Dental Assisting Diploma Application Instructions

Summer 2024 Priority Application Deadline: March 22, 2024

Student must be currently enrolled at or accepted to Gwinnett Technical College to pursue admission to the Dental Assisting program.

Step 1: Complete the attached **Dental Assisting Diploma** application form. Read the instructions and application requirements very carefully. This is a writable form and does not need to be printed out. Please save to your computer and fill out the form and save it back to your computer once you have completed the application. Before you email your application, please check all of your attached documents to make sure your application is complete and make changes if necessary to your application before you submit it to **healthapp@gwinnetttech.edu**. **If there is any missing information or documentation, we will have to reject your application.**

Step 2: Review your Gwinnett Technical College Transcript to confirm that all prerequisites are accurately reflected. **This will be attached to your email with your completed application.**

To review and save to your computer your Gwinnett Technical College academic transcript:
- **Log on to gwinnetttech.edu/dashboard/**
- **Click on "Student/Faculty Secure Area"**
- **User Name: FLLLLLLXXXX (F=first initial lowercase L=first 6 of last name lowercase XXXX= last four digits of student 900 number)**
- **Password: Enter default (gtcmmddyy) or your customized password).**
- **Click on "Student Services and Financial Aid"**
- **Click on "Student Records"**
- **Click on "Academic Transcript"**
- **Click on "Submit"**

When you pull up your transcript in BANNER WEB, right click on the page, select print, and in the destination field, select "SAVE AS PDF". Save the transcript to your computer to attach to your email with your application.

*NOTE TO APPLICANTS EXPECTING TRANSFER CREDIT: Applicants will need to be accepted into Gwinnett Technical College at least **4 weeks prior to the March 22nd deadline** to ensure that transfer credits have enough time to be evaluated and transferred in. The process of evaluating official transcripts does not begin until a student is accepted and can take between 4-6 weeks. Once the official evaluation process is complete, the credits that have been accepted will be transferred in and will show on your Gwinnett Technical College Transcript. If any pre-requisites have been taken at other institutions and are not reflected on your Gwinnett Technical College transcript 4-6 weeks after acceptance, *or* if you are accepted less than 4 weeks prior to the March 22nd deadline, please e-mail the Healthcare Team at HealthTeam@GwinnettTech.edu to have your transfer credit expedited.

Step 3:   **Complete the Dental Assisting Diploma Application Form with all required information. Attach all required documentation to your email as separate documents.**

Be sure to attach a copy of your current:

- **Gwinnett Technical College unofficial transcript downloaded from gwinnetttech.edu/dashboard/ - see instructions in Step 2.**
- **Driver's License (take a picture with your cell phone).**
- **Permanent Resident Card - only if you are not a U.S. citizen.**

Step 4:   **Submit your completed application packet to the email address healthapp@gwinnetttech.edu no later than the March 22nd application deadline. If you would like to submit your application in person, you may do so by scheduling a QLess appointment with a Healthcare Enrollment Advisor on the Lawrenceville or Alpharetta-North Fulton campus.**

Your packet will be reviewed by an advisor for accuracy and completion before being submitted for processing. Incomplete application packets will not be accepted. If we find any errors with your application or incomplete applications, you will be emailed that your application has been rejected and you will need to reapply to correct any errors found.

If your prerequisite GPA is below 2.5, you are not eligible to apply to the Dental Assisting program. Also, if your cumulative Gwinnett Tech GPA is below 2.0, you cannot apply to the Dental Assisting program, you must be in good academic standing.

The Dental Assisting program will email you a couple of weeks after the Application Deadline of March 22nd to notify you that you have been invited to a mandatory meeting.

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Gwinnett Technical College
Dental Assisting Diploma Application

Summer Semester 2024 Cohort
Application Deadline: March 22, 2024
Prerequisite Deadline: End of Spring Term 2024

Please complete the Competitive Selection Application and attach all required documents.
No applicant packets will be accepted after the admissions application deadline date.
Documents must be submitted as a complete packet and may not be submitted individually.

Applicant Information		
Student ID #:	_____ _____ _____ - _____ _____ - _____ _____ _____ _____	**Date Submitted:** __ / ___ / ___
Full Name:		
	Last *First* *M.I.*	
Address:		
	Street Address *Apartment/Unit #*	
	City *State* *ZIP Code*	
Home Phone:	(_____) _____ - _____	**Cell Phone:** (_____) _____ - _____
E-mail Address:		

Student must be currently enrolled in Gwinnett Technical College pursuing admission to the Dental Assisting Diploma program.

	YES	NO	N/A
1. Have you submitted an official transcript to Admissions from all colleges previously attended and Official Score Reports from College Board for any AP Credit obtained?			
2. Have you attached a copy of your Driver's license? **Cannot be expired.**			
3. Have you attached a copy of your Permanent Resident Card – only needed if you are nor a U.S. Citizen. **Cannot be expired.**			

For staff use only

	Student has an active admissions file.		All prerequisite courses complete with minimum 2.5 or higher GPA.
	All previous transcripts have been received.		Student has in-progress courses. YES _____ NO _____
	Student is in good academic standing.		# _____ in-progress courses.
	Unofficial Gwinnett Technical College transcript is attached		Driver's License is attached and has not expired.
	Student has completed FYES 1000 with a "C" or higher.		Permanent Resident Card is attached and has not expired.
	Check to make sure ALHS 1040 has been completed Yes _____N0 _____		

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Gwinnett Technical College
Dental Assisting Diploma Application

The Dental Assisting Diploma program requires the following courses to be completed or in-progress by the prerequisite deadline. Each course must be completed with a minimum grade of "C". In addition to earning a minimum grade of "C" in each course, an overall GPA of 2.5 must be earned in the required prerequisite courses. **Priority will be given to applicants who have completed all required prerequisite courses by the application deadline.** A student may retake a course; however, only the most recent attempt will be considered for the prerequisite GPA calculation used in the initial screening process.
Please identify where and when each course was completed and the letter grade attained or indicate the course is in-progress. If you repeated a required course, please list information related to the **most recent attempt only**. **Gwinnett Technical College must have an official transcript on file for each college previously attended and CollegeBoard.org transcript if you have taken AP classes or CLEP exams.** Please view your Gwinnett Technical College academic transcript through Self-Service BANNER Web to find the dates and grades for specific courses completed with Gwinnett Technical College.

　　*Remember to list all prerequisite courses completed. Mark as "in progress" the prerequisite courses you are currently enrolled in for Spring**. Complete the GPA calculation portion of the chart for completed courses only.

Required Course	College Where Completed	Semester Completed	Letter Grade Earned	Grade Points (Enter appropriate points from key to the right.)	Column A — Number of Credit Hours (Add hours from each class and enter total on line below)	Column B — Enter Product of last 2 columns (Multiply Grade points by number of credit hours)	Letter Grade Point Key
ENGL 1010 or 1101					3		A = 4
PSYC 1010 or 1101					3		B = 3
MATH 1012 or 1111					3		C = 2
ALHS 1011* OR					5		
(BIO 2113* AND					3		
BIO 2113/L* AND					1		
BIO 2114* AND					3		
BIO 2114/L*)					1		
				Total:			

Enter total from Column B		Enter total from Column A		Cumulative GPA
_____	÷	_____	=	____.____ ____

*Course must be completed within five years of the competitive program file completion deadline.

900_____

Please place your initials next to each statement, signifying that you have read and understand the following information, then sign and date below.

_____I understand that all courses marked by an asterisk (*) in the list above must have been completed within 5 years of the application deadline. BIOL or ALHS classes completed before the Spring Semester of 2019 will be considered expired and must be re-taken or an exemption exam must be passed.   Exemption exam information: gwinnetttech.edu/programs/assessment-testing-center/.

_____ I have attached an unofficial copy of my Gwinnett Technical College transcript which I have downloaded from gwinnetttech.edu/dashboard/and I have confirmed all courses and grades listed above are accurately reflected therein.

_____I understand this application, along with all course information and supporting documents (driver's license, and Permanent Resident card, if not a US Citizen, must be received by the Enrollment Support Center on the Lawrenceville or Alpharetta-North Fulton campus or emailed to the healthapp@gwinnetttech.edu by the application deadline. If you would like to submit your application in person you may do so by scheduling a QLess appointment with a Healthcare Enrollment Advisor on the Lawrenceville or Alpharetta-North Fulton campus. **I understand that incomplete application packets will not be considered.**

_____In addition to the courses listed above, FYES 1000 (if not eligible for an exemption from this course), **must be completed prior to the start of Summer semester 2024** with a "C" or higher before beginning the Dental Assisting Diploma program.

_____**I understand ALHS 1040 is recommend to be completed before program acceptance; otherwise, it must be completed the first summer semester of the Dental Assisting program.**

_____I understand completion of prerequisite courses and meeting other minimum requirements does not guarantee selection to the Dental Assisting Diploma program, as there are a limited number of seats available in the occupational and clinical courses. I understand candidate selection is based on a competitive selection process.

_____I understand I must have a prerequisite GPA of 2.5 or higher to apply to the Dental Assisting Diploma program by March 22nd. **No exceptions are allowed.**

Student Signature _____ **Date** _____

Gwinnett Technical College does not discriminate on the basis of race, color, national origin, sex, age, or disability. Lisa Richardson, Section 504/ADA, Title IX and Equity Coordinator, Building 100, Room 708, 678.226.6691, LRichardson@GwinnettTech.edu.

Gwinnett Technical College Dental Assisting Program

The Dental Assisting Diploma Program at Gwinnett Technical College is a competitive admissions program. Students are initially placed in the **Healthcare Assistant /Allied Health Certificate** program to complete prerequisite courses. Students must complete and submit the **Dental Assisting Diploma Application Form** to the email address of healthapp@GwinnettTech.edu or to the Enrollment Support Team on the Lawrenceville campus or on the Alpharetta-North Fulton campus to be considered for the Dental Assisting program. It can be found at **GwinnettTech.edu/enrollment/forms-documents**

The following provides general information and important facts about the selection process:

- The program is currently accepting applications for the 2024-2025 class to begin summer semester 2024.

- Students are accepted into the program only **once** per year.

- The acceptance process is in April, during spring semester, for entrance into the program start in summer semester. Once accepted, the program length is three semesters, ending in the spring of 2025.

- Students may transfer in the core classes to be considered for acceptance. The file completion deadline is March 22, 2024.

- **Students that have completed or transferred in all prerequisite core classes will be considered for acceptance first.** *However, students that are in the process of completing the core classes during the acceptance process spring semester may be provisionally considered for acceptance contingent upon completing the classes with a grade of C or better.* If the provisionally accepted student does not complete the core by the end of spring semester with a grade of C or better, their spot will go to another student.

To be considered for acceptance into the Dental Assisting Program a student must:

Complete or transfer the following courses with a grade of C or better:

ENGL 1010 or ENGL 1101	PSYC 1010 or PSYC 1101	MATH 1012 or MATH 1111
FYES 1000	ALHS 1011* or BIOL 2113/L* *and* BIOL 2114/L*	

*Course must be completed within five years of the competitive program file completion deadline.

AHLS 1040* is required for completion of diploma, but is not a prerequisite. Recommended to be taken prior to acceptance; otherwise it must be taken summer semester after acceptance.

☑ Have a minimum 2.5 GPA
☑ Complete and submit the Dental Assisting Diploma Application Packet at **gwinnetttech.edu/enrollment/forms-documents**.
☑ Attend the mandatory meeting for the Dental Assisting Program in April.
  Students who have either completed the prerequisite core or will complete them by the end of spring semester, and have submitted the Dental Assisting Diploma Application Form by the deadline will receive a letter inviting them to the Mandatory Meeting.
☑ Be able to attend the **full-time day program**. Nighttime Dental Assisting courses are not offered.
☑ Have their own **reliable transportation** to attend classes and clinical internship sites.

Successful Dental Assisting students must also meet certain technical standards:

☑ Possess excellent hand/eye coordination, manual strength and dexterity to perform instrumentation skills and manipulation of materials necessary for direct patient care.

☑ Possess strong communication skills:
  o Ability to read, write, record and report information accurately.
  o Ability to understand and react quickly to verbal instructions and patient needs.
  o Be able to effectively communicate with patients to explain procedures and provide instructions.

For more information contact Josue Vejar, Program Support Specialist at (678) 226-6404 jvejar@GwinnettTech.edu or the Health Enrollment Support Team at HealthTeam@GwinnettTech.edu, or visit the Enrollment Support Center on either the Lawrenceville or Alpharetta-North Fulton campus by appointment only.