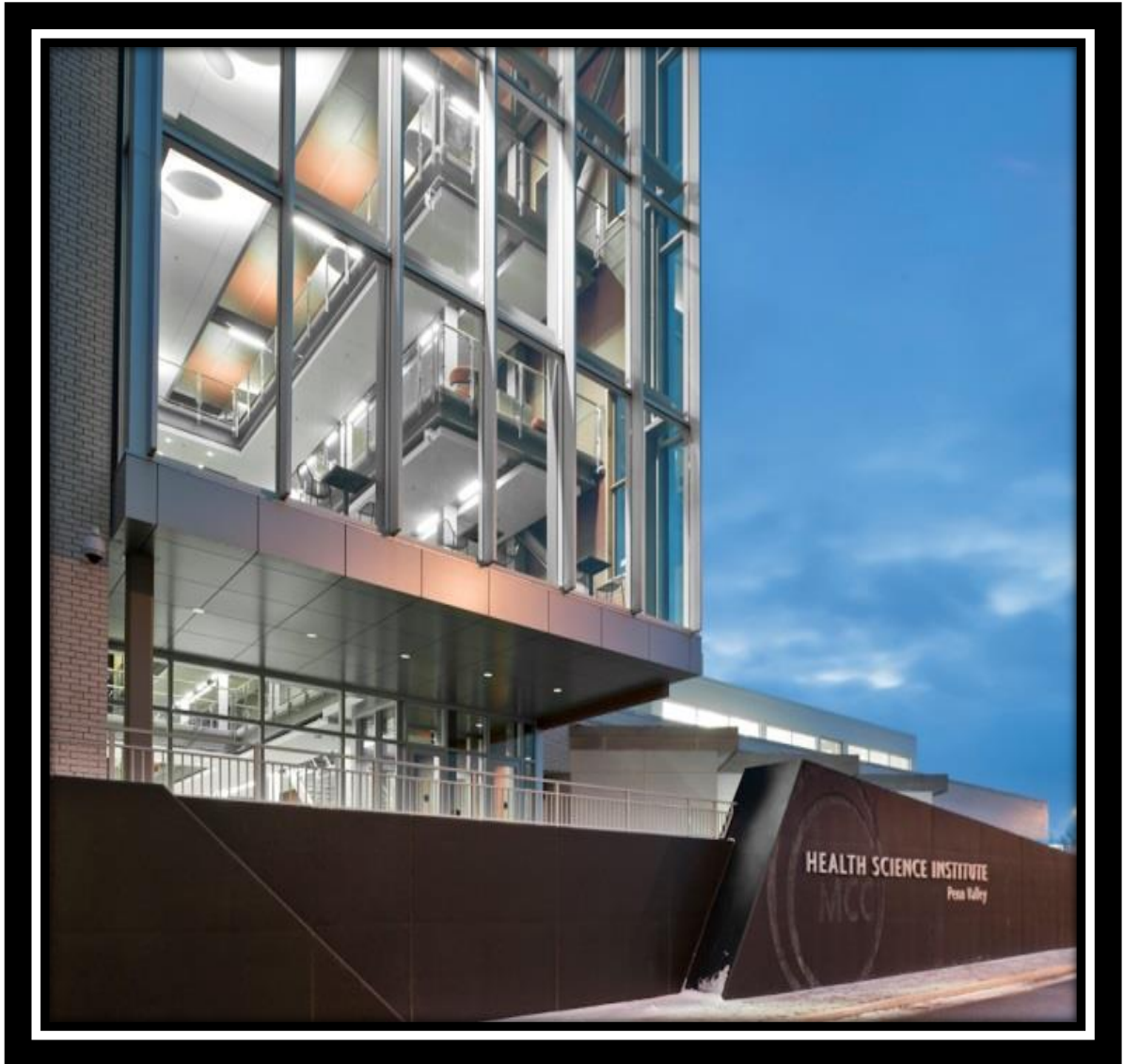


Packet



2019-2020

Accredited by:

CODA*

Commission on Dental Accreditation

Packet

Dear Prospective Dental Assisting Student:

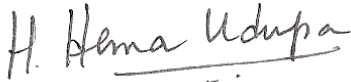
Thank you for your interest in the Dental Assisting Program. This program accepts a new cohort of approximately 18 students every spring to begin classes in June. The program is a full time, five day a week program so there is no opportunity for students to work during the day while in the program.

The purpose of this application packet is to help you navigate through the procedures for applying to this exciting limited enrollment, selective admission program. It is your responsibility to make sure that all forms and information required for program admission are submitted by the stated deadline of **Feb 15th**. Please do not hesitate to contact the program coordinator, division administrative assistant or campus advising/counseling for assistance.

Completed application packets can be emailed, mailed through the US Postal Service or hand delivered to the Allied Health Division, Suite 410, M-F between 7 a.m. to 3 p.m.

Email: hema.udupa@mcckc.edu or terry.mcdaniel@mcckc.edu

Mailing Address: **Dental Assisting Program**
Health Science Institute, MCC-Penn Valley
3444 Broadway Kansas City, MO 64111-2764



Sincerely,
Dr. Hema Udupa, DDS MS Dip.ABOMR
Program Coordinator – Dental Assisting
816.604.4237

Packet

APPLICATION PROCEDURE

Applications are due no later than Feb 15th for entry into the Dental Assisting program.

Application Steps:

1. Verify eligibility to apply. Eligible applicants have completed or in the process of completing:

A. The following general education requirements are for Certificate:

___ *ENGL 101 Composition and Reading (3 credits) (JCCC: ENGL 121, 3 credits)

___ *DENA 100 Intro to Dental Assisting Course (1 credit)

___ PSYC 140 Psychology (3 credits) (JCCC: PHYC 130, 3 credits)

___ COMM 100 Fundamentals of Speech (3 credits) (JCCC: SPDR 121, 3 credits)

(*ENGL 101 should be completed prior to the start of the program and DENA 100 may be completed before application deadline or currently enrolled)

B. Have a cumulative GPA of at least 2.5 for all college coursework

C. Possess a high school diploma or GED certificate

D. Complete the prerequisite course: ENGL 101

E. Complete OR be currently enrolled in the co-requisite course: DENA 100

F. **Regarding placement tests -Students who have not taken placements in the past 3 years will be required to take the placement tests to establish reading level.(See additional information under DENA Application packet)**

2. Fill out the **Program Application** EXACTLY as directed.

3. Fill out the **Curriculum Checklist** by highlighting those classes you have completed, indicating your grade for the course as well as the number of credit hours earned.

4. Have official **transcripts** from other schools sent to the MCC-Student Data Center, 3200 Broadway, Kansas City, MO 64111. Copies of your transcripts should be sent as part of your program application packet.

- Gather your completed **Program Application, Curriculum Checklist and Copies of Relevant Transcripts** and submit to the DA program by **Feb 15th** .

Mail to:

**Dental Assisting Program
MCC-Penn Valley Health Science Institute
3444 Broadway
Kansas City, MO 64111-2764**

Or

Email to: hema.udupa@mckc.edu or terry.mcdaniel@mckc.edu

***Program applications received after the Feb 15th deadline will only be reviewed and considered if there are open seats in the program.*

- Qualified applicants will be contacted within two weeks of the application deadline to set up a time to meet with the Dental Assisting Program Coordinator to assure students understand the requirements and rigor of the full time day program.
- Students accepted into the program will be required to attend a mandatory new student orientation session that will be scheduled in mid-April at the Health Science Institute.

Metropolitan Community College is committed to a policy of nondiscrimination on the basis of age, color, creed, disability, marital or parental status, national origin, race, religion, or gender in admissions, educational programs or activities, and employment, as specified by federal laws Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1997, the Americans with Disabilities Act, and state laws and regulations.

Packet

Student Application for Admission

2019-2020

Contact Information:

Name _____
Last First Middle

Maiden Name _____

Current Mailing Address _____

City/State/Zip _____

Permanent Home Address _____

City/State/Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email address _____

Emergency Contact Information _____

Relationship _____ Contact's Phone _____

MCC Student ID _____

Academic Information:

High Schools attended	School	From	To	GPA
(Most recent listed first)	_____	_____	_____	_____

High School/Date of Graduation _____

Community College Attended	School	From	To	GPA
(Most recent listed first)	_____	_____	_____	_____

Date of Graduation/Degree awarded _____

Universities Attended	School	From	To	GPA
(Most recent listed first)	_____	_____	_____	_____

Date of Graduation/Degree awarded _____

Packet

Indicate your plans following dental assisting education:

Private Practice

Dental Hygiene

Dental School

Teaching

Military

Have you made previous application to the Dental Assisting program?

If yes, please list all years for which you have filed applications: _____

Work/Volunteer Experience: _____

Why are you interested in pursuing a career in dental assisting?

To pursue this career, I feel that I have the following skills (please check all that apply)

Oral Communication skills ()

Written Expression ()

Active Learning ()

Instructing ()

Data recording / reporting ()

Time Management ()

Work well under stress ()

Computer operating Skills ()

Basic Math skills ()

Hand-Eye Coordination ()

Finger Dexterity ()

Oral Comprehension ()

Speech Recognition/Clarity ()

Counsel, instruct, & comfort ()

Reading Comprehension ()

Critical thinking ()

Self-directed ()

Active Listening ()

Microsoft Word, PowerPoint skills ()

Arm-Hand Steadiness ()

Quick decision-making ()

Physical stamina ()

I am (check one):

_____ Currently enrolled at MCKC

_____ Transferring to MCKC from another college

_____ Returning to MCKC after one or more semesters of absence

_____ Returning to the MCKC _____ Program after one or more semester absence

Metropolitan Community College is committed to a policy of nondiscrimination on the basis of race, color, religion, sex, sexual orientation, age, birth, ancestry, national origin, or disability in admissions; educational programs, services or activities; and employment, as specified by federal laws Title VI, Title VII, Title IX, Section 504, the Americans with Disabilities Act, and state laws and regulations.

<http://www.mckc.edu/explore/whatdrivesus/diversity/nondiscrimination.asp>

Packet

- Application Checklist:
- Completed application
 - Official Transcripts included (High school and/College; Non MCC)
 - ENGL 101 Completed
 - DENA 100 Completed / currently enrolled
 - My GPA meets minimum 2.5 requirements
 - Schedule an application review process
with Dental Assisting Program Coordinator
(Call [816-604-4232](tel:816-604-4232) for an appointment)

Note: The Dental Assisting program admissions committee will not review your application if any of the items is missing or criteria's listed above are not met and your application will be considered incomplete. You are encouraged to verify that the office has received your transcripts prior to the deadline for admissions.

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Dental Assisting Program - Curriculum Checklist (AAS)

General Education Course Requirements	Credit Hours	Date Completed	Grade
CHEM 105	5		
BIOL 109 Human Anatomy and Human Physiology(or BIOL 110 and 210)	6-10		
BIOL 208 Microbiology	5		
*ENGL 101 Composition and Reading I	3		
HIST 120 United States History to 1865 or HIST 121 United States History Since 1865 or POLS 135 Introduction to Political Science or POLS 136 Introduction to American National Politics or POLS 137 Introduction to State and Local Politics	3		
PSYC 140 General Psychology	3		
COMM 100 Fundamentals of Speech	3		
**DENA 100 Introduction to Dental Assisting	1		

**ENGL 101 must be successfully completed prior to beginning the dental assisting program*

***DENA 100 must be successfully completed prior to beginning the program or during the first semester in the program.*

All courses required for the dental assisting certificate and AAS degree plan must be completed with a grade of “C” or better.

Packet

Dental Assisting Program - Curriculum Checklist (Certificate)

Name: _____ Student ID#: _____

Please consult the Program Coordinator for any changes in curriculum sequencing.

			Hours	Grade	Hours Earned	Grade Points
PROGRAM PREREQUISITE						
ENGL	101	*Composition & Reading I (JCCC: ENGL 121, 3 Cr)	3			
PROGRAM COREQUISITE						
DENA	100	*Intro to Dental Assisting	1			
GEN ED REQUIREMENTS						
COMM	100	*Fundamentals of Speech (JCCC: SPDR 121, 3 Cr)	3			
PSYC	140	*General Psychology (JCCC: PHYC 130, 3 Cr)	3			
TOTAL			10			
SUMMER SEMESTER						
¹ EMS	100	Basic Emergency Care	1			
DENA	101	Body structure and Function	2			
DENA	102	Head and Neck Anatomy	2			
DENA	103	Dental Anatomy	2			
DENA	104	Dental Emergencies and Pharmacology	2			
DENA	105	Dental Materials I	2.5			
TOTAL			11.5			
FALL SEMESTER						
DENA	108	Oral Microbiology and Infection Control	1.5			
DENA	110	Chairside Assisting I	5			
DENA	115	Dental Radiology I	4			
DENA	125	Clinical experience I	2			
DENA	205	Dental Materials II	3			
TOTAL			15.5			
SPRING SEMESTER						
DENA	210	Chairside Assisting II	5			
DENA	215	Dental Radiology II	2			
DENA	225	Dental Office Management	2			
DENA	230	Oral Pathology	1			
DENA	250	Clinical Experience II	4			
DENA	260	Dental Assisting Seminar	2			
TOTAL			16			
COLL	100	**First year seminar (or HLSC 100)	1			
TOTAL PROGRAM CREDIT HOURS			54			

*General education courses can be sequenced in any manner, however, ENGL 101 should be completed prior to the start of the program and DENA 100 can be completed prior to the start of the program or currently enrolled.

** COLL 100 is only required if student has less than 12 college credits already earned; ¹CPR Certification **will not** exempt you from class – **MUST** be taken in summer.

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Scores for **Dental Assisting**, Coding, Health Information Management, Occupational Therapy Assistant, Physical Therapist Assistant and Surgical Technology

(This requirement will begin with the February 15, 2018 student applicants for dental, the September 1, 2017 Coding student applicants, March 1, 2018 HIM student applicants, June 15, 2017 OTA student applicants, June 10, 2017 PTA student applicants and February 15, 2018 student applicants for surgical technology)

All requirements must be met by all applicants before the start of the given application period.

Submit all non-MCCKC official transcripts to the Student Data Center- must be received in Student Data Center (from all colleges and universities you have attended) before the start of any given application period. (Address: Metropolitan Community College, Student Data Center, 3200 Broadway, Kansas City, MO 64111)

***Note – If the student has completed the required courses and has passed the course with at least a “C,” the courses do not need to be retaken, even if the student has to retake the (ESL or Non-ESL) Compass or the (ESL or Non-ESL) Accuplacer test.**

An ACT score of 18 or above is acceptable for reading comprehension.

Your examination score has to be within three years of the program application date or you will need to retake the examination.

See attached document (for placement test CUT OFF scores)

METROPOLITAN COMMUNITY COLLEGE

Placement Test CUT OFF SCORES - Effective Summer 2018

If a student has scores for multiple tests, or multiple scores for the same test, the highest placement will be used.

ACT

ACCUPLACER
or COMPANION (paper version)

COMPASS **

ENGLISH

High school GPA >= 2.5 (graduated not more than three years ago) exempts student from taking the English test (automatic placement in ENGL 101)

ACT - English	English Courses	Accuplacer - Sentence Skills	English Courses	COMPASS - Writing	English Courses
1-17	English Placement Undetermined	20-54*	ENGL 80	1-34	ENGL 80
		55-79*			
		OR			
		80-85 and reading required, recommended, or undetermined (still need to take the reading test)*	ENGL 90	35-69	ENGL 90
18-36	ENGL 101	OR			
		80-85 and no reading required		70-99	ENGL 101
		OR	ENGL 101		
		86-120			

*Must take MCC Writing test (essay)

Score

1 -> Move from 80 to 90

3 -> Move from 90 to 101

999 -> Not changed

Packet

ASSET **

ASSET - Writing	English Courses
1-30	ENGL 80
31-40	ENGL 90
41-55	ENGL 101

READING

Previous earned credit for ENGL 101 or higher OR taken \geq 12 college level hours and earned a GPA \geq 2.0 exempts student from taking the reading test (automatic placement in no reading required)

ACT - Composite	Reading Courses
1-17	Reading Placement Undetermined
18-36	No Reading Required

Accuplacer - Reading Comprehension	Reading Courses
20-45	READ 10
46-72	READ 11
73-84	READ 100 Recommended
85-120	No Reading Required

COMPASS - Reading	Reading Courses
19-52	READ 10
53-71	READ 11
72-84	READ 100 Recommended
85-99	No Reading Required

ASSET - Reading	Reading Courses
1-33	READ 10
34-37	READ 11
38-40	READ 100 Recommended
41-53	No Reading Required