DENTAL HYGIENE

Program Information and Selection Process Booklet







FALL 2021





INTRODUCTION

Dear Dental Hygiene Applicant:

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

The Dental Hygiene 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 1, 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 Hygiene program by **March 1.** After that date, <u>incomplete</u> files will be disqualified from the selection process. If you also wish to apply for the Dental Assisting program, you must notify the Dental Assisting program <u>prior</u> 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 Hygiene at sonja.fenske@ndscs.edu

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

Sincerely,

Rhonda Edwardson

Rhonda Edwardson

Department Chair | Allied Dental Education Department

PROGRAM SELECTION DETAILS

Please review all sections of this booklet to familiarize yourself with Dental Hygiene 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

Scheduling and Taking Admissions Assessment Examination

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 Hygiene Program is a limited enrollment program that has specific selection criteria required for acceptance into 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 to the college does not constitute acceptance into the Dental Hygiene Program.

A scheduled visit to the college and meeting with a Dental Hygiene 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 1*. All applicants will receive notification of the 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 <u>apply</u> after the March 1st deadline (*NDSCS Application is dated after March* 1st), 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
Ī	Forms can be found at www.	ndscs.edu/apply	

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 *official and submitted to the Office of Admission. If the applicant is currently completing college courses, an official transcript must be submitted after semester completion. *Information about transfer of courses* can be obtained by emailing ndscs.studentrecords@ndscs.edu or www.ndscs.edu/tes

If the applicant is currently attending college, and if any courses required in the program are in progress Spring Semester (see #7), inform the Selection Process Assistant for Dental Hygiene.

*Official transcripts are complete records of your educational background and must be sent to the NDSCS Office of Admission 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 you.

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

Supplemental Application	Format
The Supplemental Application is located at www.ndscs.edu/dental click on Program Selection Process and indicate Dental Hygiene 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.** Submit to the Office of Admission an official college transcript(s) with a minimum of twelve college semester credits or a minimum GPA of 2.50.
 - * See Step 1 for information about College Transcript(s).
- **5.** Submit the Dental Hygiene Observation Hours form with a minimum of four hours.

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.allalliedhealthschools.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 hygienist 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 Hygiene – <u>sonja.fenske@ndscs.edu</u>; or **Mail:** NDSCS, Dental Hygiene Program Selection Process, 800 6th Street North, Wahpeton, ND 58076-0002; or **Fax:** 701-671-3410

- **6.** Complete the selection assessment and meet the program benchmark score of **55** or higher. The exam can be retaken once per selection process.
 - * See Allied Health Selection Process Assessment in this booklet.

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

7. Complete pre-requisite courses by January 1 and May 15:

*Completed Prior to January 1	*Completed Prior to May 15
CHEM 115 Introductory Chemistry CHEM 115L Introductory Chemistry Lab BIOL 220 Anatomy and Physiology BIOL 220L Anatomy and Physiology Lab ENGL 110 College Composition All courses must be completed with a "C" or higher.	BIOL 221 Anatomy and Physiology BIOL 221L Anatomy and Physiology Lab I If the above courses are in progress at the time of selection, submit Documentation of In-progress Grades to the Dental Hygiene Program by March 1. Form at the back of this packet. All courses must be completed with a "C" or higher.
	Beginning with the Fall 2022 Selection Process; CHEM 116 and CHEM 116L will be a prerequisite to the program.

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 office that reflects final grades.

8. Additional points will also be awarded for:

Additional admission points will be awarded for completion or in-progress grades for the following courses:

*CHEM 116 Introduction to Organic and Biochemistry/CHEM 116L Introduction to Organic and Biochemistry Lab (*CHEM 116/116L will be a prerequisite* for the Fall 2022 selection process) *MATH 210 Elementary Statistics. If these courses are in progress Spring Semester, inform the Selection Process Assistant for Dental Hygiene.

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, <u>prior</u> to continuing the selection process.

^{*}Form included in this booklet.

^{*}Form included in this booklet.

NDSCS ALLED HEALTH 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 <u>not</u> 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
· ·	core (of both) below	Recommend completion of specific courses (ELL Program of Study) Exams can be retaken once
•	core (of both) higher	Applicant can continue selection process to the program
	CaM	LA Scores (Pronunciation Test)
14 or	Below	Recommend completion of specific courses (ELL Program of Study) Exam can be retaken once
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: CaMLA:

Carol Bishop, Coordinator

Cindy Lee Deuser

Intensive English Language Program

Academic Services Center

North Dakota State University (NDSU)

North Dakota State College of Science

carol.bishop@ndsu.edu cindy.deuser@ndscs.edu

Cost: \$7.00 Cost: No Charge

Request your test results be sent to: alliedhealthcareers@ndscs.edu

Dental Hygiene Program

Testing dates are <u>limited</u> 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 <u>not</u> 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 <u>retest to meet the benchmark scores</u>. 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

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

Minimum Cumulative Score of:

86 combined

AND Minimum individual Scores of:

Speaking 26
Writing 20
Reading 20
Listening 20

An <u>official</u> 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 <u>not</u> 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

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, pretest questions

For information on preparing for your TEAS, visit www.atitesting.com

STEPS FOR SCHEDULING TEAS:

Schedule Assessment

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

Email: <u>alliedhealthcareers@ndscs.edu</u> (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 6th Street North | Wahpeton, ND 58076

If you are <u>not able</u> to make your reserved testing date, or need to <u>change</u> 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 <u>emailed</u> 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, <u>do not</u> 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 <u>both</u> 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 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 <u>is not</u> this version, you will need to <u>retake</u> the assessment. Please check with the program.

FREQENTLY ASKED QUESTIONS

When is the deadline to apply?

March 1

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

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 Hygienist and a Dental Assistant?

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 Hygiene Program and the Dental Assisting 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
- Official final high school transcript
- Official college transcripts for all colleges attended
- Twelve college semester credits with a minimum GPA of 2.50 or higher

What requirements do I send to the Dental Hygiene Program?

- Verification of 4 hours observation of a dental hygienist. Note: professional attire is expected during your observation at the dental office no jeans, t-shirts or jewelry. Have the dental office email sonja.fenske@ndscs.edu or fax form to: 701-671-3410. Credit will not be awarded for hours submitted by applicant; hours must be submitted by the dental office.
 - * If you are also applying to the Dental Assisting program, observation hours must also be completed and submitted for observing a Dental Assistant.
- Documentation of In-progress Grades form
- Self-Reporting Course Completion/Grade Reporting form
- Essential Functions Verification form

What are the pre-requisite courses for the Dental Hygiene Program?

Must be complete by January 1 (passed with a "C" or higher):

- Introductory Chemistry (CHEM 115 and CHEM 115L)
- Anatomy and Physiology I (BIOL 220 and BIOL 220L)
- College Composition I (ENGL 110)

Must be complete by May 15 (passed with a "C" or higher):

Anatomy and Physiology II (BIOL 221 and 221L)
 ** Beginning for the Fall 2022 Selection Process; CHEM 116/116L will be prerequisites

Are there any additional courses that are recommended that are not pre-requisites? or corequisites?

Additional admission points are awarded for the following courses (passed with a "C" or higher:

- Introduction to Organic and Biochemistry (CHEM 116 and 116L)
 ** Beginning for the Fall 2022 Selection Process; CHEM 116/116L will be prerequisites
- Elementary Statistics (MATH 210)

I completed some of my courses at a different college. How do I know which courses transfer to NDSCS?

Email enrollment records at ndscs.edu or call 701-671-2521 or visit www.ndscs.edu/tes

How do I submit my current grades to the Dental Hygiene Program?

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

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

- The Test of Essential Academic Skills for Allied Health (TEAS) is an aptitude test that measures basic essential skills in the academic content area domains of reading,
- mathematics, science and English and language usage. It is a four-section multiplechoice exam consisting of 170 questions.

To schedule a date to take the TEAS, please email alliedhealthcareers@ndscs.edu (preferred) or call 701-671-2984. The test must be taken by *March 1*. The cost of the test is **\$65.00** payable by credit card the day of testing. A benchmark score of **55** must be achieved to apply to the program. One retake is allowed per selection process.

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.

A previous TEAS test can be used if it is the same version that is being utilized for the current selection process and an official copy is submitted by requesting a transcript be sent to the program from ATI.

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

Yes, you can visit the website 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

Who should I contact to make sure my application file is complete?

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

If I am not admitted can I reapply?

Yes, you may reapply, and the selection process will begin again for the next class. You will also need to contact the program to have your file rolled over to the next selection process.

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 1**st for selected students. Payment is made to the Dental Hygiene Program. This deposit is **not** an extra charge and will be applied toward your fall semester tuition.

How much will it cost to complete the Dental Hygiene Program at NDSCS?

Visit the website at www.ndscs.edu/paying-college for current tuition/fees information. This link will also provide 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 Hygiene Program by semester is included in this booklet. Students will plan their individual program of study with their Dental Hygiene Faculty Advisor. Course descriptions are available via the website at www.ndscs.edu/academics (Catalogs).

North Dakota State College of Science

Dental Hygiene Program

How does clinical practice work?

Most clinical hours are completed in the NDSCS Dental Clinic, with patients making appointments through the clinic assistant. At various times during the program, students will recruit their own patients. Rotations will also be completed at various off-site locations which students will need to provide their own transportation to. Board patients are also recruited by students.

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

QUICK RESOURCES

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

APPLICANT CHECKLIST

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.

Colle	ge Requirements - NDSCS Office of Admission:	
	Submit NDSCS Application for Admission	
	Date Submitted	☐ Received acceptance letter to NDSCS
	Submit Official High School Transcript	Date Submitted
	Submit Official College Transcript(s)	Date Submitted
	Submit Official ACT Scores or	Date Submitted
	Complete Placement Testing	Date Completed
Progr	am Requirements – Dental Hygiene:	
	Submit Supplemental Application to Program	Date Completed
	Schedule Assessment Examination	
	Date/Time	Score
	Schedule ELL Placement Assessments (if applie	es)
	MELAB - Date/Time	Score
	CaMLA - Date/Time	Score
	Complete Observation Hours	
	Date Completed	Date Form Submitted
	Submit Self-Reporting Course Completion/Grade	e Reporting Form
	Submit Essential Functions Verification	Date Submitted

REQUIRED FORMS - SUBMIT BY DEADLINE - MARCH I

Dental Hygiene Observation Hours

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

Please verify below the	hat	
	(Applicant)	
has observed a denta	al hygienist in your office for the 4-hour requirement.	
	(Dentist/Office)	
	(Address)	
	(City, State)	
	(Signature of Dontist or Dontal Hygicaist)	
has observed a denta	(Dentist/Office) (Address)	

Please email or fax this form by March 1 | Form <u>must be</u> submitted <u>by</u> the dental office to earn selection points | Email: <u>sonja.fenske@ndscs.edu</u> | 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 1st

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 submrequirements.	itted to the program to complete the selection process

Submit the form by emailing <u>alliedhealthcareers@ndscs.edu</u> or faxing 701-671-3403

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Self-Reporting Course Completion/Grade Reporting Form

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Pre-Requisite General Education Courses

Course Prefix	Course Title	Credits	College	Completed (indicate final grade)	In-Progress (indicate IP)	Verified (Office Use Only)
BIOL 220	Anatomy and Physiology I	3				
BIOL 220L	Anatomy and Physiology I Lab	τ				
BIOL 221	Anatomy and Physiology II	3				
BIOL 221L	Anatomy and Physiology II Lab	1				
CHEM 115	Introductory Chemistry	3				
CHEM 115L	Introductory Chemistry Lab	1				
*MATH 210	Elementary Statistics	3				
ENGL 110	College Composition I	3				

^{*}This course will earn bonus admission points if completed by March 1. It is not a required course in the program of study.

General Education Courses

Course Prefix	Course Title	Credits	College	Completed (indicate final grade)	In-Progress (indicate IP)	Verified (Office Use Only)
BIOL 213	General Pathology	က				
st CHEM 116	Introduction to	3				
	Organic/Biochemistry					
*CHEM 116L	Introduction to	1				
	Organic/Biochemistry Lab					
CIS 101	Computer Literacy	2				
COMM 110	Fundamentals Public Speaking	3				
ENGL 120	College Composition II	3				
MICR 202	Introduction Microbiology	3				

MICR 202L	Introduction Microbiology Lab	1		
NUTR 240	Principles of Nutrition	3		
PSYC 111	Introduction to Psychology	3		
SOC 110	Introduction to Sociology	3		

^{*}These courses will earn bonus admission points if completed by March 1.

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:

р <i>ө</i>		
S Verified (Office Use Only)		
In-Progress (indicate IP)		
Completed In-Progress (indicate IP) final grade)		
**NDSCS Equivalent Course Prefix		
College		
Credits		
Course Title		
Course		

^{**} 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/

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

Email: alliedhealthcareers@ndscs.edu or fax: 701-671-3415

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ADDITIONAL PROGRAM INFORMATION

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

Dental Hygiene Program Competencies
Essential Functions for Allied Dental Students
Additional Program Requirements for Selected Students
Dental Hygiene Program Fact Sheet
Dental Hygiene 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 Hygiene Program Competencies

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

- 1. Collect, organize, record and analyze patient data for a diverse population of patients.
- 2. Discuss and plan dental hygiene services in an effective and efficient manner.
- 3. Demonstrate adequate preventive and therapeutic procedures for the promotion of oral health
- 4. Integrate critical thinking in the evaluation of care provided and use evaluation results to modify treatment as necessary.
- 5. Promote optimum oral health through individualized education.
- 6. Promote optimum oral health through community involvement activities.
- 7. Apply self-assessment principles.
- 8. Evaluate scientific information and apply their knowledge and skills in the promotion of oral health.
- Manage the ethical and professional responsibilities of the dental hygiene profession and comply with state and federal regulations governing the practice of dentistry and dental hygiene.

ESSENTIAL FUNCTIONS FOR ALLIED DENTAL STUDENTS

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

North Dakota State College of Science

Dental Hygiene Program

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/VERFICIATIONS

Documentation (compliance check) of the following immunizations/verifications will be due by **August** 1st (**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:

- a. documented evidence of Measles, Mumps, Rubella vaccination or Rubella positive titer.
- b. documentation of three Hepatitis B immunizations, positive titer or a waiver.
- c. documentation of Varicella (Chicken Pox) vaccinations or proof of a positive titer.
- d. documentation of Tdap (Tetanus, Diphtheria & Pertussis) vaccination within the last ten years.
- e. documentation of a negative **two-step** 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.
- f. *documentation of a flu shot administered during the <u>current</u> flu season. **This requirement will not be **due until October 1** to ensure administration of current vaccination and will be a yearly renewal.
- g. documentation of current Health Insurance.

Certifications/Licensure

CPR Certification – American Heart Association BLS Provider <u>or</u> BLS for Healthcare Provider American Red Cross <u>ONLY</u>

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 Hygiene



Credits

1

3

Dental Hygiene

Contact Information

Rhonda Edwardson, department chair alliedhealthcareers@ndscs.edu 701-671-2967 Mayme Green Allied Health Center 213I

Delivery Methods

Face to Face: Wahpeton

Course Title

Pre-Clinic Lab

Pre-Clinic

Course Code

DHYG 101

DHYG 101L

The Dental Hygiene program is designed to prepare students as professionals in the discipline of dental hygiene. The dental hygienist, a licensed member of the dental health team, provides dental health education, promotes and encourages the preventive aspects of dental care, removes stains and deposits from teeth, exposes and processes dental radiographs, administers local anesthesia, provides many other patient treatment procedures, and assumes other responsibilities in the dental office.

Career Opportunities

Dental hygienists are typically employed in general dental practices or specialty practices. Dental hygienists also can apply their skills and knowledge in other career activities including public health, corporate dental representative, dental office management, and dental hygiene education depending on the level of education and experience they have

Dental Hygiene Curriculum

The Dental Hygiene program consists of classroom, laboratory and clinical experiences emphasizing skill development, self-assessment, and professionalism offered over five continuous semesters. The majority of the clinical experience is in the NDSCS dental clinic. Students are also assigned to off-campus affiliation sites to enhance their dental hygiene education. Students must provide their own transportation to off-campus affiliation sites. 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.

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

The program adheres to the NDSCS Equal Opportunity Policy as stated in the NDSCSCatalog. Dental Hygiene Program Competencies, Program Goals, and Essential Functions are available on the website at www.ndscs.edu.

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.

DHIGIUIL	Pre-Cilric Lab	3		
DHYG 102	Clinic I	1		
DHYG 102L	Clinic I Lab	4		
DHYG 103	Clinic II	1		
DHYG 103L	Clinic II Lab	3		
DHYG 110	Oral Anatomy	2		
DHYG 112	Oral Embryology and Histology	1		
DHYG 114	Dental Radiology	3		
DHYG 145	Periodontics I	1		
DHYG 151L	Pre-Clinic Simulation Lab	1		
DHYG 152L	Simulation Lab I	1		
DHYG 153L	Simulation Lab II	1		
DHYG 201	Clinic III	1		
DHYG 201L	Clinic III Lab	4		
DHYG 202	Clinic IV	1		
DHYG 202L	Clinic IV Lab	4		
DHYG 205	Dental Pharmacology	2		
DHYG 209	Head and Neck Anatomy	1		
DHYG 210	Local Anesthesia	1		
DHYG 212	Oral Pathology	1		
DHYG 220	Community Dental Health	2		
DHYG 242	Dental Materials	3		
DHYG 243	Dental Jurisprudence	1		
DHYG 245	Periodontics II	1		
DHYG 251L		1		
DHYG 252L	Simulation Lab IV	1		
Related/General Education Courses				

BIOL 213	General Pathology	3
CIS 101	Computer Literacy	2
COMM 110	Fundamentals of Public Speaking	3
FYE 101	Science of Success	1
ENGL 120	College Composition II	3
MICR 202	Introductory Microbiology	3
MICR 202L	Introductory Microbiology Lab	1
NUTR 240	Principles of Nutrition (and Diet Therapy)	3
PSYC 111	Introduction to Psychology	3
SOC 110	Introduction to Sociology	3
Total Required	d Credits	72

Admission/Selection Requirements*

Applicants will be admitted to the program following a selection process. The following requirements must be met by March 1 to be considered for selection. Applicants that apply after the March 1 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 to continuing the selection process. Contact the program to schedule the assessments if this applies.
- Complete the Supplemental Program Application for Dental Hygiene.
- Submit an official college transcript(s) with a minimum of twelve college semester credits or a minimum GPA of 2.50.
- Submit the Dental Hygiene Observation Hours form with a minimum of 4 hours
- Complete the selection assessment examination and meet the program benchmark score of 55. The exam can be retaken once.
- Complete pre-requisite courses by **January 1**: Introductory Chemistry (CHEM 115 and 115L), Anatomy and Physiology I (BIOL 220 and 220L) and College Composition I (ENGL 110). Complete pre-requisite course by May 15: Anatomy and Physiology II (BIOL 221 and 221L) and Intro to Organic and Biochemistry (CHEM 116/116L) with a "C" or higher.
- Additional admission points will also be awarded for: Completed Elementary Statistics (MATH 210).
- 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 Hygiene Program Information and Selection Process Booklet available at www.ndscs.edu/dental (click on Program Selection Process) or contact the program at 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 selection 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.

Licensure requirements for dental hygienists include successful completion of the Dental Hygiene National Board Examination and a regional clinical examination, i.e. CRDTS, WREB. Individual states have additional licensure requirements. A criminal background check will be required and a felony conviction may affect state licensure.

Upon program completion of the required courses ("C" or higher), students will be awarded an Associate in Applied Science degree in Dental Hygiene.

Revised: April 2020



Dental Hygiene

(Associate of Applied Science) 2020-2021 Academic Year

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.

Developn	Developmental Credits Needed:					
Reading	ASC 82_	ASC 84				
Writing	ASC 86_	ASC 87	ASC 88			
Math 93	ASC 90_	ASC 91	ASC 92_	ASC		

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.

PREREQUISITES: CHEM 115/115L Introductory Chemistry, BIOL 220/220L Anatomy and Physiology, and ENGL 110 Composition I must be completed by January 1. BIOL 221/221L Anatomy and Physiology and CHEM 116/116L Introduction to Organic and Biochemistry must be completed by May 15.

FIRST SEMESTER			
Subject/Catalog	Course Title	Credits	Comments:
DHYG 101	Pre-Clinic	1	Full Semester
DHYG 101L	Pre-Clinic Lab	3	Full Semester
DHYG 110	Oral Anatomy	2	Full Semester
DHYG 112	Oral Embryology and Histology	1	Full Semester
DHYG 114	Dental Radiology	3	Full Semester
CIS 101	Computer Literacy	2	1st 8 Weeks, 2nd 8 Weeks, or Full Semester
ENGL 120	College Composition II	3	Full Semester
FYE 101	Science of Success	1	1st 8 Weeks or 2nd 8 Weeks

Total Credits: 16

SECOND SEMESTER					
Subject/Catalog	Course Title	Credits	Comments:		
DHYG 102	Clinic I	1	Full Semester		
DHYG 102L	Clinic I Lab	4	Full Semester		
DHYG 145	Periodontics I	1	Full Semester		
DHYG 205	Dental Pharmacology	2	Full Semester		
BIOL 213	General Pathology	3	Full Semester		
MICR 202	Introductory Microbiology	3	Full Semester		
MICR 202L	Introductory Microbiology Lab	1	Full Semester		

Total Credits: 15

SUMMER SEMESTER				
Subject/Catalog	Course Title	Credits	Comments:	
DHYG 103	Clinic II	1	Full Semester	
DHYG 103L	Clinic II Lab	3	Full Semester	
DHYG 209	Head and Neck Anatomy	1	1st 4 Weeks	
DHYG 210	Local Anesthesia	1	2nd 4 Weeks	
DHYG 212	Oral Pathology	1	Full Semester	

Total Credits: 7

THIRD SEMESTER					
Subject/Catalog	Course Title	Credits	Comments:		
DHYG 201	Clinic III	1	Full Semester		
DHYG 201L	Clinic III Lab	4	Full Semester		
DHYG 220	Community Dental Health	2	Full Semester		
DHYG 242	Dental Materials	3	Full Semester		
DHYG 245	Periodontics II	1	Full Semester		
NUTR 240	Principles of Nutrition (and Diet Therapy)	3	Full Semester		

Total Credits: 14

FOURTH SEMESTE	OURTH SEMESTER					
Subject/Catalog	Course Title	Credits	Comments:			
DHYG 202	Clinic IV	1	Full Semester			
DHYG 202L	Clinic IV Lab	4	Full Semester			
DHYG 243	Dental Jurisprudence	1	Full Semester			
COMM 110	Fundamentals of Public Speaking	3	Full Semester			
PSYC 111	Introduction to Psychology	3	Full Semester			
SOC 110	Introduction to Sociology	3	Full Semester			

Total Credits: 15







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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