



WEST LOS ANGELES COLLEGE
DEPARTMENT OF DENTAL HYGIENE
9000 Overland Avenue
Culver City, California 90230

INFORMATION AND INSTRUCTIONS FOR APPLICATION TO THE
BACHELOR OF SCIENCE IN DENTAL HYGIENE PROGRAM
Application Due Date: Friday March 1, 2019 by 4 p.m.

Thank you for your interest in applying to the West Los Angeles College Dental Hygiene Program. Please complete the following steps to submit the application packet.

STEP 1: Attend Basic Skill 75 (BS 75) Information Sessions for Dental Hygiene and be registered as Health Science Major Interested Student

This is a new process at West Los Angeles College for all health science majors for 2018-2019 year. All students who has interest in dental hygiene program will be asked to take surveys and some basic skill assessment test. This new process is intended to support and guide the students who are interested in health science field to be efficiently complete the requirements to enroll in the program.

STEP 2: Submit an online application to West Los Angeles College and Obtain Student I.D. #

If you are not a *current* WLAC student (i.e. you have not been enrolled in classes within the past two semesters), you must submit an online application to West Los Angeles College. Visit www.wlac.edu and click *Apply* in the upper right-hand corner. BS 75 session will also offer the college enrollment process during the session. If you are not active students, make sure to apply for the current semester.

Once logged into your CCCApply account, submit a new application to WLAC.

International students must also submit an I-20 application along with supporting documentation to West. For more information, visit <http://international.wlac.edu/> or call 310-287-7283.

STEP 3: Complete Prerequisites Courses

It is highly recommended that all prerequisites listed below are completed before applying. Applicants who have only **ONE prerequisite course in-progress** for Spring 2019 will be considered. *(For in-progress courses, applicants must submit a grade verification letter of midterm grade from the course instructor. Final grades for Spring in-progress courses must be submitted for accepted students by August 1st.)*

The course plan must include the following dental hygiene prerequisite courses:

- Introduction to Human Anatomy w/ Lab (4-5 units)
- Introduction to Human Physiology w/Lab (4-5 units)
- Fundamentals of Chemistry w/Lab or Introduction to General Chemistry w/Lab (4-5 units)
- Biochemistry w/Lab (4-5 units) - Biochemistry for Allied Health is acceptable.
- General Microbiology w/ Lab (4-5 units)
- Public Speaking (3 units) - NOT interpersonal communication
- General Psychology (3 units)
- Introduction to Sociology (3 units)
- Cultural Anthropology (3 units)
- Critical Thinking (3 units) - CSU transferable course
- Statistics (4 units) - CSU transferable course

In addition, complete other required general education courses for transfer certification (CSU or IGETC) - meet your college counselor for current requirements.

Other Requirements Notes:

- A minimum of 60 units of degree applicable lower division coursework is required
- An overall minimum 2.5 GPA for all courses taken
- Science prerequisites must be taken within 7 years of applying to the program, the GPA must be minimum 3.0 in all science prerequisite courses (For application year 2019, courses taken in Fall 2011 will be accepted).
- Science prerequisites must include a lab component.
- If Anatomy and Physiology are combined course, the course must be over 8 – 10 units and the lab components must be completed.
- If the student taken higher Chemistry (e.g. General Chemistry I and General Chemistry II) Part II may satisfy the biochemistry requirement. The course description will be required to assess the equivalency.
- All course work must be passed with a letter grade of “C” or better.
- All GE coursework must have been completed at a post-secondary institution accredited by an accreditation agency recognized by either the U.S. Dept. of Education or the Council of Postsecondary Accreditation.
- The following courses are not prerequisites, yet additional selection points will be awarded for the course completion.
 - Organic Chemistry
 - Medical Terminology
 - Nutrition
 - Physics
 - Political Science

STEP 4: Print Out WLAC Dental Hygiene Application Forms Single Sided

Do NOT make double sided copies. Fill out the application form completely and be sure to check each required document that you are submitting. Your signature indicates that you have completed and turned in all required information accurately and honestly. Send both the application form and the checklist. Provide a self-addressed, stamped envelope with the application packet. We will check off the checklist and return it to you. If you did not get the checklist back by end of May, please contact us.

STEP 5: Order Official Transcripts

Order two sets official transcripts from **ALL colleges you have attended**, even if the courses taken are irrelevant to the program. Request that one set be sent directly to the WLAC Admissions and Records office, and that a second set be mailed to you for inclusion in your Dental Hygiene application packet. To be considered for admission to the dental hygiene program, you must submit:

- a. One set of all **official** transcripts directly to WLAC Office of Admissions and Records
 - No walk-in transcripts will be accepted by the Office of Admissions and Records; all transcripts must be sent college-to-college.
 - You must retain and print confirmation of all official transcripts sent directly from college-to-college for inclusion in your application packet.
- b. One set of all sealed **official** transcripts to the Health Sciences office as part of your Dental Hygiene application packet ****NOTE****: The Health Sciences Office will accept unofficial transcripts from LACCD colleges **ONLY**.

All transcripts must be received by the deadline. Each transcript must be in a sealed envelope (unofficial transcripts from LACCD college do not have to be in an envelope). No high school transcripts are required. Remember, for the prerequisite course in progress, final transcripts must be submitted and received in the Health Sciences office by August 1st.

STEP 6: Verify IGETC/CSU Eligibility

If IGETC/CSU eligibility is not indicated on your transcripts, submit a proof of eligibility form signed by a counselor.

STEP 7: Obtain Course Equivalency Verification (if applicable)

If you attend another college/university (outside of the LACC District), please see a counselor to determine course equivalency for all prerequisite courses. Please submit copies/print out of course descriptions from the college/university attended and include in the application packet. DO NOT CUT and PASTE the descriptions into a Word document. The course descriptions must be on the paper that has college's information or webpage address.

STEP 8: Take TEAS test for Allied Health or Nursing and submit your score to WLA Dental Hygiene Program

The score of the TEAS test offered by ATI will be used as part of the selection process. Submit your score to the WLAC Dental Hygiene Program. Check ATI site for more information: www.atitesting.com for the score reporting information.

STEP 9: Observation Hours Form OR Interview Form (provided with this packet)

You have the option to complete either the Observation Hours Form or the Interview Form. All observation/interview forms must be submitted with the application packet. Observation must be renewed each application year.

STEP 10: Verification of Dental Experience

Attach copies of W-2 forms for up to the equivalent of four years' full-time work. **Please mark out sensitive information, including your social security number.** If you are licensed as RDA/RDAEF, please provide a copy of current license. If you are certified to perform ultrasonic and dental radiographs, please provide a copy of certification.

STEP 11: Apply for Financial Aid

Complete your FAFSA online at www.fafsa.ed.gov. For more information or assistance, visit <http://www.wlac.edu/Financial-Aid/> or call 310-287-4532. It is strongly recommended that all prospective students apply for FAFSA now, so that funds may be available should admission to the program be offered.

STEP 12: Submit the application packet ASAP

Submit the **complete** application packet as soon as possible. Applications are accepted from December 1st, 2018 through March 1, 2019 by 4 p.m.

**West Los Angeles College
Department of Dental Hygiene
9000 Overland Ave.
Culver City, CA 90230**

Application Packet Checklist

STUDENT NAME _____

Date: _____

YOUR PACKET MUST CONTAIN: *Missing items invalidates the application

- _____ 1. Provide the completion date for Information Session
Date of Information Session: _____
- _____ 2. Checklist form
- _____ 3. Application form filled out completely with a signature
- _____ 4. **All** sealed official transcripts (or unofficial transcripts from LACCD colleges)
- _____ 5. Printed confirmation of direct submission of ALL official transcripts to WLAC Office of A&R
- _____ 6. Proof of CSU/IGETC Eligibility (indication on transcript or form signed by counselor)
- _____ 7. Course Equivalency Verification (Copies of Course Descriptions)
- _____ 8. Verification letter of in-progress classes (If applicable)
- _____ 9. Observation or Interview Form
- _____ 10. Copies of W-2 Forms to verify work experience
- _____ 11. Verification of RDA or RDAEF License, Ultrasonic or Radiation Certificate
- _____ 12. TEAS – AL or Nursing Testing Score was sent to West Los Angeles College Dental Hygiene
- _____ 13. Self-Addressed Envelope with a stamp

YOUR PACKET CONTAINED:

- _____ 1. The completion date for Information Session
Date of Information Session: _____
- _____ 2. Checklist form
- _____ 3. Application form filled out completely with a signature
- _____ 4. **All** sealed official transcripts (or unofficial transcripts from LACCD colleges)
- _____ 5. Printed confirmation of direct submission of ALL official transcripts to WLAC Office of A&R
- _____ 6. Proof of CSU/IGETC Eligibility (indication on transcript or form signed by counselor)
- _____ 7. Course Equivalency Verification (Copies of Course Descriptions)
- _____ 8. Verification letter of in-progress classes (If applicable)
- _____ 9. Observation or Interview Form
- _____ 10. Copies of W-2 Forms to verify work experience
- _____ 11. Verification of RDA or RDAEF License, Ultrasonic or Radiation Certificate
- _____ 12. TEAS – AL or Nursing Testing Score was sent to West Los Angeles College Dental Hygiene
- _____ 13. Self-Addressed Envelope with a stamp

Your application is complete _____

Your application is incomplete; _____

Staff initial _____ Date _____

FOR YOUR INFORMATION:

Please DO NOT call the Dental Hygiene Department to find out the status of your application. Acceptance/rejection letters are sent by mid-June. Incomplete application packets will not be reviewed. Completion of the admissions packet does not guarantee acceptance into the program.

Bachelor of Science in Dental Hygiene Admissions Application:

Due the First Friday of March. March 1, 2019 by 4 p.m. (postmarks accepted)

You are urged to give careful consideration to each question on this form. This form must be completed in its entirety for consideration by the committee.

1. LACCD STUDENT ID# _____

2. Name

MAIDEN OR FORMER LAST FIRST MIDDLE NAME

3. Home Phone _____ Cell Ph. _____ Work Ph. _____

4. E-mail Address _____

5. Mailing Address

NUMBER & STREET CITY STATE ZIP

6. Birthdate (mm/dd/yyyy) _____ Age _____ Sex _____

7. Race/Ethnicity Categories (This information is used for accreditation statistical data and is optional.)

Check One:

- | | |
|---|---|
| <input type="checkbox"/> Hispanic or Latino (Any Race or Latino) | <input type="checkbox"/> Black or African American (not Hispanic or Latino) |
| <input type="checkbox"/> White (Non-Hispanic or Latino) | <input type="checkbox"/> Asian (not Hispanic or Latino) |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander (Non-Hispanic or Latino) | <input type="checkbox"/> Two or more races (not Hispanic or Latino) |
| <input type="checkbox"/> Unknown | <input type="checkbox"/> Do not want to disclose |

8. Have you previously applied for admission to dental hygiene at WLAC? Yes No
If yes, what year(s) _____

9. Have you previously been accepted or enrolled in any other Dental Hygiene program?
Yes No
What school? _____ (If yes, a letter is required from previous program director.)

10. Did you complete Dental Hygiene Information Session between June 2017 through February 2018?
Information Session Date: _____

11. Please check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Military Veteran | <input type="checkbox"/> Foster Youth |
| <input type="checkbox"/> EOP&S | <input type="checkbox"/> CALWORKS |
| <input type="checkbox"/> First generation college student | <input type="checkbox"/> International Student |

12. General Education Plan Completed

IGETC Breadth

CSU Breadth

Name of Student: _____ Student I.D. # _____

13. **Prerequisite Courses:** Indicate when and where each course was taken and semester or quarter unit value earned. **ALL** prerequisites must be accounted for as either **Complete** or **In-Progress** during **Spring** semester. All the science pre-requisite courses must be within 7 years. The GPA for the science pre-requisite courses must be 3.0 or higher. For In progress course, submit the grade verification letter of midterm grade from the course instructor. If the course name and number is different, attach a copy of course description.

Non-Science Pre-requisite Courses (Enter the BEST grade that matches with the course)

WLAC Course Name and Number	College	Course Name & Number (If Different)	Units (list number of units and check the box for Semester or Quarter)	Grade	Semester and Year Completed or I/P for In-progress	Office use only
English 103 (Critical Thinking)			# _____ <input type="checkbox"/> Sem <input type="checkbox"/> Quar			
Math 227 (Statistics)			# _____ <input type="checkbox"/> Sem <input type="checkbox"/> Quar			
Psychology 1			# _____ <input type="checkbox"/> Sem <input type="checkbox"/> Quar			
Anthropology 102 (Cultural Anthropology)			# _____ <input type="checkbox"/> Sem <input type="checkbox"/> Quar			
Sociology 1			# _____ <input type="checkbox"/> Sem <input type="checkbox"/> Quar			
Communication Studies 101 (Public Speaking)			# _____ <input type="checkbox"/> Sem <input type="checkbox"/> Quar			

Name of Student: _____ Student I.D. # _____

Science Pre-requisite Courses: (Enter the BEST grade that matches with the course. For example, if you taken the advanced chemistry course and it is better grade than basic chemistry, course, enter the better grade course as long the course was taken within the past 7 years.)

WLAC Course Name and Number	College	Course Name and Number (If Different)	Units	Grade	Semester and Year Completed (or I/P for In-progress)	Office use only
Physiology 1 (with lab)			# _____ <input type="checkbox"/> Sem <input type="checkbox"/> Quar			
Chemistry 51 or 60 (with lab)			# _____ <input type="checkbox"/> Sem <input type="checkbox"/> Quar			
Microbiology (with lab)			# _____ <input type="checkbox"/> Sem <input type="checkbox"/> Quar			
Anatomy I (with lab)			# _____ <input type="checkbox"/> Sem <input type="checkbox"/> Quar			
Biochemistry (066 or 221) (with lab)			# _____ <input type="checkbox"/> Sem <input type="checkbox"/> Quar			

14. List any of the above science prerequisite courses that were repeated within the last 7 years:

College(s)	Course #	Course Name	Units	Grade	Semester and Year Completed

15. List **ALL COLLEGES/Universities** you have attended; list most recent first. Enter Grade Point Average (GPA) information for each college attended. This is located on the college transcript. (If additional space needed, copy this page.)

College(s)	Dates Attended	Units Completed Enter # of units in appropriate column		GPA	Degree AS/AA BS/BA/ MS/MA	Major	Year Completed	Office use only
		Semester	Quarter					

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Name of Student: _____ Student I.D. # _____

16. Dental Work Experience: Must be verified with W-2 Forms.

Employer	Dates of Employment

- California Registered Dental Assistant (RDA) # _____
- California R.D.A. Extended Functions (RDAEF)# _____
- Ultrasonic Certificate (attach copy of certificate)
- Radiation Certificate (attach copy of certificate)
- Infection Control and California Practice Act Certification (attach copy of certificates)
- Coronal Polishing (attach copy of certificate)

17. Additional Courses Taken

Course	College	Course #	Units	Grade	Year Completed
Organic Chemistry					
Nutrition					
Medical Terminology					
Political Science					
Physics					

18. TEAS TEST SCORE: TEAS test must be taken within one year and before March 2, 2018.

SCORE: _____

APPLICATION AGREEMENT

BEFORE Signing the Application Agreement Form, please carefully read the following:

Responsibility

- In addition to the \$46 per unit enrollment fee, there is an additional \$84 fee per unit for upper division coursework, bringing the total cost per unit to **\$130** for California resident students. For a complete list of student fees, including non-resident, international, health fees, Associated Student Organization (ASO) and parking, please refer to the college catalog.
- Students will also need to purchase a professional instrument kit, textbooks, professional dues, malpractice insurance, uniforms and other supplies as needed, at an approximate cost of \$10,000 for the first year and \$5,000 for the second year. Payment for these items is due before the start of classes each year. Please note, refunds for equipment and instruments will not be issued after the first two weeks past the program start date.
- Upon successful acceptance into the program, the accepted students will be invited to orientations and preparation workshops starting end of June 2017 and end in July 2017. The attendance of the orientation sessions are mandatory and students will be expected to be available during June and July.

Complete Application

- The application packet needs to be legible and organized in order to be considered complete. Incomplete applications will not be reviewed.
- Please do not leave any space blank in the application form. If not applicable, indicate N/A.
- Please organize all the application materials in the following order in a 9 x 12 or 10 x 13 Manila Envelope.
 1. Application Packet Checklist (Single Sided) – *(please keep instructions on page 1-3 for your records)*
 2. Application forms (Single Sided Copies, Stapled)
 3. Interview or Observation Report
 4. Copies of W2 forms
 5. Copies of Certificates and Licenses
 6. Sealed Official Transcripts and the copy of course descriptions if the course name and numbers are different. Submit exact copy from college catalog or website. Do not Cut and Paste text into a Word document.
 7. Printed confirmation that a second copy of official transcripts were sent directly to the WLAC Admissions Office
 8. Self addressed stamped envelope (for application checklist confirmation)

Dishonesty

In accordance with LACCD Board Rule and Regulations, 9803.12, **DISHONESTY** is prohibited and will not be tolerated. Dishonesty, such as cheating, or knowingly furnishing false information to the college will result in suspending the application. The applicant will be ineligible to apply to the WLAC Dental Hygiene Program in future years.

By signing below, I verify that the information contained in my application packet is accurate and completed to the best of my ability and honesty.

Student Name (Print): _____

LACCD Student # _____

SIGNATURE

DATE

OBSERVATION or INTERVIEW OF RDH

As part of your Dental Hygiene Application requirement, you will be asked to observe OR interview a Registered Dental Hygienist (RDH). It is recommended to observe a RDH for at least 4 hours in clinical practice setting and type up a report. For the interview, the applicant will type up a report addressing the questions listed below. The observation or interview report must be typed, concise, and organized. For the observation report, the verification of observation form must be filled out by the RDH including license number and the signature. The completed form must be attached to the typed report.

Interview Questions:

- 1. Full Name of a RDH and State License #*
- 2. What is your main job as an RDH (Clinical, Corporate, Public Health, Education, Research, Administration, and Other)? Please describe a typical day at work as a RDH.*
- 3. Why did you choose to become a Dental Hygienist? When did you decide this?*
- 4. How do you feel about working with children? The elderly? Disabled people?*
- 5. What do you like the most about being a hygienist?*
- 6. Is there anything about your profession that you don't like?*
- 7. How much training have you had, and do you feel you received good training?*
- 8. Do you work full or part time? Do you consider your hours to be flexible?*
- 9. How was your experience in your first Dental Hygiene Job?*
- 10. How is labor market? Was it easy or difficult to find a dental hygiene job?*
- 11. What advice would you give to someone who wants to become a Dental Hygienist?*
- 12. (For Applicant): Name the favorite thing you observed or the highlight during your observation experience.*
- 13. (For Applicant): What do you feel are the most important qualities in being a good hygienist?*



**West Los Angeles College
Department of Dental Hygiene
Verification of RDH Observation Form**

Applicants Name: _____

WLAC Student Number: _____

Observation Date: _____

Start Time: _____ End Time: _____ Total Hours: _____
(Total Hours must be more than equal 4 hours, more than one dental hygienist may be observed.)

Describe the procedure you observed: (The applicant will handwritten the outline of the procedures observed in the space below, then type a written report after the observation.)

* I confirm that the applicant on this form observed at least 4 hours of dental hygiene procedures outlined above.

Name of Registered Dental Hygienist Observed: _____

License Number of the RDH: _____

Signature of the RDH _____