



Dental Assisting Diploma Application Instructions

Summer 2017 Priority Application Deadline: March 22, 2017

Step 1: Print the attached **Dental Assisting Diploma** Application Form. Read the instructions and application requirements carefully.

Step 2: Review your GTC Transcript to confirm that all prerequisites are accurately reflected.

To review & print your GTC academic transcript:

- Log on to www.gtc-web.org
- Click on "Student/Faculty Secure Area"
- **User ID:** Enter your student ID or social security number (without hyphens)
- **PIN:** Enter your birth date in 6-digit format (MMDDYY).
- Click on "Student Services and Financial Aid"
- Click on "Student Records"
- Click on "Academic Transcript"
- Click on "Submit"

NOTE: If any pre-requisites have been taken at other institutions and are not reflected on your GTC transcript, please e-mail RegistrarsOffice@GwinnettTech.edu so that any missing prerequisite issues can be corrected well before the Application Deadline of **March 22, 2017**.

Step 3: Complete the **Dental Assisting Diploma** Application Form with all required information. Be sure to attach a copy of your current **GTC transcript** you have printed from www.gtc-web.org.

Step 4: Submit completed application packet to the Healthcare Enrollment Support Team on the Lawrenceville Campus in Building 100, no later than **March 22, 2017**. Incomplete application packets will not be accepted.

**Gwinnett Technical College
Dental Assisting Diploma Competitive Selection Application**

**Summer Semester 2017 Cohort
Application Deadline: March 22, 2017
Prerequisite Deadline: End of Spring Term 2017**

**Please complete the Competitive Application Form 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:			
	<i>Last</i>	<i>First</i>	<i>M.I.</i>
Address:			
	<i>Street Address</i>		<i>Apartment/Unit #</i>
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Home Phone:	(_____) _____ - _____	Cell Phone:	(_____) _____ - _____
E-mail Address:			

Student must be currently enrolled or admitted to the Healthcare Assistant certificate pursuing admission to the Dental Assisting Diploma program.

	YES	NO	N/A
Have you submitted an official transcript to Admissions from all colleges previously attended?			
Have you completed the ALHS 1040 class? If not, you must take the class the first semester you start the Dental Assisting program.			

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.
	Student is in good academic standing.		# in-progress courses.
	Unofficial GTC transcript is attached		

Gwinnett Technical College Dental Assisting Diploma Competitive Selection 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**. GTC must have an official transcript on file for each college previously attended. Please view your GTC academic transcript through Self-Service BANNER Web to find the dates and grades for specific courses completed with GTC.

***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	Date 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		
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.**

- I understand this application, along with all course information and supporting documents must be received by the Healthcare Enrollment Support Team on the Lawrenceville Campus in Building 100 by the application deadline.
- I have attached an unofficial copy of my Gwinnett Technical College transcript which I have printed from www.gtc-web.org and I have confirmed that all courses and grades listed above are accurately reflected therein.
- 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 prerequisite courses must be completed or in-progress by the application deadline and must meet the minimum 2.5 GPA.
- I understand FYES 1000 and ALHS 1040 (unless exempt) must be completed with a “C” or better before beginning the program.
- I understand two recent professional letters of recommendation will be required for the Dental Assisting program. Please take them with you to the Mandatory Meeting.

Student Signature _____ **Date** _____

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 Healthcare Enrollment Team to be considered for Dental Assisting. It can be found at www.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 2016-2017 class to begin Summer semester 2017.
- Students are accepted into the program only **once** per year.
- The acceptance process is in April, during spring semester, for entrance into the program Summer semester. Once accepted, the program length is three semesters, ending the following Spring.
- There are five pre-requisite core classes that must be taken prior to acceptance into the program. Students should consider this when applying to the program. Students should apply early enough to complete the core classes before the acceptance process in April. The five core classes can be completed in one semester.
- Students may transfer in the core classes to be considered for acceptance. The file completion deadline is March 22, 2017.
- Students that have completed or transferred in all pre-requisite 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 should:

- 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* 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 <http://www.gwinnetttech.edu/enrollment/forms-documents>
- Attend a mandatory meeting for the Dental Assisting Program in April.
- Students who have either completed the pre-requisite 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.
- Obtain two recent professional letters of recommendation to bring with you to the Mandatory Meeting.**
- Be able to attend the **full-time day program**. Night time Dental Assisting courses are not offered.
- Have your own **reliable transportation** to attend classes and clinical internship sites.

Students must 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:
 - Ability to read, write, record and report information accurately.
 - Ability to understand and react quickly to verbal instructions and patient needs.
 - Be able to effectively communicate with patients to explain procedures and provide instructions.

For more information contact Kimberly Smith, Program Support Specialist at (678) 226-6966, ksmith@gwinnetttech.edu or the Health Enrollment Support Team at HealthTeam@GwinnettTech.edu or visit the Enrollment Support Center, located in building 100.

