health Professions counselor or advisor. See **Section 1**, **Program Counseling & Advising.**

_____ 4. **Oregon Resident.** You must be a current resident of Oregon to apply. Verify your current Oregon address in *myLane* (Homepage, Personal Information channel).

_____ 5. **Submit Official Non-Lane Transcripts to Enrollment Services (if applicable)**. All courses used as prerequisites must be recorded on your official transcript from regionally accredited institutions and received by Lane Enrollment Services prior to application close date.

_____ 6. **Request Course Equivalency Evaluation (if needed).** Courses taken at other colleges may be eligible for use in the application process. It is your responsibility to initiate the process early and make sure it has been completed by the application deadline. Go to the Enrollment Services website to review courses taken at another institution, http://www.lanecc.edu/esfs/general-information-transferring-credits . If courses do not appear as equivalent, email DAProgram@lanecc.edu .

_____ 7. **Complete Form 2: Application Point Petition Sheet.** Complete all application course requirements as described on Form 2 - Point Petition sheet. Only courses which have been completed and transcripted may be used for points. **Points will NOT be awarded if you do not complete the Points Petition Sheet.**

_____ 8. **High School Diploma or GED**. Complete one of these prior to Fall entry to the program. Attach proof of high school diploma or GED (scanned) with you application point sheet or submit proof before or at the scheduled Documentation Day in August, 2016.

_____ 9. **Make a Personal Copy of Application Documents** for your files. Your documents will not be returned to you.

4. FALL 2016 ENROLLMENT ACADEMIC REQUIREMENTS

If accepted to the program, you must complete the following **Enrollment Academic Requirements by the end of Summer 2016: courses included in The Basic Healthcare Certificate and 1 Human Relations course from the DA approved list.**
o **MTH 052** or higher **(4 CR), <u>letter</u>** grade of **C** or better
o **WR 121** or **WR 122** or **WR 123 (4 CR), <u>letter</u>** grade of **C** or better
o **CIS 101 (3 CR) or CS 120 (4 CR), <u>letter</u>** grade of **C** or better
o **DA Catalog (Pg 93) Human Relations Requirement, <u>letter</u>** grade of **C** or better
o **HO 100 (3 CR)**
o **HO 110 (3 CR)**
o **HO 150 (3 CR)****
o **HO 152 (3 CR)****
**(A combination of BI 231 (4 CR), BI 232 (4 CR), and BI 233(4 CR) can be substituted for the HO 150 and HO 152 combination.)

5. FALL PROGRAM ENROLLMENT REQUIREMENTS

IF ACCEPTED OR AWARDED ALTERNATE STATUS to the program, you must complete the following. **Failure to do so will result in forfeiture of program eligibility.**

- **Attend the Mandatory Program Orientation.** *Both accepted and alternate students must attend the orientation session to be eligible for the program.* - see *Section 2B Important Dates* section above. Location will be announced in the notification announcement.

- **Documentation of program and/or clinical requirements (to be paid by student)**. Specifics will be included in program notification and discussed at the Mandatory Orientation.

6. APPLICATION SUBMISSION CHECKLIST

Submit the Application Packet to HP Application Center via email.

  ☐ Form 1 Conditions for Application (fillable PDF)
  ☐ Form 2 Point Petition Sheet (fillable PDF)
  ☐ Scanned copy of High School Diploma or GED
  ☐ Course Equivalency/Substitution forms (if applicable)

Complete the DA Program Online Application and Payment Process. You will be charged a **$35 non-refundable application fee**. *Use the 2016 Health Professions Online Program Admissions Application and Payment Instructions to complete this process.*

Before you begin the Program Online Application and Payment
  ☐ You must have a student "L" number to complete this process.
  ☐ You must have an email address to complete this process.
  ☐ You must have a Visa or Mastercard card to pay the application fee.

7. ACCESSIBILITY AND ACCOMMODATIONS

To request assistance or accommodations, contact the
Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu.

2016 Health Professions
Online Program Admissions Application & Payment Instructions

Before starting your Online Program Admissions Application & Payment session be sure to:
a. Complete your **credit** admission application to obtain a student L number – a Lane ID number.
b. Have an active personal e-mail account (Lane does not issue students Lane e-mail accounts).
c. Have a Visa or MasterCard credit card on which to charge the **non-refundable application** fee.
d. Verify that you meet minimum requirements to apply.

Begin your Online Program Admissions Application and Payment:	
Click on link to right to begin	https://crater.lanecc.edu/banp/zwskalog.P_DispLoginNew?in_id=&cpbl=&newid=&wapp=Y4
Create a new Application PassPhrase (PIN)	This PIN must consist of between 12 and 16 letters and numbers, with at least one of each. Do not use the same PIN you use to log into myLane or Moodle. This PIN will be used only for this Health Profession program you are applying to. It will not change your myLane PIN. Write down your PassPhrase (PIN)!
Select "Login"	You will receive an assigned ID number (G#) You will need this G# if there is an issue with your application. Write down your G#!
Select "Continue"	**Make sure you have all the required documents you need to complete this Online Application and Payment process.** • **Lane Student ID Number (L Number)** • **Reviewed the Residency requirements to determine form of verification for your Oregon state residency** • **Form 2 (Point Petition Sheet Estimated Points)** • **Name of School and completed or expected date of Diploma or GED** • **Submitted official sealed transcripts to Lane Enrollment Services (for non-Lane courses/degrees listed on the Point Petition Sheet – Form 2).**
Apply for Online Program Admissions:	
Admission Term	When asked the term you plan to start – select the term that you are submitting this specific Online Application and Payment for "Fall 2016".
Enter your name	Make sure your name matches the name you used when you applied to be a Lane Credit student.
Application Checklist:	
Select "Fill out Application"	As you enter the required information in a section, a checkmark will appear to indicate you have completed that section: • Follow instructions provided on each screen • Start with **"Name – Dental Assisting"** • Select "Continue" after each section • Select "Application is Complete" after you have completed all sections
Admissions Agreement	Select "I agree to the terms" after reviewing the information. This is your Admissions Agreement
Application Fee Payment:	
Select "Submit Payment"	Only Visa or MasterCard will be accepted for payment submission
Application Final Page	This lets you know that the online application and payment process is done.
Online Program Admissions Application and Payment Completed:	
Lane Health Professions Program Admission & Payment Confirmation	You will receive 2 emails at the end of this process. The 1st will be sent to confirm your Online Program Admission Application, with the time it was submitted. The 2nd will be sent to confirm that your payment was received. Please keep both of these emails for your reference.