

# St. Cloud Technical & Community College Dental Assistant Program

## Prospective Student - Information Packet

### **Welcome!**

Health programs have specific requirements for students to complete.

This material is to help guide you through the process from beginning to graduating from your intended health major.

Staff and faculty are here to assist with your educational journey and look forward to seeing you on campus!

### **Dental Assistant Program Description**

The Dental Assistant program is a full-time, 4 semester program that begins each fall semester.

- 30 students are accepted each fall semester
- Begins each fall semester
- 4 semesters: fall, spring, fall spring

It is a competitive program that requires a 2-application process.

Dental assistants are important members of the dental healthcare team, and a degree from SCTCC will prepare graduates with the skills needed to have a career in the dental profession.

Students will learn and develop skills in chairside assisting, infection control procedures, instrument and materials usage, laboratory procedures, administrative duties, mechanical polishing, sealant application, and other expanded functions.

Graduates of the program find work in dental offices in a variety of settings. As a dental assistant you may work side by side with the dentist or as office personnel scheduling appointments or billing. Dental assistants work in corporate or private practices, in dental product sales, or as OSHA compliance officer.

### **Dental Assistant Careers**

Graduates of the program find work in dentists' offices, as well as work as a dental office manager, in public and private practices, in dental product sales, or as OSHA compliance officer.

- The 3-year placement rate for the Dental Assistant program is 100%.
- The average Central MN hourly salary range is \$23.50 per hour.

## **Dental Assistant Program Admissions Process – 1<sup>st</sup> Steps**

### **First application**

- Complete online application found at <http://www.sctcc.edu/application>
- Apply as a Pre-Dental Assistant/AA degree student
- Pay \$20.00 application fee
- Submit high school / college transcripts
  - MN State college transcripts are available to SCTCC once student applies.
  - Official college transcripts are required from University of MN and all private colleges.

Students returning to St. Cloud Technical & Community College (SCTCC) will need to contact Admissions office to re-open and update student file.

Admissions Office: 320-308-5089 ● Email: [enroll@sctcc.edu](mailto:enroll@sctcc.edu)

### **If Transferring to SCTCC**

If you have previously earned credits and want to know if they will transfer to meet the program pre-requisites, please apply to SCTCC as a Pre-Dental Assistant student (see steps above) so the Registration Office can review your transcript(s).

Check <http://www.transferology.com> for unofficial course equivalency information.

### **e-orientation**

Applicants that are fully accepted to SCTCC will be notified by the Admissions office about when and how to complete e-orientation and meet with an academic advisor.

Students starting Fall Semester: e-orientation and advisor appointments begin in April.

Students starting Spring Semester: e-orientation and advisor appointments begin in November.

Students starting Summer Semester: e-orientation and advisor appointments begin in February.

### **Academic Advising Center - Current Student / Advisor Meetings**

Current students are required to meet with an advisor at least once a semester to receive a registration access code and review their academic plan.

We encourage students to visit more often with any questions or concerns they may have.

We are here to align you with resources that are available and help guide you through your educational journey at SCTCC!

Definition of a Current Student is one that has:

- Completed the Admissions process and fully accepted to SCTCC AND
- Completed e-orientation and scheduled an initial appointment with an academic advisor OR
- Currently registered for classes at SCTCC as a current, accepted student.

Academic Advising Center: 320-308-5741 ● Email: [advising@sctcc.edu](mailto:advising@sctcc.edu)

## **Dental Assistant – A.A.S. Degree Requirements**

A minimum grade of “C” or better AND a cumulative GPA of 2.0 or above in pre-requisite coursework is required to be considered for admission.

Students can apply with pre-requisites in-progress, **MUST** be complete prior to the start of the program. Priority will be given to students with all pre-requisites complete at the time of application.

RE-TAKE Options: (consult with an advisor about the impact of repeated courses)

- Each pre-requisite may be re-taken one time.
- Each General Education course may be re-taken one time.

When applying to the program, applicants must be in *Good Academic Standing* at SCTCC (not on warning or probation - cumulative GPA 2.0 & cumulative completion rate of 66.66%).

### **General Education pre-requisites include:**

<b>Goal Area 1</b> Communication – Oral (example CMST 1320)	3 credit
<b>Goal Area 1</b> Communication – Written (example ENGL 1308)	3 credit
<b>Goal Area 3 – Natural Science</b>	4 credit
<b>TOTAL</b>	<b>10 credits</b>

### **General Education courses (can be taken before OR during program acceptance)**

Psychology Course (example PSYC 1304)	3 credit
Goal Area 2,6, 7, 8, 9 or 10 (example DVRS 1304)	3 credit
<b>TOTAL</b>	<b>6 credits</b>

### **Students MUST supply documentation OR take course work at SCTCC:**

**CPR requirement: Basic Life Support (BLS) American Heart Association OR American Red Cross**

- Provide a copy of CPR card AFTER accepted to the Dental Assistant program (During Dental Assistant orientation meeting)

Course options at SCTCC: EMSC 1480 (1 credit course) OR HBHE 1513 (Hour based course)

### **NOT Required, but recommended to improve program acceptance:**

- Complete Nurse Assistant course (HLTH 1402) or (HCCC 1415 & HCCC1425) or provide copy of 75-hour certificate
- Complete 10 or more pre-requisite credits at SCTCC

## **Dental Assistant Program - Diploma Requirements**

A minimum grade of “C” or better AND a cumulative GPA of 2.0 or above in pre-requisite coursework is required to be considered for admission.

Students can apply with pre-requisites in-progress, MUST be complete prior to the start of the program. Priority will be given to students with all pre-requisites complete at the time of application.

**RE-TAKE Options:** (consult with an advisor about the impact of repeated courses)

- 1 of the pre-requisite courses may be re-taken one time

When applying to the program, applicants must be in *Good Academic Standing* at SCTCC (not on warning or probation - cumulative GPA 2.0 & cumulative completion rate of 66.66%).

### **General Education pre-requisites include:**

**ENGL 1308** Stretch Writing **OR ENGL 1309** Stretch Writing II 3 credit  
**Goal area 1** Communication -Written

**DVRS 1310** Human relations for the Workplace **OR** 3 credit  
**DVRS 1304** Diversity & Social Justice

### **General Education Course (can be taken before OR during program acceptance)**

**Psychology Course** (Example PSYC 1304) 3 credit

### **Students MUST supply documentation OR take course work at SCTCC:**

**CPR requirement: Basic Life Support (BLS) American Heart Association OR American Red Cross**

- Provide a copy of CPR card AFTER accepted to the Dental Assistant program (During Dental Assistant orientation meeting)

Course options at SCTCC: EMSC 1480 (1 credit course) **OR** HBHE 1513 (Hour based course)

### **NOT Required, but recommended to improve program acceptance:**

- Complete Nurse Assistant course (HLTH 1402) or (HCCC 1410-1470) or provide copy of 75-hour certificate
- Complete 10 or more pre-requisite credits at SCTCC

## **Dental Assistant Program application (2<sup>nd</sup> application):**

Applicants **MUST** be a *Current Student* (applied and accepted to SCTCC).

Applicants can apply to the Dental Assistant program with pre-requisites in-progress, **MUST** be complete prior to the start of the program (see previous page).

Priority will be given to students with all pre-requisites complete at the time of application.

Applicants must be in *Good Academic Standing* at SCTCC (cumulative GPA of 2.0 and cumulative completion rate of 66.66%).

Students who are on academic warning or probation will only be considered through an appeals process.

- The Dental Assistant application is open December 1<sup>st</sup> through March 1<sup>st</sup>  
Applications will remain open until program is filled.  
Applications received after March 1st deadline will be placed on the alternate list.
- Application is found at <http://www.sctcc.edu/dental-assistant-apply-online>

The Dental Assistant program is competitive and the college may not be able to accept all applicants that meet the minimum admission standards.

## **Dental Assistant Historical Applicant Data** **(Previous years – Student Data)**

Start Date	Seats Available	Total # of Applicants	* Total # of Qualified Applicants	Average GPA in pre-requisites	** Earned Diploma, AA, HSBF, Bachelor's degree OR Health Degree	** Earned 9 or more credits at SCTCC	** Completed Nurse Assistant course
Fall 2015	30	37	29	3.31	6	11	3
Fall 2016	30	53	34	3.31	3	16	9
Fall 2017	30	46	36	3.30	4	13	6
Fall 2018	30	56	44	3.52	7	7	5
Fall 2019	30	49	48	3.44	3	20	2
Fall 2020	30	51	49	3.48	5	10	6
Fall 2021	30	42	35	3.39	9	2	6

\* All pre-requisites complete with a GPA of 2.0 or higher

\*\* Students accepted to the Dental Assistant program earned /completed areas

## **Program FAQs – Dental Assistant Program**

### **Can I apply directly to the Dental Assistant program?**

Students MUST be a *Current Student* (applied and accepted to SCTCC).

### **Can I apply to the program without all of the pre-requisites complete?**

Students can apply with pre-requisites in-progress, MUST be complete prior to the start of the program. Priority will be given to students with all pre-requisites complete at the time of application.

### **Can I re-take a pre-requisite course to improve my GPA?**

Each pre-requisite course may be re-taken 1 time. Please check with an advisor before re-taking classes. Students may not receive Financial Aid for the re-take course.

### **When does the Dental Assistant program start?**

The Dental Assistant program is a 4-semester program that begins each Fall Semester.

### **How many students are accepted?**

30 students are accepted each fall semester.

### **Can I attend Part-Time?**

The Dental Assistant program is a *full-time* program only.

### **Can I take the Dental Assistant program classes online?**

Once accepted to the program, classes are all held on-campus or at a Clinical site.

### **When can I apply to the program?**

The Dental Assistant application window is open December 1<sup>st</sup> through March 1<sup>st</sup>, will remain open until program is full.

Application found at <http://www.sctcc.edu/dental-assistant-apply-online>

### **Once accepted to the program, what is the schedule like?**

#### **(SUBJECT TO CHANGE)**

#### First year classes (semester 1 – fall semester)

Monday: lecture from 10am-3pm, lab from 4-6 p.m. Wednesday: 1-4p.m. Friday: 10am-11am  
(No classes held on Tuesday and Thursday the first semester).

#### First year classes (semester 2 – spring semester)

Monday: lecture from 11am-3pm and Tuesday: lecture from 1pm-3pm  
Tuesday, Wednesday, Thursday lab from 8am-Noon,  
Friday lab either 8am-10am, 10am-Noon or Noon-2pm

#### Second year classes (semester 3 – fall semester)

Monday: lecture 10am-Noon, Tuesday: lecture 1pm-2pm, Wednesday: lecture 1pm-2pm  
Tuesday, Wednesday, Thursday lab from 8am-Noon (No class on Friday)

#### Second year classes (semester 4 – spring semester)

First Month some class time, remaining of the semester students will be completing internship.

### **Is the Dental Assistant program accredited?**

St. Cloud Technical and Community College dental assistant program is accredited by the Commission on Dental Accreditation of the American Dental Association. Graduates will be eligible to write the Dental Assisting National Board Certification examination as well as the Minnesota licensure examination. Statistically over the past several years, SCTCC dental assistant students have scored **above the national and state average on both of these exams**. Students earn the credentials CDA (Certified Dental Assistant) and LDA (Licensed dental Assistant) after successful completion of these exams.

# Checklist to Acceptance

## Health Programs at St. Cloud Technical & Community College

Cardiovascular Technology • **Dental Assistant** • Dental Hygienist • Paramedicine  
Practical Nursing • Nursing (2-year RN) • Sonography • Surgical Technology

- Complete Admissions Process – 1<sup>st</sup> Steps
- Complete e-orientation
- Schedule an Advising & Registration appointment  
(available after completion of e-orientation)
- Register for pre-requisite courses for your intended health major  
(each semester you and an advisor will review your academic plan).
- Earn a high GPA to be considered for health majors.
- Apply to the health major when requirements have been met  
and the program application window is open.

***For details, please refer back to the Packet Information.***

### **[Visit SCTCC! – Dental Assistant Information Session](#)**

Thank you for your interest in the Dental Assistant program at SCTCC!  
We invite you to sign up for a Dental Assistant Information Session to learn  
more about the program. <https://www.sctcc.edu/infosessions/HEALTH>

After reviewing this information, if you need further assistance, please contact:

Admissions Office 320-308-5089      [enroll@sctcc.edu](mailto:enroll@sctcc.edu)  
Academic Advising Center 320-308-5741      [advising@sctcc.edu](mailto:advising@sctcc.edu)