

DENTAL ASSISTING

ADMISSION PACKET FOR AUGUST 2017 FULL-TIME PROGRAM

New admission procedures require you to:

1. Be admitted to the College and have a student ID number before applying to the program.
2. Apply to the program BEFORE registering for the pre-entrance exam.
3. Check email frequently throughout the admission process. Correspondence will only be sent via email.

Dear Dental Assisting Applicant:

Thank you for your interest in the Dental Assisting (DNA) Program at John A. Logan College (JALC). The career that you are considering is truly exciting! Graduates of this program earn a Certificate of Achievement in Dental Assisting.

The College has an open admission policy; however, there are some programs which have additional entrance requirements. Please examine this packet, which will provide you with information about the profession and career of a Certified Dental Assistant (CDA) and the Dental Assisting Program at JALC. Links to online applications, general and program, and test registration are included. Enclosed you will find information about:

- **ADMISSION PROCEDURES**
 - STEP 1: Complete General Admission Requirements
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Further information is included in this packet and available on our website at [Restricted Allied Health Admissions](#). We encourage you to thoroughly review the packet and website prior to applying to the program. Best wishes in your educational endeavors.

Regards,

Susan Phillips
Coordinator of Allied Health Admissions

Pam Karns, MSHSAD, BSDH, RDH, CDA
Department Chair of Allied Health and Public Services
Coordinator and Instructor of Dental Assisting

Changes effective 02/21/17 - please note information listed in this packet is subject to change.

ADMISSION PROCEDURES

The following admission procedures shall be followed by all prospective applicants seeking admission to the JALC DNA program. It is imperative that the steps be followed in order to ensure that all of the admission procedures are complete by the deadline date. Failure to comply with the deadline dates designated by JALC will automatically terminate the application for the program.

These admission procedures are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using ranking, ability and achievement test scores as guides, with preference given equally to students residing in the district or in a joint agreement district.

The JALC DNA program admission process does not discriminate on the basis of race, creed, color, national origin, gender, age, or the presence of a non-job-related condition or disability.

To be eligible for admission in the full-time program beginning fall 2017, an applicant must meet these criteria and submit the following credentials to the designated office by the deadline date.

STEP 1: Complete General Admission Requirements

- [Apply for general admission](#) to the College by completing the online application by **March 31, 2017**, if not currently enrolled in courses at JALC. If an applicant prefers, a paper application may be completed at the Admissions Office (C201).

If an application for general admission has previously been submitted, please update any relevant information online in the [MyJALC portal](#), if necessary.

- Submit current placement scores to the **Admissions Office** by **March 31, 2017**. We will accept scores from ACCUPLACER, ACT, ASSET, or COMPASS taken within the past three years. An applicant who has not already completed a college-level English and Mathematics course, or scored at least a 20 in English and Math on the ACT, must complete placement testing in Reading, Writing, and Mathematics to determine appropriate placement in courses. For more information about placement testing, visit [Required Placement Testing](#). If an applicant needs to schedule an appointment to take a placement test, contact Testing Services at (618) 985-2828 Ext. 8520.

Regardless of placement test scores taken for general college admission, and any resultant remedial courses required, all applicants desiring to apply for the DNA program will be allowed to take the DNA pre-entrance exam. However, if an applicant scores low on any general admission placement test, counselors may advise against continuing the DNA application process.

- Submit all transcripts to the **Admissions Office** by **March 31, 2017**. An official copy of a final high school or GED® (High School Equivalency) transcript is required. In addition, official transcripts from other postsecondary institutions attended are required if transferring courses. Transcripts must show when the course was taken and the grade received. **It is the applicant's responsibility to ensure that all official transcripts have been received and evaluated in the Admissions Office by March 31, 2017.**
- Provide proof of current residency to the **Admissions Office** by **March 31, 2017**. Preference is given to in-district applicants. The following forms may serve as acceptable proof of residency to be **RANKED** as an in-district applicant:

- A valid Illinois driver's license with an in-district address
- A valid Illinois state identification card with an in-district address
- A valid Illinois voter's registration card that indicates JALC College District #530
- A current Illinois real estate tax bill that indicates property is owned within the JALC College District #530
- A joint agreement approved by JALC's V.P. for Instruction

In-district and joint agreement applicants will be rank ordered before applicants' out-of-district, if one of the above forms of acceptable proof is received in the Admissions Office by March 31, 2017. If one of the above forms of acceptable proof is not received in the Admissions Office by March 31, 2017, the applicant will be rank ordered at the bottom of the in-district list with all other out-of-district applicants.

Although the following forms may serve as proof to receive the in-district tuition status for an approved course or curriculum, these forms **DO NOT** qualify as acceptable proof of residency to be **RANKED** as an in-district applicant. Therefore, the applicant will be rank ordered at the bottom of the in-district list with all other out-of-district applicants:

- An employer letter that indicates employment in JALC College District
- A notarized letter that indicates residence in JALC College District
- A valid Illinois FOID card with an in-district address
- A chargeback approved by JALC's V.P. for Instruction

Verification must show the applicant's name with their current address. PO Boxes are not accepted as proof of residency. New driver's licenses now show both PO Box and street address.

If an applicant has questions regarding general admission, they should contact the Admissions Office at (618) 985-2828 Ext. 8476 or visit the Admissions Office (C201).

Out-of-District Applicants Attending Through Joint Agreement or Chargeback

Joint Agreement

An out-of-district applicant enrolling in the DNA program at JALC through a joint agreement with **[Illinois Eastern Community Colleges, Rend Lake College, Shawnee College, Southeastern Illinois College, or Southwestern Illinois College]** will attend on the same basis as in-district applicants including paying tuition, fees and any other charges applicable to in-district applicants. However, an applicant attending under a joint agreement must agree to register for only those courses that are part of the declared joint agreement program. Any prerequisite course work or course outside of the joint agreement program must be completed at the applicant's home institution or the applicant will pay out-of-district rates at JALC. A joint agreement applicant will be responsible for withdrawing from courses that are not part of their declared joint agreement program or agree to pay out-of-district tuition for non-eligible courses. Completion of prerequisite courses does not result in preferential treatment for programs with special admission. Please note that these joint agreements are subject to change.

An applicant, who wishes to enroll in the DNA program that is not offered at their home institution, but is included in the joint agreement with JALC, will:

First, have a letter sent from their home institution stating that the applicant is eligible to participate in the specific program covered by the agreement on or before the program deadline, and;

Second, sign a contract stating that they understand that only courses included under the joint agreement are eligible for in-district tuition.

Chargeback

An out-of-district applicant, who wishes to enroll in the DNA program that is not offered at their home institution, and is not included in the joint agreement with JALC, must first obtain authorization from the sending institution for partial student support to attend JALC, which is referred to as a chargeback. Applicants attending through a chargeback must agree to enroll in only the program guide approved by the sending institution or the applicant will assume responsibility for full tuition and fees incurred for the unapproved courses or program guide. **Applicants attending on a chargeback will be rank ordered at the bottom of the in-district list with all other out-of-district applicants.**

Joint agreement and chargeback letters should be sent to:
John A. Logan College
Attn: Carmen Cutsinger
700 Logan College Road
Carterville, IL 62918

If an applicant has questions regarding a joint agreement or chargeback, they should contact Carmen Cutsinger at (618) 985-2828 Ext. 8362 or visit the V.P. for Instruction Office (A15).

STEP 2: Complete Program Application Requirement

AN APPLICANT MUST HAVE AN ACTIVE JALC STUDENT ID NUMBER AND VOLMAIL EMAIL BEFORE APPLYING TO THE PROGRAM.

- Apply to the DNA program by completing the online application in the [MyJALC portal](#) by **March 31, 2017**. If an applicant prefers, a paper application may be completed at the Admissions Office (C201). A new program application is required each year.

To apply, access the [MyJALC portal](#). Click **Login** (top right by Search) and enter your username and password. Choose **Students** tab at top. Click **Admission to Health-Care Majors** link in left column. Click **Dental Assisting Application** link on right. Fill out application completely and hit the **Submit** button. Once submitted, click on the link provided to register for the pre-entrance exam.

Need help accessing student accounts [click here](#), contact the Admissions Office at (618) 985-2828 Ext. 8476, or visit one of the front admission windows in C201.

If an applicant has questions regarding program admission, they should contact the Coordinator of Allied Health Admission at (618) 985-2828 Ext. 8497 or visit the Admissions Office (C201).

STEP 3: Complete Pre-Entrance Exam Requirement

AN APPLICANT MUST APPLY TO THE PROGRAM BEFORE REGISTERING FOR THE PRE-ENTRANCE EXAM.

- Register online to take the **PSB Health Occupations Aptitude Examination** (HOAE) pre-entrance exam for the DNA program by the test registration deadline.

To register, visit [Restricted Allied Health Testing](#). There an applicant will be able to view instructions, test dates, registration deadlines, and access the test registration link. Please read the instructions carefully before proceeding to register.

- Test scores are valid for two consecutive academic years; however, a new program application must be completed each year and submitted by the required deadline. If an applicant tested the previous academic year and chooses not to retest in the current academic year, they must submit a written request to the Coordinator of Allied Health Admission in the Admissions Office in order for the previous test score to be considered. In this instance, no pre-entrance exam registration is necessary.
- Registration and payment will only be accepted online at the link listed above. If you do not have an account through this specific software, you will be asked to create one. This process is very simple. There is a \$30.00 registration fee due at the time of registration for each test date scheduled. Please have your credit/debit card ready. The registration fee is **non-transferrable and non-refundable**, which means you will need to pay for another test date if moving from your original scheduled date.
- A total of two (2) tests may be taken per academic year (September 1st through August 31st) and only one (1) test per month may be taken. Tests will be held in Testing Services (C205) and will begin promptly at 9:00 AM and 1:00 PM, unless indicated otherwise.
- Photo ID and JALC student ID number required on day of exam. The exam will take a minimum of 3 hours. No calculators are permitted during the exam.
- Tests will be administered in a paper/pencil format. Answer documents are collected after completion of each test session and sent to Psychological Services Bureau, Inc. (PSB) for scoring.
- Testing Services will mail test results to the applicant when they are received by PSB, usually 2-3 weeks after the test date. Results will also be sent to the Coordinator of Allied Health Admission in the Admissions Office.
- The college reserves the right to change exam dates and fees at any time. Seating is limited, and applications will be processed on a first come, first served basis. Applicants must register before the registration deadline set below for each test session.

HOAE Test Dates for DNA	Registration Deadlines
Tuesday, March 7, 2017 @ 9:00 AM	Sunday, March 5, 2017
Tuesday, March 7, 2017 @ 1:00 PM	Sunday, March 5, 2017
Wednesday, March 8, 2017 @ 9:00 AM	Sunday, March 5, 2017
Wednesday, March 8, 2017 @ 1:00 PM	Sunday, March 5, 2017
Thursday, March 9, 2017 @ 9:00 AM	Sunday, March 5, 2017
Thursday, March 9, 2017 @ 1:00 PM	Sunday, March 5, 2017

The test given for entry into the DNA program is the PSB Health Occupations Aptitude Examination (HOAE). The exam includes sections on academic aptitude, spelling, reading comprehension, information in the natural science and vocational adjustment index. All five sections of the test will be given. The raw score of the first four sections will be added to achieve a composite exam score to be used for admission ranking. The fifth section will be utilized for research purposes.

Additional information about the test can be accessed by going to [Psychological Services Bureau](#). Click on **Resources for Test Taking** to locate documents that may be viewed or printed containing information regarding Sample Questions, Understanding Test Results, and Other Helpful Resources.

Other test preparation web-based tutorials can be accessed online at [Test Prep Tutorials](#).

If an applicant has questions regarding the pre-entrance exam or test results, they should contact Testing Services at (618) 985-2828 Ext. 8520 or visit Testing Services (C205).

STEP 4: Admission Selection Process

The selection of applicants is based on the stated admission criteria. The test scores are very important in the selection process because they are rank ordered from highest to lowest. Applicants that earn the highest total points and complete the admission criteria by the program deadline will be selected. Priority will be given to applicants residing in the district or in a joint agreement district. Rank order for the DNA program is based **exclusively** upon the following:

1. PSB Health Occupations Aptitude Examination (HOAE) scores. All five sections of the test will be given, however only the cumulative raw score of the first four sections will be used for admission ranking. The fifth section will be utilized for research.

Each applicant may take the pre-entrance exam twice within one academic year. Only one test per month may be taken. Any additional tests beyond the first two will not be counted. The highest composite score of the two tests will be used for determination of admission.

2. Additional points will be given for achieved passing grades in previously taken courses of PSY 132, and SPE 115 or SPE 116. Courses must be completed by **March 2017** in order for points to be added. Courses completed after that time will not count as points toward admission. Each course must have been passed with a minimum of a C grade. No points will be given without an official transcript. Official transcripts must show when the course was taken and the grade received. The following points will be added for each grade earned: A = 3 points, B = 2 points, and C = 1 point.

Total points achieved will be added to the combined earned raw scores of sections 1 through 4 of the HOAE. Rank ordering of applicants for admission consideration will be made on the basis of total points earned. Ties will be broken by the highest score achieved on the HOAE, Part 1 and Part 3, successively.

Selection of the class will begin after the admission deadline stated in this packet. Notification of provisional acceptance will be sent via email beginning mid-April 2017 to the top eighteen (18) applicants on the ranking list with an offer for a full-time position that begins in August 2017.

Applicants that obtain provisional acceptance will have seven (7) days from the date emailed to return the acceptance form in the attached acceptance letter. If the applicant chooses not to accept or no response is obtained, the applicant will be dropped from future consideration and the next applicant in rank order on the list will be notified of provisional acceptance.

When all available positions are filled, notification of an alternate position will be sent via email to the next few applicants on the list. Notification of denial into the program will be sent via email when all alternate positions are filled, typically before mid-June. Any individual, not receiving an email by mid-June, should contact the Coordinator of Allied Health Admission in the Admissions Office. Applicants who are not admitted and remain on the list after the program starts will not be

carried over for the next year. If interested in applying for the next year's program, a new program application must be submitted to the Admissions Office.

If an applicant is accepted to the program and chooses not to enter the fall class, any future admission must be by re-application. All applicants must make application for each year they wish to be considered for entrance into the DNA program. PSB Health Occupations Aptitude Examination (HOAE) results will be considered valid for two academic years.

All correspondence will be sent via email, including acceptance, alternate, and denial notifications. Therefore, an applicant must provide an email, Volmail or personal, that is checked on a regular basis. The mailing address provided on the program application will be used for residency purposes and verification of residence at that address will be required (see residency requirements under STEP 1).

It is extremely important to abide by the deadline dates outlined in this packet. It is the applicant's responsibility to assure that these documents have been received in the designated office by the deadline date.

If you have questions regarding this process, please contact the Coordinator of Allied Health Admission at (618) 985-2828 Ext. 8497 or visit the Admissions Office (C201).

PROFESSION

The Dental Assisting Program prepares students to become highly competent individuals possessing the skills and knowledge necessary for performing the many tasks required to provide quality dental care. As a member of the dental health team, the dental assistant is responsible for providing such services as assisting the dentist with operative and surgical procedures, manipulation of dental materials, taking radiographs, providing oral health instructions and performing office management skills. Classroom theory, laboratory practice and clinical training on campus and in the dental office are included in this certificate program.

For more information on the profession, visit [Dental Assisting National Board](#).

ACCREDITATION

[Commission on Dental Accreditation of the American Dental Association](#)

[United States Department of Education](#)

Endorsed by the Southern Illinois Dental Society

PROGRAM OBJECTIVES

Graduates will be eligible to sit for the Dental Assisting National Board Exam and successful candidates may use the title of Certified Dental Assistant – CDA (DANB).

LEGAL LIMITATIONS

Felony convictions that Dental Assisting graduates have may adversely affect their ability to sit for licensure exam and to receive employment.

Potential applicants with questions concerning the above may wish to make an appointment with the Coordinator of Dental Assisting at (618) 985-2828 Ext. 8639.

EXTERNSHIP REQUIREMENTS

Physical and dental examinations are required, **but should not be scheduled until you have received official notification that you have been accepted into the program.** These forms will be provided to accepted students during a new student orientation session with the Coordinator of Dental Assisting.

Prior to starting the DNA externship:

1. You will have to be inoculated against Hepatitis B. The Hepatitis B vaccine is a three-inoculation series vaccine to protect you against Hepatitis B virus. You will have to show proof of all three injections. (**Note:** *It will take six months to complete the three-part Hepatitis B vaccine series. Start the vaccine process immediately.*)

This mandate is a result of a federal OSHA law and a state Public Health law which began July 1, 1992. If you have elected **not** to receive the Hepatitis B vaccine, then complete the form appropriately. The physician should discuss with you the risk, as a member of the health care team, in not being protected against Hepatitis B.

2. You must demonstrate immunity to Rubella by the results of a Rubella Titer test. If your Rubella Titer test indicates that you cannot demonstrate Rubella immunity; then complete the form appropriately. The physician should discuss with you the risks, as a member of the health care team, in not being immune to Rubella.
3. You must demonstrate proof of a negative Mantoux test, completed within six months prior to the start of the dental externship.
4. You must demonstrate proof that you have received the Tetanus Toxoid test.

You need to be aware that if a clinical agency where students are educated, refuses to allow a student to enter their facility without proof of the three-part Hepatitis vaccine, demonstrated immunity to Rubella via a Rubella Titer test, proof of a negative Mantoux test, and proof of a Tetanus Toxoid test, then the unprotected student cannot be allowed into the health care facility for educational purposes. When clinical sites do not accept unprotected students, it is impossible for those students to be educated in the DNA program.

REQUIREMENTS OF ADMITTED STUDENTS

Eighteen (18) students are selected for full-time classes beginning in August of every year from surrounding college districts: Illinois Eastern Community Colleges, John A. Logan College, Rend Lake College, Shawnee College, Southeastern Illinois Community College, and Southwestern Illinois College.

The length of the full-time program is twelve (12) months from start to finish.

The general education courses, **PSY 132 and SPE 115 or SPE 116**, will be scheduled in the summer semester unless the student has already completed these courses. These courses are not prerequisites for the DNA program, **but if they are completed prior to starting the program the student will graduate in the spring semester.**

The DNA student has a very concentrated schedule and will also complete 300 hours of externship in a dental office.

Students will need to provide transportation to and from the JALC campus and assigned dental clinical sites. Classes will be held on the JALC campus.

Students will be conditionally admitted into the program based on results of a criminal background screening. Criminal background screening is performed as part of the entry requirement for all students entering the DNA program. The criminal background screening will be conducted by JALC at a \$20.00 cost to the student. This cost will be added to the student's billing statement and will be **NON-REFUNDABLE**.

Students will be given a pre-test exam during the first week of school in the fall and a post-test exam the last week of school in the spring. This exam will be used as an outcome assessment tool for the DNA program and will not affect your grade.

Prospective DNA students should **not** purchase any materials or supplies until **AFTER** they have been accepted and registered for classes. Questions regarding uniforms, schedules, requirements, etc. will be answered for accepted students during an orientation session in June with the Coordinator of Dental Assisting.

PROGRAM GUIDE AND COURSE DESCRIPTIONS

DNA students must earn a minimum of a C grade in all courses listed in the program guide, including general education courses.

It is the responsibility of all interested applicants to view the current DNA program guide and course descriptions online at the following links:

[Dental Assisting - Certificate of Achievement Program Guide](#)

[Dental Assisting \(DNA\) Course Descriptions](#)

GENERAL COURSE REQUIREMENTS

PSY 132 – General Psychology – 3 credits

Speech Elective – complete **one**:

SPE 115 – Speech – 3 credits

SPE 116 – Interpersonal Communication – 3 credits

All applicants are strongly encouraged to complete the general education courses with a minimum of a C grade prior to the fall semester they plan to start the program, so that they may increase their probability of success in the program.

For general course advisement and registration, contact your advisor. If you need to be assigned to an advisor, contact Testing Services at (618) 985-2828 Ext. 8520. Registration is by appointment only, except during designated walk-in dates.

PROGRAM COSTS

Costs below are **estimates** based on the current 2016-2017 academic year.

ITEM	COST
Tuition – In-District at \$115.00 per credit hour – 6 hours (general courses)	\$690.00
Technology fee at \$5.00 per credit hour – 6 hours (general courses)	30.00
Course fees (general courses)	-0-
Variable Tuition ¹ – In-District at \$125.00 per credit hour – 33 hours (DNA courses)	4,125.00
Technology fee at \$5.00 per credit hour – 33 hours (DNA courses)	165.00
Course fees ² (DNA courses)	1,600.00
Books (DNA courses)	760.00
Uniform	100.00
Clinical Shoes	75.00
Safety Glasses	10.00
Criminal Background	20.00
Graduation fee	10.00
Registration fee for PSB Health Occupations Aptitude Examination (HOAE)	30.00
Total Estimated Cost	\$7,615.00

[Click here to view Tuition and Fees Schedule.](#)

¹ Variable tuition rate of \$10.00 per credit hour assessed for DNA courses.

² Included in lab fees: Dental Assisting National Board Examination \$425.00

Additional costs may include:

- \$60 student activity fee assessed for 6 or more hours enrolled per fall and spring semester
- \$40 student activity fee assessed for 3 or more hours enrolled per summer semester
- Medical exams, dental exams, immunizations, and CPR

Note: Costs estimates are for new texts. Book estimate does not include Speech or Psychology texts. **All costs listed above are estimates and subject to change. The DNA student should plan to meet these financial obligations before entering Dental Assisting.**

*Potential DNA students should **not** purchase or schedule anything until after they have been accepted and registered to begin the DNA program.*

For additional information, please contact Pam Karns, Coordinator of Dental Assisting, at (618) 985-2828 Ext. 8639 or pamkarns@jalc.edu.

FINANCIAL ASSISTANCE

JALC offers students several sources for financial assistance:

Financial Aid – A variety of financial aid exists and the applicant should contact the Financial Aid Office for more information at (618) 985-2828 Ext. 8308, financialaid.info@jalc.edu, or C210. Some of the types of financial aid presently offered are:

- [Federal Pell Grant](#)
- [Federal Supplemental Educational Opportunity Grant \(FSEOG\)](#)
- [Illinois State Map Grant](#)
- [College Work Study](#)

JALC is no longer participating in the Federal Direct Student Loan Program. Students in need of loan funds will have to apply for a Private Alternative Student Loan. In order to find a lender, contact your local Bank, Credit Union, or search on the web using “Private Alternative Student Loan providers” for your search. All students who apply for private alternative loans must first submit a FAFSA with JALC’s federal school code 008076.

Financial aid requirements and general information can be accessed online at [Financial Aid](#).

Scholarships – A variety of scholarships, administered through the JALC Foundation and external sources, are available and the applicant should contact the Foundation Office for more information at (618) 985-2828 Ext. 8355, foundation@jalc.edu, or B33.

Scholarship application procedures, scholarship application, letter of recommendation form, and lists of available scholarships through the JALC Foundation and external sources, can be accessed online at [JALC Foundation](#).

Veterans Resources – Military veterans should visit [Veterans Services](#) in C206 for more information on Illinois Veterans Grant and GI Bill Benefits.