



FALL 2024

DENTAL ASSISTING DIPLOMA

Application Period

Feb 1, 2024 – May 29, 2024



Minimum requirements are subject to change each academic year.

DENTAL ASSISTING DIPLOMA

Selective Admission Process: this program requires a separate, program specific application in addition to admission to the college; all application deadlines are firm

Application Period: February 1, 2024 through May 29, 2024

MINIMUM REQUIREMENTS ARE SUBJECT TO CHANGE EACH ACADEMIC YEAR

The fall 2024 selection process is subject to change when extenuating circumstances arise. If any changes arise involving CFCC's ability to adhere to the information below, CFCC will reserve the right to make adjustments and will make every effort to communicate these to the applicants in a timely manner.

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 deadlines. Dental Assisting deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.

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.

The Dental Assisting program at CFCC requires a separate, program specific application, as it is selective admission. Students must meet minimum requirements and complete an "Intent to Apply" during the application period. This is done electronically and can be accessed at the program website: www.cfcc.edu/dental-assisting.

Prior to completing the "Intent to Apply", prospective students must first be accepted for general admission to Cape Fear Community College and meet all minimum, program specific requirements. Below are the steps for acceptance to CFCC.

Note: If you are interested in this program but are not sure about meeting all requirements, you are encouraged to contact the staff of the HSEC: healthsciences@cfcc.edu or complete the form on the [application website](#) for further support.

Students must:

1. Complete the CFCC General Admissions Application, which includes the Residency Determination Application. For students that have applied to or have taken classes at CFCC previously, the application has to be active. If the prospective student has not attended classes at CFCC for one year (12 months) or longer, they must reapply and be accepted prior to filing an “Intent to Apply”.
2. Request official transcripts from a regionally accredited High School/High School Equivalency agency. High School/High School Equivalency transcripts must indicate the date graduated. Official transcripts are those received either electronically, by mail, or by hand delivery to CFCC in the original, sealed envelope from the awarding institution or agency. If the prospective student graduated from a North Carolina public high school within the past three years, they may request that an official high school transcript be sent electronically to the Admissions Office via the College Foundation of North Carolina (CFNC) website at www.cfnc.org. The official school administrator for homeschooled students must submit a copy of the home school’s approved registration from the state in which they are registered (if applicable), and a homeschool transcript with graduation date. All students selected to the program must have graduated from high school at the start of the program or have earned the equivalent credentials.
3. Request official transcripts from all colleges and/or universities attended (if applicable; must be sent by institution(s) where coursework was completed) to be mailed or electronically sent to the Admissions and/or Records Office. These will be reviewed for possible transfer credit. Note: transcripts from Masters or Ph.D. programs are not required. Transcripts from colleges that are not regionally accredited may be evaluated on a case-by-case basis.

Once accepted to CFCC, students must meet the minimum requirements listed below and then complete/file an “Intent to Apply” electronically during the application period:

1. Applicants must meet minimum English and Math requirements. Any parts of the criteria below can be combined to meet the requirements. *Official transcripts and/or test scores are required.*

- An Associate’s Degree or higher **OR**
- An unweighted U.S. High School GPA of 2.8 or higher regardless of graduation year or NC Community College Adult High School (AHS) unweighted GPA of 2.8 or higher **OR**
 - New: High School Career and College Ready Graduate (CCRG) Enhanced English IV score of 80 or higher on Tiers I and II AND
 - High School CCRG Math score of 80 or higher on Tiers I and II OR Math 3 End of Course (EOC) score of 4 or higher **OR**
- Completion of **English Composition I or higher** (or its equivalent; i.e., ENG-111 in the North

Carolina Community College common course library) and **Quantitative Literacy or higher** (or its equivalent; i.e., MAT-143 or higher in the North Carolina Community College common course library) with a grade of “C” or better at a regionally accredited college. (Note: if both requirements are met via CFCC transfer credit, then skip to bullet no. 2 on page 3) **OR**

- Successful completion of developmental or transitional English and Math classes at a North Carolina college (only) that would allow direct placement into ENG-111 and MAT-143 **without pre- or co-requisites** (if taken at a four-year college/university or out of state, please contact the CFCC Health Science Enrollment Center at healthsciences@cfcc.edu if you have questions) **OR**
 - Completion of an NCDAP, Accuplacer (Classic, not Next Gen.), RISE, or COMPASS Placement Test with English and Math placement into ENG-111 and MAT-143 **without pre- or co-requisites**, regardless of completion date. Please contact the CFCC Health Science Enrollment Center at healthsciences@cfcc.edu if you have questions about the use of test scores to meet Math and English requirements.
2. **Students must have an overall GPA of 2.0 or higher in all post-secondary coursework completed at Cape Fear Community College** (if the applicant has never attended CFCC this requirement may be disregarded). After an “Intent to Apply” has been filed, the student must consistently maintain a minimum GPA of 2.0 for each semester enrolled at CFCC to enter the program in the fall. If the student’s CFCC cumulative GPA is below 2.0 at the time of filing an “Intent to Apply” and they have not been enrolled in CFCC for one year (12 months) or longer, they may be eligible for *Academic Forgiveness* (see 2023 – 2024 catalog for more information).

3. **Filing an “Intent to Apply”**

An “Intent to Apply” for the Dental Assisting Program may be completed **ONLINE** during the application period of February 1, 2024 through May 29, 2024. Students must visit the programs’ website (www.cfcc.edu/dental-assisting/), click on the “File My Intent” button, and study the instructions to proceed. Students must make sure to complete all required fields/areas all the way to the end and then submit the form. If the “Intent” is approved, i.e., all eligibility requirements are met, the student will receive information in their CFCC e-mail account explaining the next steps. Students who file an “Intent to Apply” and do not meet the minimum requirements will receive an email addressing the missing items. Once eligible, they may re-file their “Intent” as long as it is prior to the end of the application period. Note: If technical difficulties are encountered, students may contact the CFCC Helpdesk at 910-362-4357. All interested applicants must file the “Intent to Apply” prior to the end of the application period.

“Intent to Apply” Checklist for the Dental Assisting Program:

- Admission to CFCC (via general college admission) or active application status
- Official high school transcript on file at CFCC
- Official college/university transcripts (if applicable) on file at CFCC
- English and Math eligibility (see pages 2-3)
- Overall GPA at CFCC of 2.0 or higher (if the applicant has never attended CFCC this requirement may be disregarded). After an “Intent to Apply” has been filed, the student must consistently maintain a minimum GPA of 2.0 for each semester enrolled at CFCC to enter the program in the fall.
- Completion of the TEAS exam **PRIOR** to filing an “Intent to Apply”

Note I: Having completed all general education courses that are part of the Dental Assisting program is not required in order to complete the selective admissions application to the program.

Note II: Completion of general education courses completed prior to the start of the program does not decrease the number of semesters required to graduate. It takes three semesters to complete all Dental Assisting classes.

TESTING INFORMATION

Students who wish to be considered for admission to CFCC’s Dental Assisting program must first ensure they meet the minimum application requirements. They should schedule and complete the TEAS exam (by ATI; choose “Nursing”) prior to filing an “Intent to Apply”. This is done independently from the CFCC Dental Assisting application process. There is no set limit to the number of times an applicant may take the TEAS test, however, if using CFCC as a testing site, a student may test only two times per academic year; additional tests must be taken offsite. Those who have taken the TEAS test in previous years should be aware that tests are only valid for five years from the time they file an “Intent to Apply”. Once the TEAS test is taken, the applicant should request that an official score report be made available to CFCC. If the TEAS test was taken at CFCC, the staff of the HSEC will have access to the results. Applicants who tested should include the date the test was taken, as well as the student’s TEAS student number (located on the top left of the official test report) on the “Intent to Apply” form.

Note: Applicants who test more than once are responsible for selecting the TEAS test with the highest score potential in all four areas. In addition, we will not create a new score using the highest points in each test category among several tests (i.e., we do not “superscore”).

THE “INTENT TO APPLY”, AS WELL AS ALL TESTING MUST BE COMPLETED ON OR BEFORE MAY 29, 2024 and must be on file in the Health Science Enrollment Center at CFCC in order to be considered for the Dental Assisting program. “Intents to Apply” and results from tests completed after May 29, 2024 will not be accepted.

Flexible Testing Options: Applicants may take the TEAS exam at any available PSI Test Center (see ATI website for a list of locations), remotely with ATI, **or on campus with limited availability at the CFCC Union Station Testing Center (maximum of two times at CFCC per academic year; no limits set if testing off campus).**

Testing Locations: All available on campus test sessions for the Dental Assisting application period will be scheduled using the ATI Testing company. More information is available at the testing website www.cfcc.edu/testingservices. An option to test at any available PSI Test Center will also be available as a choice. It may provide a greater number of testing dates, times, and locations. Applicants who meet minimum requirements to apply to the Dental Assisting program may use this option but must be aware of the testing/“Intent” deadline of **May 29, 2024**.

Testing with Accommodations:

Students who need accommodations for the TEAS test should contact Student Accessibility Services (SAS) at sas@cfcc.edu. The scheduling of the accommodated test must be coordinated by the staff of SAS and CFCC Testing Services who will guide the student through the process. Note: Testing at a PSI Test Center may not guarantee appropriate accommodations.

Cost: The cost of the TEAS test may vary by each provider. If testing at CFCC the cost will be approximately \$90.00 per test. For cost information on remote testing via ATI, as well as testing at a PSI Testing Center, please refer to the ATI website. Also, if applicants do not select CFCC as the receiving college upon testing, an additional fee will be charged to make the test accessible to CFCC (please refer to ATI website for details).

Test Preparation: It is recommended that students utilize TEAS study guides which are available for purchase online and in some book stores. In addition, the staff in the CFCC Learning Lab (910-362-7496) may be able to provide resource materials to help prepare for the TEAS exam, including the following: <https://libguides.cfcc.edu/TEAS>.

After the Test: Students will have access to test results immediately after they complete the TEAS exam. **In order to be considered for the Dental Assisting program, there is not a minimum cutoff score requirement on the TEAS in each of the four areas on the test: Reading, Math, Science, and English and Language Usage.** Therefore, students who have sent in their test scores and are on file at the HSEC by the testing deadline may file an “Intent to Apply” during the application period. No additional application forms are required.

For further details regarding the TEAS test, students are encouraged to visit the Health Science Admissions webpage and refer to the FAQ link to TEAS related information: <https://cfcc.edu/admissions/health-sciences-enrollment/>

NOTE: Depending on the health science program 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 may prohibit the student from receiving a professional license. If there are any questions about eligibility for professional licensure, please refer to the professional organization’s website.

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. **No points will be awarded for documentation received after the application deadline. If students are currently, or were previously enrolled in another college, it is their responsibility to ensure that the final transcript is received by CFCC prior to the application deadline.**

Dental Assisting applicants will be ranked based on points earned, and the twenty-four (24) 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 successfully submitted (i.e. eligibility criteria were met) will be the determining factor.

Section A: Non-Coursework (Note: not a minimum requirement- only used for point count)

Points for Information Session

Ten (10) points will be awarded for attending one (1) of the information sessions listed below (see the Dental Assisting website for specifics). No points will be awarded for sessions attended in previous years.

The information session dates are as follows:

- Tuesday, January 23, 2024 11 am – 12 pm
- Tuesday, February 20, 2024 11 am – 12 pm
- Tuesday, March 19, 2024 11 am - 12 pm
- Tuesday, April 16, 2024 11 am – 12 pm

Points for Observation

Applicants may earn 10 points for observing a dental assistant for at least four hours within the last three years of the application deadline and **must submit the required form to receive points (page 15).**

Documentation needed for points MUST be on file at the HSEC prior to the application deadline of the program. No points will be awarded for documentation received after the application deadline.

Section B: Required Coursework (Note: not a minimum requirement – used for point count and to satisfy program General Education coursework)

Points for College Courses

College courses completed prior to the application deadline with a grade of “C” or better will earn the applicant points. Points will also be awarded for credit earned based on AP (Advanced Placement) and/or CLEP examinations (For point distribution, please refer to the attached point count worksheet).

Note: To receive points for courses listed on the point count, the courses must be completed prior to the application deadline.

SPECIAL NOTE FOR ANATOMY & PHYSIOLOGY ONLY:

BIO 163 or BIO 168 and BIO 169 must have been taken in the last five (5) years of the start date of the Dental Assisting Program. For 2024 applicants, this course is only valid for points and towards graduation if taken fall 2019 or after. Only the first attempt with a letter grade of “C” or higher will be considered for the point count.

Note: Students who have questions or concerns regarding transfer credits from other colleges and/or universities must address and resolve their concerns prior to the end of the application period (please contact a staff member at the CFCC Health Science Enrollment Center).

Section C: TEAS Scores (to be taken prior to filing “Intent to Apply”)

Points are awarded for scores on the TEAS exam in the following four areas: Math, Science, Reading, and English and Language Usage for a maximum of 400 points. TEAS tests are valid for five years from the date the “Intent to Apply” is filed. Applicants may test more than one time as there are no set limits. **Note: Applicants are only permitted to take the test twice on campus at the CFCC Testing Center. Attempting to take the test more than twice at the CFCC Testing Center is not permitted.** If an applicant wants to take the test additional times, then that can be done using the ATI remote option, the PSI Testing Center option, or by testing at another college testing center other than CFCC. If the applicant indicates that they are testing for Cape Fear Community College as their primary school when scheduling the test, then the test results will be automatically available for CFCC staff to access. **Applicants should select the test with the highest score when filing their “Intent to Apply” during the application period.** Once the applicant indicates the test they wish to use on the “Intent”, these test scores will be used on the point count.

Calculation of Total Points

The applicant's total points are calculated using attendance at information sessions, academics (completed course work) and the grand total of the TEAS. Qualified applicants will be invited to review their point count electronically **after the application deadline and after all point counts are completed**. A copy of their point count will be emailed in June 2024 including instructions on how to agree or recheck the total point count. **APPLICANTS WHO FAIL TO RESPOND TO THE REQUEST TO REVIEW THEIR POINT COUNT WILL WAIVE THEIR RIGHT TO CONTEST THEIR POINT TOTAL.** *Applicant's point counts are confidential; to protect students' privacy, point count totals can only be discussed with the applicant.*

Note: 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.

Acceptance into the program is for fall 2024 only. Students who decide to decline their seat will need to reapply for future admission.

Applying to Multiple Programs: If accepted into multiple health sciences programs at CFCC, students are required to commit to the program of choice by the deadline stated in the program decision email sent by the Health Science Enrollment Center. Failure to do so in writing (i.e., via response form) will result in the loss of the seat. Once a student accepts their seat and attends the orientation, they finalize their commitment to the Dental Assisting program and give up any seats in other programs, unless granted prior approval by the staff of the HSEC. Any questions or concerns should be addressed by the staff members of the HSEC: healthsciences@cfcc.edu

NOTIFICATION PROCEDURE

Twenty-Four (24) new students may be conditionally 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 twenty-four (24) 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 the acceptance correspondence via email.

2. Drug Screen

A 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 resulting 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.

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

A excellent	92-100
B good	84-91
C average	76-83
D poor	68-75

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, they 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 their employer that they have 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 they develop satisfactory 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 Partial and Dentures
- Flush, Dry and Temporarily Close Root Canal

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.

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.

REQUIRED TECHNICAL STANDARDS

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.

Standard	Examples of Necessary Behaviors (not all inclusive)
Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, physical, medical, and intellectual backgrounds.	Establish rapport with patients, families and colleagues.
Communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment procedures and oral health instruction as well as document treatment procedures and patient responses.
Critical thinking ability sufficient for clinical judgment.	Identify cause and effect relationship in clinical situations. Assimilate knowledge from lecture, laboratory, and clinical arenas. Utilize basic mathematic skills.
Physical abilities sufficient to move around rooms in the dental environment, maneuver in small spaces, and reach needed equipment.	Move around clinical operatories, dark room, sterilization room, and other treatment areas. Position self-chairside in close proximity to patients. Administer CPR and BLS procedures. Reach radiographic equipment, which is approximately 5-6' off floor. Transfer patients from wheelchair to dental chairs and back.
Gross and fine motor abilities sufficient to provide safe and effective assistance to the dentist, patient, and co-workers.	Move, calibrate, and use equipment and dental materials and supplies including sharp instruments during operative procedures. Use ancillary aids, chairside-mannequins, small equipment, etc.
Auditory ability sufficient to monitor and assess health needs.	Detect sounds of instruments and equipment being properly utilized; sound of slow speed handpiece and monitor vital signs. Respond to patient in need of assistance/attention, if necessary.

Visual ability sufficient for physical assessment, performance of dental procedures and maintenance of environmental safety.	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, note color changes in dental materials (indicates reactions occurring).
Tactile ability sufficient for assessment and performance of dental chairside procedures including safe expanded functions.	Perform selective coronal polishing; placement of radiographs and gingival retraction cord; mixing and placing alginate impression material, sealants; and removing excess cement.

Students who feel they need accommodations should contact the staff of the Student Accessibility Services office in the Union Station Building (Room U-218) on the Downtown Campus or call 910-362-7800.

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.

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 their fitness to practice Dental Assisting;
 4. Engages or has engaged in conduct which endangers public health.

RESOURCES/ASSISTANCE

For questions or concerns regarding the selective admission process and other available resources, please contact a staff member of the Health Science Enrollment Center in Union Station Building (Room U-297) at the Wilmington Campus; healthsciences@cfcc.edu; 910-362-7139.

FINANCIAL AID

CFCC applies the Department of Education guidelines when awarding financial aid. Financial Aid is calculated based on credit hours or clock hours. The Dental Assisting program uses clock hours to determine eligibility. This means that since the courses do not transfer to the two-year associate degree program, the credit hours have to be converted into clock hours and Pell Grant funds are paid based on the number of clock hours.

The college has determined that the program is eligible for financial aid, and funds will be dispersed on this conversion. This means that students will receive less funding than the credit hours indicate.

In addition, 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-Dental Assisting or another Health Science program, the student will need to pay careful attention to the number of hours attempted prior to actual admission into the program of choice. Depending on the number of hours attempted prior to admission into a Health Science program, a student may not be eligible for enough financial aid to complete the program after they have been admitted.

To make sure students understand this policy and plan ahead in order to use their financial benefits in a wise and timely manner, students are encouraged to consult with the staff of the CFCC Financial Aid Office located in the Union Station Building (Room U-138) on the Wilmington Campus or in the McKeithan Center (Room NA-100) on the North Campus.

The Cape Fear Community College Foundation supports student education opportunities through program support and scholarships. All students are encouraged to apply to scholarships if eligible. Please be aware that there is a firm scholarship application deadline in place and students may not know their program acceptance status until after the deadline. For more information, please visit the Foundation website: <https://cfcc.edu/foundation/>.

**CAPE FEAR COMMUNITY COLLEGE
DENTAL ASSISTING PROGRAM
Projected Expenses for Fall 2024**

<u>ITEM:</u>	<u>PRICE:</u>
Tuition: In-State (\$1,327.00 per semester x 2 and \$1,023.00 for summer semester) (Includes Fees)	\$ 3,677.00
<i>Tuition: Out-of-State (\$4,446.00 per semester x 2, \$3,327.00 for summer semester)</i> (Includes Fees)	<i>12,219.00</i>
Uniforms (scrubs, lab jackets, shoes)	250.00
Books and Supplies	650.00
Dental Supply Fee	35.00
Student Class Dues (\$10.00 – one time fee) optional	10.00
National Board Exam	485.00
Class Pin (can range from \$40 to \$70)	70.00
Physical Exam	100.00
*Hepatitis B Vaccine (for complete series of three injections)	297.00
CPR Certification	50.00
American Dental Assistants Association Dues	30.00
Professional Liability Insurance	15.00
Drug Screen, Background Check and Immunization Tracker (varies)	90.00
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.

CAPE FEAR COMMUNITY COLLEGE 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.

Credit Hours	In-State Tuition	Out-of-State Tuition	Student Activity Fees	Parking & Security Fee	Technology Fees
1	76.00	268.00	35.00	40.00	3.00
2	152.00	536.00	35.00	40.00	6.00
3	228.00	804.00	35.00	40.00	9.00
4	304.00	1072.00	35.00	40.00	12.00
5	380.00	1340.00	35.00	40.00	15.00
6	456.00	1608.00	35.00	40.00	18.00
7	532.00	1876.00	35.00	75.00	21.00
8	608.00	2144.00	35.00	75.00	24.00
9	684.00	2412.00	35.00	75.00	27.00
10	760.00	2680.00	35.00	75.00	30.00
11	836.00	2948.00	35.00	75.00	33.00
12	912.00	3216.00	35.00	75.00	36.00
13	988.00	3484.00	35.00	75.00	39.00
14	1064.00	3752.00	35.00	75.00	42.00
15	1140.00	4020.00	35.00	75.00	45.00
16 or more	1216.00	4288.00	35.00	75.00	48.00

Professional liability insurance: \$15.00 per school year (nursing and health science students)

Full time: 12 credit hours

3/4 time: 9 credit hours

1/2 time: 6 credit hours

**CAPE FEAR COMMUNITY COLLEGE
DENTAL ASSISTING PROGRAM
CURRICULUM SEQUENCING AND CREDITS**

FALL SEMESTER I

DEN 100	Basic Orofacial Anatomy	2
DEN 101	Preclinical Procedures	7
DEN 102	Dental Materials	4
DEN 111	Infection/Hazard Control	2

SPRING SEMESTER I

DEN 103	Dental Sciences	2
DEN 104	Dental Health Sciences	3
DEN 105	Practice Management	2
DEN 106	Clinical Practice I	6
DEN 112	Dental Radiography	3
*PSY 118	Interpersonal Psychology	3
OR		
*PSY 150	General Psychology	
OR		
*SOC 240	Social Psychology	

SUMMER SEMESTER I

DEN 107	Clinical Practice II	5
*BIO 168	<i>Anatomy & Physiology I</i> and BIO 169 <i>Anatomy & Physiology II</i>	
OR *BIO 163	<i>Basic Anatomy & Physiology</i>	5
*ENG 102	Applied Communications	3 (or approved course substitution)
OR		
*ENG 111	<i>Writing & Inquiry or Expository Writing</i>	

Total Credits **47/50**

*May be taken prior to the acceptance to the program; only BIO 163 (or 168 and 169) expire after five years (for 2024: only valid for points and towards graduation if taken fall 2019 or after). The other General Education classes do not expire. If General Education courses are completed prior to acceptance in the program, this will not reduce the length of the 3-semester diploma.

Note: 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.”

STUDENT: A copy of this completed form should be submitted to the Health Science Enrollment Center in Union Station, suite 297 on the Downtown Wilmington campus. You may drop it off, or email it to healthsciences@cfcc.edu for credit.

Cape Fear Community College

Confidentiality Statement

As a student applying to the Dental Assisting program 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 Assisting program.

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 program, the dental assistant under whom the student observed must complete this form. Cape Fear Community College expresses its sincerest gratitude to the dentist, dental assistant, and their staff for their support in allowing prospective students to observe in the dental office, and for taking the time to complete this form.

Print name of student

Student ID Number

Print name of Dental Assistant

Telephone No.

Date

Signature of Dental Assistant

Date

Please return this form to the address listed below as soon as the observation has been completed. Questions may be directed to staff at the Health Science Enrollment Center at 910-362-7139 or the Director of Dental Assisting, Linda Mayton, 910-362-7339. Thank you again for your time and support.

DENTAL ASSISTING | FALL 2024

MINIMUM REQUIREMENTS

- Admission to CFCC (by Admissions) or active application status
- Official high school transcript on file at CFCC
- Official college/university transcripts (if applicable) on file at CFCC
- English and Math eligibility
- Overall GPA at CFCC of 2.0 or higher (criteria waived if students do not have an established GPA at CFCC)
- Completion of TEAS exam. Should submit highest scoring test with intent if testing multiple times

POINT COUNT WORKSHEET

SECTION A: NON-COURSEWORK

Attended Information Session
(Must attend during current application period to be awarded points) (10pts) _____

Dental Assisting Observation (Must be on file with the HSEC prior to the application deadline) (10pts) _____

SECTION B: REQUIRED COURSEWORK

Courses required prior to or during the program as outlined in the college catalog. Points apply if taken prior to the application deadline.

*BIO 163 Basic Anatomy/Physiology (5 sem hrs) A (20pts) _____
B (10pts) _____
C (6pts) _____

OR

*BIO 168 Anatomy/Physiology I (4 sem hrs) A (10pts) _____
B (5pts) _____
C (3pts) _____

AND

*BIO 169 Anatomy/Physiology II (4 sem hrs) A (10pts) _____
B (5pts) _____
C (3pts) _____

*Only the first attempt with a letter grade of "C" or better will be considered for the point count; courses expire if older than five years prior to the start of the program (i.e. must have been taken after August 2019); therefore, points will not be awarded AND cannot use courses towards graduation.

PSY 118 Interpersonal Psychology (3 sem hrs) A (15pts) _____

OR B (10pts) _____

PSY 150 General Psychology (3 sem hrs) C (5pts) _____

OR

SOC 240 Social Psychology (3 sem hrs)

ENG 111 Writing & Inquiry (Expository Writing) (3 sem hrs) A (15pts) _____
B (10pts) _____
C (5pts) _____

Total Points _____

(Maximum total for sections A & B = 70)

SECTION C: TEAS (VERSIONS 6 AND 7)

	Score
Reading	_____
Math	_____
Science	_____
English and Language Usage	_____

Score Total

(Maximum total for section C is 400) _____

Please refer to the cut-off scores as outlined above and in the information packet.

SUMMATION OF POINT TOTALS

Section A	_____
Section B	_____
Section C	_____
Grand Total	_____

NOTE 1: If students have the same point count total, the date and time that the Intent to Apply was submitted will be the deciding factor.

NOTE 2: In order to receive points in any of the areas above, all documentation must be on file at CFCC as outlined in the information packet (by the deadline and in the required format).

