

## APPLICATION PROCESS

### ADMISSION PROCEDURES:

The Martin Community College (MCC) Dental Assisting Program will admit a maximum of 15 students each fall semester with admission being selective. In addition, applicants MUST complete ALL of Phase I by March 15 to be considered for the Dental Assisting Program.

#### ***PHASE I*** – Application File:

- Submit a completed MCC Application by March 15<sup>th</sup> (this can be done on the MCC website ([www.martincc.edu](http://www.martincc.edu)))
- Official high school transcript (or GED Scores) and transcripts from ALL colleges attended should be sent to the registrar's office by March 15th at the following address:  
Registrar's Office  
Martin Community College  
1161 Kehukee Park Road  
Williamston, NC 27892
- Take the MCC Placement Test (if necessary)
- Have recommendation letters (if you have any) and proof of shadowing hours (if you have any) sent to the college at the following address:  
Shelby Brothers, Director of Dental Assisting  
Martin Community College  
1161 Kehukee Park Road  
Williamston, NC 27892

**\*Important Note:** Because of the heavy course load and 12-month time frame for the program, applications must have a cumulative GPA of 2.5 or higher and have met all developmental needs before being considered for admission. Students with developmental needs or a low GPA are encouraged to enroll as General Occupational Technology (GOT) students and complete their Psychology (PSY 118 Interpersonal Psychology or PSY 150 General Psychology), English (ENG 102 Applied Communications), and Computer Science (CIS 111 Basic PC Literacy or COS 110 Intro to Computers) requirements. Students may also take BIO 106 Introduction to Anatomy, Physiology, and Microbiology; OST 143 Dental Office Terminology; OST 147 Dental Billing and Coding; MED 121 Medical Terminology I; and MED 122 Medical Terminology II while awaiting admission into the Dental Assisting Program.

**\*\*Important Note:** The MCC Dental Assisting Program does require placement tests for entry into the program. Prerequisites exist for all dental courses. A student must present acceptable scores on placements tests or complete ENG 090 (DRE 098), RED 090 (DRE 098), and MAT 060 (DMA 010-030) courses before being admitting into the program. An applicant may be exempt from having to take the placement test if the student has taken 4 math courses and passed those courses in high school. The Dental Assisting Program is intensive. A student who is academically deficient may find the coursework

challenging unless he/she is academically prepared. Students desiring placement testing should contact Student Services.

**\*\*\*Important Note:** We encourage all applicants to observe the work of a Dental Assistant in a dental office for a minimum of sixteen (16) hours. Accordingly, the dentist in this office determines whether a recommendation of the student of the Dental Assisting Program serves the interests of all individuals involved. The student can then submit proof of observation in the form of a recommendation letter signed by the dentist. This will increase the chances of acceptance into the program.

## ***PHASE II***

Applicants with a complete application file who have met the admission requirements will be contacted via telephone to schedule an interview. The interviewing committee consists of the Dental Assisting Program Director, a General Education Instructor, and a MCC Counselor or the Dean of Academic Affairs. The interview will follow a directed format with each applicant being asked a series of questions with the intent to determine the level of interest and commitment to the program. Applicants who do not complete Phase I admission requirements WILL NOT be scheduled for an interview nor considered for acceptance into the upcoming Dental Assisting class.

## ***PHASE III***

The results of the interview, cumulative GPA, final grades from any course work completed at the college or accepted for transfer credit from other colleges, reference letters, and proof of shadowing hours will be used to assign a numerical ranking for each applicant. The top 15 applicants will receive acceptance letters with the remaining qualified applicants being placed on a waiting list. Students will move up or down the list depending on their relative scores. The process will be repeated until the class is full. Only students with complete application files will be considered for admission. The application deadline is March 15 of each year, with interviews starting in the later dates of May or early dates of June.

Notification letters of applicant's status will be mailed by July 1. If spaces are available after July 1, additional qualified students may be accepted according to ranking scores. There will be a mandatory orientation session for all accepted students by the end of July.

## ***PHASE IV***

Students accepted in the Dental Assisting Program MUST complete and submit proof of the following by the FIRST DAY OF CLASS for the Fall Semester.

- 1<sup>st</sup> Injection of Hepatitis B Vaccination
- Completed Student Medical Form
- Current CPR Certification
- Vaccination Record

## Tuberculosis Skin Test

Students are required to maintain and show proof of current CPR certification (including both hand-on and written assessments), to complete and show proof of three injections for Hepatitis B Vaccination series, and to show proof of a current Tuberculosis Time Test. Failure to provide this information in a timely manner will render the student ineligible for clinical rotations and thus will prevent the student from completing the program. Because courses are offered only once per year, failure to complete clinical rotations on time will result in dismissal from the program.