



HEALTH SCIENCE DIVISION

WLAC DENTAL HYGIENE
HANDBOOK
For Future Dental Hygiene Students

Published Fall 2024

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**WEST LOS ANGELES COLLEGE
DEPARTMENT OF DENTAL HYGIENE**

MISSION OF THE DENTAL HYGIENE PROGRAM

To provide an exceptional academic education in an inclusive environment, supporting the educational and professional success of a diverse community of students.

To prepare students to employ scientific and technology-based skills, in the application of best practices toward optimal oral-systemic health, and the pursuit of life-long learning.

To promote ethical behavior, professional attitudes, and collaboration, ensuring quality patient care and community services.

GOALS OF THE DENTAL HYGIENE PROGRAM

1. To provide educational opportunities encompassing all customary and contemporary aspects of the dental hygiene profession in accordance with the Standards of the Commission on Dental Accreditation (CODA) and the Statutes of the Dental Hygiene Board of California (DHBC).
2. To prepare students to be competent in health promotion and disease prevention, community involvement, and patient care.
3. All students will complete the program, with the culmination of a Bachelor of Science Degree in Dental Hygiene.
4. All students will successfully pass the required dental hygiene licensing examinations to achieve licensure to practice dental hygiene.
5. All students will secure employment as a healthcare professional in clinical practice, administration, education, research, public health, advocacy, and/or other roles as they evolve for the dental and dental hygiene profession.
6. Faculty and students will pursue lifelong professional growth and development through participation in professional organizations and continuing education.
7. To promote equitable learning through equity-minded policies, pedagogy and practices that supports the needs of all students including those from culturally diverse backgrounds,

individuals with disabilities and non-traditional students who are pursuing successful careers in dental hygiene.

WLAC DENTAL HYGIENE PROGRAM LEARNING OUTCOMES (PLOS)

The dental hygiene program will provide opportunities for the student to become competent through an active learning process of organizing, interpreting and synthesizing information. Educational activities will be provided that enable the learner to develop expertise by integrating fundamental knowledge, scientific principles and applied psychomotor skills. Upon graduation, the dental hygienist, working under the supervision of a licensed dentist, will be able to demonstrate the following learning outcomes.

PLO I. Professionalism

The dental hygiene students must appreciate their role as health professionals at the local, state, and national levels. Students will demonstrate the necessary knowledge and values in legal regulations and ethical issues for the practice of dental hygiene.

Examples of Outcome Assessment:

1. National Board Dental Hygiene Examination Scores: Professional Responsibility and Liability section
2. State of California Law and Ethics for the RDH exam scores
3. E-Portfolio
4. Leadership and participation at Professional Organizations such as ADHA and CDHA

PLO II. Health Promotion and Disease Prevention

The dental hygiene students will demonstrate competency in the performance and delivery of oral health promotion and disease prevention service in public health, private practice and alternative settings. The dental hygiene students will be able to apply principles in assessment, diagnosis, planning, implementation and evaluation of treatment. The graduate must also be prepared to influence others to facilitate access to care and services.

Examples of Outcome Assessment:

1. Risk Assessment Project (RAP)
2. Comprehensive Care Project
3. Research presentations and projects
4. Community ADPIE project
5. National Board Dental Hygiene Examination Scores: Community Health and Clinical Dental Hygiene section

PLO-III. Patient Care

The students will demonstrate a thorough foundation in the biomedical, clinical, and behavioral sciences to achieve successful patient treatment outcomes. Students will utilize critical thinking and sound clinical judgment and cultural sensitivity with patients.

Examples of Outcome Assessment:

1. Research projects and presentations
2. Clinical Performance Summary – Product and Process Evaluations
3. Clinic Service Summary
4. E-portfolio – capstone project
5. Clinical Licensing Examination (Regional and State Dental Hygiene Clinical Examinations)

*Approved by Dental Hygiene Faculty and Advisory Board 2015
(Approved by the board on 4/15/15 & Approved by Faculty on 5/13/15)*

POTENTIAL BLOODBORNE PATHOGEN EXPOSURE RISK

As part of your clinical training, students may encounter situations that could expose you to bloodborne pathogens, including Hepatitis B, Hepatitis C, and HIV. While we follow strict safety protocols and provide comprehensive infection control training, working in a clinical environment always carries inherent risks.

Key Precautions and Program Requirements:

1. Infection Control Training

You will receive detailed instruction on infection prevention, proper use of personal protective equipment (PPE), and sterilization procedures to minimize exposure risk.

2. Mandatory Vaccinations

The program requires proof of vaccinations, including the Hepatitis B vaccine, to help protect you and others. If you have not yet completed your vaccinations, please arrange this as soon as possible.

3. Personal Responsibility in Safety

Adhering to safety protocols and using PPE diligently will be essential throughout your training. Always report any incidents or exposures immediately to ensure appropriate follow-up care.

4. Access to Medical Support

The program requires immediate access to medical evaluation in the event of an exposure. It has clear procedures for addressing incidents, including testing and counseling if needed.

ADMISSION

To apply for the Bachelor of Science in Dental Hygiene (BSDH) Entry-Level Program at West Los Angeles College (WLAC), follow these steps:

1. **Attend an Information Session:** Prospective students must participate in an information session before applying. These sessions are available year-round and should be attended:
 - Before starting prerequisite courses.
 - At least one year before applying.
 - Within three months of the application deadline.
2. **Apply to West Los Angeles College:** Submit an online application to become a WLAC student and obtain a Student ID. International students must also submit an I-20 application with supporting documentation.
3. **Submit Official Transcripts:** Provide official transcripts from all colleges and universities attended outside the Los Angeles Community College District (LACCD) to the WLAC Admissions Office. These will be used for course equivalency and evaluation of CSU/IGETC transfer certification.
4. **Meet with an Academic Counselor:** It's recommended to consult a WLAC counselor to review prerequisite course requirements, assess course equivalency, and set up a student educational plan.
5. **Complete Prerequisite Courses:**

- Science Prerequisites: Must be completed within seven years of application with an overall GPA of 3.0. for all the prerequisite science courses.
 - Anatomy with Wet Lab (4-5 units)
 - Physiology with Wet Lab (4-5 units)
 - Chemistry with Wet Lab (4-5 units)
 - Biochemistry with Wet Lab (4-5 units)
 - Microbiology with Wet Lab (4-5 units)
 - General Education Prerequisite: Must be with an overall GPA 2.5 for all the prerequisite GE courses. No required recenty.
 - COMM 101 - Public Speaking (3 units)
 - PSY 001 - General Psychology (3 units)
 - SOC 001 - Introduction to Sociology (3 units)
 - ANTHRO 102 - Cultural Anthropology (3 units)
 - ENGLISH 103 - Critical Thinking (3 units)
 - MATH 227 OR 227-S - Statistics (4 units)
 - **Complete General Education and Graduation Requirements:** Fulfill either the CSU or IGETC transfer certification by the time of application.
6. **Selection Process:** Applicants are evaluated based on:
- Completion of at least 60 units of degree-applicable lower-division coursework.
 - A minimum 3.0 GPA in science prerequisite courses completed within seven years.
 - A minimum 2.5 GPA in non-science prerequisite courses.
 - Performance in Voc Ed 407 Orientation Course (Course Assignments, CASAS College Readiness Assessment, Psychomotor Skill Test, and In-Class Writing test)
 - Additional considerations include previous dental fieldwork experience, completion of specific non-credit courses, and special circumstances (e.g., military veteran, first-generation college student).
7. **Application Submission:** The application deadline is the first Friday of February or the first Friday of August. The application forms and instruction will be ready two months before the deadline date. The application evaluation rubric is updated every application period.
8. **Student Commitment:**
- Top-ranked applicants will be invited to complete the Voc Ed 407 Part I course as part of the application process.
 - Final acceptance letters will be sent within 30 days after completing the Voc Ed 407 Part I course.
 - Accepted students must undergo a criminal background screening and attend Voc Ed 407 Part II during the intersession.

EXPECTED EXPENSE

Time Line	Description of Expense	Cost (CA Resident)	
Before starting the first semester	Student Kit (Instruments and supplies) - Kit A	\$6,000.00	\$8,260.00
	Textbooks	\$1,000.00	
	Uniforms and Shoes	\$500.00	
	Medical Check up/ Vaccinations and Titers	\$200.00	
	Background Check	\$40.00	
	Anthropology 322 (3 units course)	\$390.00	
	Den Hy 410 (1 unit course)	\$130.00	
Semester I	Enrollment fee for 16 units (\$130 per unit)	\$2,080.00	\$2,111.00
	Health Fee	\$11.00	
	Parking Permit	\$20.00	
Intersession	DH 97 (Elective - 1 unit)	\$46.00	\$64.00
	Health Fee	\$11.00	
	Parking Permit	\$7.00	
Semester II	Professional Liability Insurance (One year)	\$60.00	\$6,541.00
	Student Kit (Instruments and supplies) - Kit B	\$4,000.00	
	Enrollment fee for 15 units (\$130 per unit)	\$1,950.00	
	Textbooks	\$500.00	
	Parking Permit	\$20.00	
	Health Fee	\$11.00	
Intersession	Biology 408 (3 units), Den Hy 356 (2 units)	\$650.00	\$760.00
	Health Fee	\$11.00	
	Parking Permit	\$7.00	
	DH 90 (2 units - elective)	\$92.00	
Semester III	Student Kit (Dental Material) - Kit C	\$300.00	\$2,581.00
	Enrollment fee for 15 units (\$130 per unit)	\$1,950.00	
	Textbooks	\$300.00	
	Health Fee	\$11.00	

	Parking Permit	\$20.00	
Semester IV	Enrollment fee for 12 units (\$130 per unit)	\$1,560.00	\$2,401.00
	Textbooks	\$200.00	
	Parking Permit	\$20.00	
	Health Fee	\$11.00	
	National Board Exam Fee	\$550.00	
	Professional Liability Insurance (One year)	\$60.00	
After Graduation	Licensing application	\$200.00	\$322.00
	Live Scan	\$100.00	
	Law and Ethics Exam	\$22.00	
	TOTAL	\$23,040.00	\$23,040.00
	Clinical Examination* will be needed for out of state License	\$1,500.00	

ENROLLMENT REQUIREMENTS

Students must maintain a level of health and well-being that ensures a safe and supportive environment for all faculty, students, and patients and that allows for the successful fulfillment of responsibilities and tasks required by the college's education and training program. Should a health condition arise that impacts a student's ability to safely participate in the program, the college will work with the student to explore reasonable accommodations. In some cases, a temporary suspension may be considered if necessary for the well-being of the student or the community

The Director of the Dental Hygiene Program may request that a student undergo evaluation by a licensed healthcare provider, including relevant laboratory tests, to assess their capacity to participate safely and effectively in the program. Any records from these evaluations will be shared with the Program Director only as necessary to assess program readiness and will be treated with the utmost confidentiality, used solely for determining fitness for program participation. The program is committed to respecting students' privacy and ensuring that this process is carried out with sensitivity and fairness.

PHYSICAL EXAMINATIONS

Each dental hygiene student shall be required to have a complete physical examination prior to admission to the program by the first day of classes in the first semester. This examination must be performed by a professional physician or nurse practitioner and must include documentation of the current titer of required immunizations. Students must bear the cost of such examinations

and tests. The West Los Angeles College has an agreement with an outside healthcare service facility as a Student Health Center. They provide health services at no or low cost to students of LACCD. Contact the health center. Check the college's website for Health Center Services (VIA CARE) <https://www.wlac.edu/student-services/spr/health-center>

Make sure you mention that you are a student of West Los Angeles College.

The health record forms must be completed by a physician and mailed to the Dental Hygiene Department, West Los Angeles College, 9000 Overland Ave., Culver City, CA 90230, by a specified date by the program director. **Medical clearance is mandatory for enrollment in the program.**

REQUIRED LABORATORY TESTS

The requirements were made based on the current recommendations from the CDC for healthcare workers. [Recommended Vaccines for Adults | CDC](#) and [Immunization and Immunity Testing Recommendations for California Healthcare Personnel and Health Science Students](#)

Dental Hygiene students are required to have the following lab tests:

- Complete Blood Count (WBC, WBC differential, RBC, Hct, Hbg, MCV, MCH, MCHC, RDW, Platelet count)
- Drug test that includes all the followings (cocaine, marijuana, phencyclidine, amphetamines, opiates, benzodiazepines, barbiturates, methadone, and oxycodone)
- Urinalysis
- Antibodies (Immunity) for Hepatitis B (Must be blood test titer testing)
- Tuberculosis blood test (annually) or if necessary chest x-ray
- Proof of Immunity for COVID-19
- Proof of Immunity for Varicella
- Proof of Measles vaccine
- Proof of Mumps vaccine
- Proof of two vaccine series of Rubella or Antibodies Immunity testing for Rubella

Other recommendations:

- HPV (Human Papillomavirus) vaccine for adults
- Shingles (Zoster) vaccine for all adults 50 years old and older
- Influenza vaccination (annually)

When there is no evidence for the titer/immunity, at least the evidence of the immunization or booster shot record can be temporarily used; however, antibody titer testing results will be required before starting patient care clinic rotations.

COVID-19 Vaccination

COVID-19 vaccination is required for all dental hygiene students who visit outside clinical facilities, where all trainees who provide dental hygiene services to patients are required to complete the COVID-19 vaccination. As of November 2024, the Veterans Administration, Greater Los Angeles Healthcare facilities, and UCLA School of Dentistry require all healthcare trainees to be vaccinated with a booster. To comply with these requirements, the dental hygiene program highly recommends all students to be vaccinated fully.

Starting in the second semester of the program, students will start their rotation at UCLA School of Dentistry and Veterans Administration Greater Los Angeles Healthcare facilities. The program director will collect all the proof of vaccination for submission to those outside clinic facilities.

VISION TEST

Students are required to provide proof of a recent eye examination by an optometrist or ophthalmologist. The examination should include details on vision correction within the 16” to 18” range and any degree of color vision variation. This information is not intended to impact program acceptance; instead, it will help faculty provide tailored support to enhance each student’s clinical learning experience.

DRUG SCREENING TEST

All students must successfully complete a drug-screening test. This requirement demonstrates the commitment of the WLAC Dental Hygiene program to maintain a safe and healthy environment for patients, students, faculty, and staff. The program recommends the testing of the following substances (cocaine, marijuana, PCP, amphetamines, opiates, benzodiazepines, barbiturates, methadone, propoxyphene, & Quaaludes)

A positive test may result in a disqualification from enrollment.

WLAC student conduct policy indicates that use or being under the influence or in possession of any controlled substances and/or alcohol of which are prohibited while on any property owned or used by the college or while on a field trip. Students suspected of being under the influence are in violation of this prohibition and may be required to submit a drug or alcohol test result at the request of the faculty or director of the program.

Drug screening tests can be completed at WLAC on campus, when necessary, on the day of the occurrence.

CRIMINAL BACKGROUND HISTORY

WLAC Health Science Program sends students into healthcare facilities to practice their clinical skills. Many healthcare facilities require students to have a criminal background check prior to beginning their clinical rotations. A conviction or an arrest does not automatically disqualify a student from admission to a program or keep them from clinical experience. Considerations related to admission to a program and/or clinical rotations of a program for students with convictions or arrest include, but are not limited to:

- The date, nature, and number of arrests or convictions,
- The relationship between the arrest or conviction bears to the duties and responsibilities of allied health students in clinical settings,
- Successful efforts toward rehabilitation
- Rules and regulations of certifying professional boards and/ or hospital and clinic human resource policies.

Note: The Dental Hygiene Board of California (DHBC) requires applicants to reveal information on the state board licensing application on any previous convictions and/or criminal offenses in the United States, and/or foreign country. The state board, prior to applying for licensure, will require live Scan fingerprinting that will check with the FBI and DOJ for prior arrests or convictions.

Students are required to use an approved vendor and pay the fee for the criminal background check service. A vendor will be provided by the Health Science Division.

ANTIBIOTIC PROPHYLAXIS

Any medical condition that may require antibiotic prophylaxis to prevent endocarditis, joint replacement infection, or any other possible infection(s) must be clarified by a physician in writing, and the result of the consultation must be filed in the dental hygiene office prior to enrollment. This guideline will assist faculty in ensuring safety measures are taken during clinical treatment.

HIPAA TRAINING

Students will be required to complete the Health Insurance Portability and Accountability Act (HIPAA) training prior to the start of the program. The training is offered on the same website as the background certification <https://www.castlebranch.com/>

CERTIFICATION IN BASIC LIFE SUPPORT (BLS)

All students must take a certification course for Basic Life Support (BLS) during the first year of Fall semester or show proof of BLS certification. The course must be offered by either the **American Heart Association (AHA)** or **American Red Cross (ARC)**. The certification can not expire before graduation or during the dental hygiene program enrollment. Online course must be accompanied with a hands-on workshop and testing.

CLASS SCHEDULE HOURS & REGISTRATION

Most dental hygiene courses are scheduled during the fall and spring semesters, with additional winter and summer sessions offered to fulfill curriculum requirements. Remediation courses are also available for students seeking additional support. Classes are typically scheduled Monday through Friday, from 7:30 a.m. to 5:45 p.m., with occasional evening clinics and some Saturdays. The program director will prioritize daytime scheduling (8 a.m. to 5 p.m.) and will publish the class schedule as soon as registration opens. Students are encouraged to register promptly once the schedule is announced. If adjustments are needed, the program will provide alternative scheduling options where possible. The program is committed to accommodating individual needs, including those related to religious practices and medical requirements.

ACADEMIC COUNSELING REQUIREMENT/ SEP COMPLETION

An academic counselor will be assigned to the cohort of enrolled dental hygiene students. The counselor will create a Student Educational Plan (SEP) before the start of the dental hygiene program. It is the student's responsibility to meet with a counselor to review graduation

requirements during the program before the final year of the dental hygiene program. All lower division general education graduation requirements must be completed by the first day of the first semester.

ACCREDITATION

The Dental Hygiene program is accredited by the Commission on Dental Accreditation; 2017 renewed. The next accreditation site visit will be in February 2025. The Commission on Dental Accreditation is recognized by the U.S. Department of Education (USDOE) and the Council on Recognition of Postsecondary Accreditation (CORPA).

CODA COMPLAINT POLICY

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty, and, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints can be obtained by contacting the Commission at 211 East Chicago Ave, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

Additional details on the procedure for submitting complaints can be found at <http://www.ada.org/en/coda/policies-and-guidelines/file-a-complaint>

DENTAL HYGIENE CURRICULUM

		Units
Pre-Dental Hygiene	Voc Ed 407 (Part II - Orientation)	Mandatory
*	Anthro 322 - Cultural Perspectives in Health and Healing	3
*	DH 410 - Emergencies in Dental Practice	1
First Semester	DH 300 - Principles of Clinical Dental Hygiene	3
	DH 303 - Infection Control in Dentistry	1
	DH 306 - Anatomy of the Head and Neck	2
	DH 311 - Pre-clinical Dental Hygiene	2
	DH 312 - Radiology I	2
	DH 355 - Preventive Dentistry and Nutrition	3
	DH 354 - Pathology - General and Oral	3
Inter Session	Special Project in Dental Hygiene (DH 97 or DH 90 or DH 397)	Elective
*	Biology 408 - Pharmacology	3
*	DH 356 Histology and Embryology of Oral Tissues	2
Second Semester	DH 308 - Periodontics I	2
	DH 327 - Local Anesthesia and Sedation Technique	3
	DH 352 - Care for Patients with Special Needs	2
	DH 314 - Dental Morphology	2
	DH 388 - Introductory Seminar in Dental Hygiene	1
	DH 351 - Clinical Dental Hygiene II	3
Inter Session	Special Project in Dental Hygiene (DH 97 or DH 90 or DH 397)	Elective
Third Semester	DH 304 - Dental Health Education and Practicum	2
	DH 389 - Intermediate Seminar in Dental Hygiene	1
	DH 400 - Cariology and Occulsion	1
	DH 401 - Clinical Dental Hygiene III	4
	DH 406 - Periodontics II	1
	DH 415 - Dental Materials & Expanded Functions	3
	English 420 - Research Design and Methodology	3
Inter Session	Special Project in Dental Hygiene (DH 97 or DH 90 or DH 397)	Elective
Fourth Semester	DH 305 - Community Dental Health and Practicum	3
	DH 450 - Advanced Periodontal Seminar	1
	DH 451 - Clinical Dental Hygiene IV	5
	DH 452 - Law and Ethics of Dental Hygiene	2
	DH 489 - Advanced Seminar in Dental Hygiene	1
	Total Required Units	65

- All upper-division major and general education courses must be completed at West Los Angeles College.
- During Winter and Summer sessions, students have an option to take supplemental lower division courses (Den Hy 097, Den Hy 90, Den Hy 397) or non-credit courses (Voc Ed 406) to enhance their clinical skill training.
- The course with * must be completed during winter or summer intersession before moving on to the next semester. Medical Emergency (DH 410) must be completed before starting the second semester. Pharmacology (Bio 408) must be completed before the third semester.

DENTAL HYGIENE EDUCATION POLICY

The academic policies are designed to ensure that students in the West Los Angeles Dental Hygiene program meet the expectations of maintaining and improving dental hygiene program competencies. These policies are also intended to improve the quality of student performance within the dental hygiene program. The fundamental principle of these policies is to provide students with the opportunity to maintain or improve their dental hygiene skills and knowledge, which are essential for passing the National Board Exam, Clinical Board Exam, and complying with the Commission on Dental Accreditation (CODA) approved program standards.

COURSE PREPARATION

Students are encouraged to complete assignments before the class period for which the assignment is designated. Students are also encouraged to meet frequently with course instructors to clarify their understanding of course material. The faculty expects students to strive for excellence in all aspects of the program. This requires making coursework the highest of priorities.

COURSE REQUIREMENTS

The rigors of professional programs place excessive demands on faculty and student time. Although a great deal of personal attention is involved in a professional curriculum, the student must accept ultimate responsibility for completing all course requirements.

Specific requirements will be identified in the individual course syllabus and failure to meet deadlines and criteria will affect the grade in a manner specified on the course syllabus. Failure to meet course requirements may result in failure of the course. Any grade that is lower than a **"C" (75%)** is considered a failing grade. Faculty will inform students throughout the semester of progress and risk of failing. It is the student's responsibility to seek remediation and/or guidance prior to the end of the semester with the instructor of record or course advisor. Failure to achieve a grade of "C" or better in any course may result in not continuing in the graduating class cohort.

GRADING PROCEDURES

The Dental Hygiene curriculum is scheduled in a sequence of courses, and all courses must be completed with a minimum of a "C" grade (75%) in order to continue with the corresponding cohort in the Dental Hygiene Program. Examinations are a reflection of your performance. Grades represent a numerical quantification of your ability and not a point for class discussion. Department philosophy encourages you to do your best not to compete with your classmates. The faculty encourages an atmosphere of cooperation and non-competitiveness to achieve the goals and objectives of the program. The only discussion of grades should occur between the student and the faculty member rendering the evaluation.

Students who receive less than a "C" grade at midterm in any course will be notified by the course instructor in writing of this status. It is the responsibility of the student to seek help and/or clarification of the deficiency with the course instructor. Please refer to the college catalog for further information on grading policies and procedures.

EXAMINATION POLICY

Students are required to be present for all examinations. Notify your instructor prior to the exam if you will be absent due to illness or an emergency situation. Make-up examinations are given at the discretion of the instructor with a legit excuse. During exams, all backpacks, books, and personal belongings must be stored away from the work area.

Some courses are offered as online education and the proctoring application in the course management system may be used during the exam. The student must turn on the video camera and the microphone while taking exams and quizzes.

*Please refer to the RELIGIOUS OBSERVANCES page for Religious excuses.

PROCTORING POLICY

WLAC Dental Hygiene During Exam Policy



Electronic Devices

All electronic devices must be turned off and stored away from the student's body. This includes: Cell phones, smart watches, ear buds, and any other non-medical electronic devices.



Personal Belongings

Students will be instructed to place personal items in a designated area, away from their workspace. No bags, pencil case, papers, and water bottle nearby (at least 10 feet away)



Clothing and Accessories

Coats, hats, scarves, and other accessories must also be stored away. Some items like glasses may be inspected to ensure no hidden technology is present. No cap, hat, hood over head.



Inspection

The paper exam will be given one student at a time and a proctor will inspect workspace and arm and hands to be free of any writing. Proctor can walk around the classroom.



Silence Policy

Talking or communicating with other students is strictly prohibited during the exam. No questions about the questions on the exam. Any noises can be distraction for other students during the exam.



Communication -Emergency only.

Students are reminded to maintain silence throughout the exam, unless they have an emergency. If a student needs assistance, they must raise their hand to get an attention of a proctor and speak quietly with a proctor.



Time Management - Visit restroom before an exam

Visit restroom before taking an exam even if you do not have the urge. Instructor can set a clock on a classroom screen projected from a computer or make sure a working clock is available in the room. Proctor can announce remaining time throughout the exam.



Suspicious Behavior

Any suspicious behavior or attempts to cheat will result in immediate action, including removal from the exam. Any form of cheating (copying, using unauthorized materials, speaking with others, or trying to access restricted information) will result in immediate disqualification, and the incident may be reported to the relevant exam authority.

ACADEMIC DISHONESTY

Dishonest conduct in the classroom and/or clinic is unacceptable. Some examples of dishonest conduct include cheating, forgery or alteration of documents or records, forgery of a faculty signature (which also constitutes a felony), and falsification of records or misrepresentation of facts. Students found conducting themselves dishonestly will be disciplined. Students exhibiting complicit behavior or tolerating others' dishonest behavior will be considered an assessor. The due process according to the college policies will be adhered to by the program faculty.

PLAGIARISM and AI use

Any content generated by AI must be clearly acknowledged. Using AI tools to produce written assignments or clinical notes without disclosure is considered academic dishonesty and will be treated accordingly.

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Source: Plagiarism.org

Dental hygiene programs often require research paper assignments. Dental hygiene is a science discipline and the APA style formatting must be used for all research papers or any written assignments. Refer to apastyle.apa.org for more specific guidelines. If you are not familiar with APA style writing, please ask your instructor or writing lab for guidance.

SKILL REMEDIATION

When an instructor observes not applying the knowledge and skills, the instructor will issue a remediation plan for the student. The need for remediation will be discussed with the student and the instructor. The instructor of the course will determine the remediation plan that will best help the student.

Examples of errors that require remediation:

1. Not applying proper infection control process
2. Not able to assess the need for medical precautions and management
3. Not recognizing the need for medical consultation and antibiotic premedication.
4. Not wearing Protective Personal Equipment properly.
5. Unsafe instrument technique (i.e. tissue trauma)

6. Not recognizing obvious oral lesions (i.e. herpes lesion, aphthous ulcer)
7. Not reporting broken instruments
8. Not reporting bloodborne exposure incident
9. Inadequate periodontal assessments
10. Inadequate review of medical history.
11. Not taking patients or being absent or late without a valid excuse.

Remediation examples:

- Extra tutoring hours and a paper on reflection of guidance.
- Specific training exercises that will re-learn new skills.
- Research paper (3 pg. minimum with references that must be included; APA format)
- Re-evaluation of product/process grading.

Remediations after failing a course are not guaranteed events. It will be determined based on each student's performance review and depended on the availability of all the resources.

COURSE REMEDIATION POLICY

The Dental Hygiene Program will remediate students under the following circumstances.

The student who was scoring above a score of 65 % before taking the final exam or submission of the final project. Failure of the final exam or final project causing the overall course grade to fall below 75% will necessitate a meeting with the course instructor and the Program Director.

Permission for remediation must be granted by the course director and the program director with a plan articulated and agreed upon by both the instructor, the student, and the course director expressing the dates and duration of the remediation. All criteria for eligibility must be met:

- Adequate students attendance and participation in the course
- The student must be passing the course above 65% before taking the final exam
- The cumulative term GPA for all the dental hygiene courses is above 2.0
- No more than two dental hygiene courses failed in one semester.

ACADEMIC PROBATION

The student in the Dental Hygiene Program needs to maintain a cumulative grade point average (GPA) above 2.0 each semester for dental hygiene courses. An accumulative GPA below 2.0 indicates poor academic performance. A student placed on academic probation will be granted one fall or spring semester to raise his/her cumulative GPA to the minimum acceptable level and will be required to achieve a minimum of 2.0 for each semester. Failure to meet these criteria will result in dismissal from the Dental Hygiene Program.

INCOMPLETE AND WITHDRAW GRADES

Incomplete grades are only granted under extenuating circumstances in consultation with the course instructor and the program director. The student must be in good academic standing and already completed most of the coursework and passed the deadline to withdraw (after 3/4th of the semester or session) when they request an incomplete grade. Incomplete grades expire after one year of the grade issued date and it will be changed to “F” when the missing work is not completed on time. Withdraw “W” grade is granted if the student decided to withdraw from the course before the date of the “withdraw” date assigned for each course.

FULL-TIME ENROLLMENT POLICY

All students in the Dental Hygiene program must enroll in a dental hygiene class cohort as full-time students. Any student who cannot keep their full-time enrollment status must re-apply to a future class cohort when full-time student status can be maintained.

ABSENTEEISM

Refer to the WLAC Catalog regarding the rules on absenteeism and tardiness. Attendance is required. The student may be dropped from a class (program) if attendance is not maintained according to the guidelines listed in the college catalog. If there is a legitimate emergency or serious illness, call the dental hygiene director’s office at (310) 287-4457 or email: kamibalt@wlac.edu

If you will be absent from a clinic rotation, contact the clinic instructor and the clinical site instructor at least 30 minutes prior to the start of the clinic in the morning and leave a message for your clinic instructor. You must make arrangements with a classmate to cover your clinic session if you will not be present to treat a patient.

FAILED COURSES

If a student fails a course, the student will contact the program director immediately. The failed course can only be re-taken when the course is offered, and the space is available.

The student will need to submit a letter of appeal to the program director explaining why they failed the course and what they have done to improve their academic performance. The program director will then review the letter and assist the student to retake the course.

The student will need to pay the full tuition for the course, even if they have already paid for the course the first time.

It is important to note that failing a course can have serious consequences for a student's academic career. If a student fails too many courses or does not maintain a 2.0 GPA, students may be dismissed from the program or the college due to academic probation.

AUDIT COURSE POLICY

When the space in the failed course becomes available, the student can enroll in other courses as an auditing student. Auditing can be permitted only by the course instructor after the first day of class. Submission of audit requests to the Admission and Records office is required with the appropriate auditing enrollment fee. The course instructor and the student should communicate in writing what is the expectation for the auditing students. By auditing courses, students are provided the opportunity to sustain dental hygiene skills and knowledge while working on completing the failed course(s). All auditing students are expected to attend and participate in all the course activities, complete all the assigned requirements by the course instructor, and meet a passing score of 75% in all quizzes and exams to demonstrate readiness by maintaining their skills and knowledge for the future semesters and pass the National Board Exam successfully. Failure of the expected requirements may result in exclusion from the course, which may lead to forfeiting continuation in the dental hygiene program.

SUSPENSION AND EXPULSION

Suspension and/or expulsion from the Dental Hygiene program for **health and/or safety** reasons, will be on a case-by-case basis and shall be reviewed by the Director of Dental Hygiene, in consultation with the Department Chair, Dean, and College Compliance Officer, the Dean of the Disabled Student Programs and Services (DSP&S) and the College DSP&S Specialist in compliance with Section 504 of the Rehabilitation Act, Title II of the Americans with Disabilities Act, the Vocational Education Act, and the Carl Perkins Act, as appropriate. If possible, such students may be counseled to consider a more appropriate career/program.

Dental Hygiene students may also be suspended from the Dental Hygiene Program for reasons not related to health and safety -- e.g., Violations of the Standards of Conduct (LACCD Board Rules 9803 et seq.). All discipline, including suspension, will be done in accordance with the District's Student Discipline Procedure (LACCD Board Rule 91101 et seq.).

UNSAFE PATIENT PRACTICE

Any serious infraction of policies and procedures at any clinical site that is a threat to the health and safety of the student, faculty, or patient will result in loss of clinical privileges. Loss of clinical privileges is immediate upon notification from the Dental Hygiene Program Director and/or Vice-President of Student Service. (Board Rule 9806 "Unsafe conduct"). The student is then subject to West Los Angeles College disciplinary procedure and appeal. (e.g., removing a patient chart from any clinical facility without permission from the site (HIPAA violation, improperly transporting used instruments, repetitive infection control violations, false information provided during medical history review of a patient, etc.).

CRITICAL ERROR

In the context of your dental hygiene program, a critical error encompasses a range of serious infractions that can compromise patient care, violate legal or ethical standards, and undermine the integrity of the educational environment. Here are some key aspects defining a critical error:

1. **Compromising Patient Care:** Any action or omission that directly jeopardizes patient safety or treatment efficacy, such as inadequate sterilization of instruments, improper administration of medications, or failure to follow infection control protocols.
2. **Negligent Behavior:** Actions that demonstrate a lack of due diligence or care expected of a dental hygiene student, including careless handling of patient records, failure to maintain confidentiality, or negligent performance of clinical procedures.
3. **Illegal Alcohol or Drug Use:** Any violation of federal, state, or local laws related to the use of alcohol or drugs, whether on or off campus, that impacts a student's ability to fulfill their responsibilities or compromises patient safety.
4. **Violation of LACCD Rules, DHBC Regulations, or Federal Law:** Breaches of institutional policies, rules set by the Dental Hygiene Board of California (DHBC), or federal laws such as HIPAA (Health Insurance Portability and Accountability Act) related to patient privacy and confidentiality.
5. **Harassment, Discrimination, or Title IX Violations:** Any form of harassment (sexual, verbal, physical), discrimination based on race, gender, religion, or other protected characteristics, or violations of Title IX regulations pertaining to gender equity in education. This includes inappropriate behavior between students, between students and faculty, or involving other members of the campus community.
6. **Ethical Violations:** Actions that violate the ethical standards expected of dental hygiene professionals, such as falsifying patient records, engaging in academic dishonesty, or breaching professional boundaries.
7. **Professional Conduct:** Behaviors that undermine the professionalism and integrity of the dental hygiene program, including dishonesty, insubordination, or failure to abide by clinical or academic standards set forth by the program.

Addressing and preventing critical errors is crucial to maintaining a safe and ethical learning environment and ensuring that students are prepared to uphold high standards of patient care and professional conduct in their future careers.

ILLEGAL PRACTICE OF DENTAL HYGIENE

The practice of dentistry in California is governed by the California State Board of Dental Examiners (DBC) and the Dental Hygiene Board of California (DHBC). Any student who practices dental hygiene without a license or without a dental hygiene faculty member's supervision is considered engaging in the illegal practice of dental hygiene. Reporting to DHBC

and dismissal from the dental hygiene program may result from a student's participation in the illegal dental hygiene practice. A student may participate in educational missions but will be under the responsibility of the organization, not West Los Angeles College. A student with an active RDA license may perform duties within the scope of practice with specific supervision.

HIPAA PRIVACY AND SECURITY REQUIREMENTS

Confidential Patient/Student Medical Information

Each student must be fully aware of the highly personal, intimate, and completely confidential nature of the dental hygiene care delivered by all clinical training sites. All medical records, including but not limited to, the records of all patients and students, are under the protection of state and federal laws and are not to be disclosed without specific written authorization. Any violation of this policy will be subject to disciplinary action, as well as potential legal liability.

Protected Health Information (PHI) as defined in the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended, including medical information regarding patients and students is confidential. You are not permitted, unless otherwise authorized, to release written or verbal PHI.

- Students are prohibited from creating, receiving, or storing any protected health information (PHI), including photographs or patient information, unless they have obtained consent for a specific educational project.
- Students are prohibited from taking patients' charts outside of the clinic floor, even during break time.
- Students are prohibited from including PHI in the body of any email or text message, or as an attachment to an email or text message.
- Any PHI written documents should not be discarded in a trash can or any place where anyone can access them.
- Discuss patient information in private.
- For any questions regarding compliance with the law, students should contact the program director.

MOCK PATIENT REQUIREMENTS

As part of their clinical training, dental hygiene students at West Los Angeles College will serve as "mock patients" for their classmates. This is a standard practice in dental hygiene programs, providing students with a realistic environment to learn and practice skills. Procedures may include probing, scaling, polishing, administering local anesthesia, and nitrous oxide-oxygen sedation.

Prior to any procedure, students will receive comprehensive lectures outlining the risks involved. If a student has a medical condition that makes a particular procedure inadvisable, they will need to provide a note from a medical professional.

During clinic training, students will review medical histories with their partners to simulate a real-world medical assessment and identify any potential health concerns. To ensure safety in the clinic, it is crucial for students to share accurate medical information with their partners.

CLINIC PATIENT REQUIREMENTS

Dental hygiene students are expected to gain experience with a variety of patient populations during the program and are required to participate in recruiting patients for clinical course requirements.

Traditionally, it has been challenging to find certain patient populations, such as those with medically compromised conditions, adolescents, and patients with advanced periodontitis. To address this, the program offers clinical rotations at multiple sites, providing students with expanded opportunities beyond what is available at the West Los Angeles Clinic.

COMMUNICATIONS

WRITING SKILLS

Dental hygienists are expected to communicate effectively through written communication. The student should make the best effort to minimize the spelling and grammatical errors on any documentation for clinic and classroom assignments. Students are encouraged to use the "Writing Lab" in the library/tutoring area for assistance.

EVIDENCE-BASED COMMUNICATION

Dental Hygienists are expected to utilize the latest evidence-based information for effective communication and decision-making. To support this, outside reading assignments are provided, offering diverse perspectives on various issues, up-to-date information, and practical experience in the application of dental hygiene services in daily practice.

SPOKEN LANGUAGE

The Dental Hygiene Program strongly supports effective communication skills as a goal for the professional person. The program will make every effort to provide students with opportunities to strengthen their professional/oral communication skills. The primary language spoken in this program is English. English is expected to be used among all the students and the faculty during class and classroom. Other languages are permitted to be used when patients need a translation in order to facilitate understanding.

OFFICE TELEPHONES

Landline office telephones in faculty and staff offices are for **employee use only**. In an **emergency**, students may request the use of telephones. Close family members should be given a copy of your class schedule and the Dental Hygiene Department telephone number (310) 287-4464 to call on a real emergency only. The Dental Clinic Phone number is available to use for calling patients (310) 287-4474.

West Los Angeles College Campus Sheriff: (310) 287-4314.

CELL PHONES IN THE CLASSROOM / CLINIC

Cell phones should be turned off during class and clinic – No TEXTING or web surfing is permitted during clinic/lab sessions or lectures. Cell phone use for voice calls and text messaging is permitted outside classrooms and clinics. Taking pictures and videos of patients, staff members, or any facility, with cell phones is not permitted without permission. Using a cell phone as a calculator is not permitted during exams. Any wi-fi device (i-Watch type of device, mp3 player, Fitbit, etc) will not be allowed during quizzes/exams. Permission per each Instructor must be obtained before using recording devices during lecture or review (California's wiretapping law is a "two-party consent" law. California makes it a crime to record or eavesdrop on any confidential communication, including a private conversation or telephone call, without the consent of all parties to the conversation. See Cal. Penal Code § 632).

SOCIAL MEDIA POLICY AND PHOTOS AS A TEACHING TOOL

Students will not post negative or derogatory comments about faculty, classmates, or the college during or after the program. Legal action for defamation of character will be considered. Pictures of faculty or classmates, whether on campus or outside of campus, will require permission prior to posting on any social media site.

Students are required to uphold professional conduct while in the dental hygiene program.

Inappropriate photos displaying the WLAC logo will also be grounds for disciplinary action. Photos of patients will not be posted on any social media sites (HIPAA violation).

Students agree to have photos taken of on or off-campus activities posted on the WLAC website for promotional purposes.

Instructors may take photos of students during clinical sessions as a pedagogy of best practices.

The photos will illustrate errors and compromised positions in clinical care.

ADDRESS, TELEPHONE NUMBER, NAME, AND EMAIL CHANGES

Students are requested to provide changes in address and telephone numbers, and email addresses within 7 days from the date of the change to the program director and the office assistant. These are vital to optimal communications within the department and necessary for conveying important information. A change in your email address must be reported to the entire faculty in the program. College Admission and Records must be informed as soon as possible of any name changes, address changes, and phone numbers.

Admission and Records Office: <http://www.wlac.edu/admissions/index.aspx>

LACCD EMAIL ACCOUNT

LACCD provides students Free access to Microsoft 365 (One Drive, Outlook, PowerPoint, and Excel, etc.) LACCD often sends important information such as scholarships and registration to the LACCD email address. Instructors and staff will send emails as primary contact for communication. Please set the LACCD SIS system on your electronic devices for easy access. Check your email account (Both LACCD and Gmail) frequently, at least every 12 hours. This account will expire after you graduate. LACCD email address will not be active after two semesters when students not enrolling in any LACCD college courses.

GOOGLE ACCOUNT

It is required that students create a new Google email account that is designated for dental hygiene program use as a communication tool among students, faculty, and staff for school purposes. Go to www.google.com for Gmail setup.

The same email account should be kept throughout the dental hygiene program and dental hygiene career. Create your domain name as follows:

Up to the First 6 letters of last name + first letter of name + DH2026-S@gmail.com

For example, **John Doe will be doejdh2026-S@gmail.com**

Also once you created the new Gmail account, check the Google Voice Feature and use these Google Voice Phone numbers as your primary phone to contact patients. Never give out your personal cell phone number to patients.

Once your email is created, share it with the program director by answering the following survey link.

<https://goo.gl/forms/3Mr6kB6j9G3BIZts2>

LIFE AT WEST LOS ANGELES COLLEGE

PARKING REGULATIONS

GENERAL PARKING POLICY

- A. Parking regulations are provided to ensure safe and accessible parking to staff, students and visitors to West Los Angeles College.
- B. Parking lots are clearly labeled as to their use and any restrictions concerning that use.
- C. A valid parking permit or decal is required on all vehicles parking on campus with the exception of certain limited-time visitors parking stalls.
- D. The California Vehicle Code is enforced on campus streets and parking lots.
- E. Parking regulations are enforced in accordance with California Vehicle Code 21113 (a).
- F. The speed limit in campus lots is **10 MPH**.
- G. Individuals using the college parking facilities are responsible for obtaining the proper permit or decal and complying with all posted regulations and restrictions.

Parking fee is now required at West LA College Campus.

Person(s) receiving parking citations for parking in unauthorized areas will address their appeals to the West Los Angeles Sheriff's Department. However, a person cited for parking without a valid decal may be shown consideration if they can show proof of a valid permit, or if they obtain a permit within twenty-four (24) hours of being cited.

South Parking Structure and the overflow lot adjacent to South Parking is set aside for student parking. Parking passes go on sale from 2 to 4 weeks prior to the start of the semester. The charge will appear on your credit card statement as CREDENTIALS ORDER PROCESSING SERVICES. Students may also purchase a parking pass at the Business Office in the Student Services Building (SSB). Fall and Spring semester passes are \$27 Preferred Parking (includes

ASO Fee & Other Perks) or \$20 Regular Parking. Winter and Summer's passes are \$7. There is a \$3 handling fee for passes purchased online. A daily parking permit is \$2.00. See more information at: [Parking | WLAC](#)

RELIGIOUS OBSERVANCE

Students who observe religious holidays that require absence from school/lab/clinic, need to provide the respective dates during the first week of classes. If those holiday observances fall on a class, clinic/lab, or quiz/exam day, you should inform your instructor early in the semester to request accommodations and advise regarding your plans to be absent for the holiday that you plan to observe. Students should not expect full accommodation if they do not inform their instructor until the week of the observance, or if they miss a class without first informing the instructor of the reason for their absence.

STUDENTS WITH DISABILITIES

If a student has a disability and would like to request accommodations for the disability, it is the student's responsibility to contact the Disabled Students Programs and Services (DSPS) office and the program director immediately, so that your needs may be addressed and, if possible, the assistance provided for in a timely manner. The instructor must be notified via documentation from the DSPS office of any accommodations required for the student.

DSPS Office is located at [DSPS Home | WLAC](#)

Student Services Building, 3rd Floor (SSB 320). Phone: (310) 287-4450 Email: dsps@wlac.edu

STANDARD OF STUDENT CONDUCT

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom, clinical sites, and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment; to engage in a sustained and independent search for truth; and exercise their rights to free inquiry and free speech in a responsible, non-violent manner. In furtherance of the student's interest in free inquiry and the search for truth, it is also important that students be able to hear the views of non-students and engage in the free exchange of ideas with non-students.

All persons shall respect and obey civil and criminal laws, and shall be subject to legal penalties for violation of laws of the city, county, state, and nation. All persons shall respect and obey the rules, regulations, and policies of the Los Angeles Community College District. A record will be kept of all persons who use the facilities or grounds of the college.

Conduct in all of the Los Angeles Community Colleges must conform to District and College rules and regulations. Violations of such rules and regulations may result in disciplinary action

depending on the individual's status as a student, faculty, staff or visitor. Violations of such rules and regulations include, but are not limited to, the following;

The following is based on the provisions of the California Education Code, the California Penal Code, and the LACCD Board of Trustees.

BOARD RULES 9803 – STANDARDS OF CONDUCT

- **Board Rule 9803.10**
 - Willful disobedience to directions of College officials acting in the performance of their duties.
- **Board Rule 9803.11**
 - Violation of College rules and regulations including those concerning student organizations, the use of College facilities, or the time, place, and manner of public expression or distribution of materials.
- **Board Rule 9803.12**
 - Dishonesty, such as cheating, or knowingly furnishing false information to the Colleges.
- **Board Rule 9803.13**
 - Unauthorized entry to or use of the College facilities.
- **Board Rule 9803.14**
 - Forgery alteration, or misuse of College documents, records, or identification.
- **Board Rule 9803.15**
 - Obstruction or disruption of classes, administration, disciplinary procedures, or authorized College activities.
- **Board Rule 9803.16**
 - Theft of or damage to property belonging to the College, a member of the College Community, or a campus visitor.
- **Board Rule 9803.17**
 - Restricts malicious or willful disturbances of the peace. Enables campus to invoke Penal Code.
- **Board Rule 9803.18**
 - Assault or battery, abuse, or any threat of force or violence directed toward any member of the College community or campus visitor engaged in authorized activities.
- **Board Rule 9803.19**
 - Eliminates vague reference to “dangerous drugs” by listing specific examples of controlled substances.
- **Board Rule 9803.20**
 - Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden all persons except members of faculty-sponsored, National Rifle Association-affiliated clubs while participating in sanctioned club activities, sworn Peace officers, police officers, and other governmental employees charged with policing responsibilities.
- **Board Rule 9805.10**

- Assault or Abuse of Instructor.

Every parent, guardian, or other people who assaults or abuses any instructor employed by the District in the presence or hearing of a community college student or in the presence of other community college personnel or students and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities is guilty of a misdemeanor.

- **Board Rule 9806**

- **UNSAFE CONDUCT**

Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct:

- a. Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.);
- b. Failure to follow safety directions of District and/or College staff;
- c. Willful disregard of safety rules as adopted by the District and or College; and/or
- d. Negligent behavior creates an unsafe environment

For a complete list of LACCD Board Rules, please access:

<https://www.laccd.edu/Board/Documents/BoardRules/Ch.IX-ArticleVIII.pdf>

DEPARTMENT INSTRUMENTS AND SUPPLIES

Any instruments, equipment, and supplies issued to the student by the department are the student's responsibility. The materials must be checked out to the student by the appropriate faculty member or staff. The materials must be returned to the appropriate faculty or secretary. The student is held responsible for all checked-out equipment until it is returned. In the event that equipment and/or instruments are missing and/or damaged, the replacement will be the student's responsibility.

The Department assists students by providing many expendable supplies necessary for clinical procedures. "Helping yourself" to supplies, instruments, equipment, etc. in any clinic, including extramural sites could constitute stealing and result in dismissal from the program.

Students are asked to use departmental supplies conservatively since the budget is limited. Excessive waste may result in remediation or critical errors.

TEXTBOOKS

Most dental hygiene course textbooks will be purchased before the first semester of the first year. The rest of the books will be purchased in the second semester of the first year and the first semester of the second year. All students are responsible to have all the required books for all courses by the first day of the course.

Textbooks are required by the course instructor and department to assist the student in achieving the goals and objectives of the course. A healthcare professional will build a library

that can be used for reference purposes throughout their professional career. Textbooks in the area of health are updated frequently.

OFFICE HOURS

All faculty will hold office hours for student appointments. Hours will be posted in the course syllabus. Students are encouraged to make appointments to see faculty. The faculty is present to provide a supportive learning environment and is looking forward to working with you during your matriculation in Dental Hygiene at West Los Angeles College. The instructional process requires both a teacher and learner approach.

ADVISORS

Each student will be assigned to a clinical faculty advisor. Meetings can be called by the advisor to discuss clinical and academic progress. The advisors will be responsible for guidance in clinical projects & grading. Students are encouraged to make appointments with their advisors on a routine basis.

MENTOR

Each new junior student is assigned to a senior student mentor. This organizational method will promote communication from one class to another and help to introduce new junior students to procedures in the program. It is strongly suggested that students work closely with their assigned mentor student to facilitate the activities in the program.

LIBRARY

WLAC LEARNING RESOURCE CENTER. Students are encouraged to contact the library for a scheduled tour of the facilities, and resources available to them.

UCLA BIOMEDICAL LIBRARY. Dental Hygiene students are authorized to use the UCLA Biomedical Library with proper UCLA identification. Most professional research articles can be obtained through the Biomedical Library.

PROFESSIONALISM

The dental hygiene educational process is directed to assisting the student in acquiring psychomotor, cognitive, and affective behaviors necessary to become a competent dental hygienist and function effectively within the dental profession. To this end, the faculty and program administrator are responsible for planning learning experiences designed to assist the student in becoming a competent dental hygienist. In addition, students must exhibit effective behaviors consistent with those required to acquire and maintain employment and function effectively as part of the dental team.

Professionalism is "a professional character, spirit, or method that follows a professional's standing, practice, or methods, as distinguished from an amateur." Behaviors and attitudes

required by dental professionals are expected of dental hygiene students, and include (based on feedback from dental and dental hygiene employers):

1. Utilizing communication skills that are appropriate and effective in relating to patients, peers, faculty, and staff;
2. Conducting oneself in a manner considered appropriate, legal, and ethical by members of the dental profession;
3. Assuming responsibility for one's academic and professional development;
4. Complying with departmental policies and procedures as listed in the student handbook.

Examples to assist in the interpretation of the preceding requirements include, but are not limited to the following:

1. Students are expected to assume responsibility for seeking assistance from faculty if academic, professional, or personal problems interfere with their educational process.
2. Communication between students, patients, peers, and faculty shall demonstrate maturity and responsiveness to others' needs.
3. In the event of a disagreement, the student should discuss their problems with the faculty involved or the program director. If this is unsatisfactory, the student may follow college procedures to file a grievance.
4. Academic integrity is expected in the Department of Dental Hygiene, and failure to comply may result in dismissal from the program.
5. Students must assume responsibility for purchasing instruments, supplies, scrubs, shoes, lab coats, textbooks, etc., and to pay fees and dues associated with program activities as required.
6. The dental hygienist should exemplify the image of health, cleanliness, and professional appearance. A person who looks like they care about themselves looks like they care about others.

CIVILITY and INCIVILITY POLICY

Purpose:

The West Los Angeles College Dental Hygiene program is committed to fostering a professional and respectful environment that embraces diversity and inclusion. This policy aims to define and uphold standards of civility while addressing and mitigating incidents of incivility within our community.

Definitions

1. Civility

Civility refers to respectful and courteous behavior that demonstrates consideration for others' dignity, feelings, and perspectives. It involves engaging in constructive communication, showing empathy, and maintaining a positive atmosphere conducive to learning and collaboration.

2. Incivility

Incivility encompasses behavior that disrupts or undermines the respectful and professional environment of the Dental Hygiene program. This includes but is not limited to disrespectful communication (such as rudeness, condescension, or hostility), harassment, discrimination, gossiping, and any form of intimidation or bullying.

DIVERSITY and INCLUSION

At the West Los Angeles College Dental Hygiene program, diversity and inclusion are integral to our mission and values. We define these terms as follows:

Diversity: Diversity encompasses the presence of a wide range of human qualities and attributes within our community. This includes but is not limited to race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, and other ideologies. We celebrate diversity as a source of strength and enrichment in our educational environment.

Inclusion: Inclusion refers to the active, intentional, and ongoing engagement with diversity in ways that ensure a sense of belonging for every individual within our community. It involves creating a culture where differences are respected, valued, and leveraged to create a supportive and collaborative environment for all members.

Guidelines for Conduct:

Faculty, Staff, and Administrators:

Maintain Respectful Communication: All faculty, staff, and administrators are expected to communicate respectfully with each other, students, and staff at all times, recognizing and valuing diverse perspectives and ideas.

Promoting Inclusivity: Actively promote inclusivity in teaching practices, curriculum development, and administrative policies to ensure equitable opportunities for all students.

Addressing Bias: Address biases or prejudices that may impact interactions with students or colleagues, fostering an environment free from discrimination or marginalization.

Faculty-Student Interactions:

Cultural Competence: Demonstrate cultural competence by understanding and respecting diverse backgrounds and perspectives in interactions with students.

Respectful Behavior: Students and faculty are expected to communicate respectfully with one another- faculty, administrators, and peers, demonstrating consideration for differing viewpoints and backgrounds.

Engagement: Actively create an inclusive learning environment by respecting one another, and different perspectives and contributing positively to discussions and group activities.

Advocacy: Advocate for inclusivity and diversity within the program by addressing discrimination or exclusion and promoting a culture of respect and acceptance.

Reporting and Resolution:

Incident Reporting: Incidents of incivility or discrimination should be reported promptly and confidentially to designated individuals (e.g., department chair, program director) for investigation and resolution.

Supportive Measures: Provide support and resources to individuals who experience or witness incidents of incivility or discrimination, ensuring their well-being and facilitating resolution through appropriate measures.

Conclusion:

The West Los Angeles College Dental Hygiene program affirms its commitment to fostering a respectful, inclusive, and professional environment where diversity is celebrated and every individual is valued. By upholding these standards and addressing incidents of incivility and discrimination promptly and effectively, we strive to create a community where all members can thrive academically and professionally.

Implementation and Review:

This policy will be communicated to all faculty, administrators, and students within the West Los Angeles College Dental Hygiene program. Regular reviews and updates will be conducted to ensure its effectiveness and alignment with the program's commitment to diversity, inclusion, and professional conduct.

This policy integrates a strong commitment to diversity and inclusion into the principles of civility and addresses the specific context of the West Los Angeles College Dental Hygiene program, ensuring a supportive and inclusive educational environment for all.

PROFESSIONAL ATTIRE

Professional attire is the responsibility of each student. Professional clothing is conservative, clean, well-pressed, color-coordinated, neat, and in good taste. Trendy, ill-fitting, tight, flashy, bare, and inappropriate clothing is highly discouraged on campus, in classrooms, and clinics. This includes tightly fitting shorts and abbreviated tank tops. Beachwear is inappropriate in the classroom. Flip-flops are neither allowed inside the classroom/lab nor the clinic for safety. The clothing should be appealing to common decency.

- Students must wear their hair pulled back and/or up whenever they are in the clinic and laboratory setting. If hair is long, it should be braided and/or secured out of the face and eyes as long ponytails can fall in the work area and the patient's face.

- Students should wear comfortable, low-heeled shoes. Flip flops or slippers are not permitted, especially when students are handling sharp instruments in the clinic or laboratory.

CLINICAL DRESS CODE

1. Scrubs

All students must wear Navy Blue scrubs with a College Logo on top to all clinic and/or screening sessions.

2. Gowns

Clinical attire at all clinical rotations is a disposable gown worn over school-specified scrubs.

3. Shoes

100% Water Resistant, comfortable, low-heeled, closed-toe and closed-heel shoes, a solid color (no design prints or patterns) should be worn in clinical areas only. Open-heel Crocs are not allowed in the clinic or laboratory. Clinic shoes **must be kept clean and used only for the clinic.**

GROOMING

The matter of grooming is reemphasized because it is necessary for the dental hygienist to serve the patient at a close range. Unless one is meticulous, even minor violations of good grooming may leave the patient with an unfavorable impression.

- Attention to personal hygiene is of extreme importance. Body deodorant must be used daily.
- It is imperative to remember that certain foods and beverages produce odors that linger well into the day following consumption. Foods such as garlic and onions produce oral and body odor which may be offensive. Please brush your teeth carefully and use a mild mouthwash before entering the clinic and after lunch.
- Certain habits normally acceptable are sometimes considered undesirable in a professional atmosphere. Smoking is not permitted.
- Get plenty of rest and exercise and be watchful of your diet.
- Do not use excessive scents and perfumes because of patient allergies to certain chemicals and smells.
- Nails on hands must be trimmed neatly, free of hangnails and ragged cuticles. Any type of artificial manicure is forbidden in the dental hygiene program (e.g., gel nails, French nails, mirror nails, acrylic nails, shellac manicures, Vinylux manicures). Artificial nails are an infection control issue and, therefore not permitted in clinics. Only Clear nail polish is permitted. Well maintained (peeling or chipping nail polisher **will NOT be permitted** at any time during lab and clinical sessions), and a nail length should not be longer than 3 mm from the fingertip.

EXPECTED MANNERS

1. Students are responsible for the care and preventative routine maintenance of dental equipment and instruments and may be charged accordingly if negligence requires repairing or replacing an item.
2. Clinical policies and procedures are developed to assure services' legal and ethical delivery for total patient care. All students are required to comply with these policies and procedures.
3. All printed matter representing, or completed under the auspices of the Department of Dental Hygiene, must receive departmental approval before circulation.
4. Professional conduct (language, action, dress) is always expected of students.
5. All instructors are to be addressed respectfully as "Professor or Doctor" with their full last name unless granted permission to be addressed otherwise.
6. All patients are to be addressed respectfully as "Mr., Mrs., Miss., Ms. or Dr. with their full last name unless granted permission to be addressed otherwise.
7. Students are expected to use professional judgment while performing pre-clinical/clinical procedures. This will require that students simulate, integrate, and apply knowledge of basic and dental sciences and legal and ethical considerations.
8. Faculty will use professional and personal judgment in evaluating student performance.
9. Never start or ask anyone to do any dental procedures (fluoride, polishing, scaling, probing, etc...) without asking permission to start those procedures.
10. Students must leave the clinic floor or classroom before the instructor leaves. Students are not permitted to stay on the clinic floor or classroom unsupervised.

PATIENT MANAGEMENT PROTOCOL

Objectives:

- To ensure dental hygiene students treat patients with respect, dignity, and compassion.
- To promote effective communication between students and patients.
- To prevent monetary exchanges or the selling of services or products to patients.

Respect for Patients:

- Students must treat patients with respect and courtesy at all times.
- This includes respecting patients' privacy, confidentiality, and personal beliefs.
- Students must not make discriminatory remarks or engage in discriminatory behavior

towards patients.

Respect for Patient's Time:

- Students must respect patients' time by being punctual for appointments and completing procedures in a timely manner.
- Students must only keep patients waiting appropriately.

Clear and Consistent Communication:

- Students must communicate with patients clearly, concisely, and respectfully.
- This includes explaining procedures and treatment options in a way that patients can understand.
- Students must also keep patients informed of their progress throughout their treatment.

Follow-Up:

- Students must follow up with patients after their appointments to ensure they are satisfied with their care.
- This may include sending a thank-you note or calling the patient to check their progress.

No Monetary Exchanges or Selling of Services or Products:

- Students must not engage in monetary exchanges with patients or sell services or products to patients.
- This includes charging patients for procedures covered by their insurance or for supplies provided by the clinic.

Violations of the above policy may result in a critical error, and further action will be taken

MANAGEMENT of HOSTILE PATIENTS

Purpose:

This policy establishes guidelines for handling hostile or aggressive behavior exhibited by patients in the dental hygiene clinic to ensure the safety of staff, students, and other patients, while maintaining a professional and respectful environment.

Scope:

This policy applies to all faculty, staff, and students working or receiving training in the dental hygiene clinic.

Policy:

1. Definition of Hostile Behavior:

Hostile behavior includes any verbal, physical, or non-verbal conduct by a patient that is aggressive, threatening, disrespectful or creates an unsafe environment for others.

2. Identification and Assessment:

All staff and students are trained to recognize signs of potential hostility, such as raised voices, abusive language, threatening gestures, or refusal to comply with clinic guidelines.

Prompt assessment of the situation should be conducted to determine the severity and potential risk posed by the patient's behavior.

3. De-escalation Techniques:

Staff and students should attempt to defuse tense situations and manage hostile behavior immediately.

De-escalation strategies include active listening, maintaining a calm demeanor, and using non-confrontational language to address patient concerns.

Immediately report and notify the patient's behavior to a faculty member, notify the director, and assign someone to call campus police if needed.

4. Safety Measures:

Ensure the physical safety of staff, students, and patients by maintaining clear pathways, limiting access to potentially harmful objects, and summon assistance if needed.

Designate safe areas where staff and students can retreat if a situation escalates beyond their control.

5. Documentation:

Document all incidents involving hostile behavior in a detailed and objective manner, including the patient's actions, responses from staff and students, and any interventions used.

Documentation should be timely, accurate, and stored securely per clinic policies and HIPAA regulations.

Use the word "Code Grey" to initiate retreat to the faculty hallway and secure the area by closing and locking the door.

6. Intervention and Support:

Depending on the severity of the situation, involve appropriate personnel such as clinic supervisors, security personnel, or law enforcement if necessary.

7. Patient Discharge Policy:

In extreme cases where a patient's behavior poses significant risk to the safety of others the clinic reserves the right to terminate the patient-provider relationship.

Discharge decisions should be made in consultation with clinic management and documented appropriately.

Implementation:

This policy shall be communicated to all staff, faculty, and students during orientation and regular training sessions.

Updates and revisions to the policy shall be communicated promptly to ensure adherence to current standards and best practices.

This policy is designed to ensure a safe and respectful environment for all individuals in the dental hygiene clinic while effectively and professionally addressing the challenges presented by hostile patient behavior.

INFECTION CONTROL PROTOCOL

The West Los Angeles College Dental Hygiene Program enforces a strict Infection Control Protocol in Campus and at all Clinical Facilities. This will be discussed during the program, and it is expected all Dental Hygiene Students to adhere to it. The Program Protocol incorporated guidelines and regulations provided by the Occupational Safety and Health Administration (OSHA), Center for Disease Control (CDC), American Dental Association (ADA), American Dental Hygienists' Association (ADHA), Dental Board of California (DBC), Dental Hygiene Board of California (DHBC), among other State and Federal agencies and Organizations.

GRADUATION

GRADUATION PETITION

All dental hygiene students will receive a Bachelor of Science in Dental Hygiene degree upon successful completion of the program (under the California State pilot project bill - Senate Bill 850 was approved on September 28, 2014, and Chaptered by the Secretary of State. Chapter 747, Statutes of 2014. California Assembly Bill 927 approved in October 2021) Refer to the WLAC Catalog for the appropriate requirements. Required lower division courses must be completed to receive a degree in Dental Hygiene before entering the program. Students must file a graduation petition during the third semester of the program, prior to the semester in which the candidate expects to graduate.

Graduation petitions are posted online on the WLAC webpage, or contact the graduation officer on campus for information and applications.

PINNING AND AWARD CEREMONY

The commencement ceremony is usually scheduled once a year on the first Tuesday evening after the last day of final exams. The departmental awards and pinning ceremony are scheduled during the graduation time. The awards ceremony is planned and organized by the senior graduation committee with approval from the class and the program director. Attendance at both ceremonies is mandatory.

DIRECTOR'S AWARD

Director's Award: selected by Program Director

The director's award is presented to the student who has displayed outstanding academic achievement in basic science, dental science courses, and leadership. This student has maintained excellence throughout the program by achieving and maintaining an outstanding academic and clinical record. This student has shown exceptional performance in all areas of

dental hygiene competency. This award includes the recipient's name on a plaque in the dental hygiene building.

ACADEMIC SCHOLAR AWARD

This award is presented to the student who demonstrated outstanding scholarship by achieving the highest grade point average in the class. The recipient will receive a plaque and their name will be placed on a plaque in the dental hygiene building.

COLGATE: STAR AWARD

The Colgate STAR Award: Student Total Achievement Recognition, is presented to a graduating dental hygiene student who shows excellence and commitment to the hygiene profession by: Demonstrating true dedication to the profession, extraordinary compassion in patient care, enthusiasm, and follow-through in community service, and outstanding patient education and motivation skills.

OUTSTANDING LEADERSHIP AWARD

The Outstanding Leadership Award is presented by the California Dental Hygienists' Association. This award is presented to a student who is chosen strictly by classmates, who they consider to be an outstanding leader.

THE CLINICAL EXCELLENCE AWARD - Golden Scaler

This award is presented to the outstanding clinician of the graduating class who has demonstrated the highest competency in dental hygiene delivery of periodontal therapy. The Golden Scaler award is provided each year by the Hu-Friedy Company.

PERIODONTOLOGY AWARD

This award is sponsored by the Western Society of Periodontology. This periodontology award is presented to a graduating student who demonstrated outstanding knowledge in periodontology and integrated periodontal concepts in dental hygiene clinical care. The award consists of a 1-year membership to the Western Society of Periodontology and a one-year subscription to their professional journal.

ALUMNI AWARD

The Alumni Award is presented to the graduating student who demonstrates outstanding professionalism. The student has provided compassionate and caring therapy to patients and maintained integrity and respect in his/her relationships with patients, classmates and faculty. The name of the recipient will be placed on a perpetual plaque in the Dental Hygiene Building.

COMMUNITY SERVICE AWARD

The community dental health award is presented to a graduating student for outstanding achievement in the application of dental health skills and community and clinical practice.

SIGMA PHI ALPHA- Honor Society

Sigma Phi Alpha is a dental hygiene honor society. The purpose of this society is to promote and recognize scholarship, service, and leadership among graduates of dental hygiene educational programs. Two graduates each year are elected to membership in our chapter, Alpha Alpha Beta. The students were provided a certificate, pin, and monetary scholarship.

PATIENT CARE WITH SPECIAL NEEDS AWARD

This award is presented to the graduating dental hygiene student who has demonstrated a special aptitude and competence in managing and treating patients with special needs.

CALIFORNIA DENTAL HYGIENE EDUCATORS' ASSOCIATION AWARD

This award is sponsored by the California Dental Hygiene Educators Association. Dental Hygiene Faculty selects one to two students, recognizing demonstrated professionalism, the desire to learn, and a passion for patient care. The recipients receive a certificate and a monetary award.

FACULTY RECOGNITION AWARD

This award is sponsored by donations from the dental hygiene faculty. The award is presented to the graduating dental hygiene students who demonstrated continuous growth and maturity as dental hygienists during two years of the program.

HOW TO BECOME A REGISTERED DENTAL HYGIENIST

NATIONAL BOARD DENTAL HYGIENE EXAM (NBDHE)

The Dental Hygiene National Board Exam is created by the Joint Commission on National Dental Examinations (JCND). Instructions are given by the program director starting the third semester of the program. National Board Guide: [National Board Dental Hygiene Examination \(NBDHE\)](#)

All students must take the exam at an off-campus testing center. Refer to the testing site through the Pearson site [National Board Dental Hygiene Examination \(NBDHE\) :: Pearson VUE](#) Students will be asked to take the exam during a specified period (usually in the week of Spring Break or after 8th week of the semester) and encouraged to complete it before graduation. Students will register for the examination online and the program director will be notified by DHNBE and asked for approval. The examination fee is estimated \$565 but is subject to change

NATIONAL BOARD DENTAL HYGIENE EXAMINATION	
Optional Tutorial	15 minutes
Session One: Discipline-based Items (100 items)	3 hours 30 minutes plus optional 15-minute scheduled break
Optional 15-minute Scheduled Break after the 100th question	
Session One: Discipline-based Items (100 items)	
Optional Scheduled Break	30 minutes
Session Two: 7-8 Patient Cases (approximately 75 items)	4 hours plus optional 15-minute scheduled break
Optional 15-minute Scheduled Break	
Session Two: 7-8 Patient Cases (approximately 75 items)	
Optional Post-examination Survey	15 minutes
Total Time	9 hours

Taking a break at any time other than a Scheduled Break is considered an “Unscheduled Break.” During Unscheduled Breaks candidates may NOT access personal belongings or prohibited items, study, refer to notes or texts, use a telephone, eat or drink any food or beverages, or leave the test center. Violation of this policy may result in penalties that include, but are not limited to, the voiding of your examination results and enforcement of an additional mandatory wait period before retesting.”

For more information, please read the website at ADA.

<http://www.ada.org/en/jcnde/examinations/national-board-dental-hygiene-examination>

CLINICAL EXAMINATION for Licensure

The Dental Hygiene Board of California (DHBC) set a new regulation on January 1st, 2024. For graduates of a California Dental Hygiene program, a clinical examination is NOT required for Registered Dental Hygienists (RDH) as long as the graduate applied for the license within three years of the graduation. If any graduates desire to obtain an RDH license outside of California, the graduate needs to start looking up information of the state applying and find the information about the clinical examination that is required.

ADEX Examination operated by CDCA WREB CITA

The majority of states in the U.S. accept ADEX examination results for RDH license. Each student is responsible for looking up more specific information for their needs from the Dental Board of the state applying and the CDCA WREB CITA website for more information:

<https://adextesting.org/>

The cost of the exam is \$1150.00.

CENTRAL REGIONAL DENTAL TESTING (CRDTS)

Qualified candidates may apply to take the examination by submitting an electronic application online via the CRDTS website. Once an application is made online, additional portions of the application must be submitted by mail. The cost of the exam is approximately \$1400. For more information: www.crdts.org

DENTAL HYGIENE BOARD OF CALIFORNIA (DHBC)

To become a Registered Dental Hygienist in California, a student must complete the following before submitting an application to DHBC:

- Pay a \$200 application fee.
- Complete a Live Scan, which costs approximately \$100.

Once DHBC reviews the application, the candidate will be notified to take the Law and Ethics Exam.

1. Be a graduate of a board-approved and accredited Dental Hygiene program.
2. Complete approved courses and the requirements in the administration of local anesthesia, soft tissue curettage, and nitrous oxide.
3. Pass the National written examination.
4. Pass the law and ethics examination and pay the fee. (\$28.00)

UCLA CLINICAL AFFILIATION

The West Los Angeles College Dental Hygiene Program is clinically affiliated with the UCLA School of Dentistry. The program's students and faculty are granted clinical privileges through a contractual agreement between West Los Angeles College and UCLA. While at UCLA, students operate under the license of the external clinical facilities supervisor, the UCLA dental school faculty, and the supervising West Los Angeles College dental hygiene faculty.

CLINICAL AFFILIATIONS ADDRESSES

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University of California, Los Angeles School of Dentistry Center for the Health Sciences

Address: 10833 Le Conte Avenue CHS - Box 951668 - Los Angeles, CA 90095-1668

U.C.L.A. Page System: 310 825-7064 (inside calls) 310 825-7354 (outside calls)

AEGD Dept: 310 825-9295

Billing Dept: 310 825-9805

Chart Room: 310 825-3195

Oral Diagnosis/X-Ray: 310 206-6573

Oral Facial Surgery: 310 825-0834

Perio Surgery: 310 825-3795

Wilson-Jennings-Bloomfield UCLA Venice Dental Center

Address: 323 S. Lincoln Boulevard, Venice, CA 90291

Phone: 310-392-4103

V.A. Greater Los Angeles Healthcare System - Westwood (VA 500)

Address: 11301 Wilshire Blvd. Los Angeles, CA 90073

VA213: 310 478-3711 x 43646

VA500: 310 268-3776

V.A. Sepulveda Ambulatory Care Center

Address: 16111 Plummer Street, North Hills, CA 91343

Phone: (818) 891-7711

V.A. Los Angeles Ambulatory Care Center

351 East Temple Street, Los Angeles, CA 90012

Phone : (213)253-2677

South Bay Children's Dental Clinic

Address: 14722 Hawthorne Blvd., Suite A Lawndale, CA 90260

Phone: (310) 973-5437

SCFHC: Montebello Family Health Center

Address: 2417-2425 W. Whittier Boulevard

Montebello, CA 90540

Free Clinic of Simi Valley - Dental Clinic

Address: 2003 Royal Ave, Simi Valley, CA 93065

Phone: (805) 522-3733

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ACKNOWLEDGEMENT of HANDBOOK

I have read the student handbook for the West Los Angeles College Department of Dental Hygiene. I understand the contents and agree that I will adhere to the specific policies and procedures; I am willing to abide by the consequences identified in course syllabi, this statement of the Student Handbook, and/or the College Catalog, respectively.

Print Name _____

Signature _____

Date _____