

## Dental Hygiene Checklist

*The following is intended as a general guideline for making sure you have taken the necessary steps to apply and be considered for the Dental Hygiene program. **It is the applicant's responsibility to insure that all items arrive prior to the February 15, 2021 deadline. Late application materials will not be considered and will make the applicant ineligible to be considered for the 2021 program.** Please understand an applicant may have unique circumstances, which may require further documentation or verification, in which case the applicant may be asked to furnish material not mentioned below. Every effort will be made to provide clear instructions to applicants needing to provide such information. Please keep this checklist to refer to – you do NOT need to return it to us.*

- VWCC college application** – Encouraged to complete **on-line**. Please see the instructions sheet in the “Forms” section. (If you currently attend VWCC – you may skip this step.) Joint Venture site applicants who are accepted into the program would be registered for some DNH core courses at VWCC, thus requiring you to be activated for VWCC. **To facilitate actions taken** in the computer system by your advisor and other staff at VWCC please select Career Studies Certificate: Introduction to Dental Hygiene as your **curricular plan of study (credit classes)** and we suggest activating the term for Summer 2021 (if available or choose the latest term closest to summer) or even **sooner if** you plan to take any general class at VWCC before then (DNH classes do not start until fall semester for those accepted).
- 2021 Dental Hygiene program application form. Please indicate which site(s) you are interested in applying to by checking the appropriate box. If you select both sites, please indicate which site is your first choice. All application material must be sent directly to Pam Woody at VWCC/Roanoke for all sites.
- Official High School transcript in the sealed school envelope. (Required for all applicants, including college graduates.)
- GED – copy of scores (*if applicable*). HS transcripts are still required if you completed at least 9th grade.
- Official college transcripts from all colleges attended (**except** community colleges in Virginia).  
Note: Official transcripts are still in the original sealed envelope from the institution that issued it, please **do not open them (if sent or given to you first)**. If you attend summer and/or fall 2020 classes at a non-VCCS school you must have updated transcripts sent to the **attention of Pam Woody at VWCC prior to 2/15/21**. These transcripts serve to update your GPA, academic progress, and completion or enrollment in a required prerequisite (if applicable). Have all transcripts sent directly to Pam Woody before 2/15/21.
- Once all your transcripts are received by the advisor (Miss Woody) a 2-page form letter will be sent (usually within 4 weeks, may be longer if submitting January 1<sup>st</sup> to February 15<sup>th</sup>) – includes information about your **prerequisites**: Algebra I, Biology, Chemistry, and the college BIO 141, BIO 142, and SDV 101
  - \_\_\_\_\_ **Algebra I** completed with a grade of “C” or better by the end of Spring 2021 semester (high school or equivalent MTE 1 - 5).
  - \_\_\_\_\_ **Biology and Chemistry** (with laboratory components) completed with a grade of “C” or better by the end of spring 2021 semester. (High School **or** equivalent college.)
  - \_\_\_\_\_ **Bio 141** or equivalent **college level** Human Anatomy & Physiology I (must include lab component) complete with a grade of “C” or better **by the end of Spring 2021** NOTE: must be completed within five years prior to fall beginning
  - \_\_\_\_\_ **SDV 101** (2 credits) Orientation to Health Professions (complete by end of spring 2021)
  - \_\_\_\_\_ **Bio 142** or equivalent **college level** Human Anatomy & Physiology II (must include lab component) complete with a grade of “C” or better **by the end of Summer 2021** NOTE: must be completed within five years prior to fall beginning

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The above criteria must be met to be eligible and continue in the process for consideration.

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- Have a cumulative **GPA of  $\geq 2.75$**  at the **end** of the **Fall 2020** semester to be eligible. GPA is based on at least 12 credit hours of college credit at one Institution.
- If at the end of the fall 2020 you are meeting all the above criteria, we encourage you to be considering and scheduling 16-hours of **observation with a Registered Dental Hygienist** (not a Dentist). You will be responsible for finding a practice that has a **dental hygienist** whom you can observe, **prior** to March.

The completion of a dental observation form is **mandatory** (instructions on when and how to submit will be mentioned in the TEAS letter mailed in February). The advisor is not responsible for collecting this form and please **do not** submit with your Dental Hygiene application as this document will be required to be submitted during the interview process.. The **form is available in the “Forms”** section of the website for you to review and print (you will probably upload the completed form in March with a post-test assignment).

- Keep the Advisor (Miss Woody) **informed** of all name and **address changes during the application process**. (Dental Hygiene applicant database for all program mailings is separate from the college.)

*The following items are not completed at VWCC until Spring Semester (February or later)*

- TEAS scheduled and taken (March). Eligible applicants only! – Miss Woody will determine whether applicants meet the minimum criteria and can be considered by the committee for VWCC (Roanoke) and/DCC (Danville). Most applicants will be given TEAS (Test of Essential Academic Skills) instructions by late February or early March (mailed letter or scanned to email account) if all the application material was received by January. If you apply after late-January, your letter could be delayed until early March. Therefore, we encourage you to apply and have everything submitted earlier, if possible. If an applicant for either site has not received their TEAS notification/instructions by March 1<sup>st</sup>, and believe they are eligible, they should immediately contact Miss Woody. Early applicants who are not eligible when a review is done in January will be notified by the advisor in February, if the student has questions about that eligibility then, they must contact the advisor, Miss Woody, at VWCC to discuss. The TEAS test is administered (pencil/paper or possibly computer based in 21 as details are being established at this time) on a limited basis by the advisor (Miss Woody) for Roanoke and Danville applicants after students receive their notification in February. So, if you do not receive a test schedule, it will be your responsibility to follow up with the advisor so you will not miss all the testing dates (sometimes an address change has not been reported, typo, lost mail, etc.). Note: The TEAS test is not offered in the testing center at VWCC. It is only given for eligible VWCC dental hygiene applicants by the advisor (Miss Woody).

**Note for LFCC applicants only (for 2022):** Your application file must be received and evaluated first by Miss Woody at VWCC to determine if your material is complete and if you meet the minimum criteria. If you applied before January, your file will be updated and re-evaluated by Miss Woody usually by early February. Then, around the 15th of February, she will compile a list of all the eligible applicants and forward the list to the LFCC testing center; your name must be on the list before the testing center staff will allow you to schedule a test date. You will be notified (letter) by her when the list has been forwarded and she will inform you what process has been established by the LFCC testing center staff to schedule the test (computerized at LFCC) for Dental Hygiene. LFCC will only offer TEAS testing at LFCC between February 15th and March 15th for Dental Hygiene. The later you apply (near deadline) may further delay your name being forwarded, therefore please apply earlier (if possible) as they will schedule on a first come basis and have limited testing times. **LFCC wil begin testing on February 15, 2022** and will not test after March 15, 2022. LFCC will not address any issues related to a student’s eligibility for the VWCC/LFCC Joint Venture Dental Hygiene program or why a name is not on the list (contact should be made with Miss Woody if the need arises).

**Note:** Those who might take **the same TEAS for another dental hygiene program** after Jan. 1, 2021 and want to use those scores **MUST** take responsibility to have the scores sent to VWCC/advisor (Miss Woody) via their ATI testing account (they do charge a fee). Please request the scores to be sent to **VA Western CC-AH**. Once you request scores to be sent, you are responsible for following up by email with Miss Woody in 3-5 days to confirm she received.

- After TEAS testing is finished and results are available, there will be a question/answer and essay assignment, **etc.** (further details will be given to applicants being considered in late February/March). Instructions about the assignment will be given to everyone at the same time, access will be limited to a specified period of time to complete. “Canvas” may be utilized by the admissions committee for the

exchange of information (they will only create and use this once the assignment is due in March, date could vary). This opens up a channel at that time to give explicit instructions and for you to transmit the assignment information back to the committee. You should pay close attention to any details given by the advisor (you should not expect the same use of Canvas in this instance as you would a regular course and the campus helpdesk is not involved in the details). The essay topic will not be given until the assignment is posted. Exact instructions may vary each year. Keep in mind that the advisor can only communicate with you through the regular mail (US Post Office) or your student email accounts. It will be important for everyone to listen and/or read any instructions carefully at all times. Note: Face-to-face interviews were not done in 2020 and we do not anticipate them being done in 2021.

- Notification of acceptance/non-acceptance into the Fall 2021 program will be mailed usually in mid to late-May 2021 for those considered.

**Note:** Any forms mentioned in the above steps are available and can be viewed on the same “Forms” link as this checklist.