GTCC
GUILFORD TECHNICAL
COMMUNITY COLLEGE

HEALTH SCIENCES
LIMITED ENTRY PROGRAMS
140 Hassell Health Technologies
Jamestown Campus
(336) 334-4822, ext. 50439
limitedentry@gtcc.edu

DENTAL ASSISTING
Fall 2021 Entry
Diploma - 45 Credit Hours

Jamestown Campus ◆ Maximum Number Accepted - 36

Follow these Important Deadlines to Make Sure You Are On-Track to Apply!

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You Should have the GTCC Admission Process Completed, Official Transcripts Submitted, and Titan Account Activated No Later Than:

March 10, 2021

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You **MUST** Complete the Required Online Program Information Session and Score 100% on the Quiz.

Online Program Info Session will be available in GTCC's Moodle site after July 1, 2020.

Must have activated your GTCC Titan Account to self-enroll in the Moodle Info Session!

Search for "Health Programs Information Sessions" and self-enroll.

Complete the Online Program Info Session & Quiz No Later Than:

March 14, 2021 by 11:55pm

Access to the Session will be removed after this date/time!

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PROGRAM ADMISSION REQUREMENTS

✓ Complete the GTCC Admission/Readmission Process **by March 10, 2021 (applies to new and former GTCC students).** This includes completing the NC Residence Determination process and submitting official transcripts. You should also activate your GTCC Titan Account approximately 24-48 hours after submitting your Application.

✓ Complete a REQUIRED online Program Information Session **by March 14, 2021.** Sessions completed for previous admission cycles are not acceptable.

✓ Demonstrate English and mathematics **"college readiness" levels,** via credit for college-level courses, transition courses, placement test scores, or waiver credits. *(Please see page 4 of this packet for more information on determining this requirement.)*

✓ Demonstrate BIOLOGY competency by one of two ways:
- College-level BIO/lab course with a "C" or better, completed within ten years of the program start date (since 2011);
- High school biology/lab course with a "C" or better, completed since the <u>2016-2017</u> school year

SUBMITTING YOUR PROGRAM APPLICATION

If you have completed all of these requirements, submit a Health Sciences Program Application packet during the dates listed below to the Limited Entry Programs Office, located on the Jamestown Campus in the Hassell Health Technologies Center, Room 140.

If you are transferring in credits, review your GTCC WebAdvisor Transcript to make sure they appear <u>PRIOR TO</u> submitting your Health Sciences Program Application!

Health Program Applications Accepted by the Limited Entry Programs Office from March 8, 2021, through 5pm on March 26, 2021.

PROGRAM CURRICULUM OUTLINE

General Education Courses		
These courses may be taken prior to acceptance to the program to lighten the academic load and for possible award of ranking points.		

BIO 163	Basic Anatomy & Physiology (completed within 10 years of program start date – 2011)	5 credits
ENG 111	Writing & Inquiry	3 credits
	Total General Education Credits:	**8 credits**

Dental Assisting Program Courses		
These courses are taken once accepted to the program.		

Fall 2021		
DEN 110	Orofacial Anatomy	3 credits
DEN 111	Infection/Hazard Control	2 credits
DEN 101	Pre-Clinical Procedures	7 credits
DEN 112	Dental Radiography	3 credits
Spring 2022		
DEN 103	Dental Services	2 credits
DEN 104	Dental Health Education	3 credits
DEN 102	Dental Materials	4 credits
DEN 105	Practice Management	2 credits
DEN 106	Clinical Practice 1	6 credits
Summer 2022		
DEN 107	Clinical Practice 2	5 credits
	Total Program Course Credits:	**37 credits**
	TOTAL CREDITS REQUIRED FOR DIPLOMA:	**45 credits**

LIMITED ENTRY ADMISSION PROCESS – GTCC HEALTH SCIENCES PROGRAMS

COMPLETE THE GTCC ADMISSION PROCESS

- **New and former GTCC students must complete the GTCC admission or readmission process, including the North Carolina Residency Determination Service (RDS) process.** To get started, visit https://www.gtcc.edu/admissions-and-aid/apply-now.php

- **Submit your official transcripts.** Once received, transcripts are evaluated by GTCC's Enrollment Services staff. Approved transfer credits will be added to your academic record as appropriate.

  ✓ Please allow a minimum of TWO WEEKS for evaluation to occur! This process takes longer near the beginning or end of a semester. Transfer credits from regionally-accredited colleges/universities <u>must</u> appear on your GTCC WebAdvisor transcript in order to be considered for meeting minimum program requirements or earning ranking points!

- **Check the status of your admission process** by visiting https://applicationstatus.gtcc.edu and https://transcripts.gtcc.edu.

- **Activate your GTCC Titan Account.** You should be able to do this within 48 hours of completing your GTCC Application. If you have difficulty activing your account, please visit https://myaccount.gtcc.edu/PasswordReset to complete the activation process.

Have Questions? Need Help?

✓ Completing the GTCC admission process *(application for admission, NC residence determination):*
  Please contact GTCC's Admissions Office at (336) 334-4822, ext. 31125, or send an email to: admissions@gtcc.edu.

✓ Checking the status of your admission application: Visit: https://applicationstatus.gtcc.edu/

✓ Submitting your transcripts: Contact the Records and Transcripts Office at (336) 334-4822, ext. 50354 or 50161, or send an email to transcripts@gtcc.edu.

✓ Checking the status of the transcripts you have submitted to GTCC: Visit: https://transcripts.gtcc.edu/

COMPLETE THE REQUIRED ONLINE PROGRAM INFORMATION SESSION BY MARCH 14, 2021

- **Information Sessions completed for previous application cycles are <u>not</u> acceptable for purposes of meeting this requirement!** This session will provide you with a detailed overview of the curriculum, the minimum program admission requirements, faculty expectations and discussion of class schedules and clinical requirements, preparing and submitting your *Health Programs Application packet*, and the selection and notification process for the incoming class.

- **Make sure to activate your Titan Account so you can complete this required session as soon as possible!**

- The direct link to the session is: https://online.gtcc.edu/course/view.php?id=35937. You may also access it by logging into Moodle at https://online.gtcc.edu/, and searching for "Health Programs Information Sessions".

- Enroll yourself in this course and complete the **Fall 2021 Entry – Dental Assisting module and quiz**. You must pass the quiz with a score of 100% to receive credit for completing this task. Access to the quiz will be removed at 11:55pm on March 14, 2021!

COMPLETE <u>ALL</u> OF THE FOLLOWING PROGRAM ADMISSION REQUIREMENTS

- **Demonstrate English and Mathematics "college readiness".** You must be able to demonstrate that you have achieve the appropriate levels in <u>BOTH</u> of these areas by <u>ONE</u> of the following methods:

COLLEGE ENGLISH READINESS	COLLEGE MATHEMATICS READINESS
❐ You have an earned Associate or Bachelor's degree from a regionally-accredited institution.	❐ You have an earned Associate or Bachelor's degree from a regionally-accredited institution.
❐ You have completed or received transfer credit for ENG 111 (grade of "C" or better).	❐ You have completed or received transfer credit for <u>one</u> of the following with a grade of "C" or better -- MAT 143, MAT 152, MAT 171 (or a higher-level math).
❐ You have completed or received waiver credit for ENG 002 with a grade of **P2 (tier two).**	❐ You have completed or received waiver credit for MAT 003 with a minimum grade of **P2 (tier two).**
❐ You have completed or received waiver credit for ENG 011.	❐ You have completed or received waiver credit for <u>one</u> of the following: MAT 043, MAT 052, or MAT 071.
❐ You don't have any college-level ENG credit, but you are eligible to enroll in ENG 111 <u>without the ENG 011 co-requisite</u>, demonstrated by one of the following: o Graduate of a US high school within the last 10 years, with a minimum 2.8 GPA; o Completion of ENG/RED placement test within the past 10 years and achievement of appropriate scores. *If you took the placement test elsewhere, you MUST submit those scores to GTCC Admissions!*	❐ You don't have any college-level MAT credit, but you are eligible to enroll in MAT 143 or higher <u>without the corresponding MAT co-requisite</u>, demonstrated by one of the following: o Graduate of a US high school within the last 10 years, with a minimum 2.8 GPA; o Completion of MAT placement test within the past 10 years and achievement of appropriate scores. *If you took the placement test elsewhere, you MUST submit those scores to GTCC Admissions!*
If you are unsure whether you meet either of these requirements, it is YOUR responsibility to speak with a counselor in the GTCC Admissions Office or the Student Success Center for clarification, <u>PRIOR TO</u> submitting your Health Sciences Program Application.	

- **Demonstrate Biology competency by one of the following ways:**
    - College-level BIO/lab course with a "C" or better, completed within 10 years of program start date—(since 2011)
    - High school-level BIO/lab course with a "C" or better, completed since the <u>2016-2017</u> school year

PREPARE AND SUBMIT YOUR HEALTH SCIENCES PROGRAM APPLICATION

Now that you have completed all of the minimum program admission requirements, gather all of the required documents, attach them to the *Health Sciences Program Application*, and submit the packet one of two ways:

- ✓ **In-Person** to the Limited Entry Programs Office, located in Hassell Health Technologies Center, Room 140 on the Jamestown campus.
- ✓ **Electronically –** scan or save your documents as a PDF attachment and send them together via email to limitedentry@gtcc.edu .

Health Sciences Program Applications for this Program will be accepted by the Limited Entry Programs Office from March 8, 2021, until 5pm on March 26, 2021. Applications received after the deadline will not be accepted.

- Complete the *Health Sciences Program Application* in its entirety.

- Log on to your <u>GTCC</u> WebAdvisor account and select "Unofficial Transcript View" from the menu. **Verify that all transcripts have been received and evaluated for transfer credit by GTCC before attaching a copy of your WebAdvisor transcript!** The Selection Committee will only use the courses listed on this transcript to verify minimum requirements and award ranking points.

- If applicable, attach documentation of other ranking criteria.

PROGRAM APPLICANT SELECTION AND NOTIFICATION PROCESS

Ranking and Selection Process

During the next 3-4 weeks after the Program Application Deadline, the Health Sciences Review Committee, comprised of various Health Sciences Program Directors and faculty, the Dean of Health Sciences, and the Limited Entry Programs Office Staff, will review all applications submitted by the deadline.

- **Applicants are ranked using a points system, and candidates will be ranked, based on the total points earned.** Ties will be decided, based on the following system: 1) The applicant with the higher total points earned in the "General Education Courses" ranking section; 2) The applicant with the higher TEAS composite score (if applicable for the program); and 3) The date that the GTCC Admission Application was submitted for the program of interest.

    NEW! **Advanced Placement (AP) Credit and award of ranking points:** applicants who earned AP credit for general education courses may earn corresponding ranking points, via the following method:

    AP score of 5 = grade of "A"   **AP score of 4 = grade of "B"**   **AP score of 3 = grade of "C"**

    Official AP scores must have been submitted to the GTCC Admissions Office to earn AP course credit. The course credits must also appear on your GTCC WebAdvisor transcript that is submitted with your program application. Advanced Placement credits for BIO and CHM courses must have been awarded within ten years of the program's start date (since 2011).

Notification Process

Each candidate who submits a *Health Sciences Program Application* to the Limited Entry Programs Office by 5pm on the specified deadline will be notified in writing of the results of the selection process. <u>Notification will be sent electronically to the applicant's GTCC email address – it is the applicant's responsibility to check this email account frequently to avoid missing important communications from GTCC!</u>

- **Students must accept or decline a program position by submitting an Intent to Enroll Form within 10 business days of the date on the acceptance letter.** Failure to respond within the stated timeframe will result in the position being offered to an alternate. Once a student declines a program position, the decision may not be reversed.

- **A student has 15 business days from the date on the notification letter to contest the results of the selection process.** The request for review of the results must be submitted in writing to the Division Dean. The Division Dean will render a decision within 10 business days of receipt of the written request. The Division Dean's decision is final.

PROGRAM ORIENTATION, ADVISING/REGISTRATION, AND ENROLLMENT

Once a position in a program of study is accepted, the student will then communicate with the Program Director regarding all matters related to program orientation, advising/registration, and enrollment.

The student is required to attend all program orientations, meetings, or other events scheduled prior to the start of classes. Failure to attend these meetings without prior approval from the Program Director will result in removal from the health program and, if applicable to the program, ranking point deductions for future applications to the same program. An alternate student will be selected to fill the vacant position, as directed by the Program Director.

The student must enroll in program classes prior to the first day of the semester. Failure to enroll without prior approval of the Program Director will result in removal from the health program and, if applicable to the program, ranking point deductions for future applications to the same program.

A student who enrolls in first-semester classes for the program and withdraws from the program or is dropped from the program that semester must complete the entire program admission process if he/she wishes to apply for a future program entry. If applicable to the program, ranking point deductions will apply for future applications to the same program.

The GTCC Health Sciences Limited Entry Process is not to be regarded as a contract between GTCC and students. GTCC reserves the right to change any provisions or requirements with adequate notice and minimum disruption to students.

Important Notes to Health Science Program Applicants

Program faculty reserve the right to revise or change course requirements in accordance with applicable state laws, college requirements, accreditation standards, and/or at the discretion of the faculty. By accepting admission into the program, the students agrees to at all times abide by the program requirements and procedures as set forth in the Student Handbook and the respective course syllabus issued at the beginning of each term for each course. The student is bound by such requirements and

procedures regardless of whether they were established before or after the date of enrollment in the program. Changes made after the publication of the Handbook will be posted as an addendum to the Handbook.

Most programs require students to have a criminal background check, a drug screen, and an OIG review (Office of Inspector General) upon admission. Healthcare agencies that are utilized for clinical and/or internship experiences require this evaluation. If a student is denied agency access due to a positive check or screening, the students may not be able to complete the clinical education experiences, which will result in the inability to continue in the health science program. Screening may also be required after graduation by examination boards, state licensing boards, and employing agencies. Pending the outcome, a graduate may be disqualified from examination eligibility, state licensure, and/or employment.

Students must achieve a GPA of 2.0 or better in order to graduate. Students who receive a grade of "D" in a general education course (other than BIO or CHM) can graduate as long as their GPA is at least 2.0. However, a grade of "D" in a general education course will not transfer to another institution, nor will GTCC accept a grade of "D" for credit from another institution. Students must achieve a "C" or better in BIO, CHM, and program major courses. Students who do not achieve a "C" or better in these courses will be suspended from the program.

(From the Dental Programs Student Handbook) A student in the dental program is at an increased risk for exposure to a variety of diseases, among them Hepatitis C and HIV/AIDS and Tuberculosis. Because of these risks, students will be expected to follow all infection control/exposure control guidelines that have been established. For further information on these policies, contact Michelle Martin, Dental Programs Director, at 336-334-4822, ext. 50347, or via email at msmartin@gtcc.edu.

If You Have Questions about the Health Sciences Limited Entry Admission Process, Please Contact:

Limited Entry Programs Office
140 Hassell Health Technologies Center, Room 140 ⬦ Jamestown Campus; (336) 334-4822, ext. 50439; limitedentry@gtcc.edu

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DENTAL ASSISTING PROGRAM: CALCULATION OF POINTS FOR RANKING AND SELECTION
(NOTE: Courses that have received "Pass/Fail" or "Satisfactory/Unsatisfactory" grades will be considered equivalent to a "C".)

GENERAL EDUCATION COURSES REQUIRED FOR THE PROGRAM	Points Awarded
BIO 163 – Basic Anatomy & Physiology (completed within ten years of program start date - since 2011)	A = 8; B = 4
ENG 111 - Writing & Inquiry	A = 4; B = 2

ADDITIONAL COURSES NOT REQUIRED FOR DIPLOMA	Points Awarded
Completion of the BIO 168 **&** 169 <u>sequence</u> with grades of "B" or higher, completed within ten years of program start – since 2011. ***(No points awarded if you have completed BIO 163 with a grade of "A" or "B" since 2011)*** Points for each BIO course are averaged to determine your final ranking points number. Example: BIO 168 "A" (8 pts) + BIO 169 "B" (4 pts); 8 + 4 = 12, divided by 2 = 6 ranking points earned.	A = 8; B = 4
MAT 143 (or a higher-level MAT course) with a grade of "B" or higher	2
COM 110 (Intro to Communication) *or* COM 120 (Intro to Interpersonal Communication) *or* COM 231 (Public Speaking) with a grade of "B" or higher	2
HUM 115 (Critical Thinking) with a grade of "B" or higher	2
BIO 175 *or* BIO 275 (Microbiology) with a grade of "B" or higher (completed within ten years of program start date – since 2011)	2
ENG 112 *or* ENG 114 - Writing/Research in the Disciplines *or* Professional Research and Reporting with a grade of "B" or higher	2
PSY 150 or SOC 210 with a grade of "B" or higher	2
Any ACA course (i.e., ACA 111, ACA 122) with a grade of "B" or higher	1

OTHER RANKING CRITERIA	Points Awarded
College-Level Programs: Points awarded for HIGHEST level completed – TRANSCRIPT MUST BE ON FILE IN ADMISSIONS!	
Completion of a Master's Degree or higher in **ANY** field of study from a regionally-accredited institution	6
Completion of a Bachelor's Degree in **ANY** field of study from a regionally-accredited institution	4
Completion of an Associate's Degree in **ANY** field of study from a regionally-accredited institution	3
Completion of a Certificate Program/Diploma in a **HEALTH-RELATED** field of study from a regionally-accredited institution	2
High School Graduates – Classes of 2019 and 2020: Completion of Career & Technical Education Courses **(Points awarded for highest level completed) - HIGH SCHOOL TRANSCRIPT MUST BE ON FILE IN ADMISSIONS!**	
Completion of FOUR courses in the Career & Technical Education Health Sciences Career Cluster with grades of "C" or better.	4
Completion of THREE courses in the Career & Technical Education Health Sciences Career Cluster with grades of "C" or better	3
Completion of TWO courses in the Career & Technical Education Health Sciences Career Cluster with grades of "C" or better	2
Current Health-Related Certification/Licensure (up to two separate items may be submitted) -- MUST ATTACH DOCUMENTATION.	
May attach up to two separate CURRENT certifications/licensure for a maximum of two points. Must be from an officially-recognized regulatory body. **CPR/First Aid/BLS is NOT acceptable.**	1-2

TOTAL RANKING POINTS	Points Awarded
General Education Courses Required for the Dental Assisting Program	
Additional Courses Not Required for Diploma	
Other Ranking Criteria	
TOTAL RANKING POINTS EARNED:	

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GTCC Health Sciences Program Application
2021FA Entry: Dental Assisting Diploma

(Applications Accepted March 8, 2021 through 5pm on March 26, 2021)

Return this Application to:
Limited Entry Programs Office ◆ Hassell Health Technologies Center, Rm. 140 ◆ Jamestown Campus
(336) 334-4822, ext. 50439; Email: limitedentry@gtcc.edu

APPLICANT INFORMATION

Please PRINT OR TYPE the information below. It is the applicant's responsibility to notify GTCC IN ADVANCE OF SUBMITTING THIS APPLICATION of any name, address, or telephone changes.

Name _____ _____

     Last   *First*   *Middle*   *GTCC Student ID Number (not SSN)*

Address _____

     Number   *Street*   *Apt. Number*

_____ **Telephone** _____

     City   *State*   *Zip*   *Daytime*

GTCC Email Address _____ **Alternate Email** _____

Have you previously been underlined accepted to and enrolled in the Dental Assisting program at GTCC? ☐ YES ☐ NO

Health Sciences Program Application Checklist

☐ I completed the mandatory ONLINE **_Fall 2021_** *Dental Assisting Program Information Session.*

☐ (New and Former GTCC Students) I have completed or updated my GTCC Application for Admission and NC Residence Process.

☐ **I have attached a copy of my _GTCC Unofficial WebAdvisor Transcript_. I understand that my final grades, underline all applicable transfer credits, must be posted to my GTCC transcript at the time I submit my Program Application.**

☐ **Documentation of Other Ranking Criteria.**

o **Completion of College-Level Program (highest level earned):** I understand that if my official transcript is not on file and cannot be verified, I understand that the Selection Committee **will not** award ranking points for this item.

    _____ _____ _____

          Name of Institution   *Credential Awarded*   *Year Awarded*

o **Completion of High School CTE Health Courses (highest level completed):** I understand that if my official transcript is not on file and cannot be verified, I understand that the Selection Committee **will not** award ranking points for this item.

    _____ _____

          Name of High School   *# of Health Sciences CTE Courses Completed*

o **Current Certifications/Licensure (can submit up to two):** I understand that if I wish to earn ranking points for this category, a copy of the certification/licensure **MUST** be attached to this document. I understand that the Selection Committee **will not** award ranking points for this item.

    Certification 1   *Issue Date* *Exp. Date*   *Certification 2*   *Issue Date* *Exp. Date*

    _____ _____ _____ _____ _____ _____

Applicant Signature

I understand that ALL required documentation must be attached to the *Health Sciences Program Application* at the time it is submitted. I understand that, once I submit my application, nothing may be added to or removed from my file.

_____ _____

Signature of Applicant   *Date*