DENTAL ASSISTING
Selective Admission Process

Application Dates (Intent to Apply)
January 31, 2018 through April 26, 2018

DENTAL ASSISTING INFORMATION SESSIONS:
Wednesday, January 24, 2018  1:00 pm - 2:00 pm Room L-309
Tuesday, February 20, 2018     1:00 pm - 2:00 pm Room L-309
Wednesday March 21, 2018     1:00 pm - 2:00 pm Room L-309

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 provides 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.

It is important that all applicants for the Dental Assisting Program understand the admissions process. Applicants who wish to submit an application must first meet minimum requirements. Please carefully review the information regarding minimum requirements and other pertinent information outlined below.

APPLICATION PROCESS

It is the Dental Assisting applicants’ responsibility to ensure that all requirements are met by the established deadline of 4:30 pm on April 26, 2018. Dental Assisting deadlines, guidelines, and policies apply equally to all students; thus there can be no exceptions.

ALL APPLICANTS MUST APPEAR IN PERSON AT CAPE FEAR COMMUNITY COLLEGE IN THE UNION STATION BUILDING ROOM U-240 (WILMINGTON CAMPUS) OR IN THE MCKEITHAN CENTER ROOM NA-100 (NORTH CAMPUS). APPLICATIONS CANNOT BE TAKEN OVER THE TELEPHONE OR BY EMAIL/WRITTEN CORRESPONDENCE.

The following steps must be completed prior to filing your “Intent to Apply” to the program.

1. Have an overall GPA of 2.2 or higher in all post-secondary coursework completed at Cape Fear Community College. Your GPA must remain at 2.0 or higher at the time of entry into the program. If your CFCC GPA is below 2.2 and you have not been enrolled in CFCC for 3 consecutive years, you may be eligible for academic forgiveness. (Refer to the 2017-2018 CFCC Catalog /Student Handbook.)

2. Complete the CFCC General Admission Application (including Residency Determination Application).

3. Complete appropriate Placement Tests, if required by the Admission Office. Meet minimum cut-off scores
4. Request official transcripts from a regionally accredited high school/High School Equivalency agency and any colleges attended. High school/High School Equivalency transcripts must indicate the date graduated. Official transcripts are those received either by mail or by hand delivery to CFCC in the original, sealed envelope from the awarding institution or agency. North Carolina public high school graduates may request their official high school transcripts be sent electronically to the Admissions Office via the College Foundation of North Carolina (CFNC) website at www.cfnc.org. Home schooled students must submit a copy of the home school’s approved registration from the state in which they are registered, and an official transcript including the graduation date and documentation of completion of competency testing.

5. Request official transcripts from all colleges/universities attended be mailed to the Admission Office. Transcripts will be reviewed for possible transfer credit.

6. Dental Assistant Observation verification mailed from the observation site documenting sixteen (16) hours of observation of a Dental Assistant. Hand delivered copies will not be accepted.

NOTE: Neither federal law nor North Carolina law permits undocumented individuals or those with DACA (deferred action for childhood arrivals) classification to receive professional licenses. See 8 U.S.C. § 1621(a) and (c)(1)(A). This does not prevent a DACA student from enrolling in a Health Science program but will prohibit the student from receiving a professional license.

MINIMUM ADMISSION REQUIREMENTS

1. **PLACEMENT TESTING**

All students who wish to apply to the Dental Assisting Program must take a Placement Test and meet minimum cut-off scores or complete the sequence of developmental courses. Test scores are only valid for five (5) years from the initial test date.

To meet application requirements, you must demonstrate proficiency DRE 098 and in DMA 010 through DMA 050.

<table>
<thead>
<tr>
<th>Compass</th>
<th>Accuplacer (CPT)</th>
<th>NC DAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>151 Reading + Writing</td>
<td>166 Reading + Sentence</td>
<td>151 English</td>
</tr>
<tr>
<td>47 Pre-Algebra</td>
<td>55 Arithmetic</td>
<td>*7 Math (DMA 010–DMA 050)</td>
</tr>
<tr>
<td>66 Algebra</td>
<td>75 Elem Algebra</td>
<td></td>
</tr>
</tbody>
</table>

*A score of 7 or higher on each DMA 010 through DMA 050 on the NC DAP Math exam.

<table>
<thead>
<tr>
<th>SAT</th>
<th>ACT</th>
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</thead>
<tbody>
<tr>
<td>500 Reading or 500 Writing (prior to March 2016)</td>
<td>18 English or 22 Reading</td>
</tr>
<tr>
<td>Or</td>
<td>22 Math</td>
</tr>
<tr>
<td>480 Evidence-Based Reading/Reading (tested after Feb. 2016)</td>
<td></td>
</tr>
<tr>
<td>500 Math (prior to March 2016)</td>
<td></td>
</tr>
<tr>
<td>Or</td>
<td>530 Math (tested after Feb. 2016)</td>
</tr>
</tbody>
</table>

An unweighted North Carolina high school GPA of 2.6 or higher may waive placement testing (graduation
within the last 5 years). The student must meet specific high school math course requirements for high school GPA consideration (Multiple Measures).

-OR-
Completion of Math 115, 121, 143 or higher and ENG 111 or equivalent with a grade of “C” or better may eliminate taking a placement test.

-OR-
If an applicant scores less than the minimum cut-off scores on an appropriate Placement Test, he/she will be required to complete the essential sequence of developmental courses/modules. If the student completes all of the required developmental courses/modules (with a grade of “C” or higher and/or a grade of “P”) prior to the application deadline date and meets the other minimum requirements, he/she may be considered for admission to the Dental Assisting Program.

The Placement Test may be taken twice in twelve (12) consecutive months. Applicants who violate the testing policy will not be disqualified. However, when a Dental Assisting applicant has tested more than twice in twelve consecutive months, only the first two attempts will be considered in the application process. Placement Test scores, which violate the testing policy, will be disregarded.

If a student has taken a Placement Test at another community college in the past five (5) years, it is that student’s responsibility to ensure that the official scores are transferred to Cape Fear Community College.

In addition, if a student has a documented disability and must arrange for appropriate testing accommodations, he/she should contact the Disability Support Services office in the Union Station Building (U-218) at 910-362-7012 or 910 362-7158.

2. OBSERVATION OF DENTAL ASSISTANT IN A DENTAL OFFICE

All applicants must observe the work of a Dental Assistant in a dental office for a minimum of sixteen (16) hours. Please dress in professional attire; NO JEANS, SHORT TOPS, SHORTS, ETC. Accordingly, the dentist in this office determines whether a recommendation of the student for the Dental Assisting Program serves the interests of all individuals involved.

3. PSYCHOLOGICAL SERVICES BUREAU (PSB) HEALTH OCCUPATIONS EXAM

Students who meet the minimum requirements will schedule an appointment to take the PSB Health Occupations exam. Dental Assisting applicants may take the Health Occupations PSB one time per application period. More information about the PSB will be provided when the applicant is scheduled for the exam.

It is recommended that you purchase a PSB study guide. These are available for purchase online and in most bookstores. In addition, the staff in the CFCC Learning Lab (910 362-7137) will be able to provide resource materials to help prepare for the PSB exam. You may also contact the Literacy Council at 910
251-0911 to get information about a PSB study class. A study guide for the PSB Exam can be accessed at: cfcc.edu/testing/psbtesting/ (use lower case letters).

All applicants to the Dental Assisting program must complete the PSB Health Occupations Exam. **There are no minimum score requirements.** **Percentile** scores from the Verbal, Arithmetic, Non-Verbal, Spelling, Reading Comprehension, Natural Science and Vocational Adjustment sections of the test will be used to determine points for selection into the program. Those who have taken the Health Occupations PSB in previous years for the Dental Assisting program should be aware that only those scores from the two most recent attempts within the last 5 years will be considered for points. The highest percentile score in EACH AREA will be considered for points.

A $25.00 non-refundable fee will be charged to take the Health Occupations PSB exam. A $25.00 non-refundable fee will be charged to re-norm a Health Occupations PSB exam taken for another program within the same or previous year. Test scores that are more than one year old cannot be re-normed. Applicants must appear in person at Cape Fear Community College. The PSB exam fee must be paid by check, cash or credit card at the time the PSB exam is scheduled. Rescheduling of PSB exams will only be considered in the case of extenuating circumstances (i.e. such as a medical emergency) and the applicant must provide documentation. The Dean of Enrollment Management **MAY** choose to issue a “Stand by Pass” for testing. A “Stand by Pass” does not guarantee admission to the test; admission to the test may be determined by seat availability. Please check your academic and personal calendars before scheduling the exam.

**DENTAL ASSISTING SELECTION PROCESS**

Students are selected on a “best qualified” basis. The point system was implemented as an objective means for evaluating Dental Assisting applicants. **ALL documents needed for points must be on file at CFCC prior to the application deadline of the program. No points will be awarded for documentation received after the application deadline.**

Dental Assisting applicants will be ranked based on points earned, and the eighteen (18) students with the highest point total will be selected each year. If two or more students have the identical point count total, the date and time that the “Intent to Apply” form was completed with a counselor will be the determining factor.

1. **Points for high school/college courses**
   Dental Assisting applicants may earn points for the completion of various high school and related courses in CFCC’s Dental Assisting program. In order to earn points for courses, applicants must have achieved grades of “C” or higher. See “Point Count Worksheet” for point values.

   **SPECIAL NOTE:**
   BIO 106, BIO 163, BIO 168, BIO 169 and BIO 175 must have been taken in the last five (5) years of the start date of the Dental Assisting Program. Only the first attempt with a letter grade of “C” or higher will be considered for the point count.

2. **Points for Psychological Service Bureau (PSB Admissions Exam)**
   Percentile scores in all seven (7) areas of the PSB exam – Verbal, Arithmetic, Non-Verbal, Spelling, Reading Comprehension, Natural Sciences, and Vocational Adjustment Index are used in calculating the total number of points earned in this section.

3. **Points for Information Session**
   Five (5) points will be awarded for attending one (1) of the information sessions listed below. No points will be awarded for sessions attended in previous years. A certificate of attendance must be filled out
(by student) and collected by a counselor immediately after the information session in order for points to be awarded. Points will not be awarded for late arrival or if you leave the information session early.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, January 24, 2018</td>
<td>1:00 pm - 2:00 pm</td>
<td>L-309</td>
</tr>
<tr>
<td>Tuesday, February 20, 2018</td>
<td>1:00 pm - 2:00 pm</td>
<td>L-309</td>
</tr>
<tr>
<td>Wednesday March 21, 2018</td>
<td>1:00 pm – 2:00 pm</td>
<td>L-309</td>
</tr>
</tbody>
</table>

Dental Assisting applicants who are selected will be conditionally accepted in the program pending submission and review of a favorable medical history form provided by Cape Fear Community College.

**Admission to any and all educational programs offered by Cape Fear Community College is made without regard to race, color, sex, national origin, gender identity, sexual orientation, disability, veteran status or other irrelevant factors.**

**NOTIFICATION PROCEDURE**

Eighteen (18) new students may be admitted to the Dental Assisting program in the fall semester. These students will be invited to a mandatory orientation program. Students whose status is “alternate” are admitted to the program only if someone who was originally accepted declines the offer of admission, or if someone who was originally accepted becomes disqualified (refer to disqualifying factors). If a student did not meet the minimum requirements, were not accepted, or declined admission, he/she must re-apply the following year.

*The eighteen (18) selected students will be notified when to complete the following information:*

1. **Medical Reports**
   - All completed health/medical reports must be received by the specified date noted in acceptance letter.

2. **Drug Screen**
   - **Nine (9) panel urine drug screen is mandatory.** Methadone will be included in the urine drug screening. Testing positive on the drug screening, or evidence of tampering with a specimen, will disqualify a student from participation in the clinical assignment, thus result in dismissal from the Dental Assisting program. **Information on obtaining a drug screen will be provided at the orientation.** For further information, students should see the “Drug and Alcohol Policy” in the CFCC Catalog/Student Handbook.

3. **CPR**
   - Students must also submit documentation of current CPR certification. Certification must be current two (2) year CPR certification for health care providers (must include infant, child and adult). Online courses will be accepted, but there must be a hands on component. More information will be provided at orientation.

4. **Criminal Background Check**
   - Clinical sites require a drug screening and a criminal background check prior to allowing students into the clinical setting (any associated fees will be the responsibility of the student). In addition, certain criminal activity, as evident by a criminal background check may also disqualify a student from clinical participation. **Please be aware that failure to participate in a clinical assignment based on either the drug screening or criminal background check will result in dismissal from the Dental Assisting Program.** Information on obtaining a criminal background check will be provided at the orientation.
A. PROGRESSION POLICY
Students admitted to the Dental Assisting program MUST achieve or have achieved a “C” or higher in each course in the curriculum in order to progress semester by semester.

Grading Policy

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100</td>
</tr>
<tr>
<td>B</td>
<td>84-91</td>
</tr>
<tr>
<td>C</td>
<td>76-83</td>
</tr>
<tr>
<td>D</td>
<td>68-75</td>
</tr>
</tbody>
</table>

B. DENTAL ASSISTING SKILLS & LEVEL OF COMPETENCE AT PROGRAM COMPLETION
Skills in the Dental Assisting program are taught to clinical or laboratory competence.

CLINICAL COMPETENCE: Clinical competence is developed during the repeated experience of working chairside with a dentist and by the delivery of dental services under the close supervision of faculty. These services are mastered on clients in CFCC’s clinic and in various rotation offices in the surrounding community. Once the student has mastered these competencies and graduated from the dental assisting program, he/she will be legally and ethically capable of delivering those services, within the scope of the dental laws, as directed by the State Board of Dental Examiners.

LABORATORY COMPETENCE: Laboratory competence is developed in a laboratory setting on a mannequin, extracted teeth or dental model. With additional experience, beyond graduation, the graduate may develop clinical competence. Legally and ethically the graduate must inform his/her employer that he/she has been trained to provide this dental service to laboratory competence. The supervisor will need to observe directly and supervise the graduate performing this service until he/she develops clinical competence.

All functions allowed by the State of North Carolina for a DAII are taught to clinical competency with the exception of the following:

Functions that are NOT taught to laboratory or clinical competency;

- Placement of Ligature Wire and Lock Pins
- Insertion of Spacer Wires or Springs

Functions which are taught to laboratory competency, but may or may not be evaluated to clinical competency:

- Remove Periodontal Dressings
- Remove Sutures
- Adjust Partially and Dentures
- Flush, Dry and Temporarily Close Root Canal

C. PHYSICAL AND COGNITIVE EXPECTATIONS OF A STUDENT IN DENTAL ASSISTING
The Dental Assisting profession demands cognitive, sensory, affective, and psychomotor performance requirements. So that the Dental Assisting Program complies with the 1990 Americans with Disabilities Act, a qualified individual with a disability, (regardless of the severity of the disability) who meets the necessary eligibility requirements may be selected for admission to the Dental Assisting Program.

If a student believes that requirements for the program cannot be met without accommodations, Disability
Support Services will determine on an individual basis whether necessary accommodations can be reasonably provided.

Students who feel they need accommodations should contact the Disability Support Services office in the Union Station Building (Room U-218) on the Wilmington Campus or call 910 362-7012 or 910 362-7158.

CFCC provides reasonable accommodations to otherwise qualified students with disabilities, as long as such disabilities, as determined on a case-by-case basis, do not preclude the student from meeting the qualifications considered essential to the program. The essential functions are listed on the following page.
TECHNICAL STANDARDS FOR STUDENTS IN THE DENTAL ASSISTING PROGRAM

According to the nature of the work required in dental assisting practice and the educational requirements of the dental assisting curriculum, the student must be able to meet the following standards.

<table>
<thead>
<tr>
<th>Standard</th>
<th>Examples of Necessary Behaviors (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, physical, medical and intellectual backgrounds</td>
<td>Establish rapport with patient, families and colleagues.</td>
</tr>
<tr>
<td>Communication abilities sufficient for interaction with others in verbal and written form.</td>
<td>Explain treatment procedures and oral health instruction as well as document treatment procedures and patient responses.</td>
</tr>
<tr>
<td>Critical thinking ability sufficient for clinical judgment.</td>
<td>Identify cause and effect relationship in clinical situations. Assimilate knowledge from lecture, laboratory and clinical arenas. Utilize basic mathematic skills.</td>
</tr>
<tr>
<td>Physical abilities sufficient to move around rooms in the dental environment, maneuver in small spaces and reach needed equipment.</td>
<td>Move around clinical operatories, dark room, sterilization room and other treatment areas. Position self chairside in close proximity to patient. Administer CPR and BLS procedures. Reach radiographic equipment, which is approximately 5-6’ off floor. Transfer patients from wheel chairs to dental chairs and back.</td>
</tr>
<tr>
<td>Gross and fine motor abilities sufficient to provide safe and effective assistance to the dentist, patient and co-workers.</td>
<td>Move, calibrate and use equipment and dental materials and supplies including sharp instruments during operative procedures. Use ancillary aids chairside-mannequins, small equipment, etc.</td>
</tr>
<tr>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
<td>Detect sounds of instruments and equipment being properly utilized; sound of slow speed handpiece and monitor vital signs. Respond to patient in need.</td>
</tr>
<tr>
<td>Visual ability sufficient for physical assessment, performance of dental procedures and maintenance of environmental safety.</td>
<td>Observes patient responses such as skin color and facial expression. Monitors vital signs. Evaluates radiographs for technical quality including density, contrast and distortion. Read records. Notes color changes in dental materials, which indicate reactions occurring.</td>
</tr>
<tr>
<td>Tactile ability sufficient for assessment and performance of dental chairside procedures including safe expanded functions.</td>
<td>Perform selective coronal polishing; placement of radiographs and gingival retraction cord; mixing and placing alginate impression material, sealants; and removing excess cement.</td>
</tr>
</tbody>
</table>

D. INFECTIOUS DISEASE POLICY
Although there are no documented cases of 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.

Applicants/students who are HIV/AIDS or HBV (Hepatitis B) positive will not be barred from working, teaching, attending classes, or participating in college-sponsored activities unless the applicant/student is unable to follow Standard Precautions. (Standard precautions are defined as: Consideration of all patients as being infected with pathogens and therefore applying the infection control procedures to the care of all patients.)

E. LIMITATIONS TO EMPLOYMENT

Students may not be denied the right to apply to the Dental Assisting Program; however, they may have difficulty finding and/or maintaining employment for any of the following reasons:

A. Physical or emotional health indicating impairment in their ability to provide safe dental care to the public.

B. Behavior failing to adhere to the standards of a Dental Assistant. Examples of such behavioral failures are as follows:

1. Has given false information or has withheld material information;
2. Has been convicted of or pleaded guilty or nolo contendere (no contest) to any crime which indicates that the individual is unfit or incompetent to practice Dental Assisting or that the individual has deceived or defrauded the public;
3. Uses or has used any drug to a degree which interferes with his/her fitness to practice Dental Assisting;
4. Engages or has engaged in conduct which endangers public health.

COUNSELING

If you have questions or concerns regarding the selective admission process, please contact a counselor in the Union Station Building (Room U-240) on the Wilmington Campus or in the McKeithan Center (Room NA-100) at the North Campus.
## CAPE FEAR COMMUNITY COLLEGE  
### DENTAL ASSISTING PROGRAM  
#### Projected Expenses for fall 2018

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PRICE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition: In-State ($1,327.00 per semester x 2 and $1,023.00 for summer semester) (Includes Fees)</td>
<td>$ 3,677.00</td>
</tr>
<tr>
<td>Tuition: Out-of-State ($4,446.00 per semester x 2, $3,327.00 for summer semester) (Includes Fees)</td>
<td>12,219.00</td>
</tr>
<tr>
<td>Uniforms (scrubs, lab jackets, shoes)</td>
<td>250.00</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>650.00</td>
</tr>
<tr>
<td>Dental Supply Fee</td>
<td>35.00</td>
</tr>
<tr>
<td>Student Class Dues ($10.00 – one time fee) optional</td>
<td>10.00</td>
</tr>
<tr>
<td>National Board Exam (The cost of this exam can range from $300 to $485 depending on exam type and format)</td>
<td>485.00</td>
</tr>
<tr>
<td>Class Pin (can range from $40 to $70)</td>
<td>70.00</td>
</tr>
<tr>
<td>Physical Exam</td>
<td>100.00</td>
</tr>
<tr>
<td>*Hepatitis B Vaccine (For Complete Series of Three Injections)</td>
<td>297.00</td>
</tr>
<tr>
<td>CPR Certification</td>
<td>50.00</td>
</tr>
<tr>
<td>American Dental Assistants Association Dues</td>
<td>30.00</td>
</tr>
<tr>
<td>Professional Liability Insurance</td>
<td>15.00</td>
</tr>
<tr>
<td>Drug Screen, Background Check and Immunization Tracker (varies)</td>
<td>90.00</td>
</tr>
</tbody>
</table>

**TOTAL IN-STATE** $ 5,759.00  
**TOTAL OUT-OF STATE** $14,301.00

The above prices may be subject to change without notice. They represent **approximate** costs of the total expenses for the Dental Assisting Program.

* This estimate is for students who choose to receive their Hepatitis B vaccine from their private doctor. However, Hepatitis B vaccines are available through the New Hanover County Health Department free of charge for students under the age of 19. They remain free of charge after the age of 19, if the series of three injections was begun while the student was under 19. Otherwise, the cost is $297.00 for the series.

Revised 8/2017
TUITION & FEES

Payment methods: cash, check, money order, VISA, MasterCard, American Express, Discover, financial aid, payment plan, or third (3rd) party sponsorship. All forms of payment must be received by the Business Office to be officially registered.

Tuition is established by the North Carolina State Legislature and is subject to change without prior notification.

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>IN-STATE TUITION</th>
<th>OUT-OF-STATE TUITION</th>
<th>STUDENT ACTIVITY FEES</th>
<th>PARKING &amp; SECURITY FEE</th>
<th>TECHNOLOGY FEES</th>
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<tbody>
<tr>
<td>1</td>
<td>76.00</td>
<td>268.00</td>
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<td>9</td>
<td>684.00</td>
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<td>75.00</td>
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<td>760.00</td>
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<td>35.00</td>
<td>75.00</td>
<td>27.00</td>
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<td>11</td>
<td>836.00</td>
<td>2948.00</td>
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<td>30.00</td>
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<td>912.00</td>
<td>3216.00</td>
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<td>13</td>
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<td>14</td>
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<td>15</td>
<td>1140.00</td>
<td>4020.00</td>
<td>35.00</td>
<td>75.00</td>
<td>45.00</td>
</tr>
<tr>
<td>16 OR MORE</td>
<td>1216.00</td>
<td>4288.00</td>
<td>35.00</td>
<td>75.00</td>
<td>36.00</td>
</tr>
</tbody>
</table>

PROFESSIONAL LIABILITY INSURANCE: $15.00 PER SCHOOL YEAR

FULL TIME: 12 CREDIT HOURS
3/4 TIME: 9 CREDIT HOURS
1/2 TIME: 6 CREDIT HOURS

Revised 8/2017
Financial Aid

The Financial Aid office monitors a policy that is based on federal regulations that establishes a maximum time frame for completion of a program of 150 percent of the published length of an educational program. This means that as a student majoring in Pre-Nursing or a Pre- Health Science program, you will need to pay careful attention to the number of hours you attempt prior to actual admission into your program of choice. Depending on the number of hours that you have attempted prior to admission into Nursing or a Health Science program, you may not be eligible for enough financial aid to complete the program after you have been admitted.

To make sure you understand this policy and that you plan ahead in order to use your financial benefits in a wise and timely manner, please consult with the financial aid office located in the Union Station Building (Room U-138) on the Downtown Campus or in the McKeithan Center (Room NA-100) at the North Campus.
CAPE FEAR COMMUNITY COLLEGE  
DENTAL ASSISTING PROGRAM  
CURRICULUM SEQUENCING AND CREDITS

FALL SEMESTER I

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEN 100</td>
<td>Basic Orofacial Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>DEN 101</td>
<td>Preclinical Procedures</td>
<td>7</td>
</tr>
<tr>
<td>DEN 102</td>
<td>Dental Materials</td>
<td>5</td>
</tr>
<tr>
<td>DEN 111</td>
<td>Infection/Hazard Control</td>
<td>2</td>
</tr>
<tr>
<td>CIS 111</td>
<td>Basic PC Literacy</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>CIS110 Introductions to Computers</td>
<td>3</td>
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SPRING SEMESTER I

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DEN 103</td>
<td>Dental Sciences</td>
<td>2</td>
</tr>
<tr>
<td>DEN 104</td>
<td>Dental Health Sciences</td>
<td>3</td>
</tr>
<tr>
<td>DEN 106</td>
<td>Clinical Practice I</td>
<td>5</td>
</tr>
<tr>
<td>DEN 112</td>
<td>Dental Radiography</td>
<td>3</td>
</tr>
<tr>
<td>PSY 118</td>
<td>Interpersonal Psychology</td>
<td>3</td>
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<tr>
<td>OR</td>
<td>PSY 150 General Psychology</td>
<td></td>
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<tr>
<td>OR</td>
<td>SOC 240 Social Psychology</td>
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</tbody>
</table>

SUMMER SEMESTER I

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DEN 105</td>
<td>Practice Management</td>
<td>2</td>
</tr>
<tr>
<td>DEN 107</td>
<td>Clinical Practice II</td>
<td>5</td>
</tr>
<tr>
<td>BIO 106</td>
<td>Anatomy/Physiology/Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>OR BIO 168</td>
<td>Anatomy &amp; Physiology I and</td>
<td></td>
</tr>
<tr>
<td>OR BIO 163</td>
<td>Anatomy &amp; Physiology II and</td>
<td></td>
</tr>
<tr>
<td>OR BIO 165</td>
<td>General Microbiology</td>
<td></td>
</tr>
<tr>
<td>ENG 102</td>
<td>Applied Communications</td>
<td>3 (or approved course substitution)</td>
</tr>
<tr>
<td>OR</td>
<td>ENG 111 Writing &amp; Inquiry or Expository Writing and COM 231 Public Speaking Or ENG 114 Prof Research &amp; Report</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits: 47/48

The program in Dental Assisting at Cape Fear Community College is accredited without reporting requirements by the Commission on Dental Accreditation of the American Dental Association.

“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 improvements of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for 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 or by calling 1-800-621-8099 extension 4653.”

Revised 8/2016
DENTIST: Please mail this form in your envelope to the address below. Please allow 5 business days for delivery. Must be received prior to applicant filing an “Intent to Apply” to the program.

Cape Fear Community College

Confidentiality Statement

As a student applying to the Dental Assisting/Dental Hygiene programs at Cape Fear Community College, I agree to hold all client records, treatment, and conversations as confidential. If client confidentiality is breached in any manner, I understand that I will not be considered for admission in the dental programs.

__________________  ____________________________________________
Date     (signature of student-applicant)

CONFIRMATION OF OBSERVATION

As verification that the observation has been performed and for recommendation for admission to Cape Fear Community College's Dental Assisting/Hygiene program, the dentist under whom the student observed must complete this form. Cape Fear Community College expresses its sincerest gratitude to the dentist and his/her staff for his/her support in allowing prospective students to observe in the dental office, and for taking the time to complete this form.

______________________________________ with the Student ID Number, _____________________
[Print name of student]

completed an observation in my office as part of the requirement for admission in the Dental Assisting/Dental Hygiene [check one]
Program[s].

_____ for a period of 16 hours with a Dental Assistant (Dental Assisting Applicant)
_____ for a period of 6 hours with a Dental Hygienist (Dental Hygiene Applicant)

_____________________________   ________________________   ________________
(Print name of Dentist)                      (Telephone No.)                         (date)

__________________________________________ _______________________
(Signature of Dentist)                                                           (date)

Please return this form to the address listed below as soon as the observation has been completed. Questions may be directed to Director of Dental Assisting, Susan Cutler, 910-362-7416, or the Director of Dental Hygiene, Mary Ellen Naylor, 910-362-7193. Thank you again for your time and support.

Cape Fear Community College
Attention: Counseling
411 North Front Street
Wilmington, NC 28401

Revised 8/2014
# DENTAL ASSISTING

Criteria for selecting students

## POINT COUNT WORKSHEET

### SECTION A:

Attended Information Session 5 pts ___

### SECTION B: HIGH SCHOOL COURSEWORK

(Currently enrolled high school students)

**Grade must be “C” or higher**

- High School Algebra 5 pts ___
- High School Biology 5 pts ___
- High School Chemistry 5 pts ___

### SECTION C: COLLEGE COURSEWORK

- * BIO 106 Intro to Anat/Phys/Micro
  - A 30 pts ___
  - B 15 pts ___
  - C 9 pts ___
- OR
- * BIO 168 Anat & Physiology I
  - A 10 pts ___
  - B 5 pts ___
  - C 3 pts ___
- AND
- * BIO 169 Anat & Physiology II
  - A 10 pts ___
  - B 5 pts ___
  - C 3 pts ___
- OR
- * BIO 175 General Microbiology
  - A 10 pts ___
  - B 5 pts ___
  - C 3 pts ___
- OR
- * BIO 163 Basic Anat & Physiology
  - A 15 pts ___
  - B 8 pts ___
  - C 5 pts ___
  - AND
  - * BIO 175 General Microbiology
    - A 15 pts ___
    - B 7 pts ___
    - C 4 pts ___

### ENG 102 Applied Communications

- A 8 pts ___
- B 6 pts ___
- C 4 pts ___

### ENG 111 Writing & Inquiry or Expository Writing

- A 4 pts ___
- B 3 pts ___
- C 2 pts ___

- AND
  - COM 231 Public Speaking OR ENG 114 Prof Research Reporting
    - A 4 pts ___
    - B 3 pts ___
    - C 2 pts ___

- PSY 118 Interpersonal Psychology OR PSY 150 General Psychology OR SOC 240 Social Psychology
  - A 8 pts ___
  - B 6 pts ___
  - C 4 pts ___

### CIS 110 Intro to Computers OR

### CIS 111 Basic PC Literacy

- A 8 pts ___
- B 6 pts ___
- C 4 pts ___

### ACA 111 College Student Success OR

### ACA 122 College Transfer Success

- A 4 pts ___
- B 3 pts ___
- C 2 pts ___

### Total (Section A, B & C)

(maximum total for sections A, B & C is 78)

50% of Total Scores ___

### SECTION D: PSB Exam (Percentile Score)

- Verbal ___
- Arithmetic ___
- Non-verbal ___
- Spelling ___
- Reading Comprehension ___
- Natural Sciences ___
- Vocational Adjustment Index ___
  - Percentile Score Total (Section D) ___
  - (maximum total for section D is 693)
  - 50 % of Total Percentile Score ___

### SUMMATION OF POINT TOTALS

- Section A, B & C Total ___
- Section D Total ___
- Grand Total ___

*All Biology courses must have been taken in the last five (5) years prior to the start date of the program. First attempt with a grade of “C” or higher will be considered for the point count.*