

Dental Hygiene Program Application Instructions January 1-31, 2023

Please read through and follow all instructions prior to submitting your application for the program.

It is the student's responsibility to ensure that all the steps are completed by the deadline date and that all information provided is accurate. **Incomplete applications will not be considered for acceptance into the Dental Hygiene Program. Students not accepted must apply/reapply every year for future consideration. There is no waitlist for the Dental Hygiene Program.**

The Dental Hygiene Program at State College of Florida, Manatee-Sarasota (SCF) is a limited enrollment program. As such, completion of part or all of the general academic courses required in the degree does not guarantee acceptance into the program. If there are more qualified applicants than seats in the program, the policy and procedure on admission requirements and selection process will be followed.

Step 1: Apply to SCF – Application available online at SCF.edu

- Complete all steps required for application to the College as a *degree-seeking student*.
- Apply to the College for the current term (Spring).
- If you applied to the College more than one year ago and have not enrolled in courses over the past year, you will need to reapply.
- Transfer students must submit **Official** transcripts to the Office of the Registrar from ALL schools/colleges attended. Allow **2-3 weeks** for transcripts to be evaluated.

Step 2: Once accepted to the College, the student will be eligible to apply to the Dental Hygiene Program during the application period if they have met the following minimum criteria:

- Completed all prerequisite courses required by the program with a grade of "C" or better by the time of application. The prerequisite courses are:
 - BSC 2085C Anatomy and Physiology I and Lab
 - CHM 1020C Chemistry for Everyday Life
 - Mathematics [Any Area II Mathematic, A.S.](#)
- Earned Program Grade Point Average (GPA) of 2.75 or greater in all classes applied to the Dental Hygiene Program.
- Earned an overall GPA of 2.0 or greater as required for graduation.

Step 3: Complete the Program Application

Access from the main SCF.edu website

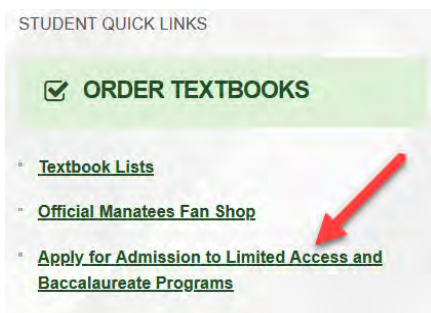
1. Go to [SCF.edu](https://www.scf.edu) and click the green "Apply Now" button.



2. Click the "Limited Enrollment Application" button.
3. Login with your SCF credentials.
4. Click the "Associate of Science Dental Hygiene" link.
5. Apply!
6. Pay the Application Fee (\$35.00), which is good for three years. Log into your MYSCF, click on the Student Finance tab, scroll to My Tuition Bill, and select **Summer** term to pay the application fee and/or verify that it has been paid.

To Access from **MYSCF** website

1. Once you have logged into MySCF, go to the Student tab.
2. Scroll down to the Quick Links section.
3. Click the “Apply for Admission to Limited Access and Baccalaureate Programs” link (left-hand side).



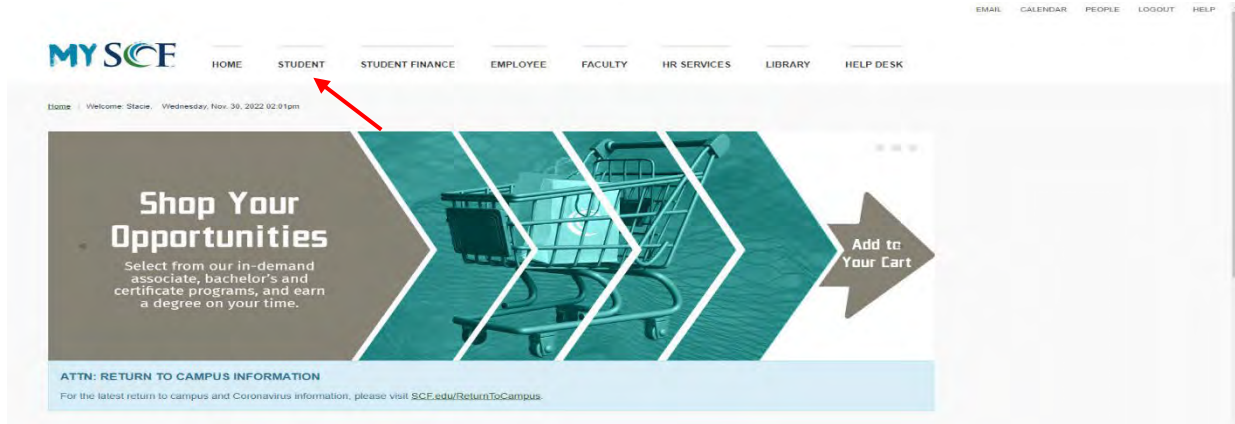
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 6. Pay the Application Fee (\$35.00), which is good for three years. Log into your MYSCF, click on the Student Finance tab, scroll to My Tuition Bill, and select **Summer** term to pay the application fee and/or verify that it has been paid.
- The student may be prompted to provide additional information during the application process. Requests for additional information will be submitted via the **SCF student email address issued to the student upon acceptance to the College.** (Note: check your email regularly.) Students must submit all requested information by the application deadline, **January 31, 4 p.m.**, for the application to be complete and be considered for admission to the program. Failure to submit all required information by the **January 31** deadline will result in an incomplete application, which will not be considered for acceptance into the Dental Hygiene Program.
 - Students **must submit a Degree Works “What If Analysis” directly to the Program**, which must be delivered to the program by one of the following methods: See directions starting on the next page on how to complete a “What If Analysis”.
 - Delivered by hand to the Dental Hygiene Program secretary no later than **4 p.m. on January 31**, at the Bradenton Campus, building 2, room 131 (can be placed in the drop box outside of business hours **prior to the 4 p.m. January 31 deadline**). The box is checked at the deadline to ensure no applications are missed.
 - Email a copy of the Degree Works “What If Analysis” (only PDFs are accepted) to Dentalhygiene@SCF.edu. Emailed Degree Works will receive a confirmation email identifying that the document has been received. If you do not receive a confirmation email within 48 business hours, please contact the department secretary at LeatonS@SCF.edu to verify that the department did receive your correspondence.
 - If Observation Hours or Employment Years are being considered for acceptance, email a copy of the SCF Forms verifying Observation Hours or Dental Employment to Dentalhygiene@SCF.edu.
 - If an Associate, Bachelor’s or Master’s degree is being considered for acceptance, email a copy of your transcript with the degree listed to Dentalhygiene@SCF.edu.

*****ALL applications and supporting documentation must be dated and received by the Dental Hygiene Program by 4 p.m. on January 31. *****

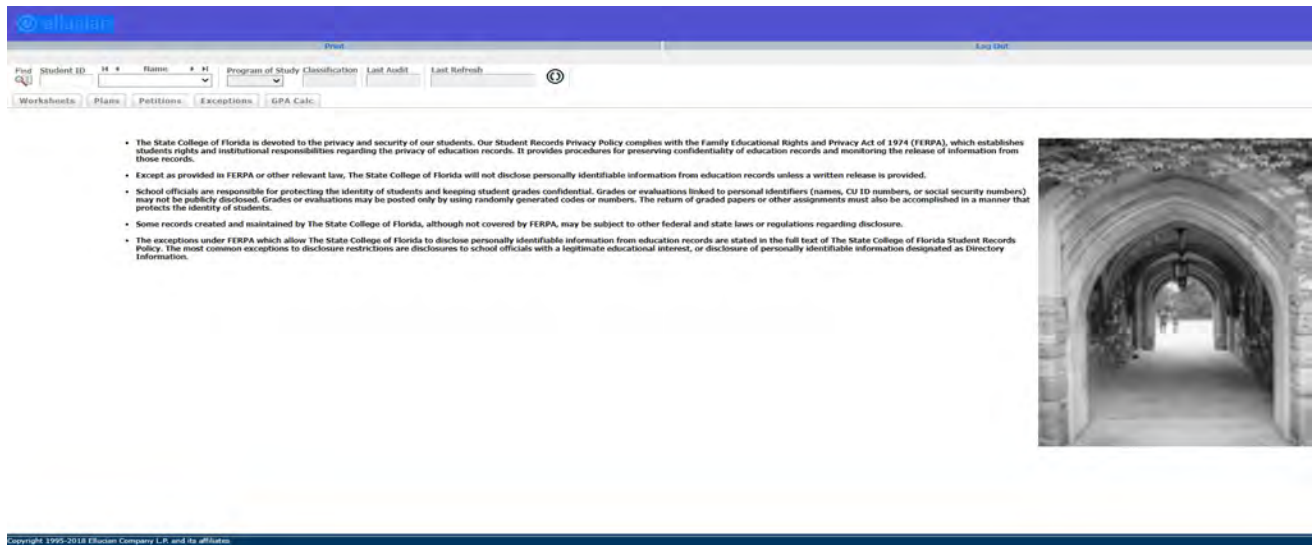
Directions to complete a Degree Works “What If Analysis”

Health Science Degree What If Analysis

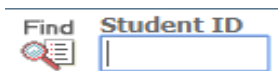
1. Log into your MySCF account.
2. Hover over Student tab.



3. Scroll down to Registration Tools. In the secondary box to the right, click on Degree Works.
4. A separate tab will open with the Degree Works homepage.



5. Click in the Student ID box and type your G#.



- Your degree audit will populate using your current declared major.
- Click on "What If".

Worksheets | **PI:**

Worksheets | Name: Manatee, Maverick T | Program of Study: 1058 | Classification: Freshman, 0 | Last Audit: Today | Last Refresh: Today at 11:02 am

History | **What If** | **What If History** | **Look Ahead**

etitions | GPA Calc | View | Save as PDF | Process New | Include in-progress classes | Include preregistered classes | Class History

Save Save this audit with this new description and freeze status (not frozen)

DegreeWorks PROD

Student View A00011a7 as of 12/09/2019 at 11:02

Student	Manatee, Maverick T	Catalog Year	2018-2019
ID	G00497485	Program of Study	AA, Liberal Arts & Sciences
Advisor	Howerton, Kelli	Degree	Associate in Arts
Overall GPA	3.15	Academic Standing	Good Standing
Institutional GPA	4.000	Academic Pathway	Accounting Pathway
Institutional Hours	3	Veteran Benefits	Chapter 31-Rehabilitation
Transfer Hours	10	Designations	Phi Theta Kappa-Bradenton
FERPA Form Filed	No	External Degrees	None
In-State	No	Last Registered Term	None
Registration Holds	No Holds	Graduation Status	Not Currently Available
Commencement RSVP	Yes		
BDM	Student Profile	SCF Catalog	

Requirements 28% Degree Progress

AA, Liberal Arts & Sciences Catalog Year: 2018-2019 Credits Required: 60
GPA: 3.15 Credits Applied: 13

- The "What If Analysis" general page will pop up.

Student ID: G00497485 | Name: Manatee, Maverick T | Program of Study: 1058 | Classification: Freshman, 0 | Last Audit: Today | Last Refresh: Today at 11:02 am

Worksheets | **What If** | **What If History** | **Look Ahead**

Plans | Petitions | GPA Calc | Format: Student View | Process What-If | create PDF | Include in-progress classes | Include preregistered classes

What If | Select your primary area of study | Catalog Year: 2018-2019 | Level: Credit | Program of Study: AA, Liberal Arts & Sciences | Major: AA, Associate in Arts | Concentration: [pick a Concentration]

Choose Your Future Classes

Enter a course and click Add Course | Choose (you are administering)

Subject: | Number: | Add Course | Remove Course

Legend: Complete, Complete except for classes in progress, Nearly Complete - see Advisor, Not Complete, Transfer Class, Any course number, Prerequisites exist for this course

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- Change the Catalog Term to 2022-2023.

Catalog Year

- Change the program of study to the appropriate Health Science major. (EX: Dental Hygiene)

Program of Study

- Change Major to appropriate Health Science Major. EX: (Dental Hygiene)

Major

- The fields should be filled in as follows. (EX: DENTAL HYGIENE)

Select your primary area of study

Catalog Year: 2022-2023
Level: Credit
Program of Study: AS, Dental Hygiene

Major: AS, Dental Hygiene
Concentration: (pick a Concentration)

Choose Your Future Classes

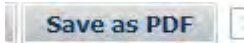
13. Click Process “What If”.



14. The “What If Analysis” will pop up.

The screenshot shows the 'What If Audit' page in DegreeWorks PROD. At the top, there are navigation buttons: 'Back', 'Save as PDF', and 'Look Ahead, Courses Used'. Below these is a 'Save' button and a message: 'Save this audit with this new description and freeze status'. The main content area is titled 'DegreeWorks PROD' and 'What If Audit'. It displays student information for Manatee, Maverick T. (ID: G00497485) and advisor Howerton, Kelli. The audit shows progress for AA, Liberal Arts & Sciences, with 28% requirements completed. A table lists various attributes like Overall GPA (3.15), Institutional GPA (4.000), and Academic Standing (Good Standing). At the bottom, a summary bar shows 'AA, Liberal Arts & Sciences' with 'Credits Required: 60' and 'Credits Applied: 13'.

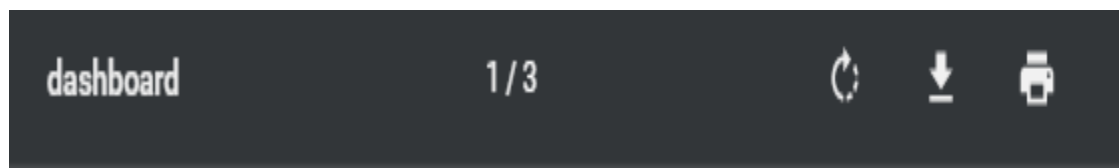
15. Click “Save as PDF” to submit electronically by email.



16. The Degree Audit will pop up to choose either “Print” or “Save as PDF”.

The screenshot shows the 'Degree Audit' page in DegreeWorks PROD. It displays student information for Manatee, Maverick T. (ID: G00487485) and advisor Howerton, Kelli. The audit shows progress for AS, Occupational Therapy Asst, with 18% requirements completed. A table lists various attributes like Overall GPA (3.15), Institutional GPA (4.000), and Academic Standing (Good Standing). Below the table, there are two sections with checkboxes and reasons for unmet conditions. The first section states: 'A minimum of 14 credits are required for this degree; you currently have 7 and you still need at least 07 more credits. At least 25 percent of the hours of course credit required for the degree must be completed at SCF. You currently have 3 and you still need 15.5 more credits.' The second section states: 'A minimum of 14 credits are required for this degree; you currently have 7 and you still need at least 07 more credits. At least 25 percent of the hours of course credit required for the degree must be completed at SCF. You currently have 3 and you still need 15.5 more credits.'

17. The two options are to either “Print” (printer symbol) or “Save as PDF” (down arrow symbol) on the toolbar.



It is the applicant's responsibility to review the Degree Works "What If" Analysis:

- Ensure all completed courses relevant to the program are reflected on the Degree Works "What If Analysis" prior to submitting this to the program.
- Incomplete Degree Works "What If Analyses" will **NOT** be accepted. If transfer credits are not showing on the Degree Works, contact the Office of the Registrar. The student's application will be deemed incomplete, and the student will not be considered for acceptance during this application period.
- Applications received without Degree Works "What If" Analysis will be deemed incomplete, and the student will not be considered for acceptance during this application period. The Degree Works "What If" Analysis must be submitted directly to the program. Either a printed copy placed in the drop box outside the Department Secretary's office, Building 2, Room 131 or electronically sent to Dentalhygiene@SCF.edu.
- If the Degree Works "What If Analysis" is received after the January 31 by 4 p.m. deadline, the application will be considered incomplete and the student will be ineligible for acceptance.
- Observation Hours or Employment Experience forms must be received by the January 31 by 4 p.m. deadline. Forms received after the deadline will not be considered for acceptance.

Grade Forgiveness (Repeat) Policy as per 2022-2023 SCF Catalog

A student may repeat a course, up to a maximum of two repeats per course (for courses that count toward the GPA), in which the student earned a grade of D or F, provided a degree has not yet been awarded or as otherwise noted in the course description. Courses with earned grades of A+, A, A-, B+, B, B-, C+, C, or C- cannot be repeated. The GPA will be adjusted so that only the last attempt at the repeated course will be included in the overall calculation. The original grade will be marked with an E (excluded in the GPA) to indicate that the course was repeated, an I (included in the GPA), or an A (course calculated in GPA but no earned credits) on the student's transcript. All grades will remain on the student's official transcript.

If a student transfers to another institution, public or private, it is the responsibility of the student to learn what the receiving institution's policy is regarding the acceptance of "forgiven" courses in the computation of the student's GPA.

Per Florida Statute 1009.285 and Florida Administrative Code 6A-14.0301, repeat enrollment in courses in which a grade of C or above has been earned is prohibited. However, exemptions may be granted under very special circumstances. Examples are a need for teacher recertification, specifications of a regulatory agency, licensure, program requirement or credit earned through examination. (e.g., AP scores)

The initial and subsequent grades will appear on the student's academic transcript, and both grades will be included in the overall GPA. No credit hours will be earned for the subsequent attempted course. Registration for a course without prior approval will be canceled, the course dropped and fees refunded. Some stipulations may apply to older coursework. Approval for the Request to Retake Course with a C or Better Grade does not guarantee program acceptance.

Note for students intending to complete an application to any health professions program:

1. Approval and grade improvement does not guarantee admission to a program.
2. No more than two programs are required, or prerequisite courses can be repeated.
3. No more than one retake will be allowed per course.
4. The most recent grade will be used for program admission requirements.

The Request to Retake Course with a “C” or Better Grade form is available on the Office of the Registrar's webpage. The form must be completed by the student, including the reason for the request and any additional documentation in support of the request for a retake. The form must be reviewed by the following based on the intended degree program.

- A.A. degree: Associate Provost for Academic and Faculty Affairs
- A.S.N. and B.S.N.: Dean, Nursing
- All other Health Professions: Assistant Dean Health Professions or Program Director

Identifying Courses Used for Admission

Only grades identified under “Prerequisites & General Education” will be considered. If you feel that you have a different course/grade you would like to be substituted for “courses not applicable to program” sections, you must put this in writing and attach it to the Degree Works “What if Analysis”.

Priority is given to applicants who have completed the most general education courses required for the degree at the time of application. Completing all or part of the academic courses required in the degree does not guarantee acceptance

into the Dental Hygiene Program. If there are more qualified applicants than seats available, Program GPA on the general education courses required by the program will be the determining criteria. If there is more than one student with the same Program GPA for a seat in the program, the final criteria will be the Overall GPA.

All correspondence, including accepted/denied, will be sent to the student’s SCF email address. Therefore, be sure to check your email account routinely. Allow 6-8 weeks from the close of the application deadline to receive notification of the program status.