

Dental Assisting

Fall 2018 | *Annual Bulletin*



Coastal Carolina Community College

444 Western Boulevard | Jacksonville, NC 28546
www.coastalcarolina.edu | 910.455.1221



Coastal Carolina Community College

Equal Education Opportunity and Equal Employment Opportunity Policy

No person shall on the basis of race, color, creed or religion, age, sex, national origin, political affiliation, or physical disability status, except where age or physical disabilities are found to be a bona fide occupational qualification, be excluded from employment or participation in, be denied the benefits of, or be subject to discrimination under any program or activity of this institution.

It is the policy of this institution not to discriminate on the basis of sex in the admission requirements, educational programs, activities, or employment policies as required by Title IX in the Educational Amendments of 1972.

In conformance with the provisions of the Rehabilitation Act of 1973, and other applicable laws and regulations, Coastal Carolina Community College will not discriminate against any student, employee, or applicant for admission or employment because of physical disabilities.

The main campus of Coastal Carolina Community College has been designed with the elimination of physical obstacles so that buildings, restrooms, laboratories, and classrooms are readily accessible to and usable by those with physical disabilities.

Any student or applicant for admission with a disability who wishes to request some accommodation must contact the Admissions Office and ask for the Coastal Carolina Community College Request for Accommodation form. If accommodation is not requested in advance in order to provide the College sufficient and adequate time to meet the student or applicant's needs, Coastal cannot guarantee the availability of a reasonable accommodation when it is needed.

Any student or prospective student who believes that discrimination has limited any educational opportunity, or any College employee who believes employment rights have been denied on the basis of discrimination, or any individual who desires information concerning this policy should contact the following designated responsible employee: Affirmative Action Officer and Title IX Coordinator, Henderson Administration Building, (910) 938-6788.

**Coastal Carolina Community College
Dental Assisting Program**

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Section 1:

Applying to the Dental Assisting Program

Important Dates

Information Sessions

Date	Time	Day	Location
September 11, 2017	10:00 a.m.	Monday	CCCC, BT 101
September 20, 2017	1:00 p.m.	Wednesday	CCCC, BT 101
October 4, 2017	4:30 p.m.	Wednesday	CCCC, BT 101
October 13, 2017	1:00 p.m.	Friday	CCCC, BT 101
October 30, 2017	10:00 a.m.	Monday	CCCC, BT 101
November 7, 2017	1:00 pm.	Tuesday	CCCC, BT 101

Information Sessions	September 11, 2017 through November 7, 2017
Application Period	September 13, 2017 through December 8, 2017
Deadline to submit transcripts for points for completion of related coursework	January 26, 2018
Points Verification Letters Mailed	February 12, 2018
Decision Letters Mailed	February 28, 2018

Things You Should Know Before You Apply

Upon acceptance into the Coastal Carolina Community College Dental Assisting program, you will be required to do the following things:

- Have a physical exam and complete a Student Medical Form documenting a level of physical and emotional health consistent with the ability to practice dental assisting in an entry level clinical setting.
- Complete an eye exam with an optometrist/ophthalmologist.
- Document that you have had several required immunizations specified on the Student Medical Form.
- Be screened on admission and annually for tuberculosis.
- Obtain and maintain current certification in American Heart Association's Basic Life Support for Health Care Providers (often referred to as BLS or CPR).
- Travel at your own expense to clinical locations when necessary, in order to complete clinical requirements of the program.
- Be a clinical patient and be responsible for finding clinical patients to meet program requirements.
- At your own expense, have a criminal background check and urine drug screen.

Students in the Dental Assisting Program must not wear any visible body piercing ornaments, bracelets, long dangling necklaces, dangling earrings, or artificial nails in laboratory, pre-clinicals, clinicals, or rotation assignments. All body art must be completely covered in laboratory, pre-clinicals, clinicals, or rotation assignments.

Before visiting military clinical sites, Dental Assisting students will be required to have a criminal background check. These are needed to obtain access to the military clinics. The results are provided only to our affiliated clinical agencies. College administration and faculty are not, at any time, allowed to view the criminal background results. Results do not affect admission decisions; however, it is possible that the results may prevent the applicant from participating in the clinical rotations and from continuing in the program.

The Dental Assisting program at Coastal Carolina Community College is accredited by the American Dental Association and, therefore, a graduate is classified as a Dental Assistant II by the North Carolina State Board of Dental Examiners. Upon successful completion of the program, the graduate will be able to take the Dental Assisting National Board Exam in order to be classified as a Certified Dental Assistant (CDA).

Requirements to Apply for Eligibility

Application period begins Wednesday, September 13, 2017, and ends Friday, December 8, 2017.

The following requirements must be completed before meeting with an academic counselor to fill out an Eligibility Application for the Dental Assisting program.

1. View or attend a mandatory Dental Information Session.
 - *See page 5 details.*
2. Submit a current Coastal Carolina Community College application.
 - *If you are not currently taking classes at Coastal, you must fill out a Coastal Application for Admission. Applications are available online at www.coastalcarolina.edu, or you may pick one up in the Admissions Office in the Student Center.*
3. Submit official transcripts from high school (or high school equivalency) and **ALL** colleges or universities you have attended.
4. Take the placement test and receive minimum scores (or higher)
 - *See page 6 for details.*

Mandatory Dental Information Sessions

Applicants interested in applying to the Dental Assisting program must attend one of the following sessions listed below before meeting with an academic counselor to fill out an Eligibility Application for the Dental Assisting program.

Seated Information Sessions

Date	Time	Day	Location
September 11, 2017	10:00 a.m.	Monday	CCCC, BT 101
September 20, 2017	1:00 p.m.	Wednesday	CCCC, BT 101
October 4, 2017	4:30 p.m.	Wednesday	CCCC, BT 101
October 13, 2017	1:00 p.m.	Friday	CCCC, BT 101
October 30, 2017	10:00 a.m.	Monday	CCCC, BT 101
November 7, 2017	1:00 p.m.	Tuesday	CCCC, BT 101

- All sessions will begin on time.
- No one will be admitted once a session begins.
- You must stay for the entire session to receive credit.
- All sessions will be located in the A.D. Guy Business Technology Building in room 101 on the main campus.
- Be prepared to stay 1 – 1.5 hours for completion of the session.
- Children are not permitted into the information sessions.
- Registration is not required for seated information sessions.

If an applicant currently resides at least 200 miles outside of Jacksonville, NC, he or she must contact the Academic Counselor for the Dental Programs at (910) 938-6248 before December 1, 2017, to discuss other arrangements for attending the information session.

Required Scores for Eligibility

Contact (910) 938-6332 for information on testing dates and times.

- All Dental Assisting applicants must have current placement test scores on file.
 - For the Dental Assisting program, placement testing must have been taken ON or AFTER August 1, 2015, to be valid.
- Before applying to the Dental Assisting program, applicants must meet or exceed minimum score requirements in three subject areas of reading, writing, and mathematics.
 - *The test given at Coastal Carolina Community College is the NC DAP.*
 - *If you test at Coastal, your placement test scores will be available 2 business days after you take the test. These scores must be available before you can proceed to the eligibility application.*

Minimum score requirements

NC DAP		COMPASS		ASSET		SAT (taken prior to 3/16)		SAT (taken after 3/16)		ACT		Accuplacer/CPT	
Reading/ English	151	Writing	72	Writing	42	Writing	520	Reading and Writing	580	Writing	21	English	90
DMA 010	7	Reading	81	Reading	42	Reading	520	Math	570	Reading	22	Reading	84
DMA 020	7	Pre-Algebra	47	Numerical	41	Mathematics	540			Mathematics	23	Mathematics	55
DMA 030	7												

- According to Coastal Carolina Community College’s placement test policy, applicants may take the entire placement test twice within a twelve-month period.
- Applicants taking a placement test at a location other than Coastal Carolina Community College must submit **official** test scores prior to meeting with an academic counselor to fill out an Eligibility Application for the Dental Assisting program.
- If the minimum Reading/English score is not attained after the student’s **second** attempt of the placement test, the applicant has the option to meet with any academic counselor to discuss making up the deficiency by taking the required Developmental Reading and English (DREs) 098/099 Integrated Reading Writing III with a final grade of “P” or a college-level English class completed with a "C" or higher. *For the purpose of waiving the Reading/English score, coursework must be completed after the applicant’s **second** attempt of the placement test.*
- If the minimum math score is not attained after the student’s **second** attempt, the applicant has the option to meet with any academic counselor for the Dental Programs to discuss making up the deficiency by taking required Developmental Math Modules DMA 010 Operations with Integers, DMA 020 Fractions with Decimals, and DMA 030 Propor/Ratio/Rate/Percent, with a final grade of “P” or algebraic math with a grade of "C" or higher. *For the purpose of waiving the math score, coursework must be completed after the applicant’s **second** attempt of the placement test.*
- Please note: Repeating coursework may affect financial aid and VA benefits. It is the applicant’s responsibility to confirm with Financial Aid and/or VA the impact any repeated coursework may have on benefits.

Completing the Eligibility Application

Application period begins Wednesday, September 13, 2017, and ends Friday, December 8, 2017.

To ensure that we are able to work together without interruption, children are not permitted when completing the Eligibility Application.

- Individuals who have met **all** requirements to apply must meet with any academic counselor in the Student Center on Coastal's main campus. The Admissions Office is open Monday through Thursday, 8:00 a.m.-7:30 p.m., and Friday, 8:00 a.m.-5:00 p.m. Please arrive no later than 30 minutes before closing.
 - Verification of points is completed after the application period has ended. Counselors will not be verifying points when meeting with the applicant to complete the Eligibility Application.
 - If an applicant currently resides at least 200 miles outside of Jacksonville, NC, he or she must contact the Academic Counselor for the Dental Programs at (910) 938-6248 before December 1, 2017 to discuss other arrangements.

After completing the Eligibility Application

1. Submit documentation to earn additional points by January 26, 2018.
 - *Any documentation for additional points that is received after the given deadline, regardless of the date postmarked, will not be considered.*
2. Ensure updated transcripts for courses completed in the Fall 2017 semester are on file at Coastal Carolina Community College by January 26, 2018.

Ranking and Selection of Dental Assisting Qualified Applicants:

Coastal Carolina Community College has a limited number of spaces available in its Dental Assisting program. Every year, the College receives applications from more qualified candidates than the programs can accommodate. In order to be as fair as possible in making admission decisions among so many qualified applicants, Coastal has instituted a point system for ranking applicants.

- Applicants will be awarded points for grades received in specific Dental Assisting related courses based on the point system that best fits their profile. There are two possible point systems:

Point System A - College classes

Point System B - High School classes

- Courses taken for points must be completed by the end of the 2017 Fall Semester.
- Additional points may be awarded for completing ACA 111 College Student Success or ACA 122 College Transfer Success with a grade of "A."
- The 28 highest ranking applicants will be *accepted* into the Dental Assisting program.
- All remaining qualified applicants will be placed on the *alternate* list. Should a space become available prior to the start of the program, the next qualified alternate will be notified.
- The following letters will be mailed to qualified applicants by the end of February 2018:
 - **Acceptance letter** – 28 highest-ranking applicants
 - **Alternate letter** – all other qualified applicants
- In the event that applicants have the same number of points, the applicant submitting his/her Dental Assisting application first will be ranked higher (date and time will be recorded on the Dental Assisting Eligibility Application form).
- Once an applicant accepts admission for *any* 2018 Allied Health Program at Coastal Carolina Community College, all applications on file for any other 2018 Allied Health Programs at Coastal will be cancelled.
- An applicant who, for any reason, does not enter the 2018 Dental Assisting program must reapply for the 2019 program, attend a 2019 Dental Information Session, and meet all admission requirements to be considered for the 2019 Dental Assisting program.
- The Academic Counselor for the Dental Programs may continue taking applications for available space after the application period has ended. Please speak with an academic counselor in January 2018 for more information.
 - All applicants applying after the deadline must meet *all* requirements to apply prior to completing the Eligibility Application form.
 - Post-deadline eligible applicants will be placed on the alternate list in the order in which they apply.
- It is every applicant's responsibility to notify the Admissions Office as well as the Academic Counselor for the Dental Programs of any address and/or phone number changes.

Point System A

Points are awarded for grades received in college level courses within the Dental Assisting program.

Dental Assisting Related Course	Substitutions**	Point Value		
		Grade: A Lecture/Lab OR CLEP Score: 70+ OR AP SCORE: 5	Grade: B Lecture/Lab OR CLEP Score: 60-69 OR AP Score: 4	Grade: C Lecture/Lab OR CLEP Score: 50-59 OR AP Score: 3
BIO 106 Introduction to Anatomy, Physiology, and Microbiology (5 year time limit)*	BIO 163 AND BIO 170 OR BIO 175 OR BIO 275 OR BIO 168 AND BIO 169 AND BIO 170 OR BIO 175 OR BIO 275 (5 year time limit)*	9/3	6/2	4/1
CIS 110 Introduction to Computers		8	4	2
ENG 102 Applied Communications	ENG 111	8	4	2
PSY 118 Interpersonal Psychology	PSY 150	8	4	2

* Science courses (BIO 106 or BIO 163 or BIO 168 & 169; BIO 170 or 175 or BIO 275) taken in/after the Fall 2013 semester are valid for the 2018 Dental Assisting application process.

** Substitution classes must be taken and passed with a minimum grade of a "C" prior to the start of the program.

- Applicants are not required to complete these courses prior to beginning the program. However, it is helpful to the applicant's overall ranking to have completed as many of these courses as possible by the end of Fall 2017 for points.
- Applicants may be awarded points for equivalent courses completed at another accredited college with a grade of "C" or higher. In order for these courses to be considered for points, transcripts must be received by January 26, 2018.
- Grade points will be valued according to Coastal Carolina Community College's grading scale and will be awarded by the letter grade received on the transcript.
- Submission of AP or CLEP scores satisfies requirement for the course, and applicants may submit scores for points OR take the course for points but may not receive points for both.

Additional Points for Point System A

- ACA 111 or ACA 122 - 2 points
 - Applicants who opt to take ACA 111 College Student Success or ACA 122 College Transfer Success and receive a grade of "A" in the course will earn two additional points.

= 38 Total Possible Points

Point System B

- Point System B applies to applicants who:
 - are still enrolled in their senior year of high school **OR**
 - have graduated from high school but have not yet completed all of the college level related courses for the Dental Assisting curriculum.
- High school course work may be submitted for points only if the course is worth 1 credit and the applicant graduated from high school within three years from the term they will enter the Dental Assisting Program (2015 or after for entry into the 2018 program).
- If you will have completed all of the related courses by the end of Fall 2017, Point System A must be used for your application.
- Point System A and Point System B **cannot** be combined. If the applicant is eligible for consideration under both point systems, the higher point total will be used for ranking.
- Points are awarded for grades received in the following high school courses for the Dental Assisting application:

High School Courses	Point Value For Course Grade	
	A**	B**
Biology	9	5
Chemistry/Physics OR Advanced Biology*	9	5
Algebra I OR Algebra II OR Algebra III OR Geometry OR higher level math*	7	3
English III (11 th grade English) OR English IV (12 th grade English)*	7	3

* Points will be awarded for **only one** course in each category

** Honors, AP, and IB designated courses with grades of “A” or “B” will receive one additional point in each category.

Grade points will be valued according to Coastal Carolina Community College’s grading scale and will be by the letter grade received on the transcript.

Additional Points for Point System B

- Health Science **OR** Biomedical Technology Courses - 2 points
 - Applicants who have completed Health Science I and Health Science II **OR** Biomedical Technology I and Biomedical Technology II at the high school level, with a “B” or higher, will earn two additional points.

= 38 Total Possible Points

Points Verification and Notification of Decisions

- The tabulation of points is completed after the January 26, 2018, deadline to submit documentation.
- Points Verification letters will be mailed to eligible applicants by February 12, 2018.
 - Eligible applicants will be given a specific time frame to be able to question or request a review of the calculated point total.
 - After that time, point calculations are considered accurate and final and will not be recalculated.
- Decision letters will be mailed to eligible applicants by February 28, 2018.
 - Applicants will also receive an Agreement form. This form must be signed, dated, and returned by the deadline indicated in the letter and on the form.
 - Failure to submit this form by the deadline, regardless of the date postmarked, will result in placement at the bottom of the alternate list.

Section 2: Dental Assisting Program Information

Accreditation and Important Notes

Accreditation

Coastal Carolina Community College's Dental Assisting program is accredited by the Commission on Dental Accreditation and has been granted accreditation without reporting requirements.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

Important Notes

1. Candidates accepted to the Dental Assisting program must attend an orientation/registration meeting in June 2018.
2. Candidates accepted to the Dental Assisting program must upload the Student Medical Form, dental and eye examination forms, a copy of their American Heart Association CPR card, and all required titers and vaccination documentation to the "CastleBranch" program.
3. Dental Assisting students must be aware of the importance of regular class attendance in order to be successful in their classes. Students should coordinate doctor appointments and vacations with college holidays and breaks. Also, it is vital to have child care arrangements worked out in advance in case of children's illnesses, teacher work days, etc. If excess absences are accumulated, then a Dental Assisting student will be dropped from the program in accordance with the attendance guidelines in the College Catalog.
4. Dental Assisting students are strongly advised to limit the number of hours they are employed in order to maximize their potential for academic success in the Dental Assisting program.
5. Course substitutions must be completed prior to the start of the program. Once a student has started in the Dental Assisting program, all Dental Assisting and related courses not previously completed must be taken as listed in the student's catalog of record. Exceptions must be approved by the Dental Department Head.
6. **Health Care Providers who test positive for Hepatitis or HIV must notify:**

**Chief, Communicable Disease Control Section
Post Office Box 27687
Raleigh, NC 27611-7687**

Dental Assisting Program Goals

1. To provide a student-centered teaching environment that engages the students as active learners.
2. To educate dental assisting students in the ethical, legal, and competent practice of dental assisting.
3. To comprehensively prepare students to assist the dentist in the delivery of dental treatment.
4. To prepare students to function as integral members of the dental team while performing chairside and related office and laboratory procedures.
5. To prepare dental assistants with the interpersonal skills and necessary competencies to provide patient-centered care.
6. To educate students on current technologies and the skills necessary to adapt to a rapidly changing healthcare system.
7. To engage students in the promotion of dental health ideals through service to the community and involvement with professional organizations.

Scope of Practice for Dental Assistants

Dental assistants successfully completing the Dental Assisting program at Coastal Carolina Community College may perform all functions of a Dental Assistant II as described by the North Carolina Practice Act.

All functions that are legally delegable to Dental Assistants II in North Carolina are taught to clinical competency with the exception of the following.

1. Adjusting full and partial dentures
2. Removing periodontal dressing
3. Placing ligature wire or lock pins
4. Inserting spacer wires or springs
5. Monitoring nitrous oxide-oxygen sedation
6. Fit or size orthodontic bands or brackets

Dental Assisting Employment Opportunities

There are a variety of employment opportunities for graduates of the Dental Assisting program. These options include, but are not limited to, the following:

- Private practice – general dentistry and specialties contract services for military installations
- State institutions – prison system, public health organizations, special needs organizations
- Supply companies/sales
- Consulting

Dental Assisting Curriculum Description

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 chair-side and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and 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.

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.

Coastal Carolina Community College offers a diploma in Dental Assisting. The appropriate course work is listed below.

			Hours Per Week			
FALL SEMESTER			Class	Lab	Clinic	Credit
BIO	106	Introduction to Anat/Phys/Micro	2	2	0	3
DEN	100	Basic Orofacial Anatomy	2	0	0	2
DEN	101	Preclinical Procedures	4	6	0	7
DEN	102	Dental Materials	2	4	0	4
DEN	111	Infection/Hazard Control	2	0	0	2
			12	12	0	18
SPRING SEMESTER						
CIS	110	Introduction to Computers	2	2	0	3
DEN	103	Dental Sciences	2	0	0	2
DEN	104	Dental Health Education	2	2	0	3
DEN	106	Clinical Practice I	2	0	12	6
DEN	112	Dental Radiography	2	3	0	3
ENG	102	Applied Communications II	3	0	0	3
			13	7	12	20
SUMMER SEMESTER						
DEN	105	Practice Management	2	0	0	2
DEN	107	Clinical Practice II	1	0	12	5
PSY	118	Interpersonal Psychology	3	0	0	3
			6	0	12	10
Total Semester Hours:						48

Academic Regulations

Once accepted in the Dental Assisting program, students must meet the following academic standards:

- Maintain grades of "C+" (77%) or higher on all dental (DEN prefix) courses. For science courses, students must maintain a grade of "C" (73%) or higher. For all other related courses, students must maintain a grade of "C-" (70%) or higher. Students will be disenrolled if requirements are not met.
- Students must complete all the courses no later than the semester they are scheduled in the College Catalog. Failure to do so will result in dismissal from the program.
- The possible transfer of dental (DEN prefix) courses will be evaluated according to written college guidelines. General Education courses in the dental programs are transferable according to the guidelines of the Comprehensive Articulation Agreement. The transferability of dental (DEN prefix) courses is at the discretion of the receiving institution.

Readmission/Transfer Procedure

A student requesting consideration for readmission or transfer must have an overall GPA of at least 2.0. The full readmission policy may be found in the current "Dental Hygiene and Dental Assisting Policies and Procedures Manual."

- Anyone interested in readmission or transfer must contact the Dental Department Head.
- The decision will be made by the Dental Programs Admission Selection Committee and will only be considered on a space-available basis.

Tuition and Expenses (Approximate Costs)

Tuition (3 semesters)	\$3,227.00
Uniforms	350.00
Liability Insurance	16.00
Books/Supplies	750.00
Dental Assisting National Board	750.00
Vaccines/Titers	1010.00
Health Exams (Eye, Dental, Physical)	600.00
Drug Screen	40.00
Background Check	42.00
CPR	120.00
Travel (Spring & Summer Semesters)	600.00
Fetal Monitoring Badges (if pregnant)	<u>230.00</u>
TOTAL	\$7,735.00

Costs listed above are estimates and subject to change. In-state tuition rate is based on \$76.00 per credit hour plus student fees. Tuition rates are determined by the North Carolina General Assembly and are subject to change at their discretion.

- Methods of payment: check, cash, money order, financial aid, scholarship, Visa, Master Card, Discover, or American Express.
- Applicants should complete FAFSA; North Carolina Student Loan Program for Health, Science, and Mathematics form; Coastal scholarship form; and other scholarship forms as soon as possible.
- Applicants should consider other related expenses and issues such as transportation and gas, as well as child care and family responsibilities.

Dental Assisting Program-Related Requirements

Cardiopulmonary Resuscitation

All Dental Assisting students must be certified in The American Heart Association Health Care Provider Level cardiopulmonary resuscitation (CPR) at intervals not to exceed two (2) years. A copy of such certification must be presented to the Department Head's office on the first day of class. Certification must be maintained through graduation. Documentation must be on file for any student who is medically or physically unable to perform such services.

Communicable Disease Statement

Although there are no documented cases of the occupational spread of HIV to dental workers, students enrolled in the Dental Assisting program are at a slight risk of exposure to blood and body fluids and the potential does exist for transmission of bloodborne and other infectious diseases during patient care activities. The risk of HIV disease transmission from dental patients to members of the dental team is extremely low. Nevertheless, there is some small potential for this to occur. The Americans with Disabilities Act forbids discrimination against patients with HIV; therefore, students are required to treat all patients assigned, regardless of the disease state of the patient. Refusal to treat any patient may affect the student's academic success.

Students who enter the Dental Assisting program will be required to read and sign a communicable disease statement and waiver of liability form. This form will become a part of the student's permanent record and will state that the student:

1. Has been informed of his or her risk for exposure to blood and body fluids;
2. Understands the potential for transmission of bloodborne diseases during patient care activities; and,
3. Agrees to service all patients that are assigned to him or her.

The student and a witness must sign the communicable disease statement. Students who are minors must have the form signed by a parent or legal guardian.

Training in Infection Control Procedures

No student will be allowed to deliver patient services in any setting until he or she has been instructed in infection control (as per OSHA guidelines) and has mastered material on safety and/or universal precautions with satisfactory accuracy. Following mastery of infection control skills and under faculty supervision, each student will be expected to provide services for patients with health deviations, including patients with HIV/HBV and other bloodborne/infectious diseases, as part of routine clinical/lab curriculum experiences.

Dental Assisting National Board (DANB)

Applicants to the Dental Assisting program should be aware that the following questions must be answered when completing the Dental Assisting National Board Examination Application.

1. Is your answer “yes” to either of the following?
 - In the last five years, have you been convicted of, or pled guilty or no contest to, a felony or any crime punishable by confinement in a state or federal prison for any length of time?
 - Are you currently serving a sentence of confinement, home detention, parole, probation, or other court-ordered supervision in connection with felony conviction, including for any conviction that occurred more than five years ago?
 - If you are uncertain whether a conviction was a felony or a misdemeanor, you must mark “yes.”

2. Have you ever been the subject of any of the following?
 - Suspension, revocation, or voluntary surrender of your dental assisting license, registration, or other state recognized dental assisting credential?
 - Suspension, revocation, or voluntary surrender of a license, registration, or other state-recognized credential in any profession?
 - Loss of authorization to practice dental assisting or any profession as an employee of the federal government?
 - Loss of authorization to practice dental assisting or any profession in a jurisdiction that does not require registration, licensure, or other recognized employment credential?
 - Disciplinary action by a professional regulatory board, certifying or examination agency, or other professional body?
 - Investigation by or dismissal from an educational institution for cheating or any other ethical violation?

3. Have you ever been declared mentally incompetent by a court of law?

Please contact the DANB if you have any questions

444 N. Michigan Avenue, Suite 900
Chicago, Illinois 60611-3985
Phone Number: 800-367-3262
Fax Number: 312-642-8507
Email Address: danbmail@danb.org
Web Address: www.danb.org

Financial Aid Information

Federal Aid Sources

- Free Application for Federal Student Aid (FAFSA)
 - Student Services Office provides assistance with filling out the FAFSA.
 - You can contact the Financial Aid Office at (910) 938-6332, Monday through Friday, 8:00am–5:00pm
 - Financial Aid Assistants are available to help students Monday, 8:00am–10:00am and 1:30pm–7:00pm; Tuesday through Friday, 8:00am–10:00am and 1:30pm–3:30pm
 - You will need several documents to apply for the FAFSA online.
 - 2015 federal tax returns
 - 2015 W-2's
 - Apply online as soon as possible at www.fafsa.gov. Awards are made until funds are depleted.

State Aid Sources

- Workforce Innovation and Opportunity (WIOA)
 - Human Services provides assistance with applying for the WIOA scholarship. They are located in the Kenneth B. Hurst Continuing Education Building, Room 109.
 - They can be contacted Monday through Friday, 8:00am–5:00pm at (910) 938-6258.
 - You will need to have completed the FAFSA.
 - The scholarship can provide assistance for childcare and uniforms.

Local Aid Sources

- Coastal Carolina Community College Scholarships
 - Scholarships are available from the College Foundation Office in the James L. Henderson, Jr. Administration Building to Coastal students who qualify under specific criteria.
 - All applicants are required to complete the FAFSA in order to be considered for this financial assistance.
 - For a complete listing of Foundation scholarships available for Coastal students, please visit the College Foundation Office in the James L. Henderson, Jr. Administration Building or call (910) 938-6792.

Go online to www.CFNC.org for more financial aid opportunities and information.

Financial Aid Web Sites

www.FinAid.org

Comprehensive Financial Page

www.CFNC.org

Financial Aid for North Carolinians

www.CareersAndColleges.com

Scholarship Search

www.CollegeNET.com

Scholarship Search

www.CollegeScholarships.com

Scholarship Search

www.FastWeb.com

Scholarship Search

www.Scholarships.com

Scholarship Search

www.SuperCollege.com

Scholarship Search

www.NationalMerit.org

National Merit Scholarship

www.SallieMae.com

Private Alternative Loan

www.CollegeAnswer.com

SallyMae College Answer

www.WellsFargo.com/student

Private Alternative Loans

www.StudentAid.ed.gov

US Department of Education Federal Student Aid

www.ed.gov/ThinkCollege

US Department of Education Think College

www.NAAS.org

National Academy of American Scholars

www.GoCollege.com

Go College: The Collegiate Web Source

http://apps.collegeboard.com/cbsearch_ss/welcome.jsp

The College Board

www.Scholarship-Page.com

The Scholarship Page

Other Career Resources

www.BLS.gov/oco/home.htm

Bureau of Labor Statistics

www.ecu.edu/e3careers

ECU Student Professional Development

www.NCHealthCareers.com

NC Health Careers

Appendices

Dental Assisting Applicant Points Worksheet – Point System A

(To be used by applicant to track course completion and points earned)

College Coursework (Point System A)				
Dental Assisting Related Course	Substitutions**	Point Value		
		Grade: A Lecture/Lab OR CLEP Score: 70+ OR AP SCORE: 5	Grade: B Lecture/Lab OR CLEP Score: 60-69 OR AP Score: 4	Grade: C Lecture/Lab OR CLEP Score: 50-59 OR AP Score: 3
BIO 106 Introduction to Anatomy, Physiology, and Microbiology (5 year time limit)*	BIO 163 AND BIO 170 OR BIO 175 OR BIO 275 OR BIO 168 AND BIO 169 AND BIO 170 OR BIO 175 OR BIO 275 (5 year time limit)*			
CIS 110 Intro to Computers				
ENG 102 Applied Communications	ENG 111			
PSY 118 Interpersonal Psychology	PSY 150			

* Science courses (BIO 106 or BIO 163 or BIO 168 & 169; BIO 170 or 175 or BIO 275) taken in/after the Fall 2013 semester are valid for the 2018 Dental Assisting application process.

** Substitution classes must be taken and passed with a minimum grade of a “C” prior to the start of the program.

Total Points for related coursework: _____

Additional Points

- ACA 111 or ACA 122 _____
TOTAL POINTS _____

For Reference (Point System A)

Dental Assisting Related Course	Substitutions**	Point Value		
		Grade: A Lecture/Lab OR CLEP Score: 70+ OR AP SCORE: 5	Grade: B Lecture/Lab OR CLEP Score: 60-69 OR AP Score: 4	Grade: C Lecture/Lab OR CLEP Score: 50-59 OR AP Score: 3
BIO 106 Introduction to Anatomy, Physiology, and Microbiology (5 year time limit)*	BIO 163 AND BIO 170 OR BIO 175 OR BIO 275 OR BIO 168 AND BIO 169 AND BIO 170 OR BIO 175 OR BIO 275 (5 year time limit)*	9/3	6/2	4/1
CIS 110 Introduction to Computers		8	4	2
ENG 102 Applied Communications	ENG 111	8	4	2
PSY 118 Interpersonal Psychology	PSY 150	8	4	2

Additional Points

- ACA 111 or ACA 122 - 2 points (Grade of “A” must be received for points)

Dental Assisting Applicant Points Worksheet – Point System B

(To be used by applicant to track course completion and points earned)

High School Coursework (Point System B):

High School Courses	+1 Point for Honors, AP, or AG course	Point Value For Course Grade	
		A**	B**
Biology			
Chemistry/Physics OR Advanced Biology*			
Algebra I OR Algebra II OR Algebra III OR Geometry OR higher level math*			
English III (11 th grade English) OR English IV (12 th grade English)*			

* Points will be awarded for only one course in each category

** Honors, AG and AP designated courses with grades of “A” or “B” will receive one additional point.

Total Points for related coursework: _____

Additional Points

- Health Science **OR** Biomedical Technology Courses _____
- TOTAL POINTS** _____

For Reference (Point System B)

High School Courses	Point Value For Course Grade	
	A**	B**
Biology	9	5
Chemistry OR Physics OR Advanced Biology*	9	5
Algebra I OR Algebra II OR Algebra III OR Geometry OR higher level math*	7	3
English III (11 th grade English) OR English IV (12 th grade English)*	7	3

* Points will be awarded for only one course in each category

** Honors, AG, and AP designated courses with grades of “A” or “B” will receive one additional point.

Additional Points

- Health Science I and II **OR** Biomedical Technology I and II courses at high school level, with a grade of “B” or higher - 2 points

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