

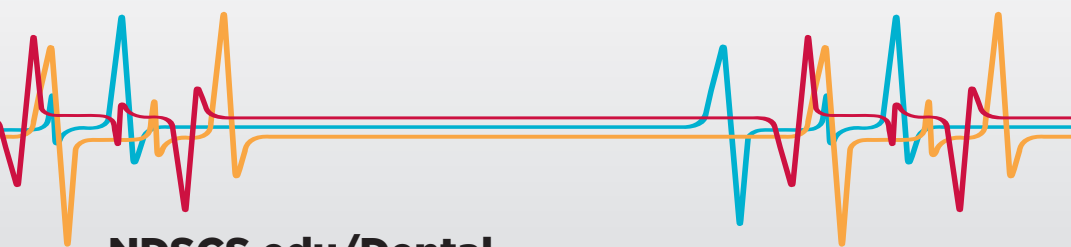


# DENTAL ASSISTING

Program Information and Selection Process Booklet



**FALL 2021**



**NDSCS.edu/Dental**

**NDSCS**  
THE SCIENCE OF SUCCESS.  
North Dakota State College of Science

## INTRODUCTION

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Dear Dental Assisting Applicant:

Thank you for your interest in our Dental Assisting Program at NDSCS! You have selected an exciting and rewarding career as a licensed member of the dental health team!

The Dental Assisting Program is a selective enrollment program and has *specific criteria for selection*. Points are awarded for each criterion with applicants being **selected** according to their **total score**. This process is ongoing until the deadline of **March 15, 2021** for selection to the **Fall 2021** class. The selection committee will then send letters to all applicants informing them of their status via email.

Applicants must ensure that all requirements outlined in this booklet, are complete and on file with the Dental Assisting program by **March 15<sup>th</sup>**. After that date, incomplete files will be disqualified from the selection process. If you also wish to apply for the Dental Hygiene program, you must notify the Dental Hygiene program prior to the deadline date and submit all the requirements.

To submit selection criteria and check on file completion, call 1-800-342-4325 ext. 32967 (701-671-2967) or email the Selection Process Assistant for Dental Assisting at [sonja.fenske@ndscs.edu](mailto:sonja.fenske@ndscs.edu)

If you have any other questions or concerns, please feel free to contact us.

Sincerely,



Rhonda Edwardson  
Department Chair | Allied Dental Education Department

# PROGRAM SELECTION DETAILS

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Please review all sections of this booklet to familiarize yourself with Dental Assisting selection process. It is the applicant's responsibility to ensure a complete selection file.

## **Program Selection Details**

### **Steps for Selection**

### **English Language Learner's (ELL) Placement Requirements**

### **Allied Health Selection Process Assessment**

### **Frequently Asked Questions**

### **Quick Resources**

### **Selection Process Checklist**

### **Required Forms**

### **Additional Program Information**

### **Essential Functions for Allied Dental Students**

### **Additional Program Requirements (Accepted Students)**

The NDSCS Dental Assisting Program is a limited enrollment program that has specific selection criteria required for acceptance to the program. Applicants will be selected based on a point system. Once program capacity has been reached, an alternate list will be established, also based on points. Acceptance by the college does not constitute acceptance into the Dental Assisting Program.

A scheduled visit to the college and meeting with a Dental Assisting Program faculty member is recommended. It is also highly recommended that the applicant checks in with the program to ensure that all selection requirements have been received prior to the deadline date. Incomplete files will not be considered for selection.

The deadline for submission of all selection criteria for this program is **March 15<sup>th</sup>**. All applicants will receive notification of their status (acceptance, alternate status or non-acceptance) within two weeks of the deadline. Notification will be made by **email** and it is the applicant's responsibility to have their current email on file with the program.

Applicants who apply after the March 15<sup>th</sup> deadline (*NDSCS Application is dated after March 15<sup>th</sup>*), can complete the selection process and be placed on a waiting list. A late applicant will not be part of the first-round selection process. Late applicants may be selected based on points, if an opening occurs, and if all alternates have been selected. This could occur at any time up to the first day of classes.

## STEPS FOR SELECTION

1. Complete the NDSCS Admission process and submit an official high school transcript and all official college transcripts to the Office of Admission.

New Student/Transfer Student	Current Student or Continuing	Returning Student
Application	Change of Program	Re-Application
Forms can be found at <a href="http://www.ndscs.edu/apply">www.ndscs.edu/apply</a>		

High School Transcript (or GED)
The final *official (or in-progress) high school transcript or GED will need to be submitted to the Office of Admission.
College Transcript(s)
College transcripts must be <u>*official</u> and submitted to the Office of Admission. If the applicant is currently completing college courses, an official transcript must be submitted after semester completion. <i>Information about transfer of courses</i> can be obtained by emailing <a href="mailto:ndscs.studentrecords@ndscs.edu">ndscs.studentrecords@ndscs.edu</a> or <a href="http://www.ndscs.edu/tes">www.ndscs.edu/tes</a>  If the applicant is currently attending college, and if any courses required in the program are in progress Spring Semester (see #6), inform the Selection Process Assistant for Dental Assisting.

**\*Official transcripts are complete records of your educational background and must be sent to the NDSCS Office of Admission directly from the high school and/or college's you have attended. Transcripts must be signed by a school/college official and stamped with the official school/college seal. Photocopies/faxes of transcripts from the school/college attended are not considered official. The request for a transcript must be from the applicant.**

2. Complete the **Supplemental Program Application** for Dental Assisting.

Supplemental Application	Format
The Supplemental Application is located at <a href="http://www.ndscs.edu/dental">www.ndscs.edu/dental</a> click on Program Selection Process and indicate Dental Assisting Program.	Complete <u>after</u> submitting the Application for Admission to NDSCS

3. Applicants without a United States high school transcript (four years), will be required to complete English language proficiency exam(s) and meet the benchmark score(s) prior to continuing the selection process. Contact the program to schedule the assessments if this applies.

\* See English Language Learners (ELL) Placement Requirements in this booklet.

4. Satisfaction of the following:

High School GPA/College GPA	Official Transcripts
Minimum of 2.5 high school GPA; OR twelve college semester credits with a minimum GPA of 2.0	Submit to Office of Admission

5. Submit to the Office of Admission an official ACT and/or placement testing results.

ACT/Placement Testing Results	Official Transcripts
Results must meet the criteria to enroll into English 110 the first semester of the program or have completed the course with a "C" of higher.	Submit to Office of Admission

6. Points are awarded for grades in high school biology, algebra and chemistry and college level anatomy. Additional Points are awarded for grades in college level courses; concepts of anatomy, and anatomy and physiology.

Courses	Final or Midterm Grades
BIOL 115 Concepts of Anatomy and Physiology BIOL 115L Concepts of Anatomy and Physiology Lab BIOL 220 Anatomy and Physiology BIOL 220L Anatomy and Physiology Lab I BIOL 221 Anatomy and Physiology BIOL 221L Anatomy and Physiology Lab I	<i>Submit a transcript reflecting a final grade, or if the courses are in progress at the time of selection, submit the Documentation of In-progress Grades form to the Dental Assisting Program by March 15<sup>th</sup>.</i>  <i>Form at the back of this packet.</i>

If the above courses have been completed at a college other than NDSCS, an official transcript must be submitted to the NDSCS Office of Admission that reflects final grades.

\* Also submit the Self-Reporting Course Completion/Grade Reporting Form in this booklet.

**7. Submit the Dental Assisting Observation Hours form with a minimum of four hours observation.**

Due to COVID 19; observation hours may not be allowed in some Dental Offices. If this is the case; please review the following links:

<https://www.ada.org/en/education-careers/careers-in-dentistry/dental-team-careers/dental-hygienist>

<https://www.ada.org/en/education-careers/careers-in-dentistry/dental-team-careers/dental-assistant>

<https://www.alliedhealthschools.com/dental-assisting/dental-assistant-vs-dental-hygienist/>

Submit the signed Observation Form and indicate that your observation hours were completed online.

Applicants are required to observe a dental assistant in practice for **four (4) hours**. This observation should assist the applicant in knowing that their choice of career is appropriate for them. A call to the dental office should be made to schedule an observation visit prior to the date. Meeting the four-hour requirement may take more than one visit. Professional behavior and dress are an expectation. The form should be sent via email, fax or mail **FROM** the dental office that the observation visit was completed.

*\* Form included in this booklet.*

**Email the Selection Process Assistant for Dental Assisting:** [sonja.fenske@ndscs.edu](mailto:sonja.fenske@ndscs.edu); or **Mail** - NDSCS, Dental Assisting Program Selection Process, 800 6<sup>th</sup> Street North, Wahpeton, ND 58076-0002 or **Fax** 701-671-3410;

**8. Complete the selection assessment examination and meet the program benchmark score of **45** or higher. The exam can be retaken once per selection process.**

*\* See Allied Health Selection Process Assessment in this booklet.*

The selection assessment(s) may be subject to change. Check with the program prior to testing.

**9. Review the Essential Functions for Allied Dental Education students and submit the Essential Functions Verification form.**

If you cannot meet an Essential Function, please schedule an appointment with the Allied Dental Education Department Chair, prior to continuing the selection process.

*\*Form included in this booklet*



## ENGLISH LANGUAGE LEARNERS (ELL) PLACEMENT REQUIREMENTS

English proficiency is required for success as a student in the NDSCS Allied Health Programs, and as an employee in the healthcare field.

Applicants that have not completed **4 years of U.S. high school**, must take the English language proficiency exams (listed below) and **achieve the benchmark score(s)** to apply to these programs.

MELAB (includes Grammar, Reading/Comprehension, Vocabulary and Writing)

CaMLA (includes Pronunciation Assessment)

MELAB Benchmark Scores		
Michigan Score (MELAB)	Writing (Essay) Score	Applicant Status
Average Score (of both) 79 or below		Recommend completion of specific courses (ELL Program of Study) <i>Exams can be retaken once</i>
Average Score (of both) 80 or higher		Applicant can continue selection process to the program
CaMLA Scores (Pronunciation Test)		
14 or Below		Recommend completion of specific courses (ELL Program of Study) <i>Exam can be retaken once</i>
15 - Above		Applicant can continue selection process to the program

If the applicant has a GED and was not born in the United States, the MELAB/CaMLA will need to be taken and benchmarks met.

**To schedule the English language proficiency assessments contact:**

**MELAB:**

Carol Bishop, Coordinator  
Intensive English Language Program  
North Dakota State University (NDSU)  
[carol.bishop@ndsu.edu](mailto:carol.bishop@ndsu.edu)

**Cost: \$7.00**

**CaMLA:**

Cindy Lee Deuser  
Academic Services Center  
North Dakota State College of Science  
[cindy.deuser@ndscs.edu](mailto:cindy.deuser@ndscs.edu)

**Cost: No Charge**

**Request your test results be sent to: [alliedhealthcareers@ndscs.edu](mailto:alliedhealthcareers@ndscs.edu)**

**Testing dates are limited for the MELAB (offered once a month), so it is highly recommended to begin this process as early as possible. CaMLA can be scheduled after completing the MELAB. Each exam can be retaken once.**

Once both exams have been completed, the applicant will receive their scores.

If the applicant achieves the benchmark scores, the selection process to the program can continue. If the benchmark scores are not achieved, one retake is allowed for both exams.

If the benchmark scores are not achieved, it is recommended that the applicant complete the ELL Program of Study. Then retest to meet the benchmark scores. If the scores are met, the applicant can re-apply to the next available selection process to the program.

For assistance in registering for the ELL Program of Study, please contact:

Cindy Lee Deuser  
Academic Services Center  
North Dakota State College of Science  
[cindy.deuser@ndscs.edu](mailto:cindy.deuser@ndscs.edu)

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The TOEFL iBT can also be utilized to fulfill this requirement. *This assessment is not offered at NDSU or NDSCS.*

Minimum Cumulative Score of:

**86 combined**

AND Minimum individual Scores of:

Speaking	<b>26</b>
Writing	<b>20</b>
Reading	<b>20</b>
Listening	<b>20</b>

An official transcript must be submitted to fulfill the ELL requirement. Scores are valid for **two years** from the test date.

If the applicant achieves the benchmark score(s), the selection process to the program can continue. If the benchmark scores are not achieved, one retake is allowed per exam. \*The MELAB and CaMLA could be taken for the reapplication process if the TOEFL is not available.



## NDSCS ALLIED HEALTH SELECTION PROCESS ASSESSMENT

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The program you are applying to requires a selection process assessment. The assessment currently being utilized is the **Test of Essential Academic Skills (TEAS)** by Assessment Technologies Institute (ATI).

The ATI TEAS is designed specifically to assess a student's preparedness for entering a health program. The ATI test is comprised of 170 questions set up in multiple choice format with four-option answers. Questions are designed to test the basic academic skills you will need to perform in class in the areas of Reading, Math, Science and English and Language Usage.

TEST DETAILS	READING	MATHEMATICS	SCIENCE	ENGLISH AND LANGUAGE USAGE
Number of Questions	53	36	53	28
Time Limit (Minutes)	64 minutes	54 minutes	64 minutes	28 minutes
Specific Content Covered	Key ideas & details, craft & structure, integration of knowledge & ideas, pre-test questions	Numbers & algebra, measurement & data, pre-test questions	Human anatomy & physiology, life & physical sciences, scientific reasoning, pre-test questions	Conventions of standard English, knowledge of language, vocabulary acquisition, pre-test questions

For information on preparing for your TEAS, visit [www.atitesting.com](http://www.atitesting.com)

### STEPS FOR SCHEDULING TEAS:

#### Schedule Assessment

Complete the NDSCS College Application process to an Allied Health program. Testers must have a current NDSCS application on file to schedule a TEAS test at this site. \*\*If you need to take a TEAS for a college selection process other than NDSCS, visit [www.atitesting.com](http://www.atitesting.com) to find a testing site in your area.

Email: [alliedhealthcareers@ndscs.edu](mailto:alliedhealthcareers@ndscs.edu) (or the contact specifically listed for your programs selection process) for testing dates/times the test is being offered, and to schedule your test PRIOR to the selection deadline for the program you are applying to. There are numerous testing dates/times available each month.

Testing Location: North Dakota State College of Science  
Allied Health Center (GAHC)– 213A  
800 6<sup>th</sup> Street North | Wahpeton, ND 58076

If you are not able to make your reserved testing date, or need to change dates, please contact the program, using the email above, as soon as possible.

### **Create an Account**

Once you have scheduled your test date, you will receive emailed instructions for creating an account with ATI. Your account will need to be created PRIOR to your testing date. Bring your login and password with you the day of testing.

If you have a previous ATI account established, do not create another one. Bring your user id and password with you the day of testing.

DO NOT order your TEAS Assessment from the ATI website. ONLY create an account.

### **Day of Testing**

Arrive 30 minutes prior to start time. Once testing has begun, late arrivals will not be allowed to test and will have to reschedule the assessment.

The examinee should have an ID which is government-issued with a current photograph and examinee's signature and permanent address. If the name and photograph does not match, the examinee will not be allowed to test.

Each tester will also sign the testing roster with their legal name and email address.

Test is payable via credit card by the applicant the day of testing. The current cost of the assessment is **\$65.00** (subject to change-verify with program prior to testing).

Personal belongings will not be allowed at the testing station. Backpack, purses, cell phones, etc. will need to be checked in prior to testing.

Calculators are not allowed. If a calculator is required for a question, one will appear on the testing screen.

Food or drinks are not allowed in the testing room.

A pencil and two pieces of paper will be distributed to each tester prior to the exam. The pencil and both pieces of paper must be turned in at the end of testing for the examinee to receive their score.

The exam allows three hours for completion. Results are available immediately after testing.

### **Benchmarks**

The benchmark for the TEAS test, for the program you are applying to, is listed on the Program Factsheet and is also listed in this booklet. Benchmarks are not the same for all programs.

*Benchmark means you must meet this score (or above) to apply to the program.*

### **TEAS Score**

You will receive your TEAS score immediately after testing and will also receive a paper copy of your results. Staff will review your score, discuss possible retakes and review your selection file with you. If you wish to meet with a program advisor that day, please schedule the appointment prior to your testing day.

### **Retakes**

One retake is allowed per selection process (maximum of two TEAS within a calendar year). It is highly recommended scheduling your assessment date well in advance of the application deadline to allow time for a retake, if needed. There is a minimum of two weeks between testing dates for retakes.

### **Previous TEAS Results**

If you have already completed a TEAS Assessment and met the benchmark for the program you are applying, you can use the score for this selection process. An official transcript must be ordered and sent to the program via ATI. Go to [www.atitesting.com](http://www.atitesting.com) to order an official transcript. \*If you completed this assessment at NDSCS for a different selection process, an official transcript does not need to be ordered. Contact the program to have the assessment moved into the current selection process.

### **Version of TEAS Assessment**

The current version of the test is **ATI TEAS Test (Version 6)**. If you have a previous TEAS test and it is not this version, you will need to retake the assessment. Please check with the program.

## FREQUENTLY ASKED QUESTIONS

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### When is the deadline to apply?

March 15<sup>th</sup>

### How do I apply to NDSCS and where do I find the Supplemental Application to the Dental Assisting Program?

[www.ndscs.edu/become-wildcat/apply](http://www.ndscs.edu/become-wildcat/apply)

<https://www.ndscs.edu/academics/academic-departments-programs/dental/program-selection-process>

### What is the difference between a Dental Assistant and a Dental Hygienist?

The biggest difference between the dental team members is that a dental assistant provides direct aid to dentists, conducting office tasks, and small, supervised procedures in the patient's mouth, while the dental hygienist works one-on-one with the patient providing treatment.

### Can I apply for the Dental Assisting Program and the Dental Hygiene Program?

Yes, just indicate an interest in both programs on your NDSCS Application for Admission and contact the program to ensure your application is part of both programs' selection processes. Observation hours would need to be completed for both programs.

### What admission requirements do I send to the NDSCS Office of Admission?

- Application for admission and the \$35 fee
- Supplemental Program Application
- Final official high school transcript
- Official college transcripts for all colleges attended

### What items do I send to the Dental Assisting Program?

- Verification of 4 hours observation of a dental assistant. Note: professional attire is expected during your observation at the dental office – no jeans, t-shirts or jewelry. Request that the dental office submit the **Dental Assisting Observation Hours** form by email to [sonja.fenske@ndscs.edu](mailto:sonja.fenske@ndscs.edu) or fax to: 701-671-3410. Selection points will not be awarded for hours submitted by the applicant; hours must be submitted by the dental office.

\*If you are also applying to the Dental Hygiene program, observation hours must also be completed and submitted for observing a Dental Hygienist.

- Documentation of In-progress Grades form (for applicable courses that are in-progress spring semester).
- Self-Reporting Course Completion/Grade Reporting form.
- Essential Functions Verification form.

**Are there any other requirements for admission? Satisfaction of the following:**

- Minimum of a 2.5 high school grade point average and ACT minimum composite of 17; OR twelve college semester credits with a minimum GPA of 2.0.
- Grades in high school biology and chemistry, algebra and college anatomy and physiology or human structure and function and microbiology will be considered.
- Basic Entrance Exam (TEAS)

**What is the Basic Entrance Test and when do I take it?**

The Test of Essential Academic Skills for Allied Health (ATI TEAS) measures basic essential skills in the academic content area domains of reading, mathematics, science and English and language usage. It is a 4-section multiple-choice exam consisting of 170 questions. To schedule a date to take the ATI TEAS, please email [alliedhealthcareers@ndscs.edu](mailto:alliedhealthcareers@ndscs.edu) (preferred) or call 701-671-2984.

The test must be taken by **March 15<sup>th</sup>**. The cost of the exam is \$65 payable by credit card the day of testing. A benchmark score of **45** must be achieved to apply to the program. One retake is allowed. Schedule assessment early to allow time for a retake if needed.

If an applicant wishes to complete the TEAS at a different testing site other than NDSCS, please contact ATI to inquire about the closest official ATI testing site. Official results must be sent by ATI to the program to meet the selection test requirement. Copies will not be accepted. Also, contact the program to inform them as to where you will be completing the test and the date.

Previous TEAS test results can be utilized if it is the same version that is being given for the current selection process. An official transcript of the test results must be submitted by requesting the transcript directly from ATI and be sent to the program. Copies will not be accepted.

**Are there study materials I can use before taking the TEAS exam?**

Yes, you can visit the website [www.atitesting.com](http://www.atitesting.com) and click on ATI Store for a practice exam. There is also a study book available on the Wahpeton Campus (on reserve at the Mildred Johnson Library) and Fargo NDSCS location (check with front desk). This book can be reviewed at these two locations but cannot be checked out. There is also a study preparation course available from ATI called TEAS Smart Prep. For more information, visit [www.atitesting.info](http://www.atitesting.info)

### **How do I submit my current grades to the program?**

You will submit your Documentation of In-progress Grades form included in this booklet. The program will contact the instructors you have indicated to obtain your current grade to award selection points. Points **WILL NOT** be awarded for grades submitted by the applicant.

### **Who should I contact to make sure my application is complete and how soon will I know my status in the program?**

- Contact the Office of Admission to ensure college requirements are submitted at [ndscs.admissions@ndscs.edu](mailto:ndscs.admissions@ndscs.edu) or phone 701-671-2203.
- Contact the Dental Assisting Program to ensure all program requirements are submitted by emailing [sonja.fenske@ndscs.edu](mailto:sonja.fenske@ndscs.edu) or calling 701-671-2967.

All applicants will receive an email informing them of their status in the program by the end of March.

### **Is there an Enrollment Deposit if I am accepted to the program?**

Yes, there is a \$300 non-refundable capacity enrollment deposit payable by **April 15<sup>th</sup>** for selected students. This deposit is not an extra charge and will be applied toward your fall semester tuition.

### **If I am accepted, how many classes/credits will I have each semester and what format are the courses offered in?**

The course sequence/credits for the Dental Assisting Program by semester is included in this booklet. Students will plan their individual program of study for fall semester with their Dental Assisting Advisor or NDSCS Master Scheduler.

All general education courses are available face to face or online. Some Dental Assisting courses are offered online (hybrid) only, with others being face-to-face only.

Students may choose to take some of their general education courses summer session, prior to beginning the program, to lighten their credit load for the first semester. Please visit with the Dental Assisting Program Coordinator prior to registering for any classes.

### **How much will it cost to complete the Dental Assisting Program at NDSCS?**

Visit the website at [www.ndscs.edu/paying-college](http://www.ndscs.edu/paying-college) for current tuition/fees information. There is also information pertaining to scholarships, grants and loans.

### **How many classes/credits will I have each semester?**

The course sequence/credits outline for the Dental Assisting Program by semester is included in this booklet. Students will plan their individual program of study with their Dental Assisting Faculty Advisor. Course descriptions are available via the website at [www.ndscs.edu/academics](http://www.ndscs.edu/academics) (Catalogs).

**If I have a dentist that is sponsoring my application, what is the process?**

If you have a dentist that is sponsoring your application, the program must receive a letter from the dentist indicating their willingness to be your sponsor. The letter should be addressed to:

Rhonda Edwardson, Department Chair  
NDSCS Allied Dental Education Department  
800 6<sup>th</sup> Street North | Wahpeton, ND 58076

The program will then contact the dentist with the details about the sponsorship.

**Note:** Information regarding policies pertaining to radiation safety, infectious diseases, and bloodborne pathogens are available upon request. Please email: [alliedhealthcareers@ndscs.edu](mailto:alliedhealthcareers@ndscs.edu) for more information.



## QUICK RESOURCES

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Quick Resources		
Application to NDSCS	Website: <a href="http://www.ndscs.edu/apply">www.ndscs.edu/apply</a>	800-342-4325 ext. 32225 or 701-671-2225
Schedule a Campus Visit	Website: <a href="http://www.ndscs.edu/tour">www.ndscs.edu/tour</a>	800-342-4325 ext. 32521 or 701-671-2521
Transcripts/Transfer Credits	Email: <a href="mailto:ndscs.studentrecords@ndscs.edu">ndscs.studentrecords@ndscs.edu</a> Website: <a href="http://www.ndscs.edu/tes">www.ndscs.edu/tes</a>	800-342-4325 ext. 32521 701-671-2521
Financial Aid	Email: <a href="mailto:ndscs.fin.aid@ndscs.edu">ndscs.fin.aid@ndscs.edu</a> Website: <a href="http://www.ndscs.edu/paying-for-college">www.ndscs.edu/paying-for-college</a>	800-342-4325 ext. 2207 701-671-2207
Program Selection Process	Email: <a href="mailto:sonja.fenske@ndscs.edu">sonja.fenske@ndscs.edu</a>	800-342-4325 ext. 32967 701-671-2967
Schedule TEAS Assessment	Email: <a href="mailto:trese.saar@ndscs.edu">trese.saar@ndscs.edu</a>	800-342-4325 ext. 32984 701-671-2984
Information about Program/Career	Email: <a href="mailto:melissa.e.frank@ndscs.edu">melissa.e.frank@ndscs.edu</a>	800-342-4325 ext. 32333 701-671-2333
Program Advisement	Email: <a href="mailto:chanel.malone@ndscs.edu">chanel.malone@ndscs.edu</a>	

## APPLICANT CHECKLIST

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### For Applicant Use Only

Use the checklist below to track your application requirements. Always check with the program to ensure receipt of each item, as incomplete files will NOT be considered for selection. This form does not need to be submitted.

#### College Requirements - NDSCS Office of Admission:

- |   |  |
|---|--|
| <input type="checkbox"/> Submit NDSCS Application for Admission |  |
| Date Submitted _____  | <input type="checkbox"/> Received acceptance letter to NDSCS |
| <input type="checkbox"/> Submit Office High School Transcript   | Date Submitted _____   |
| <input type="checkbox"/> Submit Office College Transcript(s)    | Date Submitted _____   |
| <input type="checkbox"/> Submit Official ACT Scores <u>or</u>   | Date Submitted _____   |
| Complete Placement Testing                                      | Date Completed _____   |

#### Program Requirements – Dental Assisting:

- |   |                           |
|---|---------------------------|
| <input type="checkbox"/> Schedule Assessment Examination                              |                           |
| Date/Time _____   | Score _____               |
| <input type="checkbox"/> Schedule ELL Placement Assessments ( <i>if applies</i> )     |                           |
| MELAB - Date/Time _____   | Score _____               |
| CaMLA - Date/Time _____   | Score _____               |
| <input type="checkbox"/> Complete Observation Hours                                   |                           |
| Date Completed _____  | Date Form Submitted _____ |
| <input type="checkbox"/> Submit Self-Reporting Course Completion/Grade Reporting Form |                           |
| Date Submitted _____  |                           |
| <input type="checkbox"/> Submit Essential Functions Verification                      | Date Submitted _____      |

## REQUIRED FORMS – SUBMIT BY DEADLINE – MARCH 15

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### Dental Assisting Observation Hours

The application process to the North Dakota State College of Science Dental Assisting Program requires applicants to observe a Dental Assistant for **4 hours** of practice in a dental office.

Please verify below that \_\_\_\_\_  
(Applicant)

has observed a dental assistant in your office for the 4-hour requirement.

\_\_\_\_\_  
(Dentist/Office)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State)

\_\_\_\_\_  
(Signature of Dentist or Dental Hygienist)

Please email or fax this form by **March 15<sup>th</sup>** | Form **must be submitted by** the dental office to earn **selection points** | **Email:** [sonja.fenske@ndscs.edu](mailto:sonja.fenske@ndscs.edu) | **Fax:** 701-671-3410

Thank you for providing this experience for the applicants to our program.

**(Applicant: Please schedule this observation well in advance with the dental office. Dress professionally; no jeans, t-shirts or jewelry)**

## Essential Functions Verification

I have reviewed, understand and have the ability to perform the Essential Functions, with or without accommodations, for the program I am seeking admission to. We encourage you to contact us if you have any questions about or are in need of accommodations by calling the NDSCS Student Accessibility Coordinator at 701-671-2623.

\*If you do not have the ability to perform an Essential Function, with or without accommodations, a meeting with the Department Chair of the program you are applying to must be scheduled prior to continuing with the selection process.

Submit by **March 15<sup>th</sup>**

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Program Applying to \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Email \_\_\_\_\_

Please verify:

☐ English is my first language ☐ English is not my first language (refer to ELL Policy)

This form must be signed and submitted to the program to complete the selection process requirements.

**Submit the form by emailing [alliedhealthcareers@ndscs.edu](mailto:alliedhealthcareers@ndscs.edu) or faxing 701-671-3403**



# Self-Reporting Course Completion/Grade Reporting Form

Applicant \_\_\_\_\_

## General Education Courses

Course Prefix	Course Title	Credits	College	Completed (indicate final grade)	In-Progress (indicate IP)	Verified (Office Use Only)
BIOL 115	<input type="checkbox"/> Human Structure and Function	3				
BIOL 115L	<input type="checkbox"/> Human Structure and Function Lab	1				
	<u>OR</u>					
BIOL 220	<input type="checkbox"/> Anatomy and Physiology I	3				
BIOL 220L	<input type="checkbox"/> Anatomy and Physiology I Lab	1				
	<u>AND</u>					
BIOL 221	<input type="checkbox"/> Anatomy and Physiology II	3				
BIOL 221L	<input type="checkbox"/> Anatomy and Physiology II Lab	1				
CIS 101	Computer Literacy	2				
COMM 110	Fundamentals Public Speaking	3				
ENGL 110	College Composition I	3				
ENGL 120	<input type="checkbox"/> College Composition II <u>OR</u>	3				
ENGL 105	<input type="checkbox"/> Technical Communications					
MICR 202	Introduction Microbiology	3				
MICR 202L	Introduction Microbiology Lab	1				
NUTR 240	Principles of Nutrition	3				
PSYC 111	Introduction to Psychology	3				
	General Education Electives List:	14				

If any of the above courses have been completed as a transfer course or dual credit and have a different course prefix/course title, please list below:

Course Prefix	Course Title	Credits	College	**NDSCS Equivalent Course Prefix	Completed (indicate final grade)	In-Progress (indicate IP)	Verified (Office Use Only)

**\*\* Check to ensure the course transfers into NDSCS, and substitutes for a required course, access the Transfer Equivalency Site at:**  
[www.ndscs.edu/become-a-wildcat/identify-my-unique-needs/transfer-to-ndscs/](http://www.ndscs.edu/become-a-wildcat/identify-my-unique-needs/transfer-to-ndscs/)

**Submit this completed form as part of your selection process requirements:**

**Email: [alliedhealthcareers@ndscs.edu](mailto:alliedhealthcareers@ndscs.edu) or fax: 701-671-3415**

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## **ADDITIONAL PROGRAM INFORMATION**

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Please review the following information to familiarize yourself with the Dental Assisting program.

**Dental Assisting Program Competencies**

**Essential Functions for Allied Dental Students**

**Additional Program Requirements for Selected Students**

**Dental Assisting Program Fact Sheet**

**Dental Assisting Suggested Sequence of Study**

For applicants selected to begin the program fall semester, there will be an orientation session with Allied Dental faculty and staff scheduled prior to classes beginning. At that time, students will meet their advisor, review program policies and the sequence of study.



## Dental Assisting Program Competencies

At completion of the North Dakota State College of Science Dental Assisting Program, the graduate will be competent to:

1. Demonstrate basic chairside assisting skills as well as expanded functions that are within the guidelines of regional state dental practice acts.
2. Demonstrate adequate diagnostic aids (i.e. radiographs, study models)
3. Demonstrate adequate laboratory skills.
4. Understand and manage ethical decisions and comply with legal regulations governing the practice of dental assisting.
5. Exhibit professionalism in a dental healthcare setting.
6. Manage various types of patients in a variety of clinical settings.
7. Demonstrate adequate job seeking skills.
8. Demonstrate basic dental office procedures.
9. Apply self-assessment principles and incorporate lifelong learning.
10. Use and evaluate scientific information to enhance their knowledge and skills in the promotion of oral health.

# ESSENTIAL FUNCTIONS FOR ALLIED DENTAL STUDENTS

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## Functional Ability/Activity-Attribute-Task

- **Emotional Stability**

Differentiate and establish personal and therapeutic boundaries (e.g. confidentiality/privacy)

Provide client with appropriate psycho social support

Deal with unexpected situations

Maintain attention on task

Perform multiple responsibilities concurrently

Handle strong emotions (e.g. grief, anger)

Have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable way

Maintain mature, sensitive and effective relationships with clients, students, faculty, staff, and other professionals under all conditions including highly stressful situations

Possess the emotional/mental health required for the full utilization of his or her intellectual capabilities and the exercise of good judgment necessary for working in any clinical site

Know if his or her values, attitudes, beliefs and emotions, and/or experiences affect his or her perceptions and relationships with others

Be willing and able to examine and change his or her behavior when it interferes with productive individual or team relationships

- **Analytical Thinking**

Gather data

Transfer knowledge from one situation to another

Assess and respond to change in patient's condition

Integrate information

Evaluate outcomes (e.g. effectiveness of care)

Problem solve

Prioritize care

Utilize long term memory

Utilize short term memory

Organize tasks to completion

Think critically

Takes immediate action to meet patient requests or needs

- **Critical Thinking Skill**

Identify cause-effect relationships

Synthesize knowledge and skills  
Complete tasks in a timely manner  
Model accountability for learning by sharing knowledge and learning from others

- **Interpersonal Skills**

Manage conflict between persons  
Respect differences in clients/families/co-workers  
Establish and maintain rapport with clients/families/co-worker  
Treat others with respect  
Build effective working relationships

- **Communication Skills**

Communicate information (e.g. teach patient, family, or groups)  
Explain procedures  
Give oral and written reports  
Interact with others (e.g. effective group participation)  
Use the telephone – communicate summary of data  
Advocate for patient  
Direct activities of others  
Convey information orally and in writing (e.g. charting, reports, papers)  
Use computer  
Employ therapeutic communication techniques  
Assess and respond to verbal and non-verbal communication

- **Gross Motor Skills**

Provide standing support to patient  
Manipulate equipment above shoulders (e.g. dental light)  
Reach below waist (e.g. plug(ins))  
Assist transfer of patient (e.g. wheelchair to dental chair)  
Maintain patient / client safety at all times

- **Fine Motor Skills**

Pick up objects (e.g. hand piece, instruments)  
Grasp small objects (e.g. instruments, sealant syringe tips, burs, needles)  
Write  
Use a computer  
Pinch/pick or otherwise work with fingers (e.g. dental instruments, gloving, small equipment)  
Turn knobs with hands on door or equipment  
Squeeze (e.g. tubes, syringe)  
Put on caps, gown, gloves, and mask  
Apply pressure to remove calculus and cement

- **Physical Endurance**  
Sustain repetitive movements (e.g. CPR, instrumentation)  
Work entire day
- **Physical Strength**  
Lift 25 pounds (e.g. transfer client)  
Move objects 10-40 pounds  
Carry equipment/supplies  
Use upper body strength (CPR)  
Squeeze (e.g. fire extinguisher)
- **Hearing**  
Hear normal speaking level sounds (e.g. to communicate with client)  
Hear faint voices (e.g. elderly, oxygen deprived)  
Hear faint body sounds (e.g. blood pressure)  
Hear in situations not able to see lips (when using masks)  
Respond to alarms (high/low frequency)
- **Visual**  
Visualize objects up to 20 inches away  
Visualize objects up to 20 feet away  
Visualize objects more than 20 feet away  
Use depth perception (e.g. injections)  
Use peripheral vision  
Focus quickly when move from one object to another  
Focus on small objects (teeth and other oral structures)  
Adequate vision in both eyes (20/20 or correction)  
Distinguish color (e.g. patient secretions, and color-coded records)  
Distinguish color intensity (e.g. blue complexion, redness of blood)  
Respond to alarms
- **Tactile**  
Feel vibrations (e.g. pulses, nerve responses, tremor)  
Detect temperature of room, skin  
Feel differences in surface characteristics (e.g. oral tissues)  
Feel differences in sizes, shapes (e.g. palpate, perform assessment)
- **Smell**  
Detect odors from patient  
Detect smoke  
Detect gases or noxious smells

- **Reading**

Read and understand written documents (i.e. patient charts, professional literature)

Use anatomical design/diagrams correctly

Display mathematic competence

Read digital displays

Read graphic printouts (e.g. vital signs, numbers)

Read analog and digital clock

**Motor Functions**

Measure time (e.g. duration)

Count rates (e.g. pulse)

Use measuring tools (e.g. probes)

Read Measurement marks (e.g. scales)

Add, subtract, multiply, divide

Use a calculator

Write numbers in records

Maintain client /patient records

## PROGRAM REQUIREMENTS - IMMUNIZATIONS/VERIFICATIONS

Documentation (compliance check) of the following immunizations/verifications will be due by **August 1<sup>st</sup>** (*\*\*unless specified*). Students will not be allowed to participate in clinic unless all requirements have been met. Immunizations, exams and certifications are at the students' expense. *Students accepted into the program will receive more information on how to create and pay for an account in the clearing house utilized by the program and how to upload the requirements prior to the deadline date. DO NOT submit these requirements directly to the program.*

Health Record Requirements:
<ul style="list-style-type: none"><li>a. documented evidence of Measles, Mumps, Rubella vaccination or Rubella positive titer.</li><li>b. documentation of three Hepatitis B immunizations, positive titer or a waiver.</li><li>c. documentation of Varicella (Chicken Pox) vaccinations or proof of a positive titer.</li><li>d. documentation of Tdap (Tetanus, Diphtheria &amp; Pertussis) vaccination within the last ten years.</li><li>e. documentation of a negative <b>two-step</b> TB Skin Test (Mantoux), QuantiFERON Gold blood test or Tspot. If positive, a copy of the lab report or a clear chest x-ray completed within the last year. This requirement will be a yearly renewal.</li><li>f. *documentation of a flu shot administered during the <u>current</u> flu season. <i>**This requirement will not be <b>due until October 1</b> to ensure administration of current vaccination and will be a yearly renewal.</i></li><li>g. documentation of current Health Insurance.</li></ul>
Certifications/Licensure
CPR Certification – American Heart Association BLS Provider <u>or</u> BLS for Healthcare Provider American Red Cross <b><u>ONLY</u></b>
Background Check/Fingerprinting/Drug Screen:
Criminal Background Check will be required Drug screening, fingerprinting and additional background checks <u>may be</u> required (dependent on clinical site requirements)
Health Insurance:
Submit documentation of current Health Insurance.

**Additional requirements may be requested by individual clinical sites.**

**Students will be required to stay current with the above requirements while in the program.**

## Dental Assisting (AAS degree)

### Contact Information

Chanel Malone, program coordinator  
alliedhealthcareers@ndscs.edu  
701-671-2367  
Mayme Green Allied Health Center 213P

### Delivery Methods

Face to Face: Wahpeton  
Online: Some Classes

The duties of a Dental Assistant are among the most comprehensive and varied in the dental office. The Dental Assistant performs a wide range of tasks requiring both interpersonal and technical skills. Depending on each state's regulations, some specific tasks Dental Assistants may perform are:

- assisting the dentist during a variety of procedures and direct patient care;
- helping patients feel comfortable before, during and after treatment;
- taking patient's medical history and vital signs;
- exposing and developing dental radiographs (X-rays);
- teaching patients appropriate oral hygiene strategies to maintain oral health;
- taking impressions of patient's teeth for study models;
- applying preventive agents such as fluoride or pit and fissure sealants;
- serving as an infection control officer, developing infection control protocol and preparing and sterilizing instruments and equipment;
- performing office management tasks such as scheduling appointments, answering the telephone, billing, ordering and computer use;
- provide other expanded duties according to state regulations.

### Career Opportunities

- solo and group dental practices;
- general or specialty practices such as oral and maxillofacial surgery, orthodontics, dentofacial orthopedics, endodontics, periodontics, prosthodontics and pediatric dentistry; and
- sales and marketing of dental products.

The Dental Assisting program includes curriculum content in general studies, biodental sciences, dental sciences, clinical sciences, and clinical practice. Students receive more than 300 hours of on-the-job training in community and regional dental offices in addition to courses taken on campus. Students will be required to cover all expenses associated with affiliation and internship assignments. Criminal background checks will be required. A felony charge and/or conviction may affect participation in clinical experience(s), and therefore, program completion. If this issue applies, the student must meet with the department chair.

This program requires access to a personal computer capable of completing the assignments required by the program, with a current operating system and a webcam.

Course Code	Course Title	Credits
DAST 105	Office Practice and Management	1
DAST 106	Pre-Clinic for the Dental Assistant	1
DAST 110	Oral Anatomy for the Dental Assistant	2
DAST 111	Introduction to Chairside Assisting	3
DAST 115	Dental Radiology for the Dental Assistant	3
DAST 120	Dental Assisting Expanded Function	2
DAST 132	Clinical Training I	3
DAST 132L	Clinical Training I: Clinic	1
DAST 133	Clinical Training II	5
DAST 142	Dental Materials for the Dental Assistant	3
DAST 144	Biodental Science	2
DAST 151L	Simulation Lab I	1
DAST 152L	Simulation Lab II	1
FYE 101	Science of Success	1
PSYC 111	Introduction to Psychology	3
COMM 110	Fundamentals of Public Speaking	3
CIS 101	Computer Literacy	2
NUTR 240	Principles of Nutrition (and Diet Therapy)	3
BIOL 115	Concepts of Anatomy and Physiology	3
BIOL 115L	Concepts of Anatomy and Physiology Lab	1
or BIOL 220	Anatomy and Physiology I (3)	
BIOL 220L	Anatomy and Physiology I Lab (1)	
and BIOL 221	Anatomy and Physiology II (3)	
BIOL 221L	Anatomy and Physiology II Lab (1)	
ENGL 110	College Composition I	3
English Elective (choose one)		3
ENGL 120	College Composition II	
ENGL 105	Technical Communications	
General Education Electives (To be chosen with advisor)		18
<b>Total Required Credits for Associate</b>		<b>68</b>

The program adheres to the NDSCS Equal Opportunity Policy as stated in the *NDSCS Catalog*. Dental Assisting Program Competencies, Program Goals, and Essential Functions are available on the website at [www.ndscs.edu](http://www.ndscs.edu).

A certificate in Dental Assisting is also available. Please see separate fact sheet for additional information.

The Dental Assisting program is fully accredited by the Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Ave, Chicago, IL 60611-2678.

### Admission/Selection Requirements\*

The following criteria must be complete by **March 15<sup>th</sup>** prior to entry into the Dental Assisting program. Applicants that apply after the March 15<sup>th</sup> deadline can complete the selection requirements and be placed on a waiting list. Late applicants may be selected based on points if openings become available until the first day of class fall semester.

1. Complete the NDSCS Admission process and submit an official high school transcript and all official college transcripts to Enrollment Services.
2. Applicants without a United States high school transcript (four years), will be required to complete English language proficiency exam(s) and meet the benchmark score(s) prior continuing the selection process. Contact the program to schedule the assessments if this applies.
3. Complete the Supplemental Program Application for Dental Assisting.
4. Satisfaction of the following: Minimum of 2.5 high school GPA; OR twelve college semester credits with a minimum GPA of 2.0.
5. Submit official ACT and/or placement testing results. Results must meet the criteria to enroll into English 110 the first semester of the program, or have completed the course with a "C" or higher.
6. Points are awarded for grades in high school biology, algebra and chemistry and college level anatomy. Additional points are awarded for grades in college level courses; concepts of anatomy, and anatomy and physiology.
7. Submit the Dental Assisting Observation Hours form with a minimum of 4 hours observation.
8. Complete the selection assessment examination and meet the program benchmark score of **45**. The exam can be retaken once.
9. Review Essential Functions for Allied Dental Education Students and submit the Essential Functions Verification form.

**Selection process details contact information and forms are located in the Dental Assisting Program Information and Selection Process Booklet available at [www.ndscs.edu/dental](http://www.ndscs.edu/dental) (click on Program Selection Process) or contact the program at [alliedhealthcareers@ndscs.edu](mailto:alliedhealthcareers@ndscs.edu)**

The program is a limited enrollment program. Applicants will be selected on a point system. Once program capacity is reached, an alternate list will be established based on points. It is recommended that applicants stay in close contact with the program as they complete their admission requirements.

*Program Selection Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.*

For accepted students, specific immunizations, background checks, CPR certification (American Heart Association BLS Provider OR American Red Cross BLS for Healthcare Provider course ONLY), health insurance, and documentation of a current eye exam are student required and all must remain current while in the program. Additional prerequisites (e.g. drug screening/finger printing) may be required dependent on site-specific student prerequisites. All requirements will be at the students' expense.

### Award

Upon successful completion of the required courses ("C" or higher), students will be awarded an Associate in Applied Science degree in Dental Assisting. Graduates will meet requirements to become registered within the state and eligible to take the Dental Assisting National Board. A criminal background check will be required and a felony conviction may affect state licensure.

Revised: April 2020



## Dental Assisting (Certificate)

### ► Contact Information

Chanel Malone, program coordinator  
alliedhealthcareers@ndscs.edu  
701-671-2367  
Mayme Green Allied Health Center 213P

### ► Delivery Methods

Face to Face: Wahpeton  
Online: Some Classes

The duties of a Dental Assistant are among the most comprehensive and varied in the dental office. The Dental Assistant performs a wide range of tasks requiring both interpersonal and technical skills. Depending on each state's regulations, some specific tasks Dental Assistants may perform are:

- assisting the dentist during a variety of procedures and direct patient care;
- helping patients feel comfortable before, during and after treatment;
- taking patient's medical history and taking vital signs;
- exposing and developing dental radiographs (X-rays);
- teaching patient's appropriate oral hygiene strategies to maintain oral health;
- taking impressions of patient's teeth for study models;
- applying preventive agents such as fluoride or pit and fissure sealants;
- serving as an infection control officer, developing infection control protocol and preparing and sterilizing instruments and equipment;
- performing office management tasks such as scheduling appointments, answering the telephone, billing, ordering and computer use;
- provide other expanded duties according to state regulations.

### Career Opportunities

- solo and group dental practices;
- general or specialty practices such as oral and maxillofacial surgery, orthodontics, dentofacial orthopedics, endodontics, periodontics, prosthodontics and pediatric dentistry; and
- sales and marketing of dental products.

The Dental Assisting program includes curriculum content in general studies, biodental sciences, dental sciences, clinical sciences, and clinical practice. Students receive more than 300 hours of on-the-job training in community and regional dental offices in addition to courses taken on campus. Students will be required to cover all expenses associated with affiliation and internship assignments.

Criminal background checks will be required. A felony charge and/or conviction may affect participation in clinical experience(s), and therefore, program completion. If this issue applies, the student must meet with the department chair.

This program requires access to a personal computer capable of completing the assignments required by the program, with a current operating system and a webcam.

Course Code	Course Title	Credits
DAST 105	Office Practice and Management	1
DAST 106	Pre-Clinic for the Dental Assistant	1
DAST 110	Oral Anatomy for the Dental Assistant	2
DAST 111	Introduction to Chairside Assisting	3
DAST 115	Dental Radiology for the Dental Assistant	3
DAST 120	Dental Assisting Expanded Function	2
DAST 132	Clinical Training I	3
DAST 132L	Clinical Training I: Clinic	1
DAST 133	Clinical Training II	5
DAST 142	Dental Materials for the Dental Assistant	3
DAST 144	Biodental Science	2
DAST 151L	Simulation Lab I	1
DAST 152L	Simulation Lab II	1
FYE 101	Science of Success	1
PSYC 111	Introduction to Psychology	3
BIOL 115	Concepts of Anatomy and Physiology	3
BIOL 115L	Concepts of Anatomy and Physiology Lab	1
ENGL 105	Technical Communications	3

**Total Required Credits for Certificate** **39**

An Associate in Applied Science degree in Dental Assisting is also available. Please see separate fact sheet for additional information.

The program adheres to the NDSCS Equal Opportunity Policy as stated in the *NDSCS Catalog*. Dental Assisting Program Competencies, Program Goals, and Essential Functions are available on the website at [www.ndscs.edu](http://www.ndscs.edu).

The Dental Assisting program is fully accredited by the Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Ave, Chicago, IL 60611-2678.

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2. Applicants without a United States high school transcript (four years), will be required to complete English language proficiency exam(s) and meet the benchmark score(s) prior to continuing the selection process. Contact the program to schedule the assessments if this applies.
3. Complete the Supplemental Program Application for Dental Assisting.
4. Satisfaction of the following: Minimum of 2.5 high school GPA; OR twelve college semester credits with a minimum GPA of 2.0.
5. Submit official ACT and/or placement testing results. Results must meet the criteria to enroll into English 110 the first semester of the program or have completed the course with a "C" or higher.
6. Points are awarded for grades in high school biology, algebra and chemistry and college level anatomy. Additional points are awarded for grades in college level courses; concepts of anatomy and anatomy and physiology.
7. Submit the Dental Assisting Observation Hours form with a minimum of 4 hours observation.
8. Complete the selection assessment examination and meet the program benchmark score of **45**. The exam can be retaken once.
9. Review Essential Functions for Allied Dental Education Students and submit the Essential Functions Verification form.

**Selection process details, contact information and forms are located in the Dental Assisting Program Information and Selection Process Booklet available at [www.ndscs.edu/dental](http://www.ndscs.edu/dental) (click on Program Selection Process) or contact the program at [alliedhealthcareers@ndscs.edu](mailto:alliedhealthcareers@ndscs.edu).**

The program is a limited enrollment program. Applicants will be selected on a point system. Once program capacity is reached, an alternate list will be established based on points. It is recommended that applicants stay in close contact with the program as they complete their admission requirements.

*Program Selection Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.*

For accepted students, specific immunizations, background checks, CPR certification (American Heart Association BLS Provider OR American Red Cross BLS for Healthcare Provider course ONLY), health insurance and documentation of a current eye exam are required and must remain current while in the program. Additional prerequisites (e.g. drug screening/finger printing) may be required dependent on site-specific student prerequisites. All requirements will be at the students' expense.

### Award

Upon successful completion of the required courses ("C" or higher), students will be awarded a certificate in Dental Assisting. Graduates will meet requirements to become registered within the state and eligible to take the Dental Assisting National Board. A criminal background check will be required, and a felony conviction may affect state licensure.

Revised: April 2020

**Suggested Sequence of Study (Standard)**  
*(Students fully admitted into the program)*

**Please Note:** This is a suggested sequence of study. Course sequencing may be impacted by transfer credits, unsuccessful course completion, course offerings and various other factors. Please meet with your Academic Advisor to ensure correct course enrollment and sequencing each semester.

**Developmental Credits Needed:**

Reading \_\_\_\_ASC 82 \_\_\_\_ASC 84  
Writing \_\_\_\_ASC 86 \_\_\_\_ASC 87 \_\_\_\_ASC 88  
Math \_\_\_\_ASC 90 \_\_\_\_ASC 91 \_\_\_\_ASC 92 \_\_\_\_ASC 93

Placement in Mathematics, Writing and English depends on placement from exam results.

**If you are planning to transfer, please note:** ENGL 105 DOES NOT transfer; take ENGL 120, 125 or COMM 110 for transfer credits. MATH transfer credits include MATH 103, MATH 104 or MATH 210, among others.

FIRST SEMESTER				
Subject/Catalog	Course Title	Credits	Comments:	
BIOL 115	Concepts of Anatomy and Physiology	3	(or BIOL 220 AND BIOL 221) Full Semester	
BIOL 115L	Concepts of Anatomy and Physiology Lab	1	(or BIOL 220L AND BIOL 221L) Full Semester	
DAST 106	Pre-Clinic for the Dental Assistant	1	Full Semester	
DAST 110	Oral Anatomy for the Dental Assistant	2	Full Semester	
DAST 111	Introduction to Chairside Assisting	3	Full Semester	
DAST 115	Dental Radiology for the Dental Assistant	3	Full Semester	
DAST 142	Dental Materials for the Dental Assistant	3	Full Semester	
FYE 101	Science of Success	1	1st 8 weeks, 2nd 8 weeks or Full Semester	

**Total Credits: 17**

SECOND SEMESTER				
Subject/Catalog	Course Title	Credits	Comments:	
DAST 105	Office Practice and Management	1	Full Semester	
DAST 120	Dental Assisting Expanded Functions	2	1st 4 weeks	
DAST 132	Clinical Training I	3	Full Semester	
DAST 132L	Clinical Training I: Clinic	1	2nd 12 weeks	
DAST 144	Biodental Science	2	Full Semester	
ENGL 110	College Composition I	3		
PSYC 111	Introduction to Psychology	3	Full Semester	

**Total Credits: 15**

SUMMER SEMESTER				
Subject/Catalog	Course Title	Credits	Comments:	
DAST 133	Clinical Training II	5	Full Semester	

**Total Credits: 5**

ADDITIONAL GENERAL EDUCATION CREDITS - AAS DEGREE				
Subject/Catalog	Course Title	Credits	Comments:	
CIS 101	Computer Literacy	2	1st 8 weeks, 2nd 8 weeks or Full Semester	
COMM 110	Fundamentals of Public Speaking	3	Full Semester	
*Elective	English Elective	3	ENGL 120 or ENGL 105 (Full Semester)	
NUTR 240	Principles of Nutrition (and Diet Therapy)	3	Full Semester	
*Elective	General Education Elective	18	Electives to be chosen with advisor	

**Total Credits: 29**

**TOTAL REQUIRED CREDITS FOR DEGREE: 66**

**Suggested Sequence of Study (Standard)**  
*(Students fully admitted into the program)*

**Please Note:** This is a suggested sequence of study. Course sequencing may be impacted by transfer credits, unsuccessful course completion, course offerings and various other factors. Please meet with your Academic Advisor to ensure correct course enrollment and sequencing each semester.

**Developmental Credits Needed:**

Reading \_\_\_\_ASC 82 \_\_\_\_ASC 84  
Writing \_\_\_\_ASC 86 \_\_\_\_ASC 87 \_\_\_\_ASC 88  
Math \_\_\_\_ASC 90 \_\_\_\_ASC 91 \_\_\_\_ASC 92 \_\_\_\_ASC 93

Placement in Mathematics, Writing and English depends on placement from exam results.

**If you are planning to transfer, please note:** ENGL 105 DOES NOT transfer; take ENGL 120, 125 or COMM 110 for transfer credits. MATH transfer credits include MATH 103, MATH 104 or MATH 210, among others.

FIRST SEMESTER				
Subject/Catalog	Course Title	Credits	Comments:	
BIOL 115	Concepts of Anatomy and Physiology	3	Full Semester	
BIOL 115L	Concepts of Anatomy and Physiology Lab	1	Full Semester	
DAST 106	Pre-Clinic for the Dental Assistant	1	Full Semester	
DAST 110	Oral Anatomy for the Dental Assistant	2	Full Semester	
DAST 111	Introduction to Chairside Assisting	3	Full Semester	
DAST 115	Dental Radiology for the Dental Assistant	3	Full Semester	
DAST 142	Dental Materials for the Dental Assistant	3	Full Semester	
FYE 101	Science of Success	1	1st 8 weeks, 2nd 8 weeks or Full Semester	

**Total Credits: 17**

SECOND SEMESTER				
Subject/Catalog	Course Title	Credits	Comments:	
DAST 105	Office Practice and Management	1	Full Semester	
DAST 120	Dental Assisting Expanded Functions	2	1st 4 weeks	
DAST 132	Clinical Training I	3	Full Semester	
DAST 132L	Clinical Training I: Clinic	1	2nd 12 weeks	
DAST 144	Biodental Science	2	Full Semester	
ENGL 110	College Composition I	3	Full Semester	
PSYC 111	Introduction to Psychology	3	Full Semester	

**Total Credits: 15**

SUMMER SEMESTER				
Subject/Catalog	Course Title	Credits	Comments:	
DAST 133	Clinical Training II	5	Full Semester	

**Total Credits: 5**

**TOTAL REQUIRED CREDITS FOR DEGREE: 37**



## NDSCS HEALTH PROGRAMS

- Dental Assisting
- Dental Hygiene
- Health Information Technician
- Medical Coding
- Nursing
  - Practical Nursing (AAS)
  - Registered Nursing (ASN & AAS)
- Occupational Therapy Assistant
- Emergency Medical Services (EMS)
  - Emergency Medical Technician (EMT)
  - Paramedic Technology
- Pharmacy Technician
- Liberal Arts Transfer
  - Nursing
  - Pharmacy
  - Social Work



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**Equal Opportunity Policy** NDSCS adheres to the NDSCS college equal opportunity policy as stated in the *NDSCS Catalog*.

The North Dakota State College of Science is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 800-621-7440.