

**STATE COLLEGE OF FLORIDA
MANATEE-SARASOTA
HEALTH PROFESSIONS
Dental Hygiene Program-2012**

Program Application Packet

Application and required documents are accepted January 2-January 31, 2012-4:00 p.m.- regardless of post mark.

Thank you for your interest in the Dental Hygiene Program. This is a limited enrollment program; therefore, Dental Hygiene courses are only open to students who have been accepted into the program. Listed below are the steps for program application.

1. COLLEGE ADMISSIONS PROCEDURES

Program applicants are responsible for following the college admission procedures and for ensuring that their records are complete in the Educational Record's Office *prior* to submitting their program application. Dental Hygiene Program applications will not be considered unless the student has been accepted into the college and all necessary documents for admission have been received, evaluated, and processed by the college.

Transfer Student

Transfer students who have previously attended another college or university and seeking admission to SCF should submit the following items to the Educational Records Office in accordance with college admissions procedures found on scf.edu/admissions.

- A completed State College of Florida application. (scf.edu/admissions)
- An OFFICIAL high school or GED transcript. Not required with an earned AA degree or higher.
- An OFFICIAL transcript from EACH college attended for credit courses sent directly to the State College of Florida-Educational Records Office from the issuing institution. **DO NOT SEND OFFICIAL TRANSCRIPTS TO THE DENTAL HYGIENE PROGRAM DEPARTMENT. Note:** *It usually takes 30-60 days for the Educational Records Office to process official transcripts once received, please plan accordingly.*
- Florida Placement Test scores and/or ACT or SAT scores. (Test MUST have been taken within the last two years.) Not required if program Math and English requirements have been met.

The Educational Records Office processes and notifies students of their student ID number, student email account, and student transcript status.

Readmit Student

Former SCF students who have NOT been in attendance for one year or more must apply for readmission and provide all documentation regarding residency requirements to Educational Records Office. To avoid out-of-state tuition, students should make sure their college in-state status remains in effect through the summer term. Contact the Education Records Office for more information.

Current Student

Current SCF students should check with the Educational Records Office to ensure that their records are complete and that they are in good standing with the college.

For more information regarding the college admission process contact the Educational Records Office at 941/752-5050 or go to scf.edu/StudentServices/EducationalRecords.

2. DENTAL HYGIENE PROGRAM ADMISSION REQUIREMENTS

If you answer **No** to one or more of the questions below you are not eligible to apply to the program.

- Yes No Earned grade point average (GPA) of 2.75 or better in **ALL** general education courses required by the program towards the degree, and a minimum overall GPA of 2.0 to meet graduation requirements.
- Yes No Satisfactory completion of any remedial coursework needed to be eligible for college level courses. NOTE: Remedial courses may be required for ENC 1101 and Math courses. Remedial course work **MUST** be taken **PRIOR** to entry into the Dental Hygiene Program. Consult the course descriptions in the online catalog at www.scf.edu/Catalog, for additional information.
- Yes No Program prerequisite courses **MUST** be completed with a grade of "C" or better by the end of the fall semester prior to the year in which you are applying.
- Prerequisite courses: BSC 2085C Anatomy and Physiology I
 CHM 1022 Chemistry for Everyday Life
 Mathematics Choose from Area II, A.A. (MAC 1105 College Algebra or Stat 2023 Elementary Statistics preferred)
- Yes No A minimum grade of **"C"** is required for all courses applied toward the Dental Hygiene degree.

3. DENTAL HYGIENE PROGRAM APPLICATION PROCESS

- Complete the program application on pages 5-6. A program application must be re-submitted if you have previously applied to the program, but were declined.
- Print a Curriculum Advising Program Planning/ Degree Audit (CAPP/Degree Audit) from the SCF website and attach to the Dental Hygiene Program application. This document is proof of completion of required courses and program GPA.

To print the CAPP/Degree Audit a student must be completely enrolled at the State College of Florida. Students taking classes during the fall term should wait until fall term grades are final before printing the audit.

From the SCF home page (www.scf.edu) -Click on My SCF Connect type in your User ID (G00 #) & PIN -Student Tab, Go to Student Services Quick Links, bottom of page, select CAPP Degree Audit -Select a Term- Spring 2012, click submit -Click on What-If Analysis at the bottom of the page	-Entry Term-Spring 2012, click continue -Program-choose A.S. Dental Hygiene, click continue -First Major choose A.S. Dental Hygiene, click submit -Evaluation Term- Spring 2012, click Generate Request -General Requirements is the default, click submit -Print the results & attach to program application
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On the CAPP/Degree audit, review the courses listed under "Detail Requirements" and "Courses Not Used." If there is a qualifying course (Humanities or Math) with a higher grade listed under "Courses Not Used" that can be substituted for a course with a lower grade under "Detail Requirements," the student is responsible for identifying these courses on the audit for the program director to consider. This information may improve a student's program GPA.

Note: Letters of Recommendation are not required for application, and will not be considered as a part of the admission process.

Program application fee of \$20.00 (one-time, nonrefundable) can be paid at the Cashier's Office, Building 1, Room 112 on the Bradenton Campus, or mailed with your application. Attach receipt to the program application.

Checks should be made out to the "State College of Florida." Please write student ID number on the memo line. Do not mail cash or use a starter check.

If you paid a fee for a previous SCF health professions program application please obtain a copy of receipt of payment from the Cashier's Office and attach to the program application.

Submit Dental Hygiene Program Applications in person or mail to the following address:

Mailing Address: State College of Florida
Dental Hygiene Program
5840 26th Street West
Bradenton, Florida 34207

Hand Delivery: (M-F-7:30am-4:00 p.m.)
Dental Hygiene Program Department
Building 2, Room 131
Bradenton Campus

Program application deadline is January 31, 2012 by 4:00 p.m. regardless of post mark. Please plan accordingly as there will be no exceptions to this policy. *All Incomplete or past due program applications will be returned; and not considered.

Program Admission Priority

All *complete* program applications received during the application period will be reviewed by the program director.

Note: Completion of the required general education courses does not guarantee acceptance to program.

1. Admission priority will be given to those applicants who have completed all prerequisite courses, submit their application along with all required paperwork during the application period, and have the most general education course hours required in the degree by the end of the Fall term preceding the year for which the applicant is applying.
2. Based on the items listed above in #1, if there are more qualified applicants than seats available in the program, the GPA (grade point average) of the general education courses required by the program will be the determining criteria. If there is more than one student with the same GPA for a seat in the program, the final factor will be the overall GPA.

4. NOTIFICATION OF APPLICANT STATUS

Applicants are notified of their "program status" via their State College of Florida student email account. It is anticipated that the notification of applicant's "program status" for the summer class will occur 6-10 weeks after the priority deadline date. Personal email accounts will not be used for notification.

Applicants receiving "Not Accepted" status may reapply next year without paying the program application cost.

Applicants receiving "Alternate" status should read the email carefully as well as print and read the attachment. Students should make sure that their college in-state residency requirement remains effective through the 2012 Summer term to avoid out-of-state tuition should a seat become available.

Applicants receiving "Accepted" status to the program should read the email carefully and follow all instructions as well as print and read all attachments. **Note:** Failure to complete admission requirements will forfeit the applicant's seat in the program. **Note:** Failure to complete admission requirements will forfeit student's seat in the program. Applicants receiving "Accepted" status should expect to receive the following mandatory admission documents.

Letter of Intent form

Return this form by the due date to reserve a seat in the program.

Admission documents continued-

Certificate of Health form

A statement of satisfactory physical and mental health and a record of current serum titers verifying immunity from communicable diseases. This form must be completed and signed by a licensed physician or nurse practitioner. Complete no earlier than 3 months before program entry and return to the program department prior to the first day of class.

Criminal Background Screening forms

Complete and bring to the Dental Hygiene Program Orientation.

Observation form

Prior to the start of Summer term, student will complete 16 hours of observation, volunteer service, or work experience in dentistry. Verification by a signed statement from a dentist or dental hygienist.

Additional Mandatory Admission Requirements

Mandatory Dental Hygiene Program Orientation (Information in Acceptance email)

Students must attend.

Basic Life Support for the Health Care Provider, including AED (American Heart Association). No Substitutions.

To assure the certification remains valid throughout the duration of the program, this course must be taken no earlier than **mid-June**. CPR courses are offered through the Corporate and Community Division at SCF. Information regarding course dates, times, location, and cost will be provided upon notification of admission to the program. Currently certified students must be recertified prior to the beginning of mid-June, so that the Program is assured that each student is covered the entire two years they are enrolled.

Drug screening

All students accepted into a health science program will submit to a drug screening as a condition for remaining in the program. Random testing will be done at intervals throughout the program.

Fingerprinting

Students may need to be fingerprinted to meet requirements of clinical education facilities. Students may be responsible for the cost of fingerprinting.

Dental hygiene is a profession in which performance that is determined to be less than safe may cause harm or unnecessary discomfort to patients. Therefore, it is imperative that standards be maintained which insures safety of care for the patient and the effectiveness and competency of the dental hygiene student. A minimum of "C" is required in all dental hygiene courses including each didactic, laboratory and clinical course section. Students who do not achieve the minimum grade of 70% in any course or didactic or clinic portion of any clinical course will not be able to progress in the Dental Hygiene Program.

PLEASE RETAIN PAGES 1-4 AND 7-9 FOR YOUR RECORDS.

STATE COLLEGE OF FLORIDA
MANATEE-SARASOTA
HEALTH PROFESSIONS

2012 Dental Hygiene Program Application

Program applications are accepted between, January 2-31, 2012 by 4:00 p.m., regardless of postmark.

- CAPP/Degree Audit attached to application.
- Proof of \$20 program application payment attached to application.

G00# _____ (required)

NAME _____
(Last) (First) (M) (ALL Previous Names)

ADDRESS _____
(Street Address)

(City) (State) (Zip)

Home Phone # () Cell Phone # () - Work Phone # ()

SCF E-mail Address (print clearly) _____ (Required)
(Once your application is processed you will receive notification via your SCF Student Email Account)

List **ALL** other colleges or universities you have attended, date of attendance, and if, degree earned. (Official transcripts from each institution must be submitted to the Educational Records Office to complete the application.)

Colleges attended	Date of Attendance	Degree Earned
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever been enrolled in a Health Science Program? Yes No

(Program Name) (City) (State) (Date of Attendance)

(Program Name) (City) (State) (Date of Attendance)

Have you ever been convicted of, or entered a plea of guilty, nolo contendere, or no contest to a crime in any jurisdiction other than a minor traffic offense? (Driving under the influence (DUI) or driving while impaired (DWI) is not a minor traffic offense for purposes of this questions.) Yes No

Please Read and Sign

I have read pages 1-4 and 7-9 of the 2012 Dental Hygiene Program Application Packet. I understand all the information in the packet which includes *College Admission Procedures, Dental Hygiene Program Admission Requirements, Dental Hygiene Program Application Process, Notification of Applicant Status and Performance Standards*.

I understand the Dental Hygiene program is a limited enrollment program. Completion of all or part of the academic course hours required for the degree does not guarantee acceptance into the program. However, priority is given to applicants who have completed the most general education hours toward the degree at the time of application. If there are more qualified applications than seats available in the program, the GPA of the general education courses required by the program will be the determining criteria. If there is more than one student with the same GPA for a seat in the program, the final criteria will be the overall GPA.

I understand the Dental Hygiene Program consists of both classroom and clinical experiences. Students enrolled should understand that the required clinical experience in various health care facilities may expose them to environmental hazards and infectious disease including, but not limited to, Tuberculosis, Hepatitis B, and HIV/AIDS.

I understand the Dental Hygiene Program courses are designed to be taken in sequential order. Dental Hygiene is a profession in which performance that is determined to be less than safe may cause harm or unnecessary discomfort to patients. Therefore, it is imperative that standards be maintained which ensures safety of care for the patient and competency of the Dental Hygiene Student. A minimum of a "C" grade is required in all dental hygiene courses including each didactic, laboratory and clinical course section. Students who do not achieve the minimum grade of 70% in any course or didactic or clinic portion of any clinical course will not be able to progress to the next course and continue in the Dental Hygiene Program.

I understand that upon acceptance to the program, additional background checks, fingerprinting, health screenings, drug screenings, and CPR certification are required to meet local health care regulations. Based on the results of these checks and screenings, I may become ineligible for program admission. Also, I understand that as a second year student in the program, I may be required to pay for additional drug screens and background checks as a condition to be a student in an assigned clinical educational facility.

I understand that the State of Florida periodically changes the laws in relation to persons with criminal backgrounds being licensed in Florida. It is my decision to enter the program based upon the knowledge and understanding that I may not be granted the right to be licensed in the State of Florida upon graduation.

I certify that all the information on this application is true and correct. I understand that it is my responsibility to provide all the necessary documentation required to process this application by January 31, 2012 by 4:00 p.m. regardless of post mark. I also understand that failure to provide the required documentation by the due date will result in my ineligibility for acceptance into the program.

(Signature of Applicant)

(Date)

Complete and return to:

**State College of Florida Bradenton
Dental Hygiene Program Department Building #2-131
5840 26th Street West
Bradenton, Florida 34207
941-752-5245**

State College of Florida is an
Equal Access / Equal Opportunity / Affirmative Action Institution.

PERFORMANCE STANDARDS
For Admission, Progression and Graduation
In the Dental Hygiene Program
At State College of Florida, Manatee - Sarasota

Successful participation and completion of the Dental Hygiene Program requires that a candidate be able to meet the demands of the program. Dental hygiene students must be able to perform academically in a safe, reliable and efficient manner in classrooms, laboratory and clinical situations. The student must demonstrate behaviors, skills and abilities to be in compliance with legal and ethical standards as set forth by the American Dental Hygienists' Association Code of Ethics.

Throughout the program, students acquire the foundation of knowledge, attitude, skills and behaviors that are necessary to function as a dental hygienist. Those abilities that the dental hygienist must possess to practice safely are reflected in the standards that follow.

Candidates for the degree must be able to meet these minimum standards, with or without reasonable accommodation, for successful completion of degree requirements.

	STANDARD	EXAMPLES
Critical Thinking	Demonstrates critical thinking ability sufficient for clinical judgment and problem solving.	<ul style="list-style-type: none"> - Applies critical thinking processes to their work in the classroom and various clinical settings. - Exercises sound judgment in class, laboratory and clinic situations. - Follows safety procedures established for each class, laboratory and clinic. - Demonstrates ability to self-evaluate. - Demonstrates ability to identify problems and offer possible solutions.
Interpersonal	Demonstrates the ability to relate to other people beyond giving and receiving instructions. Cooperates with others.	<ul style="list-style-type: none"> - Demonstrates interest in classmates, staff, patients, and faculty. - Demonstrates ability to cooperate with others and works as a team member. - Demonstrates ability to maintain poise and flexibility in stressful or changing conditions. - Demonstrates ability to establish rapport and working relationship with colleagues and patients. - Recognizes and responds appropriately to individuals of all ages, genders, races, socio-economic, religious, sexual preferences, and cultural background.

Communication	Demonstrates the ability to communicate clearly with patients/clients, physicians, other health professionals, family members, significant others, caregivers, community or professional groups and colleagues. Communication includes: speech, language, nonverbal, reading, writing and computer literacy.	<ul style="list-style-type: none"> - Reports clearly and legibly through progress notes in patient's charts. - Participates in group discussions to deliver and receive information and responds to questions from a variety of sources. - Explains treatment, preventive procedures, and disease process to patient and/or caregiver. - Communicates with patient and faculty regarding patient care and referrals.
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	STANDARD	EXAMPLES
Motor Skills	Demonstrates the ability to execute motor movements reasonably required to provide general and emergency care and treatment to patients/clients.	<ul style="list-style-type: none"> - Moves around in classroom, laboratory, and clinical operatory. - Moves to and from sterilization, reception room, business office, x-ray rooms and clinical operatories. - Provides for patient safety and well being in positioning of dental chair, dental light and x-ray equipment. - Exhibits sufficient manual dexterity to manipulate small and large equipment. - Performs dental hygiene instrumentation with hand and ultra-sonic instruments. - Performs expanded duties. - Performs CPR.
Hearing	Demonstrates functional use of hearing to monitor and assess health needs.	<ul style="list-style-type: none"> - Demonstrates ability to obtain appropriate information from instructors and classmates in laboratory settings and examinations. - Demonstrate ability to ascertain a patient experiencing a medical emergency. - Demonstrates ability to obtain appropriate medical history and data collection directly from the patient or guardian.
Visual	Demonstrates visual acuity and perception sufficient for observation and assessment.	<ul style="list-style-type: none"> - Demonstrates ability to observe lectures, and laboratory demonstrations. - Receives information via observation, assessment and evaluation of oral tissues in regards to normal and abnormal conditions. - Observes patient's response to care and assesses and evaluates level of oral hygiene.
Tactile	Demonstrates tactile abilities sufficient to gather assessment information and provide intervention.	<ul style="list-style-type: none"> - Demonstrates ability to detect calculus and evaluate debridement. - Demonstrate ability to palpate soft tissue and detect patient's pulse.
Self Care	Maintains general good health and self care in order not to jeopardize the health and safety of self and individuals with whom one interacts in the academic and clinical setting.	<ul style="list-style-type: none"> - Maintains personal hygiene. - Demonstrates safety habits and work area neatness. - Maintains a healthy lifestyle.
Intellectual Abilities	Demonstrates ability to read, write, speak and understand English at a level consistent with successful course completion and development of a positive patient-student relationship.	<ul style="list-style-type: none"> - Demonstrates ability to comprehend and follow verbal and written instruction. - Demonstrates ability to perform simple and repetitive tasks. - Can learn to reconcile conflicting information - Written communication: Demonstrate ability to use proper punctuation, grammar, spelling; work is neat and legible.

	STANDARD	EXAMPLES
Commitment to Learning	Demonstrate a positive attitude towards decision-making, policies and operating methods, rules, etc.	<ul style="list-style-type: none"> - Complete reading assignments and other activities outside of class. - Demonstrates initiative, motivation and enthusiasm. - Demonstrates ability to complete all work without evidence of cheating or plagiarism. - Attends all class, laboratory and clinicals assigned. - Is consistently punctual to all classes, laboratories and clinical assignments.
Affective Learning Skills (behavioral & social attitudes)	<p>Demonstrate appropriate affective behaviors and mental attitudes in order not to jeopardize the mental, emotional, physical, and behavioral safety of clients and other individuals with whom one interacts in the academic and clinical setting.</p> <p>Acknowledges and respects individual values and opinions in order to foster harmonious working relationships with colleagues, peers and patients/clients.</p>	<ul style="list-style-type: none"> - Demonstrates ability to sustain the mental and emotional rigors of a demanding educational program, which includes an academic and clinical component that occurs within set time constraints. - Demonstrates willingness to accept challenges. - Open to feedback. - Listens actively. - Follows guidelines and rules for the program and College.

If a student cannot demonstrate the skills and abilities identified above, it is the responsibility of the student to request an appropriate accommodation. The College will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program offered and does not impose an undue hardship such as those that cause a significant expense, difficulty or are unduly disruptive to the educational process.