

FOOTHILL COLLEGE
PROCEDURES AND APPLICATION FOR DENTAL HYGIENE PROGRAM CANDIDATES
2017

Application deadline: **Thursday February 9th, 2017.**

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

PLEASE READ AND KEEP INFORMATION PAGES 1-4
COMPLETE AND RETURN APPLICATION PAGES 5-10

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 prerequisites 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), or equivalent
- 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, or equivalent
- 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 biological science courses
- Completion of general education requirements (CSU or IGETC transfer pattern) with a grade of "C" or better.
- Compliance with the technical standards (See page 10 of application).

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

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. Equivalent Courses

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 equivalency. Please refer to this chart if you plan to take, or have taken, prerequisite courses outside of Foothill College. Courses not listed, must be petitioned through our Counseling Department. <http://www.foothill.edu/bio/programs/dentalh/prereq.php>

4. Counseling and Transferability

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, 2016** to be considered at prior to the application deadline. To make a 30-minute counseling appointment you must have a valid Foothill College student CWID number. Bring transcripts and pertinent documentation (such as course outlines/descriptions/transcripts) to your appointment. It is strongly recommended that applicants complete the General Education courses required for the Bachelor's 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/>

- **Equivalency.** 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.
- **Work in Progress.** 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.
- **General Education.** 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.
- **Bachelors Degree.** If you have a Bachelors Degree from a California State University or University of California, your General Education requirements will be waived.
- **Grades** of C- or lower are NOT acceptable in fulfillment of prerequisite courses. Grades of pass/no pass also are not acceptable.

5. 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.** One set 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.

6. Previous Applicants:

Candidates who have previously applied must submit a new application, however if you applied in 2016, you may use the documentation from that year instead of ordering new transcripts. However, please

include a copy of your CSU or IGETC certification. 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.).

7. International Coursework and Transcripts:

All preparatory coursework must have been taken from a regionally accredited college or university in the United States. As a result, we cannot accept international coursework for the Dental Hygiene Baccalaureate Degree prerequisites or General Education requirements.

8. 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. Please note that 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.

9. Submitting an Application

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.

10. 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, if possible, 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

We are participating in a pilot program for selected Community Colleges, and award the Bachelor of Science 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 9, 2017** will be reviewed. Applications may be turned in anytime from September through the February 9th 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>

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.

Selection criteria includes: points are given for grades for completed courses and overall college GPA. The points are as follows: A = 4, B = 3, C = 2, D or F = zero. Points are also given for dental work experience, licensing as an RDA (Registered Dental Assistant). Points are listed on the application, allowing the applicant to total their estimated points. Eighty percent of the 24 available spots are given to the applicants with the highest points. Twenty percent of the 24 available spots are given to the applicants who meet the minimum qualifications. If the number of applicants exceeds the number of positions in either category, a lottery will determine the admitted students. All students are provisionally accepted until all admissions documents have been submitted and the mandatory summer course, DH 50 is passed with a grade of "C" or higher.

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, 2017. Candidates will have 10 days to formally declare their acceptance to the program.

Upon acceptance into the program, 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.

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.

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, application information, and other frequently asked questions.

Directions: complete an electronic copy of the application, print out and mail with required transcripts and documents.



FOOTHILL COLLEGE DENTAL HYGIENE APPLICATION
2017

NAME: _____
Last First Middle

Foothill College Student CWID # (required) _____ *If you do not have a FH student CWID#, click here to register for the college: <http://www.foothill.edu/admissions.php> There is no cost involved to get a student ID #.

Please list any other name(s) by which you have been known:

Address City State Zip

Home Phone _____ Cell Phone _____

Valid Email _____

Have you previously applied to the Foothill College Dental Hygiene Program? Yes _____ No _____

Dates of previous applications: _____

Have you previously attended any Dental Hygiene Program? Yes _____ No _____

If yes, list the school and the reason you left the program: _____

Please list the name, starting and ending dates, and any degrees or certificates, for **all** colleges, universities, technical and vocational schools attended. You must include colleges in which courses were attempted although they may not have been completed: **Do not leave this area blank.**

High school attended: _____ Year Graduated: _____ High School GPA: _____

Enclose a copy of high school transcript if available, or include a letter of explanation, if it's not available.

	Name Of College/University	City and State	Dates Attended	Degree Received
1				
2				
3				
4				
5				
6				

FOOTHILL COLLEGE 2017 DENTAL HYGIENE APPLICATION

Name: _____

Student ID: _____

A. 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 records. **(Please provide complete information in each category)**

FOOTHILL COURSE	COURSE #	COLLEGE	TERM/ YEAR	UNITS	GRADE	POINTS
						A = 4 B = 3 C = 2
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 - Introduction to Sociology						
PSYC 1 - General Psychology						
HLTH 21 - Contemporary Health Issues						
Multicultural/ethnic studies course (COMM12 – Intercultural Communication recommended)						
MATH 10 - Statistics						
CHEM 30A - Organic/Inorganic Chemistry						
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						
Total Points (out of 72 possible)						

*Anatomy and Physiology taken at a semester system point breakdown: A = 6; B = 4.5; C = 3

B. Cumulative College GPA: _____

Cumulative College GPA Points: _____

***Biological Science courses GPA:** _____

Cumulative College GPA	Points
4.00 – 3.50	4
3.49 – 3.00	3
2.99 – 2.50	2

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

C. GENERAL EDUCATION REQUIREMENTS:

1. ___ BA or BS Degree from an accredited U.S. College or University (GE must be evaluated by counseling);
2. ___ You have not completed a college degree, but you have completed the Foothill CSU or IGETC Education pattern.

FOOTHILL COLLEGE 2017 DENTAL HYGIENE APPLICATION

Name: _____

Student ID: _____

D. DENTAL RELATED EDUCATION OR LICENSE STATUS:

Education/License	License Status	Points
Currently enrolled in accredited CA RDA program		1
Active current dental lab tech. license		1
Active current RDA license		2
Active current RDAEF license		3

E. DENTAL RELATED WORK EXPERIENCE: Check all that apply Documentation must be provided in the form of page 9 completed by your employer, and corroborating W-2 forms.

Time Worked	Full Time Points	Part Time Points
2-3 years (+2)	2	1
1-2 years (+1)	1	0

F. Veteran Status: If you fall under Veteran Status or eligible spouse status, please add an additional 1 point to your total.

Points Total

	Possible Points	Total Points
Section A – Prerequisite Courses	72	
Section B – College GPA	4	
Section C – GE Certification	Yes/No	
Section D – Dental Related Education/License	7	
Section E – Dental Work Experience	2	
Section F – Veteran Status	1	
Total Points	86	

My signature verifies the accuracy of my application:

Signature

Printed Name

Date



**Foothill College Dental Hygiene
2017 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 _____

They 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
2017 DH Application 10/26/16

Signature

Date

2017 Dental Hygiene Application Checklist

Due Date: **February 9, 2017**

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 2017 Dental Hygiene Program Application Form. The application is filled out completely and word processed, not handwritten.
	Signed copy of the Technical Standards (page 10 of the application)
	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 by an enclosed certification of completion.
	Other: such as approved petitions, reciprocity agreements, copies of RDA pocket license, etc.
	This 2017 Dental Hygiene Application Check List Form

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.