



## DENTAL ASSISTING FALL 2011 Application Information & Point Sheet

**IMPORTANT NOTICE** The selection criteria has been changed to a point system.  
There is a \$35 fee to apply to for this program.

### **1. PROGRAM COUNSELING & ADVISING**

All of the information necessary to make a successful application to the Dental Assisting program is included in the following pages. It is your responsibility to be aware of program entrance and degree completion requirements.

**For Counseling and Advising assistance** in meeting program or application requirements, please go to Counseling and Advising in Building 1, Room 103 or E-mail [DAProgram@lanecc.edu](mailto:DAProgram@lanecc.edu).

The following information is intended for program entrance only and does not include information on courses required for degree completion. These can be found in the catalog listing for the program year 2011-2012.

### **2. APPLICATION PROCESS & DATES**

#### **2A. Selection Criteria. SELECTION CRITERIA HAS CHANGED TO A POINT SYSTEM.**

**Acceptance into this program is limited to 30 students.** Program admission *is based on a point allocation system*. In addition, there will be designated alternates. An alternate is allowed to enter the program if an admitted student declines. Remaining alternates are given admission priority the following year.

**You are NOT considered an applicant to the program until you meet all application requirements.**

#### **2B. Important Dates:**

**Application opens:** On-line App & Payment, transcripts, pt sheet, documents submission ..... **Feb 9, 2011\***

**Application closes:** On-line App & Payment, transcripts, pt sheet, documents closes ..... **Mar 29, 2011\***

**Application notification:** Program status announced.....**Apr 15, 2011**

**Mandatory orientation:** Attendance required if accepted or alternate status ..... **2:30-4:30, May 13, 2011**

\*On-line Application and Payment admission system opens approximately 12:15 a.m. and closes approximately 11:45 p.m. You must submit your On-line Application and Payment before the system closes.

### **3. APPLICATION REQUIREMENTS**

To apply to this program, you must complete and submit the following by the close date listed above. Details of requirements are provided in the following sections.

- Be admitted to Lane Community College as a college-credit student.
- Be an Oregon resident.
- Have a high school or GED diploma.
- Submit transcripts, if needed, to Enrollment Service.
- Submit the DA Application Point Sheet and documentation as required.
- Complete the DA Program On-line Application and Payment process.

#### **4. APPLICATION WORKSHEET & REQUIRED STEPS**

*Use this check list to make sure you complete all requirements.*

*You must complete all steps and submit all documentation by the close date listed above.*

*Keep this check list as a reference.*

\_\_\_\_\_ **1. E-mail Account.** You will need to obtain an E-mail address if you do not already have one. Lane's Enrollment Services and Health Professions Application Center use E-mail to send information.

**It is your responsibility** to set your "spam filter" system to accept mail addresses containing @lanecc.edu . Do this even if you are currently receiving E-mails from Lane. **We cannot be responsible for notices which are not received due to spam or junk mail handling.**

\_\_\_\_\_ **2. Admission to Lane as a credit student.** If you are not currently a credit Lane student, complete Lane's college admission process and obtain a student "L" number at <http://www.lanecc.edu/es/admissions.html>. Make sure to complete all "**Steps to Enroll in Credit Classes**" including testing.

\_\_\_\_\_ **3. Advising.** Meet with a Health Professions counselor or advisor. See Program Counseling section.

\_\_\_\_\_ **4. Oregon Resident.** You must be a current resident of Oregon to apply. Verify your current Oregon address in *myLane* (Homepage, Personal Information channel).

\_\_\_\_\_ **5. High School or GED diploma.** Attach proof of high school or GED diploma (web or photocopy) with your application point sheet.

\_\_\_\_\_ **6. Submit Transcripts (if required)** to Enrollment Services. All courses used for points must be recorded on your transcript.

- **Do not** submit transcripts from **Lane Community College** to Enrollment Services or the HP Application Center.
- **Sealed, official, transcripts from schools other than Lane** must be received by application close date.  
Lane Enrollment Services, ATTN: HP Transcript  
4000 East 30<sup>th</sup> Ave., Eugene, OR 97405
- **For schools other than Lane, submit UNOFFICIAL transcripts** (web or photocopy) with your application point sheet.
- If official transcripts are received at the Health Professions Application Center, they will **NOT** be forwarded to Enrollment Services.

\_\_\_\_\_ **7. Request Course Equivalency Evaluation (if required).**

Courses taken at other colleges may be eligible for use in the application process. Use the following steps and make sure to consult with a program advisor/counselor.

**DO NOT DELAY.** It is your responsibility to initiate the process early and make sure it has been completed by the application deadline.

1. For colleges other than Lane, submit an official, sealed transcript to Enrollment Services. College transcripts received by Lane's Enrollment Services may be verified in *myLane*.
2. **Go to the Enrollment Services website** <http://www.lanecc.edu/es/transferringcredits.html> .
3. Review "**General Information for Transferring Credits.**"
4. **Select "Look up Transferable Credits"** to check on transferrable classes. If your course(s) are listed\*, no further action is needed.
5. **\*If the college/course is not listed or listed as 1XX or 2XX**
  - Contact the Lane department or division which teaches the course and complete a course equivalency evaluation.
  - Submit a syllabus of the course taken with your request for course equivalency.
  - Inform the department of the application deadline.
  - *Make sure the department/division E-mails a copy of the approval to you.*
  - *Course equivalencies must be approved and received in Enrollment Services by the application deadline to be eligible for points.*

\_\_\_\_\_ **8. Complete Application Point Sheet.** Only courses which have been completed and transcribed may be used for points. Course completion is not an application requirement for applying to the program; however, points will be used to prioritize applicants.

\_\_\_\_\_ **9. Submit application to the HP Application Center** (see Point Sheet for address):

- ☐ Point Sheet
- ☐ Proof of high school or GED diploma
- ☐ Web or photocopy of transcripts from schools other than Lane. **Do not** submit Lane transcripts.

\_\_\_\_\_ **10. Complete the DA Program On-line Application and Payment.** You will be charged a **\$35 non-refundable application fee.**

Before you begin the On-line Application and Payment

- ☐ You must have a student “L” number to complete this process.
- ☐ You must have an E-mail address to complete this process.
- ☐ You must have a Visa or MC credit card to pay the application fee.

*Instruction on how to access and complete the On-line Application & Payment follows.*

## **5. NOTIFICATION**

Notification of your status will be announcements by **E-mail or through your myLane** portal by the date listed in the *Important Dates* section.

## **6. FALL 2011 ENROLLMENT REQUIREMENTS**

*If accepted or considered an alternate* to the program, you must complete the following. **Failure to do so will result in forfeiture of program eligibility.** See catalog program listing for academic and course prerequisite requirements.

- **Course Requirements.** The following courses must be completed **before Fall term 2011.**
  - ☐ **MTH 025** or higher with a **letter grade of C- or higher.**
  - ☐ **Human Relations Requirement** with a **letter grade of C- or higher.**
  - ☐ **WR 115 or WR 121** with a **letter grade of C- or higher.**
  - ☐ **CIS 101 or CS 120** with a **letter grade of C- or higher.**
- **Attend the Mandatory Orientation.** *Both accepted and alternate students must attend the orientation session to be eligible for the program* - see *Important Dates* section above. Location will be announced in the notification announcement.
- **Documentation of program/clinical requirements, to be paid by student, and will include:**
  - Physical exam and immunizations
  - CPR certification
  - Proof of health insurance through program
  - Background check may be required for national testing

*Specifics will be included in program acceptance or **alternate** notification and discussed at the Mandatory Orientation.*

## 2011-12 Health Professions Online Program Application & Payment

### Before you start your On-line Application & Payment session:

- a. You must have applied for **credit** admissions to Lane and have a student L number.
- b. You must have a personal e-mail account (Lane does not issue students Lane e-mail accounts).
- c. You must have a credit card on which to charge the **non-refundable application** fee.
- d. Complete the program Application Worksheet.

**Go to:** ..... [https://exp.lanecollege.edu/pls/lane/bwskalog.P\\_DisplLoginNon](https://exp.lanecollege.edu/pls/lane/bwskalog.P_DisplLoginNon) Lane's Admission and Program Application website.

**Apply Online:** ..... Click on this link

**First time user account creation** ..... Click on this link at bottom of page.

**Create a Login ID:** ..... Enter your L#. (If you have applied for admissions and have not yet received your L#, have the system to generate a G# for you. **Make sure to keep** your G number for reference!)

**Create a new PIN:** ..... Follow instructions on the web page.

- Do not use the same PIN you use to log into ExpressLane, myLane, or Moodle.
- This PIN is only for the Application process and will not change your ExpressLane PIN.
- Use this Application PIN to check on the status of your program application. Write it down!

**Login:** ..... Click this button located at bottom of page.

**Continue:** ..... Click this button located at bottom of page.

**Application Type:** ..... Select the correct program application type from pull down menu. Make sure of your selection.

**Continue:** ..... Click this button at bottom of page.

**Apply for Admissions** ..... By entering the correct information.

**Admission Term:** ..... [Fall 2011](#). Enter from drop down menu. (For EMT Basic Spring/Summer, enter Spring 2011)

**Enter Name:** ..... Make sure your name matches the name you used in your *myLane* portal.

**Fill Out Application** ..... Click this button at bottom of page.

**Application Checklist** ..... Click this link and complete each required section of the application.

- Follow the instructions provided on each screen.
- **High School Section.** *Some Health Professions programs require high school completion.*
- **Previous College Section:** List all previously attended institutions.

**Application is Complete** ..... Click this button only when all sections have been completed.

**or Finish Later** ..... Click this button to save your information.

**Complete Payment** ..... You must pay the On-line Application fee with a Visa or MasterCard.

**Signature Page** ..... Click the button and read agreement information.

- Your On-line Application is dated and timed after submission of the Signature Page.
- This is an acknowledgement page and **does not require a signature**.

**Return to Application Menu** ..... Click this link at the bottom of the page. Your application is now listed as "submitted."

**Lane Community College Admission Confirmation.** An E-mail will be sent to you confirming your On-line Application and Payment and time. Retain this page for your reference.

*In addition to your On-line Application and Payment, the following programs require additional form(s) and documentation. Details are in the Program Application Information & Forms.*

*Dental Assisting  
Dental Hygiene  
EMT Paramedic  
Health Records Technology*

*Medical Office Assistant  
Nursing  
Physical Therapy Assistant  
Respiratory Care*

**Print Clearly.** L# \_\_\_\_\_ FIRST \_\_\_\_\_ LAST \_\_\_\_\_  
 Contact Phone \_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_ @ \_\_\_\_\_

### DA Application Point Sheet

Program entrance is based on points and completion of the application process prior to the application deadline date.

**Part 1. School Listing & Transcripts.** List all colleges/universities where you took classes which you are using for points. Submit documentation as required in the **Application Worksheet** section.

☐ All coursework taken at LCC (do not submit transcripts).

College/University	State	Quarter or Semester

### Part 2. Point Sheet

- **Form Completion.** Complete information for each course you have completed. Circle points for the corresponding letter grade received. Only courses which you have completed and are transcribed may be used for points. See requirements in the **Application Worksheet** section.
- **\*Course Completion** is not a requirement for applying to the program.
- Points will be used to prioritize applications.

2A. *Enrollment Courses. List only courses which are completed and are transcribed.	School	Term/ Year	Credit	Grade Pass	Grade C	Grade B	Grade A
MTH 025, or higher, 3 or more crds, letter grade.				0	6	9	12
Human Relations Requirement, 3 or more crds, letter grade. <i>See HR listing in 2010-11 catalog, pg 49.</i>				0	6	9	12
WR 115, or WR 121, 3 or more crds, letter grade.				0	6	9	12
CIS 101 or CS 120, 3 or more crds, letter grade.				0	6	9	12
2B. Program Degree Courses. List only courses which are completed and are transcribed.							
DA 103, 2 or more crds, letter grade.				0	2	4	6
DA 110 or HO 150**, 3 crds, letter grade...or...				0	2	4	6
BI 231**, 3 crds, letter grade...and...				0	1	2	3
BI 232**, 3 crds, letter grade				0	1	2	3
Indicate total points for each column.				0			
Indicate Total Points for Course Completion							Points Possible: 0 - 60
Office use only. Total points							

\* These courses must be successfully completed prior to Fall 2011 for program eligibility.

\*\* If using BI 231 and 232, both must be completed and transcribed.

### Part 3 Application Conditions and Signature

#### Conditions of Application. (All must be initialed to qualify)

- \_\_\_\_ A. I currently reside in Oregon and my current Oregon address is listed in *myLane*. **Print Clearly:**  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_
- \_\_\_\_ B. I have attached a copy of my high school or GED diploma to the point sheet.
- \_\_\_\_ C. I understand that my application will not be returned and that I am responsible for making a personal copy.
- \_\_\_\_ D. I have read and understand point sheet/course documentation requirements.
- \_\_\_\_ E. I have completed the On-line Application and Payment process as required.
- \_\_\_\_ F. I understand that I am NOT considered an applicant to the program unless all required admission and application steps, forms, and documentation have been received by the required dates.

- \_\_\_\_ G. I have read the **Fall Enrollment Requirement** Section and understand *I must attend the mandatory orientation* and comply with all other enrollment requirements if I am accepted or considered a program alternate.
- \_\_\_\_ H. I understand I must successfully complete all DA enrollment (prerequisites) courses before **Fall term 2011**.
- \_\_\_\_ I. I understand it is my responsibility to complete all program requirements for degree completion.
- \_\_\_\_ J. I hereby attest that all application information and documentation I have submitted is accurate and authentic.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Submit by mail.** Must be received by deadline date.

**Lane Community College  
Health Professions Application Center  
Attn: DA Application  
4000 East 30<sup>th</sup> Ave.  
Eugene, OR 97405**

**\*Submit in person.** Staple Point Sheet and documentation. Do not place in an envelope.

**Health Professions Application Center  
Building 4, across from room 204 – breezeway  
Date/time stamp (located next to the drop box)**

**\*IF SUBMITTING IN PERSON, DATE/TIME STAMP HERE →**