PHASE 1 covers general admissions requirements needed for enrollment with CCCC:

- **STEP 1** – Review and complete the Admissions and Enrollment Checklist (mandatory): A hard copy of this checklist is available in Student Services on all three main campuses. It can also be accessed at the following address:
  
  http://www.cccc.edu/admissions/apply/AdmissionsEnrollmentChecklist.pdf

  *Students seeking enrollment in health science programs will actually submit two separate applications. An application for general admission must be submitted first. This enables the college to create a student record where we can compile all of your information. All students are classified as Pre-Health Science Students when they first apply to the college. The second application you will submit will be a Health Sciences Application. The application deadline is listed on your program’s webpage.**

- **STEP 2** – Complete information session and associated quiz (optional).
  - Completion of the online information session is optional for all health science applicants, however, those who do will be awarded additional points on their application during a consideration period.
  - There is a brief assessment at the end of the session to ensure a proper understanding of the admissions process.
  - There is a 1 year time limit on the completion of this session.

- **STEP 3** – Contact your program’s Admissions Counselor.
  - All health science applicants should contact their program’s Admissions Counselor to review the Admissions and Enrollment Checklist, discuss program requirements, course sequence, and consideration dates for their program.
  - An Admissions Counselor can assist you with the development of an academic plan, review progress of admissions requirements, and address any concerns you may have.
  - Most importantly, your Admissions Counselor will be able to confirm whether or not you’ve met the minimum admissions criteria (MAC) for your program before the deadline for applications.

- **STEP 4** – If applicable, submit TOEFL Scores.
  - All naturalized and non-US citizens are required to take the Test of English as a Foreign Language (commonly referred to as the TOEFL). There is a five-year limit on TOEFL scores.
  - Information about the TOEFL can be found on this website: www.ets.org/toefl
  - Acceptable Scores by format: Paper/Pencil = 500, Computerized = 213, Internet Based = 80

- **STEP 5** – If applicable, submit verification letter of good standing.
  - If a student has previously been withdrawn or dismissed from a Health Science program, they must submit a verification letter of good standing from that program’s Department Chair/Director. A remediation plan may also be required.

PHASE 2 lists the specific criteria necessary for entry into the Dental Hygiene Program:

- **STEP 1** – Complete prerequisite courses (mandatory).
  - The Dental Hygiene program has two course prerequisites: Biology and Chemistry. These courses must have been completed with a C or higher (most recent course taken in a subject area will be used).
  - Dental Hygiene applicants are allowed to use high school biology and/or chemistry to meet this requirement.

- **STEP 2** – Take the ATI TEAS Exam (mandatory).
  - The ATI TEAS exam is a multiple-choice assessment of your basic academic knowledge in the areas of Reading, Math, Science, and English. The scores from the reading section will be used when determining points toward competitive admission.
  - Students are allowed to take the ATI TEAS exam up to three times in a three year period. The best reading score from the two most recent attempts will be used when processing applications. There is no minimum cut score for Dental Hygiene students on the ATI TEAS exam.
STEP 3 – Complete general education courses for your program (optional).
- While it’s not required, applicants are encouraged to complete the general education courses for their program.
- Past data has shown that students who complete their general education requirements prior to entering a Health Science program are more likely to succeed and ultimately graduate.
- Additional points will be awarded for each general education course completed prior to the consideration.
- A list of all general education course requirements is located on page 3 of this packet.

STEP 4 – Complete observation hours (optional).
- Applicants may receive additional points on their application for minimal experience if they demonstrate a minimum of 40 hours of work, volunteer, or observation experience in the dental field.
- These 40 hours must be completed under the supervision of a dentist or dental hygienist.
- A student experience verification form is located on page 5 of this packet. The professional(s) chosen to shadow for this requirement should fill out and sign the document verifying completion of hours.
- In order to receive additional points, students must return this document to the Admissions Counselor no later than the deadline for the Health Sciences application.

STEP 5 – Complete the American Heart Association Basic Life Support (BLS) course (optional).
- Applicants may receive additional points on their application for the successful completion of an American Heart Association Basic Life Support course.
- The BLS Course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED.
- In this course, students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS Instructor to complete BLS skills practice and skills testing. Students also complete a written exam.
- In order to receive additional points, applicants must provide a copy (front & back) of their valid certification card to the Admissions Counselor no later than the deadline for the Health Sciences Application.

STEP 6 – If applicable, complete and submit employment verification form (optional).
- Applicants who have previous work experience in the health field, you may be eligible for additional points on your application (minimum 6 months OR 1040 hours necessary).
- A list of acceptable work experience categories is located on page 4 of this packet.
- If an applicant is qualified to receive additional points for their experience, a verification form is located on page 6 of this packet. The form must be completed and submitted no later than the deadline for the Health Sciences Application.

STEP 7 – Meet with Admissions Counselor for MAC Review (mandatory).
- Once an applicant believes they have completed the minimum admissions criteria (MAC) for entry into their program, they must meet with the Admissions Counselor for a final review.
- If the Admissions Counselor verifies that the MAC are met, they will provide the applicant with a Health Sciences Application. Otherwise, the Counselor will assist the applicant in creating a plan for completion of the MAC.

STEP 8 – Submit Health Sciences Application by the deadline (mandatory).
- The initial consideration period for the Dental Hygiene program is held during the month of January. The deadline for applications is posted on the program’s website.
- If the program doesn’t fill all available seats during its initial consideration, additional considerations will be held until all seats are occupied, but no later than August of each year.
- If selected for admittance, Phase 3 on page 7 of this packet must be completed to finalize acceptance.
PHASE 2: (continued)

OPTIONAL: Complete general education courses for your program.
Past data has shown that students who complete their general education requirements prior to entering a Health Science program are more likely to succeed and ultimately graduate. While it’s not required, applicants are encouraged to complete the general education courses for their program prior to entry. Additional points will be awarded on your application for each general education course completed prior to the consideration.

Below you will find a list of the general education courses required for the Dental Hygiene (DH) program. If a course substitution exists, it will be listed under its respective general education requirement. If you see this symbol (+), both courses must be taken in order to substitute for that course requirement. For students wishing to transfer to a 4-year institution, preferred course selections have been identified for your convenience. 

Note: You should always discuss course selections with your admissions counselor while creating your academic plan, especially if they are not represented below.

☐ BIO 163 - Basic Anatomy & Physiology
  Acceptable course substitutions:
  BIO 165 + BIO 166 – Anatomy & Physiology I & II (Old)
  BIO 168 + BIO 169 – Anatomy & Physiology I & II (Current, preferred by 4-yr institutions)

☐ BIO 175 – General Microbiology

☐ BIO 180 – Biological Chemistry
  Acceptable course substitutions:
  CHM 130/A – General, Organic, and Biological Chemistry
  CHM 131 + CHM 132 – Introduction to Chemistry & Organic and Biological Chemistry
  CHM 151 + CHM 152 – General Chemistry I & II (preferred by 4-yr institutions)

☐ ENG 111 – Writing & Inquiry

☐ Communications Elective (see page 4 of this packet for a comprehensive list)

☐ Humanities Elective* (see page 4 of this packet for a comprehensive list)
  *Preferred by DH Program:
  HUM 115 – Critical Thinking (double points awarded for this course)

☐ SOC 240 – Social Psychology
  Acceptable course substitutions:
  PSY 150 + SOC 210 – General Psychology AND Intro to Sociology (preferred by 4-yr institutions)

☐ ACA 115 - Success and Study Skills
  Acceptable course substitutions:
  ACA 111 – College Student Success
  ACA 122 – College Transfer Success (preferred by 4-yr institutions)
### Work Experience Categories
- Cardiac Sonographer
- Certified Medical Assistant
- Dental Assistant I or II or CDA
- Dental Office Manager/Personal
- Dental Lab Technician
- Dialysis Technician
- EKG Technician
- Emergency Medical Technician
- Health Care Technician
- Kennel Assistant
- Licensed Practical Nurse
- Medical Coder/Biller
- Medical Office Staff
- Medical Laboratory Technician
- Military Corpsman
- Nursing Assistant I or II
- Occupational Therapy Technician
- Paramedic
- Patient Care Technician
- Pharmacy Technician
- Phlebotomist
- Physical Therapy Technician
- Psychiatric Technician
- Rehabilitation Technician
- Respiratory Therapist
- Shelter/Rescue Assistant
- Surgical Technician
- Veterinary Assistant
- Veterinary Laboratory Technician
- Veterinary Research Assistant
- X-Ray Technician

### Humanities Electives
- ART 111 Art Appreciation
- ART 114 Art History Survey I
- ART 115 Art History Survey II
- DRA 111 Theatre Appreciation
- *ENG 125 Creative Writing
- *ENG 231 American Literature I
- *ENG 232 American Literature II
- *ENG 233 Major American Writers
- *ENG 241 British Literature I
- *ENG 242 British Literature II
- *ENG 243 Major English Writers
- *ENG 261 World Literature I
- *ENG 262 World Literature II
- *ENG 273 African-American Literature
- HUM 110 Technology and Society
- *HUM 115 Critical Thinking
- HUM 120 Cultural Studies
- HUM 122 Southern Culture
- HUM 150 American Women’s Studies
- HUM 160 Introduction to Film
- *HUM 220 Human Values & Meaning
- MUS 110 Music Appreciation
- MUS 112 Introduction to Jazz
- *PHI 210 History of Philosophy
- *PHI 215 Philosophical Issues
- *PHI 230 Introduction to Logic
- *PHI 240 Introduction to Ethics
- REL 110 World Religions
- REL 211 Introduction to Old Testament
- REL 212 Introduction to New Testament

### Communications Electives
- COM 110 Intro to Communications
- COM 120 Interpersonal Communication
- COM 231 Public Speaking
- *ENG 112 Writing/Research in the Disc
- *ENG 114 Prof Research & Reporting
- *Check course prerequisites

---

**FOR MORE INFORMATION**

Daniel Berndt, Admissions Counselor

Phone: (919) 718-7234, Email: dbern509@cccc.edu
In order for an applicant to be eligible for acceptance into the Central Carolina Community College Dental Hygiene Program, he/she will demonstrate a minimum of 40 hours work/volunteer experience in the dental field. These 40 hours will be completed under the supervision of a registered dental hygienist. Exceptions to this policy may be made on a case-by-case basis by the Dental Hygiene Program Director and the appropriate Academic Dean.

**Applicant: (Please print)**  
Name: __________________________  
Address: ________________________  
Telephone: ________________________  
Approximate date range that hours were completed during (example: 1/1/11 – 3/10/11): __________________

**Registered Dental Hygienist: (Please print)**  
Name: __________________________  
Address: ________________________  
Telephone: ________________________

Please indicate this applicant’s observation of the following procedures (Students should be provided the opportunity to observe in each of these categories):

- Adult Prophylaxis w/Radiographs: [ ] Observed >10 times [ ] Observed 1-10 times [ ] Did not observe
- Child Prophylaxis w/Radiographs: [ ] Observed >10 times [ ] Observed 1-10 times [ ] Did not observe
- SC/RP: [ ] Observed >10 times [ ] Observed 1-10 times [ ] Did not observe
- Periodontal Maintenance: [ ] Observed >10 times [ ] Observed 1-10 times [ ] Did not observe
- Room Set-up: [ ] Observed >10 times [ ] Observed 1-10 times [ ] Did not observe
- Room Breakdown: [ ] Observed >10 times [ ] Observed 1-10 times [ ] Did not observe
- Room Turn-over: [ ] Observed >10 times [ ] Observed 1-10 times [ ] Did not observe

Please evaluate this applicant utilizing the provided scale:

- Arrives on time: [ ] Above Average [ ] Average [ ] Below Average [ ] N/A
- Is motivated; shows interest: [ ] Above Average [ ] Average [ ] Below Average [ ] N/A
- Dressed appropriately; is disciplined: [ ] Above Average [ ] Average [ ] Below Average [ ] N/A
- Ability to communicate: [ ] Above Average [ ] Average [ ] Below Average [ ] N/A
- Professional demeanor: [ ] Above Average [ ] Average [ ] Below Average [ ] N/A

Optional: Please elaborate on any information provided above or feel free to provide any further information you would like to include in consideration of this candidate (please use the back of this form for additional space):

I hereby verify that this applicant has met the above requirements and understand that I may be briefly contacted regarding the provided information. Under the Federal Education Rights and Privacy Act of 1974, I understand the student will have access to this form as part of their educational record.

Registered Dental Hygienist Signature: __________________________ Date: __________________
CENTRAL CAROLINA COMMUNITY COLLEGE

Employment Verification Form
For the Dental Programs

Name: __________________________________________________________

Student ID #: __________________________________________________

Intended Major (Circle one): DA OR DH

Please have your employer/supervisor complete the following information:

Name of Company/Agency: _________________________________________

Address: _________________________________________________________

________________________________________________________________

Telephone Number: _______________________________________________

Job Title of Employee: ____________________________________________

Job Description of Employee Duties: _________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

Please indicate starting and end dates of employment and hours worked per week:

I verify that all of the information submitted is accurate and true.

_________________________  ______________________  ______
Signature of Employee          Print Name          Date

_________________________  ______________________  ______
Signature of Employer         Print Name          Date
PHASE 3 IF SELECTED FOR ADMITTANCE, COMPLETE THE FOLLOWING REQUIREMENTS TO FINALIZE ACCEPTANCE:

☐ STEP 1 – Mandatory Program Orientation.
- An orientation hosted by your program will be held during the summer semester. Attendance is non-negotiable.
- The date will be provided in your acceptance letter.

☐ STEP 2 – Complete a physical examination, background check, drug test, and submit medical forms.
- You are required to have a physical examination conducted by a physician. This exam must be conducted in the same year as the consideration and no later than 30 days prior to the start of the semester.
- You’re also required to provide evidence of up-to-date immunizations before the start of the program. A list of required immunizations will be provided on the medical forms in your acceptance packet.
- The Meningococcal vaccine is strongly recommended prior to the start of the semester.
- A criminal background check and drug screening will be conducted via a third-party organization of the college’s choosing. More information will be provided in your acceptance packet regarding this requirement.

☐ STEP 3 – Transportation and additional course materials agreement.
- Health Science students are responsible for their own transportation to off-campus clinical/learning sites.
- Materials other than textbooks will be required and are purchased at the student’s expense. Materials include (but are not limited to): uniforms, lab coats, and clinical supplies.

Note: The Dental Hygiene program has adopted a strict dress code policy to promote comfort, safety, and a professional image.

☐ STEP 4 – Technical Standards & Disability Statement
- The Dental Hygiene program is physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab setting, complete clinical affiliations, and/or safely treat patients. The college has a legal obligation to provide appropriate accommodations for students with documented disabilities.
- If you have a documented disability and are seeking accommodations, you should contact the Special Populations Department. It is your responsibility to initiate this process as soon as possible.

☐ STEP 5 – Academic Standards
- Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional points are awarded towards an applicant’s point total based on cumulative GPA from the past five years.
- Upon official acceptance, Dental Hygiene students are required to maintain the GPA requirements necessary for admission between the time they are accepted and the first day of classes. This means you cannot be placed on academic suspension during this timeframe.
- Dental Hygiene students are also expected to successfully complete their program-specific courses with a grade of “C” or higher in order remain enrolled in their program.

Note: This does not mean you can withdraw from a course due to poor performance in order to avoid penalty. A withdrawal counts as an unsuccessful completion of a course and will result in you being withdrawn from the Dental Hygiene program.
Central Carolina Community College
Student Services

**Bookstore** – The Bookstore offers textbooks, course supplies, seasonal merchandise, and gifts.
Sanford: (919) 718-7275  
Lillington: (910) 814-8810  
Pittsboro: Textbooks online or at other campuses

**Business Office** – The Business Office collects tuition, fees, parking fines, and issues parking permits.
Sanford: (919) 718-7310  
Lillington: (910) 893-9101  
Pittsboro: (919) 545-6495

**Career Center** – The Career Center is available to assist students with career exploration, resume building, mock interviews, and additional career related topics.
Sanford: (919) 718-7396  
Lillington: (910) 814-8834  
Pittsboro: (919) 545-8054

**Financial Aid Office** – The Financial Aid Office offers individual assistance for students who have questions regarding grants, scholarships, and work study opportunities, please contact (919) 718-7229.

**Housing Assistance** – Please contact (919) 718-7300 for roommate and/or realtor information. The college does not have on campus housing.

**Placement Testing** – The Placement Testing Office administers the Accuplacer and the TEAS V test for allied health programs (Sanford only). Students must make an appointment for testing.
Sanford: (919) 718-7300  
Lillington: (910) 814-8863  
Pittsboro: (919) 545-8029

**Registrar's Office** – The Registrar’s Office maintains all student records, evaluates transfer credit, releases official transcripts, and conducts graduation. For further information, please contact (919) 718-7201.

**Special Populations Office** – The Special Populations Office coordinates services and accommodations between students with disabilities and the college faculty. For further information, please contact (919) 718-7416.

**Special Programs Office** – The Special Programs Office assists eligible students with child care and students who are training in non-traditional occupations. For further information, please contact (919) 718-7276.

**Student Development Services** – The Student Development Services Office assists students with admissions procedures, curriculum advisement, and registration.
Sanford: (919) 718-7300  
Lillington: (910) 814-8863  
Pittsboro: (919) 545-8025

**TRiO Student Support Services** (SSS): The TRiO SSS programs assist eligible students with free academic and support services, including supplemental grant aid, on all campuses. Please contact (919) 718-7567 or sss@cccc.edu.

**Veteran Affairs Office** – The Veteran Affairs Office assists veterans and their eligible dependents in processing their applications to receive VA educational benefits. For further information, please contact (919) 718-7233.

**Veterans Upward Bound (VUB):** VUB is a TRiO program that assists veterans with enrolling in college and completing college degrees. Services provided can include instruction in free refresher courses, tutoring, counseling, mentoring, and assistance in securing support services from other locally available resources for veterans. For further information contact (919) 718-7463 or veteransub@cccc.edu.