

## 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 December 1, 2022 deadline. Late application materials will not be considered and will make the applicant ineligible to be considered for the fall 2023 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** – Will need 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 2023 (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).
- 2023 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**. Also, please note that if you are accepted for a class position for your second choice campus, you will need to make plans to move to that campus area.
- 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 2022 classes at a non-VCCS school you must have updated transcripts sent to the **attention of Pam Woody at VWCC prior to 12/1/22**. **Transcripts from courses completed in fall 2022, need to be submitted by January 15<sup>th</sup>, 2023.** 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, at VWCC before 12/1/22, (except for final fall course report which is due by January 15<sup>th</sup>). It is important that you have an active application at VWCC and be currently enrolled in the CSC: Introduction to Dental Hygiene plan of study **prior** to any transcripts arriving at VWCC.
- Once all your transcripts are received by an advisor (Miss Woody or Ms. Levisy-VWCC) a 2-page form letter will be sent (usually within 4 weeks, may be longer if submitting November to December 1 or in spring from February through May) – includes information about your **prerequisites**: Chemistry, and the college BIO 141, BIO 142, and SDV 101
  - \_\_\_\_\_ **Chemistry** (with laboratory component) completed with a grade of “C” or better by the end of spring 2023 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 2023** NOTE: must be completed within five years prior to fall beginning. Also, the prerequisite for enrollment into BIO 141 is a recent Biology or NAS 2 (grade of “c” or higher or grade of “s”) within the last three years. In addition, the math requirement for BIO 101/NAS 2 is successful completion of MDE 10 or Direct Placement into MTH 154+MDE 54 or higher.
  - \_\_\_\_\_ **SDV 101** (2 credits) Orientation to Health Professions (complete by end of spring 2023)
  - \_\_\_\_\_ **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 2023**. NOTE: must be completed within five years prior to fall beginning.
- In addition, you should plan to complete the math review to determine if your math skills are where they need to be, if accepted into the DNH program for fall 23. The link to the individual math review will appear here later in the summer. The math review link that is self-scored and resources available for those needing assistance in increasing their skills for the program.

- ❑ Have a cumulative GPA of  $\geq 2.75$  at the end of the Fall 2022 semester to be eligible. GPA is based on at least 12 credit hours of college credit at one Institution.



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



- ❑ Submit your completed 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 December. The completion of the dental observation form is **mandatory** for all applicants and is due by **December 1, 2022**. The **form is available in the “Forms”** section of the website for you to review and print. Please note that if you are unable to locate a dental office that is currently allowing visitors in the office, you must write a note that includes the following: your name, your seven-digit student id, contact information for at least two dental offices that you have attempted to shadow and sign and date the statement.
- ❑ Keep the Health Professions Office (healthprofessions@viriniawestern.edu) **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 (late February or later)*

- ❑ TEAS scheduled and taken (March/April). Eligible applicants only! – Health Profession Information Office personnel (Woody or Levisy) at VWCC will determine whether applicants meet the minimum criteria and can be considered by the committee for VWCC (Roanoke) and/DCC (Danville—odd years) or LRCC (even years). Most applicants will be given TEAS (Test of Essential Academic Skills) instructions by early to mid-March (letter scanned to email account provided on application) if all the application material was received by deadline. We encourage you to apply and have everything submitted earlier in November, if possible. If an applicant for either site has not received their TEAS notification/instructions by March 20<sup>th</sup>, and believe they are eligible, they should immediately contact healthprofessions@viriniawestern.edu. Early applicants who are not eligible when a review is done in late February will be notified by the advisor in March, if the student has questions about that eligibility then, they must contact the advisor, Ms. Perdue, Ms. Levisy, or Miss Woody, at VWCC to discuss (healthprofessions@viriniawestern.edu). The TEAS test is administered (remotely at this time for fall 23) on a limited basis by the advisor (Miss Woody) for Roanoke and Danville applicants after students receive their notification in March. 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 email 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 an HP Advisor.

**Note for LRCC applicants only (for 2024):** 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 December, your file will be updated and re-evaluated by Miss Woody usually by late February. You will be notified (email) by VWCC Health Profession Information Office regarding the steps necessary to test remotely at VWCC. LRCC will not address any issues related to a student’s eligibility for the VWCC/LRCC Joint Venture Dental Hygiene program. If a need arises that you need to test at a Testing Center at LRCC, the details will be worked out regarding testing procedure for LRCC between VWCC and LRCC.

**Note:** Those who might take **the same TEAS for another dental hygiene program** after October 1, 2022 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 receipt of the scores from ATI. Previous scores must be at VWCC by March 15.

- After TEAS testing is finished and results are available, there may be a question/answer and essay assignment, **etc.** (further details will be given to applicants being considered in late 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 student email accounts or emails provided on the application. It will be important for everyone to listen and/or read any instructions carefully at all times. Note: Face-to-face interviews have not been completed in 3 years and we do not anticipate them being done in 2023. Again, we will keep applicants posted in the spring regarding the established admission process for fall 23 consideration.
- Notification of acceptance/non-acceptance into the Fall 2023 program will be mailed usually in mid to late-May 2023 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.