



DENTAL ASSISTING FALL 2024 Application Information

**You must complete ALL application steps to be considered.
There is a \$35 fee to apply to for this program.**

1. PROGRAM ADVISING

This guide will give you all the information necessary to make a successful application to the DA Program. You will be responsible for understanding the program entrance and degree completion requirements.

PLEASE READ INFORMATION CAREFULLY.

Health Professions [Academic Advisors](#) can assist you with academic planning, to help make sure you'll be ready to transfer or start your career. They are available to review your progress towards program or application requirements. Our Health Professions advisors, Allene Gibson and Kelly Ochoco, may be reached at HPAdvising@lanecc.edu. You may email them or see them in-person during drop-in hours or via Zoom.

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 [Dental Assisting](#).

1. APPLICATION PROCESS & DATES

2A. Selection Criteria:

A maximum of 30 students are accepted each year to the LCC Dental Assisting Program. The number of accepted students is based on available spots and subject to change year to year.

- Program admission **is based on a point allocation system**. To be considered an applicant for the program, you must complete the entire application process as required below.
- Course or degree completion is not a requirement to apply, but it will be used to prioritize applicants.
- 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.

To be considered an applicant to the program, you MUST meet all application requirements.

2B. Important Dates:

March 20, 2024 at 12:15 a.m.*	Application Period opens
May 20, 2024 at 4:00 p.m.*	Application Period closes
May 29, 2024 at 4:00 p.m.	Application Notification: Program status announced
June 5 at 2:00-4:30 p.m.	Mandatory Orientation I: Attendance required if accepted or alternate status
August 2024: Date TBD	Mandatory Orientation II: Attendance required.

2. ACCESSIBILITY AND ACCOMMODATIONS

To request assistance or accommodations, contact the Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu.

*You must submit your Electronic Program Admission Application and Payment and other application documents before the deadline on the application close date.

3. PREPARING TO APPLY- APPLICATION REQUIREMENTS

Complete all steps and submit all documentation by the close date listed in Section 2B.
Use this checklist to make sure you've completed all requirements. **Keep a copy for your records.**

You must meet the following criteria to have a complete application and be considered for the program.

Review the Following Steps Carefully.

- Email Account:** You will need an active email address if you do not already have one.
 - LCC's Enrollment Services and Health Professions Application Center use your email address to send you information. Make sure they have any changes to your email address.
 - Please set your "spam filter" system to accept email addresses containing @lanecc.edu
 - Notification of your application status will be communicated to you via Lane email.

- Admission to Lane as a Credit Student:**
 - If you are not currently a Lane credit student, complete Lane's college admission process and obtain a student "L" number. [Admission](#).
 - Make sure to complete all "[Steps to Enroll in Credit Classes](#)" including testing if needed.
 - If you previously attended Lane as a credit student but have not taken courses for four terms, you will need to re-apply to update your account. Click "Returning Student."

- Advising:** Meet with a Health Professions academic advisor or email HPAdvising@lanecc.edu.

- Oregon Resident or F1 Visa.** You must be a current resident of Oregon or have F1 Visa status to apply. Verify your current Oregon address in [myLane](#) (Homepage, Personal Information tab), or have an F1 Visa and include a copy with your application.

- Request Course Equivalency Evaluation (if needed):**
 - Courses taken at other colleges may be eligible to use on your application.
 - Go to the Enrollment Services website and use the "[Transfer Tool](#)" to check.
 - If courses do not appear as equivalent, email: HPAdvising@lanecc.edu

- Submit Non-Lane Official Transcripts to Enrollment Services.** (LCC transcripts don't need to be submitted)
 - All courses from *other* colleges used as prerequisites must be recorded on an official transcript. It is your responsibility to plan ahead and order transcripts prior to the application deadline.
 - Transcripts should be sent to and received by Lane Enrollment Services by the application close date. [Submit Transcript](#).

- High School Diploma or GED.** For those without a college degree, you will need to provide proof of High School Diploma or GED (scanned). This can be provided simultaneously with your application by emailing a copy of your HS Diploma or GED to HPApplicationCenter@lanecc.edu (or provide it by Orientation II.)

- Complete Forms 1 & 2: Conditions for Application and Application Point Petition Sheet:**
 - Complete all application course requirements as described on Form 2 Point Petition sheet
 - Only courses which have been *completed* and are on your transcripts may be used for points.
 - Note all applicable classes and points carefully. Do not leave course, school, term or # credits information blank. Applications with missing info will be returned to you.
 - Please name all application and supplemental materials you upload as: "**DA2024 LastName L#.**"

Points will NOT be awarded if you do not put a completed course on your Points Petition Sheet, even if it's on your transcript.

4. FALL 2024 ENROLLMENT ACADEMIC REQUIREMENTS

If **accepted** to the program, you must complete the following **Enrollment Academic Requirements by the end of Summer 2024**. All courses must be passed with grade of **C** or better. (**C-** is not accepted).

1. **MTH 052** or higher (4 CR), letter grade of **C** or better
2. **WR 115** or **WR 121**, **WR 121-H** (4 CR), letter grade of **C** or better
3. **DA 110** (3 CR), letter grade of **C** or better **OR** 1 of the 2 combinations listed with **
 - **HP/HO 150** and **HP/HO 152** (6 CR) **OR** **
 - **BI 231** and **BI232** (8 CR) **

**** (A combination of HP/HO 150 (3 CR) and HP/HO 152 (3 CR) OR BI 231 (4 CR) and BI 232 (4 CR) can be substituted for DA 110.) All qualifying courses must be passed with a letter grade of C or better.**

Recommended, But Not Required:

- **HP 100 Medical Terminology 1** (Strongly recommended)
- **Dental Clinic Observation:** 6 hours observation in a general dentistry clinic or specialty clinic of your choice. [Observation form](#) and [Potential Observation Sites](#).

5. FALL PROGRAM ENROLLMENT REQUIREMENTS

Program Acceptance: If “Accepted” or awarded “Alternate” status to the program, you must complete the following. **Failure to do so will result in forfeiture of program eligibility.**

- **Attend the Mandatory Program Orientation.** *Both accepted and alternate students must attend the orientation session to be eligible for the program.* See **Section 2B Important Dates** section above. Location will be announced in the notification announcement.
- **Pre-Clinical Requirement to Enter Program (Paid by student)**
Specifics will be included in program notification and discussed at the Mandatory Orientation. All forms and necessary materials will be sent by email to you after you have indicated your program acceptance.

6. APPLICATION SUBMISSION

To submit your application, you need to submit the application forms packet (Forms 1&2), along with each required form indicated below, and any supplemental documents prior to the application deadline.

Email the Application Packet to: HPApplicationCenter@lanecc.edu

See page 4 for Online Application/Fee instructions

Required and Supplemental Forms Checklist:

- Form 1 Conditions for Application (fillable PDF)
- Form 2 Point Petition Sheet (**fillable PDF – it needs to remain fillable when sent**)
- Course Equivalency/Substitution forms (if applicable)
- Supporting documentation for Additional Points (if applicable)

Note: You will receive a confirmation email for your application. Please check with us if you don't receive one.

If you have any follow-up questions, you may contact: HPApplicationCenter@lanecc.edu

Before starting your Online Program Admissions Application and Payment session be sure to:

- a. Complete your **credit** admission application to obtain a student L number – a Lane ID number.
- b. Have an active Lane or personal email account. Lane email preferred if available.
- c. Have a Visa or MasterCard credit card on which to charge the **non-refundable application fee**.
- d. Verify that you meet minimum requirements to apply.

Begin your Online Program Admissions Application and Payment:	
Click on link to right to begin	https://crater.lanec.edu/banp/zwskalog.P_DisplLoginNew?in_id=&cpbl=&newid=&wapp=Y4
Create a new Application Pass Phrase (PIN)	This PIN must consist of between 12 and 16 letters and numbers, with at least one of each. Do not use the same PIN you use to log into myLane or Moodle. This PIN will be used only for this Health Profession program you are applying to. It will not change your myLane PIN. Write down your Pass Phrase (PIN)!
Select “Login”	You will receive an assigned ID number (G#) You will need this G# if there is an issue with your application. Write down your G#!
Select “Continue”	<p>Make sure you have all the required documents you need to complete this Online Application and Payment process.</p> <ul style="list-style-type: none"> • Lane Student ID Number (L Number) • Reviewed the Residency requirements to determine form of verification for your Oregon state residency (Lane Students) • Form 2 (Point Petition Sheet Estimated Points) • Submitted official sealed transcripts to Lane Enrollment Services (for non-Lane courses/degrees listed on the Point Petition Sheet – Form 2).
Apply Online for Program Admissions:	
Admission Term	When asked the term you plan to start – select the term that you are submitting this specific Online Application and Payment for “Fall 2023.”
Enter your name	Make sure your name matches the name you used when you applied to be a Lane Credit student.
Application Checklist:	
Select “Fill out Application”	<p>As you enter the required information in a section, a checkmark will appear to indicate you have completed that section:</p> <ul style="list-style-type: none"> • Follow instructions provided on each screen • Start with “Name – Dental Assisting” • Select “Continue” after each section • Select “Application is Complete” after you have completed all sections
Admissions Agreement	Select “I agree to the terms” after reviewing the information. This is your Admissions Agreement
Application Fee Payment:	
Select “Submit Payment”	Only Visa or MasterCard will be accepted for payment submission
Application Final Page	This lets you know that the online application and payment process is done.
Online Program Admissions Application and Payment Completed:	
Lane Health Professions Program Admission & Payment Confirmation	You will receive 2 emails at the end of this process. The 1st will be sent to confirm your Online Program Admission Application, with the time it was submitted. The 2nd will be sent to confirm that your payment was received. Please keep both of these emails for your reference.