

CENTURY
COLLEGE



Dental Assisting Program

Information and Application

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White Bear Lake, Minnesota 55110
651.773.1700
century.edu



Century College is an equal opportunity, affirmative action employer and educator, and a member of the Minnesota State Colleges and Universities system.

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Dental Assisting Program

Spring 2013

The demand for Certified and Licensed Dental Assistants exists with good placement, salary and benefits. Dental Assistants participate in a variety of tasks that include chairside assisting, patient education, polishing teeth, taking radiographs, making study models, and preparing business forms. Career opportunities exist in an assortment of dental offices and public institutions. To be successful as a Dental Assistant you must like working with people, enjoy doing multifarious duties, and have good verbal and written communication skills. Personal qualities needed to succeed include: punctuality, dependability, organization and ability to work as a team member. The Dental Assistant major is accredited by the Commission on Dental Accreditation of the American Dental Association.

Application requirements

Step 1 – Application

- Complete the Century College Application including the \$20 application fee (if you are a new student).
Please note: Applicants to the Dental Assisting program must be admitted into Century College to be eligible for admission to the Dental Assisting program. All applicants must be in good academic and financial standing with Century College to be eligible to enroll in the program.
- Complete the Century College Dental Assistant Application
- Complete the Accuplacer Assessment test: see step 2 for placement requirements
- English Composition (ENGL 1021 at Century College) with a grade of C or better
- One Goal 1 Communication class (COMM 1021, 1031, 1041, **or** 1051 at Century College) or transfer equivalent. *Goal 1 Communication Electives will not fulfill the requirement.*
- Complete the Century College Dental Assistant Program Applicant Checklist
- Submit official high school transcripts or GED certificate. All applicants must provide proof of graduation.

Deadlines for Application

<u>Term</u>	<u>Deadline</u>
Spring Semester	July 15, 2012

Applications must be submitted prior to the date stated above or postmarked by the application deadline. If the application deadline falls on a weekend or holiday applications will be accepted on the next business day.

Effective immediately: all applicants must have completed English 1021 (Century College course) or transfer equivalent and **one** of the following Communication Courses (Century College courses 1021, 1031, 1041 **or** 1051) or transfer equivalent to be eligible to apply for the Spring 2013 class. Applicants must also demonstrate that they are at college-level in Reading via assessment test placement or waiver based on previous college coursework as determined by the DARS/Transfer Office at Century College.

GPA Requirement: Applicants must have a minimum Century College 2.0 GPA to apply to the program. The GPA will be calculated based on the Minnesota Transfer Curriculum (MnTC) guidelines, and Century college-level curriculum. Other types of credits, including but not limited to: occupational curriculum, Pass/Fail, computer skills, learning lab, study skills, English Speakers of Other Languages (ESOL) courses and physical education **will not** be calculated in the GPA. GPA will be calculated on all

program course requirements whether taken at Century College or transferred in from other colleges. The GPA requirement also applies to all coursework taken after application up to the start of Dental Assisting Program classes.

Once the class size limit has been reached, all other qualified applicants will be placed on an alternate list and will have the opportunity to resubmit an application for the following semester.

Please be aware that this program has a limited enrollment. If accepted, you will be asked to return an acceptance agreement along with a nonrefundable \$100 deposit to reserve your place in the class. Applicants not submitting their deposit before the deadline will forfeit their place in the program.

All applicants will be notified by mail of their status in the program 4-6 weeks after the application deadline. You must maintain a current address with the Admissions Advisor managing the program, failure to do so may result in forfeiture of your place in the class.

Due to the high volume of applications, requests regarding your application status cannot be honored.

Step 2 - Complete the Century College Assessment Test

Your assessment scores must place you into Reading 1000 or equivalent.

Applicants with ACT scores of 24 or higher for Reading and/or English will be exempt from that particular assessment test (documentation must be provided to Assessment Office).

Please contact the Assessment Office regarding time limits for tests results. Test scores are only valid for six (6) semesters from date of test.

If your scores place you below college level you will need to complete the developmental coursework indicated by your assessment test before you are eligible to apply. You must earn a grade of C or better in all required developmental courses and complete the required English Composition and Communication course before you are eligible to apply.

Exemptions to testing requirements are in accordance with college policy. Please contact the Assessment Office at 651/779-3352 or the DARS/Transfer Office at 651/779-3908 for details.

The Assessment test should be taken at least two weeks prior to the application deadline. Please contact the Assessment Office at 651/779-3352 or the college website at www.century.edu for the Assessment schedule and location. Please keep in mind that the tests may only be taken **twice** in a twelve-month period. Additional accommodations may be provided through the Access Center; call 651/779-3354 to determine if you qualify for services. **Students must know their Century College student ID number and bring a current photo ID when testing.**

Step 3 – Complete the Dental Assistant Program Applicant Checklist

After completing the Assessment, students should complete the Dental Assistant Program Applicant Checklist, page 5, of this packet. **Assessment test results must accompany the application.** Developmental coursework indicated by assessment results must be completed with a grade of C or better prior to application to the Dental Assistant program.

Applicants are required to have completed both ENGL 1021 or transfer equivalent and a Goal 1 Communication course to be eligible to apply (*Communication Elective courses will not fulfill requirement*). Coursework in-progress must be completed by the application deadline.

Transcripts from institutions other than Century College must be mailed directly to Century College and postmarked by the deadline date.

Step 4 – Attend New Student Orientation

Attendance at the program’s Student Orientation is mandatory for all students (new and returning) accepted into the Dental Assistant program. Failure to attend will result in your being dropped from the program roster and an alternate will be awarded your seat.

Student Orientation is mandatory for all students (new and returning) entering the Dental Assistant program. Not attending will result in your name being dropped from the class list. The \$100 deposit will not be refunded.

In the event that the student is accepted, Century College will send a letter to inform the student as to the date and time of the Dental Assisting program’s Student Orientation.

Human Services Background Study

Minnesota Law requires any individual having contact with patients to complete a human services background study prior to starting the clinical experience. An individual may be disqualified from having patient contact and would not be permitted to participate in the clinical experience. Contact the Minnesota Board of Dentistry and the Minnesota Department of Human Services with any questions.

Social Security Notice:

Many colleges/universities, including Century College, use Social Security numbers for student identification purposes on student records. Providing your Social Security number is voluntary. If you do not provide this number, your application will still be processed. This data is requested for purposes of administration, program evaluation and consumer and alumni data. Your number also may be used to create summary information about system programs through data matches with other state agencies.

Data Privacy Notice:

The college is asking you to provide information that includes private and/or confidential information under state and federal law. The college is asking for this information in order to process your petition for residency. You are not legally required to provide the information the college is requesting; however, the college may not be able to effectively process your petition if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent: (1) to other schools in which you seek to enroll, or are enrolled, if you are first notified of the release; (2) to federal, state and local officials for purposes of program compliance, audit or evaluation; (3) as appropriate in connection with your application for, or receipt of, financial aid; (4) to your parents, if your parents claim you as a dependent student for tax purposes; (5) if the information is sought with a subpoena, to an organization engaged educational research or accrediting agency. Minnesota State Colleges and Universities abide by the provision of Title IX and other federal and state laws forbidding discrimination on the bases of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity.

Immunization information:

Vaccination for Hepatitis B and a Mantoux Test will be required prior to clinical internships.

CPR requirement:

Students must be currently certified in CPR by the end of their first semester in the Dental Assisting program.

Policy information:

A copy of the program’s policy on hazardous materials, bloodborne and infectious diseases is available upon request.



Admissions Office
 3300 Century Ave N
 White Bear Lake, MN 55110

Dental Assistant Application Form

This application is for: **Spring Semester** **2013**

Please use black or blue ink only

Name (Last, First, Middle, Maiden)	Century Student ID number
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Permanent Address	City	State	Zip Code	County
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Home Phone () _____	Cell Phone () _____	e-mail address
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Educational Record: Names of secondary schools, colleges and technical schools attended:

High School attended or GED	City	State	Dates		Degree or diploma received
			From	To	

Please have official transcripts sent to the Admissions Office, all applicants must have proof of graduation on file.

Have you ever attended any college? Yes ___ No ___	Have you ever attended Century College? Yes ___ No ___
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Colleges, technical or other post secondary schools	City	State	Dates		Certificate, degree or diploma received
			From	To	

Please contact each college and request an official transcript be sent directly to the DARS/Transfer Office at Century College.

Applicant Signature

I hereby certify that the information provided on this application form and in all other admission application materials is complete, accurate, and true to the best of my knowledge.

Signature	Date
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NOTICE

Admission is granted without regard to race, creed, color, sex, age, national origin or handicap. This institution abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex and by all other federal laws regarding equal opportunity

Note: Federal and state legislation requires that the contents of student files be open to review by the student. Application forms, high school transcripts, test date, letters, and recommendations that are sent as part of any application for admission will be open to the student's review upon request.

The college recognizes e-mail as an official means of communication. We reserve the right to e-mail applicants with information regarding their application.

This document can be made available in alternative formats such as large print, braille or audio tape, by calling 651/779-3300 voice/TTY.

Dental Assistant Program Applicant Checklist

Please complete the following checklist. All items under the "Application Requirements" heading must be completed prior to the application deadline (July 15, 2012 for Spring 2013) or your application will be denied.

APPLICATION REQUIREMENTS: All items must be completed before the application deadline. All courses completed must be reflected on official transcripts. If you are in-progress on any required courses, updated transcripts reflecting final grades must be received no later than the application deadline.

YES NO

- _____ _____ Have you ever attended Century College? If no:
- _____ _____ Have you submitted the required Century College Application with the \$20 application fee to the Admissions office? (Note: a college application must be on file before your Dental Assisting application can be processed. This Dental Assisting application is NOT a substitute for the Century College Application form. You must be fully admitted to Century College to be eligible to apply to the program.)
- _____ _____ Do you have a copy of your final high school transcript or GED certificate on file with the college? You are responsible for providing proof of graduation prior to the application deadline.
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- _____ _____ Have you taken the Accuplacer assessment test for placement in Reading? **Or** submitted Accuplacer scores from another institution? Assessment test scores are required to determine program readiness. The placement requirement is: Reading 1000. **You must submit a copy of your test results with this application if you have taken your test at an institution OTHER than Century College.** If you retake your assessments after submitting this application, you must bring a copy of your new results to the Admissions Office, attn: Dental Assisting Enrollment Manager. (Exemption to the Reading assessment will be given in accordance with college policy. Please contact the Assessment Office at 651/779-3352 or DARS/Transfer Services 651/779-3908 for details).
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- _____ _____ Will you have completed all developmental coursework for Reading and English indicated by assessments before the application deadline? All developmental coursework must be completed with a grade of C or better in order to apply. **If NO, please do not submit this application at this time.**
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- _____ _____ Have you requested official transcripts from all post-secondary institutions attended? Transcripts must be current with grades posted for all terms completed prior to the deadline and must be received in a sealed envelope from the originating institution prior to or by the application deadline.
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- _____ _____ Will you complete English 1021-English Composition 1 (Century College course) or transfer equivalent with a grade of C or better by the application deadline? **If NO, please do not submit this application at this time.**
- _____ _____ Will you complete a Goal 1 fulfilling Speech/Communication course (Century College courses: COMM 1021, 1031, 1041 **or** 1051) or transfer equivalent by the application deadline? Communication Elective courses will not fulfill requirement. **If NO, please do not submit this application at this time.**
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Applicant Signature

I hereby certify that the information provided on this application form and in all other admission application materials is complete, accurate, and true to the best of my knowledge. I understand that there may be more qualified applicants than available space in the class and that completion of application requirements does not guarantee acceptance.

Signature

Date