



Coastal Carolina Community College

Equal Education Opportunity and Equal Employment Opportunity Policy

Coastal Carolina Community College (Coastal), in compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations (Title IX) and other civil rights laws, as well as in furtherance of its own values as a higher education institution, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

Discrimination and harassment are antithetical to the values and standards of the Coastal community; are incompatible with the safe, healthy environment that the Coastal community expects and deserves and will not be tolerated. Coastal is committed to providing programs, activities, and an education and work environment free from discrimination and harassment. Coastal is also committed to fostering a community that promotes prompt reporting and fair and timely resolution of those behaviors.

In appreciation for their service to this state and country during a period of war, and in recognition of the time and advantage lost toward the pursuit of a civilian career, all eligible veterans as defined in G.S. 128-15 shall be granted preference in hiring decisions to the extent allowed by statute.

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 all buildings, washrooms, 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 Accommodation Request 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 Carolina Community College cannot guarantee the availability of a reasonable accommodation when it is needed.

Any employee or applicant with a disability who wishes to request some accommodation must contact the Office of Personnel Services and Workplace Safety and ask for the Coastal Carolina Community College Accommodation Request Form. This form should be supported by medical, psychological, or other appropriate documentation. Once the request is completed and submitted to the Office of Personnel Services and Workplace Safety, the Director will work with the appropriate Vice President to develop an accommodation plan through interaction with the requestor, seeking consultation as necessary. If an accommodation that is within the resources of the College can be provided, components of the plan will be developed in accordance with the specific needs of the applicant/employee based on the documentation submitted. The decision on whether an accommodation will be made is determined by the President or his designee.

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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Designated Points of Contact

Academic Advisors for Military Off-Campus Sites

Provides assistance to Service members seeking information regarding available student support services at Coastal Carolina Community College, in addition to information regarding admissions, distance education, registration, official degree plans, and other military and community resources.

Phone: (910) 451-2391

Email: militaryoffcampus@coastalcarolina.edu

Admissions & Counseling Services

Provides assistance for admissions, placement testing, academic advising, academic counseling, review of satisfactory academic progress, and program of study.

Phone: (910) 938-6394

Email: admissions@coastalcarolina.edu

Coordinator for Disability Support Services

Provides assistance in establishing and maintaining disability support services and advising.

Phone: (910) 938-6331

Email: adasupport@coastalcarolina.edu

Financial Aid

Provides assistance to students in completing the Free Application for Federal Student Aid (FAFSA) process, scholarships, and Federal Work-Study employment opportunities.

Phone: (910) 938-6332

Email: finaid@coastalcarolina.edu

Payment Options

Pay tuition or make inquiries regarding your billing statements.

Phone: (910) 938-6342

Email: studentpayments@coastalcarolina.edu

Registrar

Provides assistance for transcript request and processing, general residency questions, graduation applications, student records, and transcript evaluations.

Phone: (910) 938-6860

Email: registrar@coastalcarolina.edu

Success Coaches

Provides assistance with campus resources, tutoring, and study skills by using methods that help students reach their academic goals and graduate or complete their programs on time.

Phone: (910) 938-6828

Email: studentsuccess@coastalcarolina.edu

Veterans Programs

Provides assistance to military-connected students with veteran's entitlement benefit questions, benefit application assistance, program certification, and information regarding community resources.

Phone: (910) 938-6316

Email: veterans@coastalcarolina.edu

Section 1:

Applying to the Dental Assisting Program

General Program Information

Accreditation

Southern Association of College and Schools Commission on Colleges

Coastal Carolina Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Coastal Carolina Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

American Dental Association Commission on Dental Accreditation

Coastal Carolina Community College's Dental Assisting Program is accredited by the American Dental Association 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 matter 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 1-312-440-4653.

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:

- 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 for your classmates 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 are required to abide by the Dental Department's Student Appearance Policy. This policy, which will be discussed further during the Information Session, provides details about what is expected in the classroom, pre-clinic, clinic, and lab settings. Students will be provided with greater information about general hygiene expectations as well as guidelines for jewelry, nail art, and body art. The Student Appearance Policy also contains requirements designed to protect students' health and safety, such as wearing personal protective equipment and appropriate footwear, securing long hair, preventing contamination, and displaying identification tags.

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).

Student Appearance Policy

General Personal Care Expectations of Dental Students

Hair	<ul style="list-style-type: none">• Clean• Natural hair color (no purple, blue, red, orange, etc.)
Makeup	<ul style="list-style-type: none">• Light natural (no glitter, dark, neon, etc.)
Body Hygiene	<ul style="list-style-type: none">• Light, non-offensive perfumes• Deodorant
Oral Hygiene	<ul style="list-style-type: none">• Brush and floss regularly• Use a tongue cleaner• Use mouthwash
Piercings	<ul style="list-style-type: none">• Allowed, but restricted in pre-clinic, clinic, and some labs• CDC states that you cannot be in a clinical situation for 6 weeks following a new piercing
Tattoos	<ul style="list-style-type: none">• Allowed, but must not be vulgar or offensive (will then cover)• CDC states that you cannot be in a clinical situation for 6 weeks following a new tattoo
Nails	<ul style="list-style-type: none">• Neatly manicured• Short (should not be seen over fingertips)• No acrylics/gel/polish
Smoking	<ul style="list-style-type: none">• Highly discouraged• Dismissed from preclinic/clinic/lab if smell is detected

General Attire Expectations of Dental Students

- Attire should be neat and clean.
- Shorts and jeans are acceptable as long as they are in good taste.
- Shorts, skirts, and dresses should be at least fingertip (appropriate) length.
- Shoulder straps should be at least 2” wide.
- Bare midriffs, strapless tops and dresses, spaghetti straps, one shoulder tops, low neck lines that reveal cleavage, and other types of provocative clothing are not to be worn.
- No undergarments should be visible.
- Long shirt/jacket must long enough to cover buttocks when wearing leggings/tights/very tight pants.
- Graphics/texts must be in good taste and not vulgar or offensive.
- No pajamas or slippers.
- All facial hair on men shall be well groomed and clean.

Materials Laboratory Attire

Same as General Attire, but also:

- Hair secured
- No “dangly” earrings (studs/small hoops only)
- No necklace
- No arm and hand jewelry (watch/wedding band-which must be removed depending on project/materials-keep in locker or home)
- No strings/straps on clothing
- Long pants
- Closed-toed shoes
- Lab apron
- Eye protection
- Dental shirts are welcome.

Pre-Clinical Attire (Non-patient Care)

- Hair neatly secured (off collar, hair restraints must be aseptic)
- No jewelry (nose, eyebrow, lip, tongue, ears, etc.) except watch/wedding band
- Clean, wrinkle-free scrubs
- Name tag
- White or black clinic shoes and socks (no holes, no laces, no mesh, heel strap/lip)
- Eye protection (side shields)
- Optional: Class jacket, solid long sleeve underscrub tee

Pre-Clinical/Clinical Attire (Patient Care)

- Hair neatly secured (off collar, hair restraints must be aseptic)
- Clean class surgical cap
- No jewelry (nose, eyebrow, lip, tongue, ears, etc.) except watch/wedding band
- Clean, wrinkle-free scrubs
- Name tag
- White or black clinic shoes and socks (no holes, no laces, no mesh, heel strap/lip)
- Clean, wrinkle-free class lab gown (fastened completely)
- Eye protection (side shields)
- Face shield (if aerosols generated)
- Gown and surgical cap must be placed in a labeled, zip-top bag at the end of the session, taken home and cleaned, and not hung in the clinic to be reused.
- Lab gowns are not worn outside of the Dental Clinic (into the hallway).
- Clinic shoes should not be worn out of the Health Occupational Science Building.
- No hangers are allowed in the Dental Clinic.
- Optional: solid long sleeve underscrub tee

Mask and gloves will be provided in clinic.

Important Dates

Information Sessions	July 1, 2023 – January 26, 2024
Application Period	October 4, 2023 – January 26, 2024
Last Day to Take HESI Exam to Meet Deadline	January 24, 2024
Ensure the Following are on File at Coastal Carolina Community College: <ul style="list-style-type: none"> • HESI exam scores • Transcripts for points for completion of related coursework 	January 26, 2024
Points Verification Letters Mailed	February 12, 2024
Decision Letters Mailed	March 4, 2024
Late Consideration	February 13, 2024 – August 2, 2024

Seated Dental Information Sessions

Date	Time	Day	Location
September 6, 2023	10:00 a.m.	Wednesday	CCCC, BT 101
September 21, 2023	6:00 p.m.	Thursday	CCCC, BT 101
October 3, 2023	2:00 p.m.	Tuesday	CCCC, BT 101
October 26, 2023	10:00 a.m.	Thursday	CCCC, BT 101
November 14, 2023	2:00 p.m.	Tuesday	CCCC, BT 101

Registration is encouraged. To register for a seated session, please go to www.coastalcarolina.edu/academics/programs/health-science/dental. All sessions will begin on time and no one will be admitted once a session begins. You must stay for the entire session to receive credit. Please be prepared to stay 1 – 1 ½ hours for completion of the session. Children are not permitted into the information sessions. All sessions will be held in the A.D. Guy Business Technology Building in room 101.

Online Information Sessions

- Available July 1, 2023 – January 26, 2024
- To attend an online information session, please visit www.coastalcarolina.edu/academics/programs/health-science/dental/. Print a Dental Assisting Bulletin to follow along with the presentation. You are responsible for adhering to the information in this Bulletin.
- The session must be viewed all the way through (do not click through slides) to receive credit for attendance. You will not be allowed to complete eligibility if your session shows up as “incomplete.” *Do not save the session to your desktop before viewing, as this will cause the session to show up as incomplete.*

Dental Assisting Program Requirements for Eligibility – Level 1

It is the applicant’s responsibility to ensure that the following eligibility requirements (Level 1) are met before completing an Eligibility Application with any Admissions Advisor/Counselor in Student Services (Level 2):

1. Complete the Residency Determination application. The application is available online at www.coastalcarolina.edu.
2. Submit an application to Coastal Carolina Community College. The application is available online at www.coastalcarolina.edu.
3. View or attend a mandatory Dental Information Session (see *Important Dates* for details).
4. Submit your official transcript(s) to the Admissions Office. Official Transcripts include:
 - High school (or high school equivalency)
 - All colleges or schools attended after high school
 - CLEP (College Level Examination) scores
 - AP (Advanced Placement) scores
5. Demonstrate college readiness in both English **and** mathematics by meeting one, or a combination, of the following to show required knowledge in each subject:
 - i. Graduated from any United States high school within the last 10 years with a GPA of 2.8 or higher, in accordance with Reinforced Instruction for Student Excellence (RISE) guidelines.
 - ii. Completed (with the grade indicated) or enrolled in one of the following English courses:
 - DRE 098 (P)
 - BSP 4002 (P2)
 - ENG 002 (P2)
 - ENG 011 with ENG 111 (C)
 - iii. Completed (with a minimum of the grade indicated) or enrolled in one of the following Math courses:
 - MAT 070 (C)
 - DMA 010 – DMA 050 (P)
 - BSP 4003 (P2)
 - MAT 003 (P2)
 - MAT 043 (P)
 - MAT 071 (P)
 - iv. Completed (with a minimum of the grade indicated) or enrolled in one of the following:
 - ENG 111 (cannot be concurrently enrolled in ENG 011) *or an equivalent College Composition course (C)*
 - MAT 143, MAT 161, MAT 171 (cannot be concurrently enrolled in MAT 043 or MAT 071) *or an equivalent algebraic College Math course (C)*
 - v. Completed a College approved placement test (e.g., RISE, NC DAP, Compass, ASSET, SAT, ACT, or Accuplacer/CPT) and meet the minimum college readiness scores, as provided in the College Readiness Placement Test Scoring Table. Test scores must be earned on or after August 1, 2021.

College Readiness Placement Test Scoring Table

RISE		NC DAP		COMPASS		ASSET		SAT		ACT		Accuplacer/CPT	
English	70 (Tiers 1 and 2)	Reading/English	151	Combined Reading and Writing	151	Combined Reading and Writing	82	Reading/Writing	480	English	18	Combined Reading and Sentence Skills/ Next Gen.	166/250-300
Math	70 (Tiers 1 and 2)	DMA 010, DMA 020, DMA 030	7	Pre-Algebra	47	Numerical	41	Math	530	Reading	22	Arithmetic/ Next Gen.	55/237-275
				Algebra	48	Elementary Algebra	41			Math	22	Elementary Algebra	55

NOTE: For applicants using course completion to meet placement, both an English and mathematics option must be completed to meet the eligibility requirements, and applicants who are unsure whether or not they meet either the English or the mathematics standards should meet with an Academic Advisor/Counselor. 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 Advisor/Counselor to complete an Eligibility Application.

Dental Assisting Program Requirements for Eligibility – Level 2

6. Individuals who have met Level 1 eligibility requirements will meet with any Academic Advisor/Counselor in the Student Center on Coastal’s main campus to complete an Eligibility Application. Please arrive no later than 30 minutes before closing.
 - Verification of points is completed **after** the application period has ended. Academic Advisors/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, North Carolina, they must contact the Academic Advisor/Counselor designated for the Dental programs at (910) 938-6248 before January 26, 2024 to discuss other arrangements.
7. Submit documentation to earn additional points (see deadlines listed in *Important Dates*).
 - Any documentation for additional points that is received after the given deadline, regardless of the date postmarked, will not be considered.
8. Complete the HESI exam (beginning September 1, 2023 and no later than January 24, 2024) and earn at minimum the following scores:

Subject Area	Minimum Score	Minimum Average Score
Reading Comprehension	70%	75%
Grammar	70%	
Vocabulary	70%	
Mathematics	70%	

If an applicant chooses to take the test at a site other than Coastal Carolina Community College, the official scores must be sent from HESI and received no later than January 26, 2024. See the *HESI Exam Details* page for additional information.

9. Ensure updated transcripts for courses completed in the Fall 2023 semester (if applicable) are on file at Coastal Carolina Community College by January 26, 2024.

HESI Exam Details

Content

- Students will be tested in the following areas: reading comprehension, grammar, vocabulary, and math.

Availability

- The HESI exam may take up to four hours. The exam is available Monday – Thursday (8:00 a.m. or 1:00 p.m.) or Fridays (8:00 a.m.), on Coastal’s main campus. Available appointment times are viewable two weeks in advance. The testing schedule is subject to change.

Registration and Payment

- Applicants must register and pay online for the HESI exam ahead of time by setting up an Evolve/Elsevier account. The estimated cost of the exam is \$50, but it is subject to change. A study guide is available for purchase in the College Store.
- Payment must be completed at least 24 hours in advance of the testing appointment.
- Applicants will obtain the payment link from an Academic Advisor/Counselor after completing their Eligibility Application.

Schedule an Appointment

- Applicants should schedule an appointment with the Testing and Placement Center through the Admissions page of Coastal’s website (click on the Placement Testing tile).
- If an applicant must cancel the appointment, they must notify the Testing and Placement Center at least 24 hours in advance. Failure to do so may result in an applicant being unable to make another appointment.
- Due to limited testing space, if an applicant misses or cancels two appointments, they will not be able to reschedule for two weeks after the last missed or cancelled appointment.

Scores

- Official scores will be available 48 hours after testing and may be viewed through an Evolve/Elsevier account.
- If an applicant decides to test a second time, they must pay the exam fee again (through a payment link obtained from an Academic Advisor/Counselor).
- Applicants may take the HESI twice in an eligibility period (September 1, 2023 – August 2, 2024) at Coastal Carolina Community College. It is the applicant’s responsibility to ensure they have earned the required HESI scores and that they have been received by the College by the January 26, 2024 deadline.
- HESI scores must be completed within three years prior to entering the program to be valid for the application process (in or after August 2021).

Off-Site Testing

- It is the applicant’s responsibility to locate an alternate testing site. Coastal does not have a testing ID to provide to other sites.
- If a student tests at another site, they must request an official transcript to be sent directly to Coastal (through the HESI website) for an additional fee.

Remote/Virtual Testing

- A virtual testing option is available and subject to an additional fee. Please see an Academic Advisor/Counselor for more information.

Americans with Disabilities Act (ADA) Accommodations

- Questions about ADA accommodations may be addressed by contacting the Coordinator for Disability Support Services at (910) 938-6331 or adasupport@coastalcarolina.edu.

Ranking and Selection of Dental Assisting Qualified Applicants

Coastal Carolina Community College has a limited number of spaces available in the Dental Assisting Program. Every year, the College receives applications from more qualified candidates than the program 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. Courses taken for points must be completed by the end of the Fall 2023 semester.

Point Systems

There are two point systems:

- **Point System A** – College classes
- **Point System B** – High school classes

Points will be awarded for classes completed with a grade of C or higher. Grades of C- will not receive points. Additional points may be awarded for completing ACA 111 College Student Success or ACA 122 College Transfer Success with a grade of A.

Points Verification

The tabulation of points is completed after the January 26, 2024 deadline to submit documentation. Points verification letters will be mailed to eligible applicants by February 12, 2024. 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.

Accepted Students

Up to 28 of the highest ranking applicants will be *accepted* into the Dental Assisting Program.

- In the event that applicants have the same number of points, the HESI total score will determine ranking.
- If there is still a tie, the applicant submitting their Dental Assisting application first will be ranked higher (date and time will be recorded on the Eligibility Application form).

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.

Once an applicant accepts admission for any 2024 Allied Health program at Coastal Carolina Community College, all applications on file for any other 2024 Allied Health programs at Coastal will be cancelled.

An applicant who, for any reason, does not enter the 2024 Dental Assisting Program must reapply for the 2025 program, attend a 2025 Dental Information Session, and meet all admission requirements to be considered for the 2025 Dental Assisting Program.

Alternates

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.

Notification

The following letters will be mailed to qualified applicants by March 4, 2024:

- **Acceptance letter** – up to 28 highest-ranking applicants
- **Alternate letter** – all other qualified applicants

Late Consideration

The Academic Advisor/Counselor designated for the Dental programs may continue taking applications for available space after the application period has ended. Please speak with an Academic Advisor/Counselor for more information.

- The late consideration period is February 13, 2024 – August 2, 2024.
- All applicants applying after the deadline must meet *all* requirements to apply prior to completing the Eligibility Application.
- Post-deadline eligible applicants will be placed on the second alternate list in the order in which they apply.
- Applicants will not receive points during the late consideration period.

It is every applicant's responsibility to notify the Admissions Office as well as the Academic Advisor/Counselor designated 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, A-Lecture/Lab OR CLEP Score: 70+ OR AP Score: 5	Grade: B+, B, B-Lecture/Lab OR CLEP Score: 60-69 OR AP Score: 4	Grade: C+, 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	n/a	8	4	2
ENG 111 Writing and Inquiry	n/a	8	4	2
SOC 240 Social Psychology	PSY 150 AND SOC 210	8	4	2

* *Biology courses taken before Fall 2019 are considered ineligible for points purposes for admission into the 2024 Dental Assisting Program.*

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

BIO 106 and BIO 170 are not a part of the Associate in Arts or Associate in Science curriculum. Taking classes outside of the Associate in Arts or Associate in Science curriculum may affect financial aid or veterans benefits. It is the applicant's responsibility to confirm with Financial Aid or the Office of Veterans Programs the impact this may have on benefits.

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 2023 for points.

Applicants may be awarded points for equivalent courses completed at another accredited college with a grade of C or higher. 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. In order for these courses to be considered for points, transcripts must be received by January 26, 2024.

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
 - Complete ACA 111 College Student Success or ACA 122 College Transfer Success with a grade of A
- Health Educational Systems, Inc. (HESI) A² Exam
 - Students completing the HESI exam on or after August 1, 2021 may receive additional points according to the following table:

Percentage Range	Points Awarded
93-100	20
85-92	15
80-84	10
76-79	5

= 58 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 (2021 or after for entry into the 2024 program).

If you will have completed all of the related courses by the end of Fall 2023, 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.

For the purposes of North Carolina Common Core Integrated Math courses, the following are equivalents under Point System B: Math I = Algebra I, Math II = Geometry, and Math III = Algebra II.

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.
- Health Educational Systems, Inc. (HESI) A² Exam
 - Students completing the HESI exam on or after August 1, 2021 may receive additional points according to the following table:

Percentage Range	Points Awarded
93 – 100	20
85 – 92	15
80 – 84	10
76 – 79	5

= 58 Total Possible Points

Section 2:

Dental Assisting Program Information

Important Notes

Candidates accepted to the Dental Assisting Program must attend an orientation/registration meeting.

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.

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*.

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.

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.

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

The goals of the Dental Assisting Program include the following:

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 patient under 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	111	Writing and Inquiry	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
SOC	240	Social 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 Readmission Selection Committee and will only be considered on a space-available basis.

Tuition and Expenses (Approximate Costs)

Tuition (3 semesters)	\$3,227
Uniforms	645
Liability Insurance	16
Books/Supplies	1,100
Dental Assisting National Board	810
Vaccines/Titers	1,982
Health Exams (eye, dental, physical)	600
Drug Screen	40
Background Check	42
CPR	120
Travel (spring and summer semesters)	600
Fetal Monitoring Badges (if pregnant)	230
TOTAL	\$9,412

Costs listed above are estimates and subject to change. The In-State tuition rate is based on \$76 per credit hour plus student fees. Tuition rates are determined by the North Carolina General Assembly and are subject to change at their discretion.

- Applicants should complete the FAFSA; North Carolina Student Loan Program for Health, Science, and Mathematics form; Coastal Carolina Community College Foundation 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.
- Candidates who are admitted into the Dental Assisting Program will need a Real ID to participate in clinical rotations aboard Marine Corps Base Camp Lejeune.

Dental Assisting Program-Related Requirements

Cardiopulmonary Resuscitation

All Dental Assisting students must be certified in American Heart Association Health Care Provider Level cardiopulmonary resuscitation (CPR) at intervals not to exceed two 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:

- Has been informed of their risk for exposure to blood and body fluids;
- Understands the potential for transmission of bloodborne diseases during patient care activities; and,
- Agrees to care for all patients that are assigned to them.

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 they have been instructed in infection control (as per OSHA guidelines) and have 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. The answers to these questions may determine the applicant's eligibility to take the DANB exam. Applicants should contact the DANB if they have any questions.

1. Is your answer "yes" to any 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?

Dental Assisting National Board

444 N. Michigan Avenue, Suite 900

Chicago, Illinois 60611-3985

800-367-3262

www.danb.org

danbmail@danb.org

Financial Aid Information

Federal Aid Sources

- Free Application for Federal Student Aid (FAFSA)
 - Apply online as soon as possible at www.fafsa.gov. Awards are made until funds are depleted.
 - You will need several documents to complete the FAFSA online.
 - 2022 federal tax returns
 - 2022 W-2s
 - Financial Aid services are available for students Monday, 8:00 a.m. – 7:30 p.m., and Tuesday through Friday, 8:00 a.m. – 5:00 p.m. You may contact the Financial Aid Office at (910) 938-6332 or finaid@coastalcarolina.edu, or visit them in the Student Center building.
 - The Student Services Office can also provide assistance with filling out the FAFSA.

State Aid Sources

- Workforce Innovation and Opportunity Act (WIOA)
 - The Human Services Office can provide assistance with applying for the WIOA scholarship. They can be visited Monday through Friday, 8:00 a.m. – 5:00 p.m. in the Kenneth B. Hurst Continuing Education Building, room 109, or contacted at (910) 938-6258.
 - This scholarship may be able to provide assistance with childcare and uniforms.
 - You will need to have already completed the FAFSA.

Local Aid Sources

- Coastal Carolina Community College Foundation Scholarships
 - Scholarships are available from the College Foundation Office to Coastal students who qualify under specific criteria.
 - For a complete listing of College Foundation scholarships available, please visit the College Foundation Office in the James Leroy Henderson, Jr. Administration Building or contact them at (910) 938-6792.
 - You will need to have already completed the FAFSA.

Visit www.CFNC.org for more financial aid opportunities and information.

Scholarships

Applicants are encouraged to complete the FAFSA and Coastal Carolina Community College Foundation Scholarship forms as soon as possible. The following scholarships are available specifically for Medical/Allied Health students:

- Agnes Vergon/EMS Scholarship
- Shields – Sparkman Medical/Allied Health Scholarship
- Shirley J. and Albert P. Rachide Scholarship
- Star of Life Scholarship

Please contact the College Foundation Office at (910) 938-6792 or foundation@coastalcarolina.edu, or in the James Leroy Henderson, Jr. Administration Building, for specific information about these and other scholarships.

MyCAA

My Career Advancement Account (MyCAA) Scholarship Program is a workforce development program that provides tuition assistance to eligible military spouses. Scholarships help military spouses pursue licenses, certificates, certifications, or associate degrees necessary to gain employment. Please visit www.coastalcarolina.edu/military/military-family-students for more details.

Contact Information

If you have questions about admission to the Dental programs, please contact:

Admissions Office
(910) 938-6332
admissions@coastalcarolina.edu

If you have program-specific questions about Dental programs, please contact:

Dr. Warren Gabarée
Department Head/Instructor, Dental Programs
(910) 938-6271
gabareew@coastalcarolina.edu

Transcripts may be mailed or submitted electronically:

Coastal Carolina Community College
Attention: Admissions
444 Western Boulevard
Jacksonville, NC 28546
etranscripts@coastalcarolina.edu

Americans with Disabilities Act Support:

Coordinator for Disability Support Services
(910) 938-6331
adasupport@coastalcarolina.edu

Request for Accommodation Information:

Students requesting disability accommodations must self-identify to the Coordinator for Disability Support Services. Students are required to submit current documentation of their disability to the Coordinator for Disability Support Services in order to determine eligibility prior to any implementation of accommodation services. Students requesting accommodations from the College must have a disability, as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Self-identification and providing documentation can be initiated at any time; however, the student must allow reasonable time for accommodations to be implemented.

Pregnant students who would like to request accommodations must contact the Coordinator for Disability Support Services. Students will be required to submit current documentation to the Coordinator for Disability Support Services in order to determine their eligibility prior to any implementation of accommodation services.

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, A- Lecture/Lab OR CLEP Score: 70+ OR AP Score: 5	Grade: B+, B, B- Lecture/Lab OR CLEP Score: 60-69 OR AP Score: 4	Grade: C+, 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 Introduction to Computers	n/a			
ENG 111 Writing and Inquiry	n/a			
SOC 240 Social Psychology	PSY 150 AND SOC 210			

* *Biology courses taken before Fall 2019 are considered ineligible for points purposes for admission into the 2024 Dental Assisting Program.*

** *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 – HESI Score: _____

Additional Points – A in ACA 111 or ACA 122: _____

TOTAL POINTS: _____

For Reference (Point System A)

Dental Assisting Related Course	Substitutions**	Point Value		
		Grade: A, A- Lecture/Lab OR CLEP Score: 70+ OR AP Score: 5	Grade: B+, B, B- Lecture/Lab OR CLEP Score: 60-69 OR AP Score: 4	Grade: C+, 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	9/3	6/2	4/1
CIS 110 Introduction to Computers	n/a	8	4	2
ENG 111 Writing and Inquiry	n/a	8	4	2
SOC 240 Social Psychology	PSY 150 AND SOC 210	8	4	2

Health Educational Systems, Inc. (HESI) A² Exam Score

Percentage Range	Points Awarded
93 – 100	20
85 – 92	15
80 – 84	10
76 – 79	5

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, AP, and IB designated courses with grades of A or B will receive one additional point.

For the purposes of North Carolina Common Core Integrated Math courses, the following are equivalents under Point System B: Math I = Algebra I, Math II = Geometry, Math III = Algebra II.

Total Points for Related Coursework: _____

Additional Points – HESI Score: _____

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, AP, and IB designated courses with grades of A or B will receive one additional point.

Additional Points

Health Science I & II **OR** Biomedical Tech. I & II courses at high school level, with a grade of B or higher = 2 points

Health Educational Systems, Inc. (HESI) A² Exam Score

Percentage Range	Points Awarded
93 – 100	20
85 – 92	15
80 – 84	10
76 – 79	5

Notes
