



Dear Dental Assistant Applicant:

We have received your application for admittance to the Dental Assistant Program at Salina Area Technical College. We are excited that you are pursuing your educational endeavors with Salina Tech. Admission into the Dental Assistant Program is determined on a competitive basis and includes completion of multiple items prior to admission. The admissions committee is charged with the responsibility of reviewing essays and accepting the best possible students while at the same time seeking a diverse student population. (See Appendix 3 for the rubric used to assist with the selection process). It is important that you complete all portions of Step 1 as soon as possible to complete your admission to the Dental Program.

STEP 1:

The following items must be completed **prior to being considered by the admissions committee for admission** into the Dental Assistant Program:

1. An **OFFICIAL** final copy of your High School Transcript including graduation date or GED Test Scores.
2. Complete the tuberculosis questionnaire as required by the State of Kansas. You were prompted to do this after submitting your application.
3. Complete the Placement testing for Reading, Math, and Writing and/or provide a copy of your ACT scores if taken within the last three years. Call Learning Resources at 785-309-3136 or go to www.salinatech.edu and click on Placement Testing Day Registration to schedule the tests.
4. Orientation will be to review the Dental Assistant Handbook. You can find the link at www.salinatech.edu. In the menu bar choose "Programs" and then "Dental Assisting". There will be a link to the handbook on the Dental Assisting Website. Please pay close attention the dress code section. If you show up to class not following the items listed on the dress code, you will be asked to exit the classroom. Once you have reviewed the handbook, please complete the handbook questionnaire which is also located on the Dental Assisting page beside the Dental Handbook link or at the following link <https://fs30.formsite.com/SalinaTech/form46/index.html>.
5. Observe at a dental office for a minimum of eight (8) hours. Then complete the observation report form attached (Appendix 1) and the essay to include the following:
 - a. Title Page, which includes your name
 - b. Length should be a minimum of 2 pages
 - i. All seven (7) questions from the Observation Report form must be addressed
 - c. Use Ariel 12-point font
 - d. Document should be double spaced



STEP 2:

Once you are admitted to the program, the following items must be completed and brought with you on the first day of class. **If you do not bring these items with you, you will be asked to leave the program.**

1. Completed series of three **Hepatitis B** and the **Measles, Mumps, and Rubella (MMR)** immunizations and provide SATC with a copy of your immunization record verifying the Hepatitis B and MMR series have been completed.
2. Obtain a tuberculosis (TB) skin test between the dates of July 1st and August 1st. You can get this done at your doctor's office or the local immediate care center. Have the health care provider to complete the attached Report of TB Test. (Appendix 2)

If you have questions regarding the admission process or the handbook, please contact the Dental Assisting Program Administrator, Brooke Horner, at 785-309-3125 or 316-312-0668.

In the event you plan to use Federal Student Aid, it is imperative that you file early to ensure you do not miss important deadlines. SATC's deadline for making payment arrangements is June 1st. Students using Federal Student Aid must complete the entire financial aid process by June 1st. The first step is to file the FAFSA, go to fafsa.ed.gov. Students who have not completed the financial aid process by this date will be required to make a down-payment or pay their tuition and fees in order to secure their registration and/or enrollment.

If you are considering pursuing an Associate of Applied Science degree or are interested in getting information about an associate's degree, please contact your academic advisor at 785-309-3100 to build an academic plan. If you have transfer credits from another institution, please have an official copy sent to SATC for review as soon as possible.

Please return the above documents to SATC, Student Services, 2562 Centennial Rd, Salina KS 67401 in person, or by mail, or email them to admissions@salinatech.edu, or fax them to 785-309-3101. If your plans have changed for any reason and you no longer plan to attend, please email us at admissions@salinatech.edu or fax us at 785-309-3101 in writing to let us know that you would like to cancel your application/enrollment.

If you have any questions, please feel free to contact us at 785-309-3100. We look forward to serving your educational goals at Salina Area Technical College.

Sincerely,
The Admissions Team

Supply List

- Laptop Computer – Must be Windows Based with a minimum of 120 GB free to download required dental related software (NO MAC or Chromebook)
- Colored Pencils – 24 pack
- 3 Cornell Notebooks
- 6 Folders
- All leather lab shoes – Mesh or cloth shoes are not acceptable. They must be all leather and the toes and heels of the feet must be covered.

CHECKLIST

Please check off the following items as you complete them, to help you through the process:

Prior to admission:

- High School/College Transcripts sent to SATC
- TB Questionnaire
- Eight-hour observation form completed
- Essay attached to observation form
- Orientation Review of Handbook Completed

Bring on the first day of class:

- Immunizations to include MMR and Hepatitis B
- TB Test completed in the required timeframe

**Salina Area Technical College
Dental Assistant Program Observation Report**

SATC requires prospective dental assistant students to have *at least* 8 hours observing in a dental office. At the end of the observation please, please have an office member sign this form documenting when and where you completed your observation.

You are required to complete an essay regarding your observation experience. The essay must contain the following criteria:

1. Title page
2. Typed 2-page essay (not including title page)
3. Double spaced using Ariel 12-pt font

The essay should address the following questions:

1. Why do you want to be a Dental Assistant?
2. What were your expectations prior to this visit of what a dental assistant would be doing?
3. How did your observations compare with your expectations?
4. Which of the observed procedures would you enjoy doing the most and WHY?
5. Which of the observed procedures would you enjoy doing the least and WHY?
6. How did the observation influence your decision to pursue a career as a dental assistant?
7. Please list what procedures you observed during your observation.

Dental Office Observed: _____ Address

of Dental Office: _____

Date of Observation: _____ Hours Observed: _____

Student's Printed Name

Student Signature

Office Personnel's Name Printed

Personnel Signature

Office Personnel(s) Shadowed

Personnel Signature

Please return this form and the essay to SATC, Student Services, 2562 Centennial Rd, Salina KS 67401 in person, by mail, email them to admissions@salinatech.edu, or fax them to 785-309-3101.



Dear Health Care Provider:

Dental Assistant Students are required to have a tuberculosis (TB) skin test completed prior to the beginning of classes at Salina Area Technical College. Students will be performing clinical rotations and will be in contact with patients, therefore, this test is required for students to participate in direct patient care in local dental offices. Please provide the student a TB skin test and fill out the following form upon reading the results.

Report of Tuberculosis Test

Name: _____ Date of Birth: _____

Attention: Student Services, Salina Area Technical College, Bldg A, 2562 Centennial Rd, Salina, KS 67401, Fax 785-309-3101, or email admissions@salinatech.edu.

The above named individual has been evaluated by _____.
(Name of Health Dept/Facility)

____ A tuberculin skin test (PPD) was performed and showed no evidence of active TB.

____ The individual has a history of a positive TB skin test (latent TB infection). Follow-up chest x-ray is not indicated at this time due to the absence of symptoms suggestive of active TB.

____ The individual either is currently receiving or has completed adequate medication for a positive TB skin test (latent TB infection) and a chest x-ray is not indicated at this time. The individual has no symptoms suggestive of active TB disease.

____ The individual had a chest x-ray on _____ that showed no evidence of active TB. As a result of this chest x-ray and the absence of symptoms suggestive of active TB disease, a repeat film is not indicated at this time.

Based on the available information, the individual can be considered free of TB in a communicable form.

Signature: _____
(MD or Health Dept. Official)

Date: _____

Address: _____

Phone: _____

**Dental Assistant Program
Admissions Rubric**

Name: _____

Criteria		1	2	3	4	Score
Prior College Education	Student has completed prior college courses: A&P, Sciences, Gen Ed		No previous college courses	Has some college courses, but not A&P and does not qualify for advanced standing	Has A&P or other courses – qualifies for advanced standing	
Professional Essay	Criteria: Title page 12 pt font Double spaced 2 full pages	Missing 3 items from criteria	Missing 2 items from criteria	Missing 1 item from criteria	All items for criteria are present	
	Writing	Vague Lacks Depth Meaning is unclear	Some meaning, but lacks specificity	Objectives with some depth and meaning	Clear Objectives, Concise/ In depth	
	Content	Four or less questions addressed	Five questions addressed	Six questions addressed	All seven questions addressed	
	Grammar	Multiple instances of Poor Grammar Poorly Written	Some Errors A challenge to read and understand due to the errors	Few Errors Easily Read	Well written and Engaging Grammar and diction are consistent with strong writing ability.	
**Compass Testing OR	Reading		Less than 60		60 or higher	
	Writing		Less than 70		70 or higher	
	Math		Less than 30		30 or higher	
ACT Testing OR	Reading		Less than 18		18 or higher	
	Writing		Less than 18		18 or higher	
	Math		Less than 18		18 or higher	
Accuplacer Testing (only one testing method will be utilized for this section)	Reading		Less than 70		70 or higher	
	Writing		Less than 80		80 or higher	
	Math		Less than 50		50 or higher	
					Total for testing section (12 pt possible)	
Comments:						
						Total Score ___/32



**Dental Assistant Program
Admissions Rubric**

Admissions Decision:

Admit (26-32) _____
Conditional Admit (17-25) _____
Denied (0-16) _____

Expected Graduation Date: May 2020

** Students with associate degree transferred in with transcripts who have C or better in English Comp I and Math are exempt from testing and will receive full score on rubric