



**MANDATORY INFORMATION
SESSION**

April 16, 2012 – December 13, 2012
See page 12

**APPLICATION PROCESS
BEGINS**

June 1, 2012 – January 11, 2013

PROGRAM ENTRY BEGINS
August 2013



Fall 2013
Dental
Assisting
Diploma

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, 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.

Fall 2013

DENTAL ASSISTING

Program Outcomes

1. Graduates of the Dental Assisting Program will be able to demonstrate a sound grasp of basic skills and knowledge in the basic sciences, dental sciences, general education, and dental assisting science.
 - 1a. 85% of the Dental Assisting Program graduates taking the Dental Assisting National Board will pass the exam.
2. Graduates of the Dental Assisting Program will be clinically proficient.
 - 2a. At the close of the final term, 85% of the graduates will be able to demonstrate dental assisting skills with an 85% proficiency as directed by the Dental Assisting Program faculty in capstone course Clinical Practice II (DEN 107).
3. Graduates of the Dental Assisting Program will be employed in the field or continue their education in dentistry or a related field.
 - 3a. 50% of the responding graduates of the Dental Assisting Program will report employment in the field or enrollment in an educational program within six months of program completion.
 - 3b. 75% of the responding (previous year) graduates of the Dental Assisting Program will report employment in the field or enrollment in an educational program on the alumni survey distributed one (1) year after graduation.
4. Employers of the Dental Assisting Program graduates will rate the clinical and academic skills of the employees as above average or better.
 - 4a. The employer survey conducted each year will rate the graduates as above average on the three (3) course area performance (competency) survey questions. Above average is higher than a 3.0 on a 5 point scale; however, if any of the three (3) survey questions has an individual rating below 3.0, that individual course area performance will be reviewed further.
 - 4b. 90% of the respondents to the employer survey conducted each year will respond that they would employ future graduates of the Dental Assisting Program.
5. Faculty will make every attempt to attend state, regional or national meetings each year and disseminate scientific information to faculty at a department meeting.
 - 5a. At least 50% of the dental assisting faculty will attend a state, regional, or national meeting each year and disseminate scientific information to the faculty at a department meeting.

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

Fall 2013 DENTAL ASSISTING D45240

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 chairside 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			
			Class	Lab	Clinic	Credit
FALL SEMESTER						
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	3	4	0	5
DEN	111	Infection/Hazard Control	2	0	0	2
			13	12	0	19
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	1	0	12	5
DEN	112	Dental Radiography	2	3	0	3
ENG	102	Applied Communications II	3	0	0	3
			12	7	12	19
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

All functions that are legally delegable to a Dental Assistant 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. Monitoring patients under Nitrous Oxide-Oxygen sedation,
4. Placing ligature wire or lock pins,
5. Inserting spacer wires or springs.

ACADEMIC REGULATIONS

A student will be considered to be on probation with the Dental Assisting Program during a semester if the student is not maintaining an average of "C." A student will be suspended from the Dental Assisting Program if a final grade of "F" or more than one final grade of "D" is earned in a dental (DEN prefix) course or any required related course in the curriculum.

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 to the Dental Assisting program is at the discretion of the Dental Department Head and the Dental Programs' Admissions Selection Committee and will only be considered on a space available basis.

CARDIOPULMONARY RESUSCITATION

All dental assisting students must be certified in 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 anyone 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 for 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.
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/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 PROGRAM APPROXIMATE COSTS

Tuition (3 semesters)	\$2,793
Uniforms	350
Liability Insurance	16
Books/Supplies	700
Dental Assisting National Board	475
Hepatitis Vaccine	195
Miscellaneous	100
TOTAL	\$4,629

**Costs listed above are estimates and subject to change. In-state tuition rate is based on \$66.50 per credit hour
Tuition rates are determined by the North Carolina General Assembly and are subject to change at their discretion.*

NOTES

- All of the costs listed in this bulletin are estimates and subject to change. Tuition is based on the in-state rate of \$66.50 per credit hour.
- Methods of payment: check, cash, money order, financial aid, scholarship, VISA, Master Card, Discover, or American Express.
- Candidates should complete the FAFSA, CCCC scholarship form, and other scholarship forms as soon as possible.
- Candidates should consider other related expenses and issues such as transportation and gas, child care, as well as family responsibilities.
- Because of the scheduling demands of the Dental Assisting Program, it is important to consider limiting working schedules.

ADMISSION REQUIREMENTS CHECKLIST

In order to be a qualified applicant for the Dental Assisting Program for the fall 2012 semester, all candidates must go through the following four (4) step process.

- Step 1 Candidate completes Level I requirements*
- Step 2 Candidate completes Level II requirements*
- Step 3 All Level II candidates are ranked
- Step 4 Letters are sent to all Level II candidates

** It is each candidate's responsibility to ensure that all Level I and Level II requirements are met before he or she can be ranked.*

THE COLLEGE WILL BEGIN TAKING LEVEL II APPLICATIONS FOR THE FALL 2013 DENTAL ASSISTING PROGRAM JUNE 1, 2012. THE DEADLINE FOR COMPLETING ALL REQUIREMENTS FOR THE FALL 2013 DENTAL ASSISTING PROGRAM IS JANUARY 11, 2013.

Step I – Level I Requirements

It is the applicant's responsibility to ensure that the following requirements are met before submitting a Level II application for the Dental Assisting Program.

- A. Attend an information session. Dates, times, and location of each information session can be found on page 12 of this admission bulletin. If an applicant currently resides at least 250 miles outside of Jacksonville, NC he or she must contact the academic counselor for the dental programs, at (910) 938-6248 **before** December 13, 2012, to discuss the information session requirement.
- B. Submit a current application to the Coastal Carolina Community College admission office.
- C. Submit official transcript(s) to the admission office.
 - High school, GED, or Adult High School
 - All colleges or schools attended after high school
 - CLEP (College Level Examination) scores
 - AP (Advanced Placement) scores
- D. Receive minimum placement scores on one (1) of the placement tests listed below. Tests must have been taken **ON OR AFTER** August 1, 2010, to be valid.
- E. All applicants are required to submit a pre-algebra score.

COMPASS			ASSET			SAT			ACT			ACCUPLACER/CPT	
Writing	72	or	Writing	41	or	Writing	520	or	Writing	21	or	English	90
Reading	81		Reading	41		Reading	520		Reading	22		Reading	84

All candidates must take one of these placement tests. In order to show evidence that a candidate's skill levels in writing and reading are at the necessary current skill levels, each candidate must have taken an acceptable placement test within three (3) years of the entry term of the program, **even if he or she has taken previous college courses, is currently taking college courses, has been continuously enrolled in a college, or has completed a college degree.**

- E. If required test scores are not attained, alternative classes may be taken. Candidates may enroll for one (1) semester of approved Dental Assisting related courses (listed on page 7) which total eight (8) semester hours and earn a minimum grade point average of 3.0. These courses must be approved by the counselor for the dental programs.

For any course work taken for the purpose of overriding test scores, the course work must be completed after the placement test has been taken and meet the same three (3) year time limit as the placement test.

NOTES

- Only approved test scores which have been earned within the past three (3) years of the entry term of the program will be considered.
- According to the Coastal Carolina catalog, a student may take the entire placement test twice within a two-year period. It is strongly recommended that a candidate who does not receive the necessary minimum placement test scores in any area either review in the Academic Studies Center or take the appropriate remedial course(s) suggested, based on the test results, before retesting.
- Alternative classes must be taken following (not before) placement testing within the three (3) year time limit for that application period.

Step 2 – Level II Requirements

After meeting Level I requirements and earning the minimum placement test scores, candidates should schedule a Level II appointment with the admission counselor for the dental programs by calling (910) 938-6248 or (910) 938-6332 (no Level II appointments will be scheduled from July 1, 2012 through August 31, 2012).

During the Level II appointment:

1. Level I requirements will be verified.
2. Level II application will be completed.

Step 3 – Ranking and Selecting Qualified Candidates

- A point system will be used by the Dental Assisting Admission Committee to rank each Level II candidate.
- The twenty-eight (28) highest-ranking candidates will be accepted into the Dental Assisting Program.
- All other candidates will be alternates. An alternate candidate will be admitted only if one of the originally accepted candidates declines. Alternate candidates not offered admission by the first day of class must reapply for the Dental Assisting Program if they wish to be considered for a future class.
- In the case of candidates with the same number of points, the candidate who has submitted his or her Level II application first will be ranked higher.

POINT SYSTEMS

Candidates will be evaluated and assigned points according to the point system which best fits their profile as dental assisting candidates and meets the guidelines of the point systems on the day the candidates complete their Level II applications.

There are two (2) possible point systems.

- ❖ Point System A
- ❖ Point System B

POINT SYSTEM A

Guidelines

This point system applies to candidates who have completed college level related courses. It also applies to candidates who have no usable course work under Point System B or candidates whose high school course work is older than five (5) years from their entry term into the Dental Assisting Program. If all related courses have not been completed, the higher of the two point systems will be used.

Related College Courses

Points are awarded for grades in four (4) specific college level related courses. Because of the academic demands of the Dental Assisting Program, it is to the candidate's advantage to complete as much of the related course work as possible before beginning the actual dental assisting courses. Also, completion of these courses will be helpful to the candidate's overall ranking using this point system. Candidates may take the following four (4) courses at Coastal Carolina Community College or may receive credit for equivalent courses completed with a grade of "C" (77% - 84%) or higher at an accredited college.

1. Dental Assisting Related Courses

Dental Assisting Related Courses	Substitutions	Grade **AP Score **CLEP Score	Point Value		
			A 5 70 & up	B 4 60-69	C 3 50-59
* Bio 106 Introduction to Anat/Phys/Micro	** BIO 168 AND **BIO 169 OR **BIO 163 AND BIO 170 OR **BIO 175 OR **BIO 275	5 year time limit *	8/3	4/2	3/1
CIS 110 Introduction to Computers			9	4	2
ENG 102 Applied Communications II	**ENG 111 or **ENG 114		9	4	2
PSY 118 Interpersonal Psychology	**PSY 150		9	4	2

- * All science classes transferred to the Dental Assisting Program must have been completed within five (5) years prior to the term in which he or she enters the Dental Assisting Program.
- * No grade on applicable science courses of less than "C" will be accepted in transfer toward credit in allied health programs.
- ** College transferable course substitutions.
- *** Submission of AP or CLEP scores is equivalent to taking the college level course. You have the option to submit AP or CLEP scores and receive points or take the course and receive the points for the course taken. You may not do both.
 - **Grade points are valued as follows:**

A	(93% - 100%)
B	(85% - 92%)
C	(77% - 84%)
Below C	(76% and below)

38 total points possible for all four (4) related college courses.

2. ACA 111 College Student Success Course – 2 POINTS

Candidates must complete this course with a grade of "A." ACA 111 is not a college transferable class. ACA 111 is not a required course for the Dental Assisting Program.

POINT SYSTEM B

Guidelines

This point system applies to candidates who have not yet graduated from high school and are still enrolled in their senior year. It also applies to candidates who have graduated from high school and have not yet completed all of the college level related courses. However, high school course work can only be used if the candidate has graduated within five (5) years from the entry term of the Dental Assisting Program.

1. High School Courses

HIGH SCHOOL COURSES	POINT VALUE FOR COURSE GRADE	
	A	B
Biology	9	4
Chemistry/Physics/Advanced Biology	9	4
Algebra I/Algebra II/ Algebra III/ Geometry/higher level math	8	3
11 th or 12 th grade English	8	3

- Grade points are valued as follows:

A	(93% - 100%)
B	(85% - 92%)
Below B	(84% and below)
- Honors, AG, and AP designated courses with grades of “A” or “B” will receive one (1) additional point.
- Points will be awarded for only one (1) course in each category.
- 38 points possible for all four (4) high school courses at the honors, AG, or AP level.

2. Allied Health or Medical Sciences Courses - 2 points

Candidates who complete Allied Health Science I and Allied Health Sciences II **or** Medical Sciences I and Medical Sciences II at the high school level, with a “C” (77% - 84%) or higher, will be able to earn up to an additional two points. One point will be given for each course taken (two points maximum).

Step 4 – Letters Sent by Admission Committee

One (1) of the following letters will be sent to every candidate who has completed a **Level II** application by February 28, 2013:

- ♦ Acceptance letters – highest ranking candidates – 28
- ♦ Alternate letters – all other candidates

**LETTERS OF ACCEPTANCE AND LETTERS TO ALTERNATES
WILL BE MAILED TO ALL
LEVEL II APPLICANTS BY FEBRUARY 28, 2013.**

NOTES

- Alternates not admitted to the Dental Assisting Program must reactivate their admission packets and reapply if they wish to be considered for a future class.
- Individuals may apply or reapply to the Dental Assisting Program as competitive candidates following the four (4) step admission process any year for which they are qualified according to the admission bulletin for the appropriate school year.
- Candidates accepted to the Dental Assisting Program and alternate candidates must submit a Dental Assisting Entrance Agreement form or a Dental Assisting Alternate Status Agreement form by the specified deadline.
- Candidates accepted to the Dental Assisting Program must attend an orientation/registration meeting in June 2013.
- Candidates accepted to the Dental Assisting Program must submit the Student Medical Form, dental form, and a photocopy of their health care provider level CPR card to the department head on the first day of class.
- Candidates are strongly advised to make photocopies of their Student Medical Form and dental form for their own records.
- Candidates who are admitted to the Dental Assisting Program need to be aware of the importance of regular class attendance in order to be successful in their classes. Candidates 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.
- Candidates 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.
- Dental Assisting Program students are required to complete all laboratory assignments. If students are not able to complete laboratory assignments during class time, they must complete the assignments after regularly scheduled class hours.
- **Health Care Providers Who Test Positive for Hepatitis or HIV Must Notify**

**Chief, Communicable Disease Control Section
P.O. Box 27687
Raleigh, NC 27611-7687**

- The program in dental hygiene 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.

Coastal Carolina Community College

FINANCIAL AID INFORMATION

Federal Aid Sources

- **FAFSA**
 - Student Services Office
 - (910) 938-6332
 - assistance available
 - electronic processing (www.fafsa.ed.gov)
 - 2011 federal tax returns
 - 2010 W-2's
 - Apply online by February 28, 2013, to qualify for NC Funds

State Aid Sources

- **Human Services (WIA)**
 - Continuing Education Building
 - (910) 938-6329
 - need FAFSA
 - assistance available for childcare & uniforms
 - January 2013 to April 2013

Local Aid Sources

- **CCCC Scholarships**
 - Administration Building
 - (910) 938-6792
 - need FAFSA
 - transcripts
 - 2 letters of reference
 - April 1, 2013, to June 1, 2013, Deadline

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

FINANCIAL AID WEB SITES

Information regarding scholarship sources is available at no cost, but you have to do your homework. You won't get any better information than you can get from the free services available on the web:

www.FinAid.org Comprehensive Financial Page	www.SallieMae.com Private Alternative Loan
www.CFNC.org Financial Aid for North Carolinians	www.CollegeAnswer.com SallyMae College Answer
www.CareersAndColleges.com Scholarship Search	www.WellsFargo.com/student Private Alternative Loans
www.CollegeNET.com Scholarship Search	www.StudentAid.ed.gov US Department of Education Federal Student Aid
www.CollegeScholarships.com Scholarship Search	www.ed.gov/ThinkCollege US Department of Education Think College
www.FastWeb.com Scholarship Search	www.NAAS.org National Academy of American Scholars
www.Scholarships.com Scholarship Search	www.GoCollege.com Go College: The Collegiate Web Source
www.SuperCollege.com Scholarship Search	http://apps.collegeboard.com/cbsearch_ss/welcome.jsp The College Board
www.NationalMerit.org National Merit Scholarship	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

2013 DENTAL ASSISTING PROGRAM INFORMATION SESSIONS SCHEDULE

- All sessions will run approximately 45 min to 1.5 hours.
- All sessions will begin on time. No one will be admitted once the session begins.
- All sessions are located in the A. D. Guy Business Technology Building in Room 101.
- We cannot accommodate children during any information session.
- No appointment is necessary.
- Due to on-going renovations to various campus buildings, the published location for the DENTAL INFORMATION SESSIONS may change. When attending an Information Session, plan to ARRIVE EARLY, as it may be necessary to change locations. LOOK FOR SIGNS posted on the doors of the A. D. Guy Business Technology Building, Room 101 directing you to the NEW LOCATION.
- It is the applicant's responsibility to BE PROMPT.

Date	Time	
April 16, 2012	Monday	5:00 p.m.
April 20, 2012	Friday	9:00 a.m.
May 4, 2012	Friday	10:00 a.m.
May 10, 2012	Thursday	5:00 p.m.
May 18, 2012	Friday	2:00 p.m.
June 8, 2012	Friday	3:30 p.m.
June 14, 2012	Thursday	5:00 p.m.
June 25, 2012	Monday	9:00 a.m.
August 20, 2012	Monday	3:00 p.m.
August 24, 2012	Friday	10:00 a.m.
September 12, 2012	Wednesday	5:00 p.m.
October 4, 2012	Thursday	9:00 a.m.
October 19, 2012	Friday	3:00 p.m.
November 8, 2012	Thursday	5:00 p.m.
November 16, 2012	Friday	2:00 p.m.
December 3, 2012	Monday	9:00 a.m.
December 6, 2012	Thursday	5:00 p.m.
December 13, 2012	Thursday	3:30 p.m.