

FOOTHILL COLLEGE
PROCEDURES FOR DENTAL HYGIENE PROGRAM CANDIDATES
2010

Information and application available at <http://www.foothill.edu/bio/programs/dentalh/>

Please keep information on pages 1-4

Please return application pages 5-10

Dear Candidate:

Thank you for your interest in the Foothill College Dental Hygiene Program. Please read the entire application before neatly filling it out. **When possible, please turn in your application early to avoid the last minute rush.** You should allow adequate processing time for all documents and transcripts that you had requested. Admission to the program is limited to 24 students. **In order to provide all candidates a fair and equal opportunity for admission, only those application packets which are complete, including transcripts and all other documentation, and in the Dental Hygiene Department by 12:00 noon, Thursday, February 11, 2010 will be reviewed.** Applications may be turned in anytime from September through the February 11^h deadline. **Application filing procedures must be followed carefully.** The application is also available on our website at:

<http://www.foothill.edu/bio/programs/dentalh/>

Again, thank you for your interest in our program.

ADMISSION INSTRUCTIONS

Please read the following instructions carefully:

1. **Prerequisites:** Prerequisites must be completed **prior** to the application deadline of the year you are applying. The following prerequisites must be successfully completed with a grade "C" or better:
 - High School graduation or equivalent
 - High School or college Biology course (Biology 10) or other equivalent Biology course
 - Math 220 or higher
 - Chemistry 30A and Chemistry 30B
 - Allied Health 200 (AHS 200)
 - Dental Hygiene 200L -Waiver of DH 200L can be obtained **only** by possessing a current and active California RDAEF license (Registered Dental Assistant in **Extended Functions**, which must be petitioned)
 - Minimum college grade-point average of 2.5 or better
 - Minimum grade-point average of 2.75 for required science courses
 - Compliance with the technical standards (See page 9 of application).

You must complete the above prerequisites before you send an application. An application will not be reviewed if any of the above are not completed.

2. **Recency:**

Studies have shown that applicants who have taken their sciences within 6 years are most successful. Therefore, applicants must follow this guideline and have their biological science courses completed within the last 6 year; hence, all sciences must have been taken after 2004. Examples of biological sciences include Anatomy and Physiology, Microbiology, etc.

3. **Previous Applicants:**

Candidates who have previously applied must submit a new application, however if you applied in 2009, you may use the documentation from that year instead of ordering new transcripts. New transcripts will be required for any coursework completed since the previous application, or for any documentation that has changed (for example: letters for current employment, current RDA license, etc.).

4. **Transcripts:**

High school and college transcripts are required for all applications. If high school was completed with a GED, please attach an unofficial GED certificate copy to the application and request an official copy. If high school was not completed or official records are not available (example: political situations or inaccessibility in another country), then evidence of successful college coursework will satisfy for the high school graduation or equivalent, or evidence of college coursework" requirement; however, you must submit a letter with a short explanation of the situation.

Transcripts must include **all college courses from all colleges attended.** Two complete sets of official transcripts are required. **It is the applicant's responsibility to provide all transcripts, including those from Foothill and De Anza Colleges.**

Some institutions require that official transcripts be mailed directly to **Foothill College**, rather than to the candidate. In this case, the official transcripts must be requested in a timely manner so they are received by the Dental Hygiene Department by the February 11^h deadline, otherwise the application will be considered incomplete. However, the preferred procedure is to mail **all documents** with the application in **ONE** envelope. Please have them sent to:

Foothill College,
Dental Hygiene Dept.,
12345 El Monte Road
Los Altos, CA 94022
Attn: Kerry West, Health Career Coordinator

Late arriving transcripts will not be considered, so allow sufficient time when requesting them.

5. **Foreign Transcripts:**

Foreign **college** transcripts need to be translated/evaluated **only** if the applicant plans to use any of the coursework. **Foreign transcripts must be evaluated by one of the following agencies.**

International Educational Research Foundation, Inc.
Credentials Evaluation Service
P.O. Box 3665
Culver City, CA 90231
(310) 258-9451

Educational Records Evaluation Service
777 Campus Commons Rd. #200
Sacramento, CA 95825
(916) 565-7475

Academic Credentials Evaluations Institute, Inc
P.O. Box 6908
Beverly Hills, CA 90212
(310) 275-3530

***Please note: A comprehensive report, which includes courses taken, grades received, and GPA is required. Prices and the length of time for processing varies among the agencies. The candidate may select any of the three agencies.**

6. Application Counseling:

Applicants are strongly encouraged to meet with Brenda Johnson, the counselor for Dental Hygiene, to review their application, and ask any course requirement questions they may have. To make an appointment with Ms. Johnson, be sure to allow plenty of time to make the appointment, by logging onto the Counseling website at: <http://fhcounseling.foothill.edu/esars/counseling/eSARS.asp?WCI=Init&WCE=Settings>

7. Felony conviction, Background Checks, Drug Testing and Physical Exams:

Physical examinations, immunizations, background screening, and drug testing are required to attend clinical internships. Positive results on background checks and drug tests could impact a student's ability to attend clinic, complete the program requirements, or gain a license to practice upon graduation. The cost of the required physical examinations, immunizations, background screenings, and drug tests will be paid by the student. Students accepted into the program will be provided with specific details.

Dental hygiene applicants who have committed a felony may not be eligible for licensure after completing the program. All dental hygiene students are fingerprinted prior to taking the state licensure test. Applicants who have committed a felony should call the California State Board of Dental Examiners to determine their eligibility to take the state licensure examination.

8. Your **completed** application with other documentation, (for example, transcripts, licenses, petitions, certifications of employment) should be mailed **in one envelope** to:

**Foothill College
Dental Hygiene Program
12345 El Monte Road
Los Altos Hills, CA 94022
ATTENTION: Kerry West, Health Career Coordinator**

*** We strongly recommend you mail your completed application via certified mail, return receipt requested. Using certified mail will give you the ability to track delivery of your application online.**

You will be notified **by mail** once we receive and have screened your application. It is the applicant's responsibility to submit a complete and accurate application by the deadline. **To ensure a complete packet, please do not mail transcripts one at a time, but rather enclose everything in one envelope. Please do not call the Dental Hygiene Dept. or the Dental Hygiene Counselor, to ask the status of your application, or if missing transcripts have been received.**

ADMISSION PROCEDURES

1. Admission to the Dental Hygiene Program at Foothill College is based on the following guidelines:
 - a. Criteria approved by Foothill College
 - b. Guidelines consistent with state and federal law
 - c. Guidelines established by the American Dental Association, which is the accrediting agency for dental hygiene programs.

Primary admission criteria includes: completion of prerequisite courses with a C or better, possessing a minimum GPA of 2.5 for all college courses, and compliance with the technical standards stated in the application.

Secondary admission criteria includes: completion of college courses required for the dental hygiene major, with a minimum GPA of 2.75 for required science courses, general education courses, related work experience, and previous applications. The Dental Hygiene Program does not have a waiting list.

Due to the rigorous nature of the program, it is **strongly recommended** that candidates complete all of the science classes, such as *Anatomy and Physiology, **Nutrition, Microbiology, Pharmacology, and many of the required General Education courses in advance of admittance to the Dental Hygiene Program, with a minimum GPA of 2.75 for these required science courses.

***Note: Anatomy and Physiology courses taken in a language other than English, will not be accepted.**

****Note: The Dental Hygiene Program will only accept Nutrition 45 from Foothill College or Nutrition 58 from De Anza College. Students who take a nutrition course from other colleges have the right to meet with a counselor who will initiate a petition for equivalency.**

These science courses are required for the Associate of Science degree. Questions regarding prerequisites, graduation requirements, and transferability of course work should be directed to Brenda Johnson, in the Counseling Department. Counselors are not able to evaluate course transferability by phone or via correspondence. Candidates must make a personal appointment with the Dental Hygiene Counselor in order to start the evaluation process.

***Math Requirement for Graduation:**

Math 105 or mathematics placement test score indicating eligibility for a mathematics course beyond the level of MATH 105, or completion of a higher-level course with a grade of C or better, or completion of a bachelor's degree or higher from an accredited U.S. college or university.

2. All completed applications are reviewed by the Dental Hygiene Admission Committee. The committee uses a point system to assess the candidate's completion of primary and secondary admission criteria. **80% of class spaces will be given to applicants with the highest point total. The remaining 20% of class spaces will be determined by a lottery, and given to applicants meeting the primary and secondary admission criteria.**
3. Due to the large volume of calls, **do not call the Dental Hygiene Dept. to inquire if notices have been sent.** All applicants will be notified of their status i.e. acceptance, alternate status, or non-acceptance by May 1, 2010. Candidates will have 10 days to formally declare their acceptance to the program.

Upon acceptance into the program, twenty-four candidates will be invited to attend an orientation sponsored by The Dental Hygiene Department. This orientation is designed to answer candidate's questions, and to assist with the two years of program planning. The orientation session will be scheduled in Spring, 2010.

All candidates admitted into the Foothill College Dental Hygiene program will be required to complete a physical examination by a physician of his/her choice. Admission is contingent upon completion of this examination. The completed physical examination form must be returned to the Foothill College Dental Hygiene Program within 60 days of notification of admission. This evaluation will help us to determine your ability to comply with the technical standards of the program listed on the application.

1. All candidates accepted to the Dental Hygiene program will be required to attend a summer course, DH 50, Orientation to Dental Hygiene. This course is a **mandatory** orientation to the clinical aspects of the Dental Hygiene program. The course will be held one night per week in July for four weeks. **Students must attend all sessions.**
2. Applicants can refer to the web site at: www.foothill.edu/bio/programs/dentalh for information on estimated program expenses, how to calculate a GPA (grade point average), curriculum information, and application information.

***Advisory and Recommendation: We strongly advise prospective dental hygiene students to take transferable general education courses: ENGL 1B, and MATH 10. These courses will benefit you in the dental hygiene program, and facilitate transfer to complete a Bachelor's Degree.**

FOOTHILL COLLEGE 2010 DENTAL HYGIENE COUNSELING POINT SHEET

Name: _____

Student ID: _____

A: PREREQUISITE COURSES MUST BE COMPLETED WITH A “C” GRADE OR HIGHER:

(Please provide complete information in each category) *Due to the Feb. 11^h deadline, all prerequisites and courses you plan on receiving points for, must be completed by the end of the Fall 2009 quarter and/or semester.

	Equivalent Course #	College	Sem/Qtr. Units & Year Earned	Grade
CHEM 30A & Organic and Inorganic Chemistry CHEM 30B Biochemistry *or approved petitioned course				
BIOLOGY: Ex: Human Anatomy & Physiology BIOL 40A, B, & C				
MATH 220 or higher				
AHS 200				
DH 200L				
GPA 2.5 or above (College) List Cumulative College GPA				

Have you completed the above prerequisites? Yes ___ No ___ (If no, you must complete them before applying).

B: GENERAL SCIENCE REQUIREMENTS: (Maximum 24 points)

Calculate and enter your GPA for courses listed below: _____ Minimum GPA for Science courses = 2.75

Note that points are given for the six science courses. We strongly recommend applicants complete all science courses listed below before starting the Dental Hygiene program. Due to the 6-year recency requirement, the following courses must be completed after 2004.

In the science courses below: A = 4 points; B = 3 points; C = 2 points

Science Course	College	Sem/Qtr & Year	Units	Grade	Estimated Points
Anatomy & Physiology BIOL 40A					
Anatomy & Physiology BIOL 40B					
Anatomy & Physiology BIOL 40C					
Nutrition BIOL 45					
Pharmacology BIOL 46,					
Microbiology BIOL 41					

*If you took a semester of Anatomy and a semester of Physiology, the points are calculated as follows:

A = 6 B= 4.5; C = 3 points per semester; C-, D or F = 0 points

C: GENERAL EDUCATION REQUIREMENTS: (Please provide complete information in each category)

*See Foothill College Catalog & Dental Hygiene Curriculum Sheet

Due to state requirements for an Associate Degree in Dental Hygiene, some General Education courses are specific to dental hygiene requirements for certain General Ed areas listed below. If there is a specific course indicated below, that is the required course. No other courses will be accepted. General education courses are not prerequisites, but are required for the Associate degree, and must be completed before graduation. Due to concentration on the Dental Hygiene program core courses, it is strongly recommended that these courses be completed before being accepted into the program.

In the General Education courses below: A, B, C = 2 points; C-, D, or F = 0 points.

General Education Associate Degree & Other Required Courses:	Course #	College	Sem/Qtr & Year	Units	Grade	Estimated Points
ENG 1A or ESL 26						
Humanities (Arts & Letters)						
MATH 105 or equivalent						
Social & Behavioral Sciences *PSYCH 1 required						
Communication & Analytical Thinking (COMM 1A recommended)						
American Culture & Communities (SOSC 20 recommended)						
Lifelong Understanding (2 courses) 1 point each *Health 21 required						

D: COLLEGE GPA for ALL college coursework: (Maximum 4 points)

Cumulative College GPA	Points	Estimated Points
4.00 – 3.50	4	
3.49 – 3.00	3	
2.99 - 2.50	2	

*For help calculating your cumulative college GPA, visit: <http://www.foothill.edu/transfer/counseling.calc.html>

E: DENTAL RELATED EDUCATION OR LICENSE: (One category only; maximum 5 points)

Education/License	Points	Estimated Points
Currently enrolled in accredited CA RDA program	Part time = 1 point Full time = 2 points	
Active current dental lab tech. license	3	
Active current RDA license	4	
Active current RDAEF license	5	

F: DENTAL RELATED F: WORK EXPERIENCE: Circle all that apply (Maximum 2 points regardless of number of years full time or part time combined). **Do not round up.**

Time Worked	Full Time	Part Time	Estimated Points
2-3 years (+2)	+2.0	+1.5	
1-2 years (+1)	+1.5	+1.0	
6 months to 1 year	+1.0	+0.5	
Less than 6 months	+0.5	0	

To calculate your points, transfer the total Estimated Points from each section and total them.

Section	Total Possible Points	Applicant Total
Section A	All Prerequisites Complete	
Section B	24	
Section C	14	
Section D	4	
Section E	5	
Section F	2	
TOTAL POINTS	49	

My signature verifies the accuracy of my application. _____ Date: _____

Foothill College Counselor signature: _____ Date: _____



**Foothill College Dental Hygiene
2010 Certification of Dental Work Experience**

Credit toward admission into the Dental Hygiene Program is given for full-time (32-40 hours weekly) or part-time (12-29 hours weekly) **paid** work experience in a dental office. Credit is given for a maximum of 36 months. The verifying dentist must sign this form. This form may also be copied if more than one is needed.
_____ is applying to the Dental Hygiene Program at Foothill College.

Applicant's Name _____

This person was employed full-time by Doctor _____ from
_____ through _____

Indicate the average hours worked per day _____

Indicate total full-time months worked and hours per week _____

Indicate total part-time months worked and hours per week _____

The office is located at _____

Office telephone number _____

Office fax number _____

He/She held the position(s) of _____

while employed here and had the following responsibilities:

I certify that the above statements are true to the best of my knowledge.

Signature of Doctor submitting the above statements

Date

The above statements are valid and a verification of my work record in this office.

Signature of Applicant

Date

Foothill College reserves the right to audit above information.
Do not submit Letters of Recommendation.

You must submit a copy of your W-2 form to document your employment for the time period you are claiming.

2010 Dental Hygiene Application Checklist

Checklist below to be completed by applicant and included in application packet.

✓	Please make a ✓ in the box to insure you have included everything in your application packet, and that it is complete . Information sent separately will not be used with your application, except official transcripts from institutions that require issue of official transcripts directly to colleges only.
	Completed 2010 Dental Hygiene Program Application Form
	2010 Dental Hygiene Counseling Point Sheet, must be completed by applicant prior to making the counseling appointment, then should be signed and dated by Brenda Johnson, the counselor for Dental Hygiene.
	This 2010 Dental Hygiene Application Check List Form
	Two official sealed copies of high school transcripts.
	Two official sealed copies of transcripts from <u>all</u> colleges
	Other: such as approved petitions, reciprocity agreements, copies of RDA pocket license, etc.
	Self-addressed business envelope

Please be sure to enclose EVERYTHING listed above in ONE envelope, and mail via certified mail, so you will be able to track your application's delivery online.

