

FOOTHILL COLLEGE
PROCEDURES FOR DENTAL HYGIENE PROGRAM CANDIDATES
2016

Application deadline: **Thursday February 11th, 2016.**

Thank you for your interest in the Foothill College Dental Hygiene Program.

PLEASE READ AND KEEP INFORMATION PAGES 1-5
COMPLETE AND RETURN APPLICATION PAGES 6-11

ADMISSION INSTRUCTIONS

Please read the following instructions carefully:

Prerequisites: It is highly recommended that you complete the prerequisites listed below before you send an application. A limited number of prerequisite may be in progress at the time the application is submitted; however **all** prerequisites must be completed before an applicant begins the Dental Hygiene program.

1. The following prerequisites must be successfully completed with a grade “C” or better:

- High School graduation or equivalent
- English 1A or ESLL 26 and English 1B, or equivalent
- Psychology 1 (General Psychology), or equivalent
- Sociology 1 (Introduction to Sociology), or equivalent
- Communication 1A (Public Speaking), or equivalent
- Multicultural or ethnic studies course (COMM 12 recommended)
- HLTH 21 (Contemporary Health Concerns), or equivalent
- MATH 10 (Statistics), or Psychology 7, or Sociology 7 or equivalent
- CHEM 30A and CHEM 30B or Organic/Inorganic/Biochemistry
- Biology 40 A, B, C (Anatomy & Physiology – with labs), or equivalent
- Biology 41 (Microbiology – with lab), or equivalent
- Biology 45 (Human Nutrition), or equivalent
- *Biology 58 (Pharmacology), should be taken at Foothill College, offered Fall and Spring quarters only
- *Allied Health 200 (AHS 200) Orientation to Health Care Careers, take at Foothill College, offered online every quarter
- *Dental Hygiene 200L – Orientation to Dental Hygiene, take at Foothill College, offered online every quarter
- Minimum college grade-point average of 2.5 or higher
- Minimum grade-point average of 2.75 for required science courses
- Completion of general education requirements (CSU transfer pattern or IGETC) with a grade of “C” or better.
- Compliance with the technical standards (See page 10 of application).

* **These 2 courses must be completed at Foothill College.**

2. Please review the *Dental Hygiene Prerequisite Equivalency Chart* on the Dental Hygiene prerequisite page to view a list of some of the equivalent courses to our program prerequisites. The courses listed as equivalent do not need to be petitioned for. Please refer to this chart if you plan to take, or have taken, prerequisite courses outside of Foothill College. <http://www.foothill.edu/bio/programs/dentalh/prereq.php>

3. Counseling

It is recommended that prospective applicants meet with an academic counselor to review their college transcripts only if prerequisite courses are not listed on the *Dental Hygiene Prerequisite Equivalency Chart*. Any courses needing to be petitioned for equivalency will be done at this time. The deadline for students to submit petitions will be **December 1st, 2015**. To make a 30-minute counseling appointment you must have a valid Foothill College student ID number. Bring transcripts and pertinent documentation (such as course descriptions) to your appointment. It is strongly recommended that applicants complete the General Education courses required for the Associate of Science degree. Questions regarding graduation requirements, and transferability of course work should be directed to one of the academic counselors in the Counseling Center at Foothill College. **To make a counseling appointment, go to:**

<http://www.foothill.edu/counseling/>

Note:

- All prerequisite coursework taken at colleges or universities other than Foothill College must be comparable in content to the required Foothill course in order to be applicable to this program.
- A limited amount of prerequisite coursework may be in progress at the time of the application. However, all prerequisite coursework must be completed before an applicant begins the Dental Hygiene program.
- We recommend that the CSU transfer pattern general education or IGETC is completed before applying to the dental hygiene program, however if some courses are still in progress, the application will be accepted and considered for admission. All the general education must be completed with a grade of “C” or higher by the start of the dental hygiene program.
- All preparatory coursework must have been taken from a regionally accredited college or university in the United States. Coursework taught in a language other than English will not be accepted in the biological sciences courses.
- Grades of C- or lower are NOT acceptable in fulfillment of prerequisite courses. Grades of pass/no pass also are not acceptable.

2. Recency:

Studies have shown that applicants who have taken their sciences within 6 years are most successful. Therefore, applicants must follow this guideline and have their biological science courses completed within the last 6 years; hence, all sciences must have been taken after 2010. Examples of biological sciences include Anatomy and Physiology, Microbiology, Pharmacology, and Nutrition.

3. Previous Applicants:

Candidates who have previously applied must submit a new application, however if you applied in 2015, you may use the documentation from that year instead of ordering new transcripts. New transcripts will be required for any coursework completed since the previous application, or for any documentation that has changed (for example: letters for current employment, current copy of RDA license, etc.).

4. Transcripts:

College transcripts from ALL colleges attended are required for all applications.

Transcripts must include **all college courses from all colleges attended, even if they don't seem currently relevant**. Two complete sets of official transcripts are required. **It is the applicant's responsibility to provide all transcripts, including those from Foothill and De Anza Colleges.**

Please submit 1 copy of your high school transcript or GED certificate. If the high school transcript or GED is not available, please include a brief explanation why it can't be provided.

Some institutions require that official transcripts be mailed directly to **Foothill College**, rather than to the candidate. In this case, the official transcripts must be requested in a timely manner so they are received by the Dental Hygiene Department by the deadline, otherwise the application will be considered incomplete.

5. Foreign Transcripts:

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

International Educational Research Foundation, Inc.

Evaluation Service
P.O. Box 3665
Culver City, CA 90231
(310) 258-9451
<http://ierf.org/>

Educational Records Evaluation Service Credentials

601 University Ave. Suite 127
Sacramento, CA 95825
(916) 921-0790
<http://www.eres.com/index.htm>

Academic Credentials

Evaluations Institute, Inc.
9854 National Blvd. Box 186
Los Angeles, CA 90084
(800) 234-1597 (USA only)
<http://www.acei1.com/index.html>

Note: Fees and turn-around times vary with the above agencies. Be sure to allow sufficient time for your request to be processed well before the deadline.

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

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

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

Dental hygiene applicants who have committed a felony may not be eligible for licensure after completing the program. All dental hygiene students are fingerprinted prior to taking the state licensure test. Applicants who have committed a felony should contact the Dental Hygiene Committee of California (DHCC) to determine their eligibility to take the state licensure examination.

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

Foothill College,
Dental Hygiene Program
12345 El Monte Road
Los Altos, CA 94022
Attn: Claudia Flores

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

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

ADMISSION PROCEDURES

Beginning with the class entering in 2016, we will be participating in a pilot program and award the bachelor's degree in Dental Hygiene upon successful completion of all courses and program requirements. Please read the

entire application before neatly filling it out.

Admission to the program is limited to 24 students. **In order to provide all candidates a fair and equal opportunity for admission, only those application packets that are complete, including transcripts and all other documentation, and in the Dental Hygiene Department by 12:00 noon, Thursday, February 11, 2016 will be reviewed.** Applications may be turned in anytime from September through the February 11th deadline. **Application filing procedures must be followed carefully.** The application is also available on our website at: <http://www.foothill.edu/bio/programs/dentalh/app.php>

Again, thank you for your interest in our program.

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

Admission criteria includes: completion of college courses required for the dental hygiene major with a C or better, including: general education courses, social science and core science courses, possessing a minimum GPA of 2.5 for all college courses, a minimum GPA of 2.75 for the required biological science courses (anatomy & physiology, microbiology, nutrition and pharmacology), and compliance with the technical standards stated on page 10 in the application.

***Note: Anatomy and Physiology courses taken in a language other than English, will not be accepted. Students who take science courses from other colleges may want to meet with a counselor, who will initiate a petition for equivalency. Again, complete this process early, as the petitioning process takes time.**

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

2. Due to the large volume of calls, **do not call the Dental Hygiene Dept. to inquire if notices have been sent.** All applicants will be notified of their status i.e. acceptance, alternate status, or non-acceptance by May 1, 2016. Candidates will have 10 days to formally declare their acceptance to the program.

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

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

1. All candidates accepted to the Dental Hygiene program will be required to attend a summer course, DH 50, Orientation to Dental Hygiene. This course is a **mandatory** orientation to the clinical aspects of the Dental Hygiene program. The course will be held one afternoon/evening per week in July for four weeks. **Students must attend all sessions.**

2. Applicants can refer to the web site at: <http://www.foothill.edu/bio/programs/dentalh/> for information on estimated program expenses, how to calculate a GPA (grade point average), curriculum information, and application information.

FOOTHILL COLLEGE 2016 DENTAL HYGIENE APPLICATION

Name: _____

Student ID: _____

A. COLLEGE GPA for ALL college coursework: _____

Minimum Cumulative College GPA 2.5 or above? Yes _____ No _____

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

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

It is highly recommended that you complete the prerequisites before you send an application.

A limited amount of prerequisite coursework may be in progress at the time of the application. However, all prerequisite coursework must be completed before an applicant begins the Dental Hygiene program. If you have taken an equivalent course at another college, you should meet with a counselor and complete a petition for equivalency. Include a copy of approved petitions with your application materials. Retain a copy for your own

FOOTHILL COURSE	COURSE #	COLLEGE	YEAR	UNITS	GRADE
AHS 200 - Orientation to Health Careers					
DH 200L - Orientation to Dental Hygiene					
ENGL 1A - Composition & Reading					
ENGL 1B - Composition, Critical Reading & Thinking					
COMM 1A - Public Speaking					
SOC 1 - Intro to Sociology					
PSYC 1 - General Psychology					
HLTH 21 - Contemporary Health Issues					
Multicultural or ethnic studies course (COMM12 recommended)					
MATH 10 - Statistics					
CHEM 30A - Organic/Inorganic Chem.					
CHEM 30B - Organic/Biochemistry					
*BIOL 40A - Anatomy & Physiology I					
*BIOL 40B - Anatomy & Physiology II					
*BIOL 40C - Anatomy & Physiology III					
*BIOL 41 - Microbiology					
*BIOL 45 - Intro to Human Nutrition					
*BIOL 58 - Pharmacology					

records. (Please provide complete information in each category)

*Calculate and enter your GPA for biological science courses listed above: _____

Minimum GPA for Science courses = 2.75

C: GENERAL EDUCATION REQUIREMENTS:

- 1. ___ BA or BS Degree from an accredited U.S. College or University (GE waived);
- 2. ___ You have not completed a college degree, but you have completed the Foothill CSU or UC Transfer General Education pattern

D. DENTAL RELATED EDUCATION OR LICENSE STATUS: (Check **one** category only)

Education/License	✓ License Status
Currently enrolled in accredited CA RDA program	
Active current dental lab tech. license	
Active current RDA license	
Active current RDAEF license	

E: DENTAL RELATED WORK EXPERIENCE: Check all that apply Documentation must be provided in the form of page 8 completed by your employer, and corroborating W-2 forms.

Time Worked	Full Time	Part Time
2-3 years (+2)		
1-2 years (+1)		
6 months to 1 year		
Less than 6 months		

My signature verifies the accuracy of my application:

Signature

Printed Name

Date



**Foothill College Dental Hygiene
2016 Certification of Dental Work Experience**

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

Applicant's Name _____

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

Indicate the average hours worked per day _____

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

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

The office is located at _____

Office telephone number _____

Office fax number _____

He/She held the position(s) of _____

while employed here and had the following responsibilities:

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

Signature of Doctor submitting the above statements

Date

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

Signature of Applicant

Date

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

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



TECHNICAL STANDARDS FOR THE FOOTHILL COLLEGE DENTAL HYGIENE PROGRAM

In the interest of your own personal safety, the safety of your patients, and the potential liability to the college, there are significant requirements that must be met before your admission to the program is finalized. The attendance requirements and stamina demands on the dental hygiene student require student hygienists to be in good physical and mental health. Please read this form carefully and initial each technical issue standard if you can comply with the standard. When complete, please sign, date, and return original to the Dental Hygiene program with your application.

Issue	Description	Standard	Examples Of Necessary Action	Initials
Hearing	Use of auditory sense	Auditory ability sufficient to monitor & asses health needs	Ability to hear & verbally respond to patient questions & directions from instructors, students, staff in person or over the phone, hear blood pressure	
Visual	Use of sight	Visual ability sufficient for observation & assessment necessary in dental hygiene care	Perform the required procedures in the oral cavity, chart identification & recording, calibrating sterilization & x-ray equipment. View, evaluate, read & positioning of radiographic images, techniques & quality	
Tactile	Use of touch	Tactile ability sufficient for physical assessment, operation of instruments & equipment	Perform the required techniques using scaling and polishing instruments, dental equipment, syringes, radiographic devices, and sterilizing equipment	
Mobility	Physical ability, strength & stamina	Physical abilities & stamina sufficient to perform required functions of patient oral care	Lift, carry or move objects weighing up to 40 pound. Stand, rotate, push, pull, sit, bend, flex, squat & torso.	
Motor Skills	Physical ability, coordination, dexterity	Gross & fine motor abilities sufficient to provide safe & effective dental hygiene care	Execute the small muscle hand and finger motor movements required to safely perform dental hygiene services.	
Communication	Speech, reading, writing Effective use of English language. Communication abilities sufficient for effective interaction in verbal, nonverbal & written form.	Comprehension & accurate recall of verbal & written communication Interaction with patients, families, students, instructors, staff effectively understanding verbal & nonverbal behavior.	Concisely & precisely explain treatment procedures, initiate preventive dental care, interpret patients response, documentation following ethical & legal guidelines	
Interpersonal	Ability to relate to others	Abilities sufficient to effectively interact with individuals, families, groups & colleagues from a variety of social, emotional, cultural, intellectual & economic backgrounds Identify needs of others.	Establish rapport with patients, families, and colleagues	
Behavioral	Emotional & mental stability	Functions effectively under stress	Flexible, concern for others. Ability to provide safe dental care environment with multiple interruptions & noises, distractions, unexpected patient needs	
Critical Thinking	Ability to problem solve	Critical thinking ability sufficient for clinical judgment	Identify cause-effect relationships in clinical situations, develop dental care plans.	

Print Name

Signature

Date

2016 Dental Hygiene Application Checklist

Due Date: **February 11, 2016**

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

✓	Please make a ✓ in the box to insure you have included everything in your application packet, and that it is complete . Information sent separately will not be used with your application, except official transcripts from institutions that will only issue official transcripts directly to colleges.
	Completed 2016 Dental Hygiene Program Application Form. The application is filled out completely and word processed, not handwritten.
	This 2016 Dental Hygiene Application Check List Form
	One copy of high school transcript or GED, if available. If not available, enclose a short letter of explanation.
	One official sealed copy of transcripts from <u>all</u> colleges, even if the courses don't seem relevant; this includes both Foothill and De Anza Colleges.
	Documentation of completion of CSU pattern or IGETC pattern general education This should be reflected in your transcripts or in other documentation.
	Signed copy of the Technical Standards (page 10 of the application)
	Other: such as approved petitions, reciprocity agreements, copies of RDA pocket license, etc.

Please be sure to enclose EVERYTHING listed above in ONE envelope, and mail via certified mail with a return receipt card, so you will be able to track your application's delivery online. Unless a school will not mail a transcript directly to you, please do not send transcripts individually, one at a time.

Make a copy of your application & all documents for your records before submitting.