



Dental Hygiene Program

INFORMATION PACKET & APPLICATION

Application Period:
January 16, 2019 – January 15, 2020

GENERAL INFORMATION

- **Read all instructions carefully as procedures may change between application cycles.**
- **Complete all applicable information and sign in the appropriate places.**

APPLICATION DEADLINE

To begin Dental Hygiene coursework in **Fall 2020 (August 2020)**,

Deadline to submit Dental Hygiene admission application:

January 15, 2020

NOTICE OF ADMISSION

Students will be notified by mail and via their Manhattan Tech email address of their admission status approximately 4-6 weeks after the deadline date. It is the responsibility of the student to notify admissions if there is an address change after submission of application.

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Letter of Greeting Dental Hygiene Program

Dear Prospective Dental Hygiene Student,

The faculty and staff of the Manhattan Area Technical College Dental Hygiene Program appreciate your interest in our Dental Hygiene (DH) Program. This packet will help guide you through the Application Process and provide you with the information about our Admissions Criteria and Selection Process.

The DH program is accredited by the Commission on Dental Accreditation. It is a two year, fast-paced program that requires prerequisites in science as well as general education courses. Individuals will complete academic and clinical courses to earn an Associate of Applied Science degree in Dental Hygiene. The DH program prepares the student for the National Board Dental Hygiene Examination (NBDHE), the regional clinical exams, and state exams required to obtain licensure to practice.

Admission into the program is competitive. Applicants must meet the minimum requirements of Manhattan Area Technical College and the Department of Dental Hygiene for admission to Manhattan Area Technical College's Dental Hygiene program.

Note Deadline: Your Manhattan Tech Admissions Application AS WELL AS the required Dental Hygiene Admissions Application and the documents listed within must be received on or before the 15th of January to be considered for admission into the Dental Hygiene program. If the 15th of January falls on a weekend it will be due on the next available business day. Any exception to this date would be at the discretion of the Director of Dental Hygiene.

There is information that is critical for a successful application—please read the entire packet carefully. We encourage you to make an initial appointment by contacting the Student Services office at 785-587-2800, for information about college admissions and the Dental Hygiene program. The college website at www.manhattantech.edu also provides additional information about our programs.

Specific program requirements, program selection and acceptance criteria are subject to change at any time and without notice. It is the applicant's responsibility to keep informed of current program requirements.

We look forward to your application,

Kylie J. Austin, RDH MSDH ECP-III
Director of Dental Hygiene

Neil Ross
Director of Admissions

The MATC Board of Directors supports and complies with Title VI and Title VII of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973 and Amendments, The Americans with Disabilities Act, Title IX and all requirements imposed by or pursuant to the regulations of the Department of Health and Human Services and the Department of Education. It is the policy of the Board of Directors that no person in the United States (on the grounds of gender, race, color, national origin, disability, sexual orientation, gender identity, religion, age, genetic information, parental status, military status, or veteran status) shall be excluded from participation in, denied the benefit of, or otherwise subjected to discrimination under any program or activity of, or employment with, Manhattan Area Technical College. Specific complaints of alleged discrimination should be referred to Title IX/Section 504/ADA Coordinator/ HR Director, 3136 Dickens Ave., Manhattan, KS 66503, 785.587.2800.

Admission Checklist Dental Hygiene Program

Completed	Complete By	Task to Complete
	January 15, 2020	APPLY TO MANHATTAN AREA TECHNICAL COLLEGE <ul style="list-style-type: none"> Applications can be completed online at: https://www.manhattantech.edu/.
	Prior to the application deadline	SEND OFFICIAL TRANSCRIPTS <ul style="list-style-type: none"> Send Official high school transcript or GED Certificate. Send Official transcripts from ALL current and previously attended colleges/universities. <i>Transcripts must be official—sent directly from the college where you took a course to the Registrar at MATC. If the Institution has the capability, official transcripts can be sent via email, to registrar@manhattantech.edu. Please apply to the college before sending transcripts.</i>
	Semester prior to application – on or before January 15, 2020	SCHEDULE AN APPOINTMENT WITH ADVISOR <ul style="list-style-type: none"> This is recommended to ensure that you have met all requirements for application and understand application process thoroughly. Phone appointments are encouraged for out of state students. Additional meetings can be set up throughout the application process to answer any questions. To schedule an advising appointment call (785) 587-2800
	At least 30 days prior to application deadline	CALL WITH QUESTIONS <ul style="list-style-type: none"> As the deadline gets closer we get extremely busy and are not able to respond to every last-minute inquiry, so please contact us early if you have questions.
	Prior to the application deadline	COMPLETED OR IN PROGRESS PREREQUISITES (must attain a minimum grade of “C”) <ul style="list-style-type: none"> Anatomy and Physiology, Microbiology (with a lab), Chemistry I (with a lab). Additional information can be found on page 5 and 7
	Between March 1, 2019 and December 31, 2019	COMPLETE MINIMUM OF 40 SHADOWING HOURS <ul style="list-style-type: none"> Additional information can be found on page 5.
	Prior to the application deadline	REQUIRED IMMUNIZATIONS <ul style="list-style-type: none"> Hepatitis B Documentation. Additional information can be found on page 6.
	Prior to the application deadline	SCHEDULE AND COMPLETE THE TEAS ADMISSIONS EXAM <ul style="list-style-type: none"> For information on how to schedule the exam, see pages 9-10. It is important to schedule the exam in advance to ensure a seat is available. A minimum adjusted individual score of 55 is required for admittance into the program.
	If applicable, prior to application deadline	IF APPLICABLE, SUBMIT TOEFL <ul style="list-style-type: none"> Additional information can be found on page 5.
	On or before January 15, 2020	<u>COMPLETE DENTAL HYGIENE APPLICATION</u> – SEPARATE FROM COLLEGE APPLICATION <ul style="list-style-type: none"> Fill out the application thoroughly and completely. Print application and sign the pages that require a signature. Mail completed application (pages 1-4) to the college: <p style="text-align: center;">Manhattan Area Technical College – Dental Hygiene Application ATTN: Student Services 3136 Dickens Ave Manhattan, KS 66503</p>

*All application materials must be received **BY THE APPLICATION DEADLINE** in order to be considered for that application cycle.

*Late or incomplete applications will be reviewed based upon program capacity and at the discretion of the Director of Dental Hygiene.

***It is the responsibility of the student to ensure that all required materials for application are received by 5:00 pm on the application deadline date. Any packets completed after this date will be reviewed at the discretion of the Director of Dental Hygiene and based upon program capacity.**

Academic Criteria

To be considered for admission in the Dental Hygiene program, applicants must meet the following criteria and submit all requested credentials and documentation:

Applicants are currently in progress OR have completed the following prerequisite courses with a grade of C or higher. Prerequisites must have been completed within five (5) years of applying to the program.

Note: ALL prerequisite courses must be COMPLETED OR IN PROGRESS prior to the application deadline to be considered for admission. Any exceptions to prerequisite completion dates would be at the discretion of the Director of Dental Hygiene.

Course Number	Course Title	Credit Hours	Notes
BSC 125	Anatomy and Physiology*	5	Biology is a prerequisite of this course
BSC 205	Microbiology	5	Must include a lab & Biology is a prerequisite of this course
CHM 110	Chemistry I	5	Intro to Chemistry & Algebra are prerequisites of this course

*Anatomy and Physiology: Course can be completed as one or broken up as two courses (must add up to a minimum of five (5) credit hours).

Additional Course Requirements:

Although completion of General Education courses are not required for a student prior to starting the Dental Hygiene program, it is **highly recommended** that applicants complete all (15 credits hours) of General Education courses prior to beginning the program.

Communications and Math (3 Credit Hours Each)		
Course Number	Course Title	Credit Hours
COM 105	English Composition I	3
MAT 135	College Algebra or Higher	3
Total Credit Hours of Communications and Math		6

General Education Elective courses listed below:

General Education Electives (9 Credit Hours)		
Course Number	Course Title	Credit Hours
COM 115	Public Speaking	3
PSY 100	General Psychology	3
SOC 100	Introduction to Sociology	3
Total Credit Hours		9

Note: Some of these courses might require prerequisites for enrollment in the course. Refer to the Manhattan Tech Course Catalog for specifics.

The following criteria applies to ALL applicants:

- Applicants must have a **minimum cumulative college GPA of 2.8**.
- A **minimum adjusted individual score of fifty-five (55) on the Test of Essential Academic Skills (TEAS)** is a requirement for program entry. The test must have been taken within three (3) years of applying to the program and the scores will be utilized as part of the selection process. Registration for the TEAS is through [RegisterBlast](#). Study guides may provide help with exam preparation. TEAS tests are limited to two attempts each academic year. The highest score will be used when ranking applicants. An information sheet that outlines the registration process for the exam is available on page eight (8) of this packet.

NOTICE: Applicants to the Dental Hygiene program should be aware that certain criminal convictions could deny or restrict access to a Dental Hygiene license. Please check with the Director of Dental Hygiene at Manhattan Tech or the Kansas Dental Board (785-296-6400) if you have questions.

Non-Academic Criteria

The following criteria applies to **ALL** applicants:

Immunizations

These requirements are in place for the health and safety of Manhattan Tech Dental Hygiene students and their patients. By contract with your academic institution, all students participating in patient care in this institution must meet the following health and safety requirements. All documentation must meet requirements at all times during a clinical course. **The requirements outlined below must be current to apply to the Dental Hygiene program and participate in clinical hours.**

1) **Hepatitis B (Hep B)**

- a. Three (3) doses or proof of immunity by titer - Hepatitis B is required by vaccine or titer. If your titer is low, you should get the vaccine. Paperwork for a low titer will not be accepted. As the Application Information and Instructions state, you should get the Hepatitis B early, as it takes 6 months to complete the series as required.

Shadowing Hours

Complete a *minimum* of 40 hours shadowing/observing a dental hygienist or a dental hygiene student and submit the Shadowing/Observation Document. It is highly encouraged, yet not required, that applicants shadow a minimum of two (2) hygienists/hygiene students in different dental settings to become exposed to the various career opportunities for dental hygienists. Shadowing hours must be completed between March 1, 2019 and December 31, 2019.

Background Check – COMPLETED UPON ACCEPTANCE INTO THE DENTAL HYGIENE PROGRAM

The completion of a criminal background check is one of the admission requirements to the dental hygiene program. Specific requirements in regards to the background check will be given at orientation. The background check is required to ascertain:

- 1) The ability of students to eventually become licensed in the profession AND
- 2) The ability of students to attend mandatory clinical rotations in accordance with the requirements of the program.

Because a criminal history can have different effects at the educational, licensure, and employment levels, when a person is considering pursuing a Dental Hygiene career, it is best to have as much information as possible prior to deciding to enroll in a program. Manhattan Tech encourages individuals who have criminal histories and who are interested in pursuing a hygienist career to:

- 1) Contact approved dental hygiene education programs and ask about the programs' enrollment criteria with respect to criminal convictions;
- 2) Review the criminal history information available on the Board's website (http://www.ksrevisor.org/statutes/chapters/ch65/065_014_0036.html); AND
- 3) Contact dental clinics and inquire about hiring criteria with respect to criminal convictions.

The following criterion applies, **IF APPLICABLE**, to applicants:

Test of English as a Foreign Language (TOEFL)

- Dental Hygiene applicants whose primary language is not English must demonstrate English language proficiency before being accepted into the Dental Hygiene program. The test used to measure English proficiency as set by Manhattan Tech, is the Test of English as a Foreign Language (TOEFL):
 - Manhattan Tech's Dental Hygiene program minimum TOEFL score requirements are 550 (paper) or 79 (internet based).

Registration forms for testing may be obtained from the Office of Testing of Programs and Services (Room 101) of Holton Hall on the campus of Kansas State University. A student can reach their office at 785-532-6492 or email them at testing@k-state.edu.

Acceptance Process

Admission to the Manhattan Tech Dental Hygiene program is determined through a competitive selection process. Submission of an application does not guarantee a position in the program.

After the application deadline (January 15th), all applications are reviewed and a maximum of 30 qualified applicants with the highest scores from the initial evaluation will be scheduled for personal interviews. Any student who has not completed a prerequisite course prior to the January 15th deadline will be given a 2.0 (C) grade for that course in the initial evaluation.

Final selections will be based upon a competitive process that ranks the interviewed applicants using the following scaled point system:

- **60% On Campus Evaluation**
 - Includes scores from the face-to-face interview, verbal presentation, skills test, assessment of writing skills and ethical decision-making, and community and/or school involvement and leadership

- **25% Assessment Score**
 - Determined using results from the TEAS test
 - Average Adjusted Individual TEAS for August 2019 entrance class: 73.8

- **15% GPA**
 - Determined using the cumulative GPA from all previously and currently attending institutions
 - Average GPA for August 2019 entrance class: 3.50

Note: Although not required, additional points are given to applicants that have already obtained an Associate's, Bachelor's, or Master's degree. Additionally, extra points will be awarded to those who have all the prerequisite courses completed by the application timeline. Only degrees obtained from accredited institutions are considered.

All applicants will be notified in writing of their acceptance status. A maximum of fourteen (14) students will be accepted into the program and several additional students will be selected as alternates and will be admitted into the program should one of the candidates be unable to accept his/her seat in the class.

Accepted applicants will have ten (10) business days from receipt of their Acceptance Letter to submit a written Letter of Intent and a **\$500 non-refundable deposit** to hold their position in the dental hygiene class. The deposit will be applied toward tuition and fees.

If you are admitted into the Dental Hygiene program without having all the required prerequisite courses completed at the time of the application deadline, you will be required to have the remaining prerequisite courses completed with a "C" (2.0) or better before the Dental Hygiene program starts in the fall. Official transcripts will need to be submitted to the Registrar for these courses. This also applies to those who are placed on the alternate list and then asked to join the Dental Hygiene program. If unable to meet the requirement of a "C" (2.0) your seat deposit will be refunded and you will need to reapply during the next application cycle

Reapplication

Applicants who are not selected for admission must re-apply the following year and resubmit all application materials except the Manhattan Tech college application. Applications to the college are honored for three (3) years. Applicants not selected for admission into the program are encouraged to talk with an Academic Advisor prior to re-applying. Transcripts are kept on file but applicants will need to submit new transcripts if courses are retaken.

Student Responsibilities Upon Admission

After acceptance into the program, students will be required to attend program orientation (date is given in the post interview acceptance letters) and participate in a CPR-BLS for the Healthcare Provider Training. They are also required to provide documentation of the following items **on or before the first business day in August**:

Documentation bulleted below should be submitted to the following address:

**Director of Dental Hygiene
3136 Dickens Avenue
Manhattan, Kansas 66503**

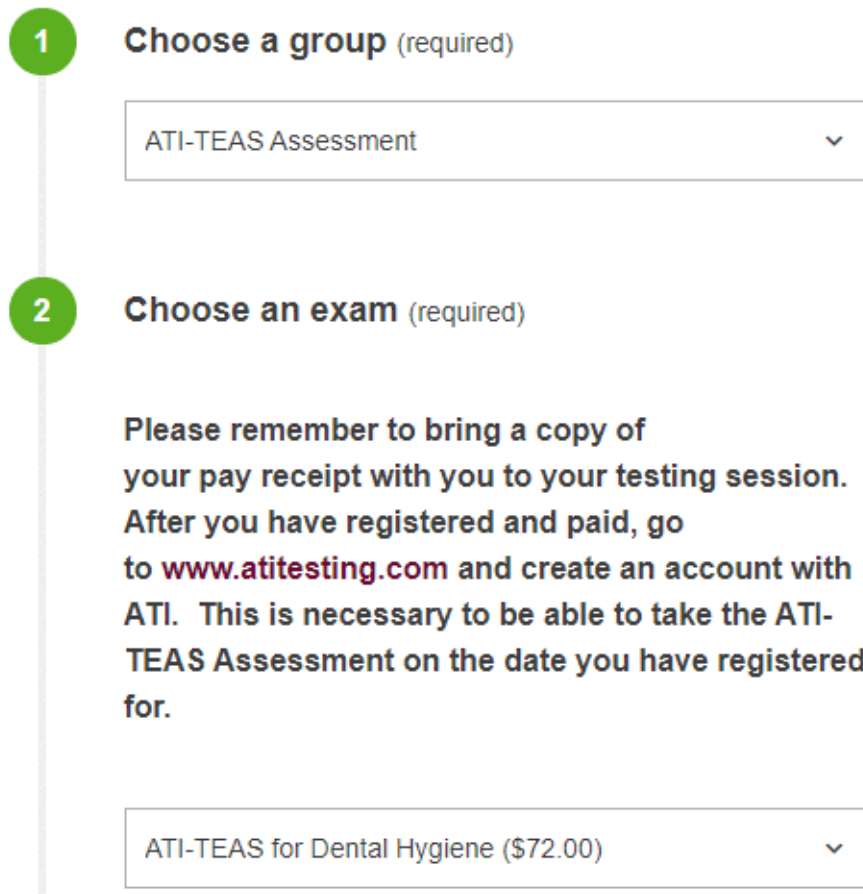
- **Background Check**—Clinical agencies affiliated with the Dental Hygiene program and state licensing applications require all students to pass a criminal background check. Any fees associated with these mandates will be the student's responsibility.
- **Health Insurance**—Students are required to have an individual health insurance policy to cover any illnesses or injury that may occur while enrolled in the program. Documentation to provide proof of insurance must be submitted prior to the deadline.
- **Comprehensive Physician's Exam and Vision Screening**—Students are required to have a physician's exam and vision screening to verify that there are no major health or vision issues that may affect full participation in the dental hygiene program and clinical and lab exercises. Verification of the exam and screening must be submitted prior to the deadline.
- **TB Skin Test**—Students are required to have a TB Skin test performed and provide documentation of the test results prior to the deadline. The test should be performed for the current acceptance year between June 1 and July 31.

Specific information about the above requirements will be provided at program orientation, which is usually scheduled 6-8 weeks before the first day of classes. Requirements will need to be completed **on or before the first business day in August**.

These are the registration instructions for DENTAL HYGIENE applicants ONLY.

Step 1: Register for the TEAS

- a. Registering for the TEAS Test is completed online through [RegisterBlast](https://www.registerblast.com/manhattantech/Exam/List) (<https://www.registerblast.com/manhattantech/Exam/List>)
- b. Upon reaching the site select the information below for questions 1 and 2, then follow the rest of the prompts, and complete the payment.



1 Choose a group (required)

ATI-TEAS Assessment

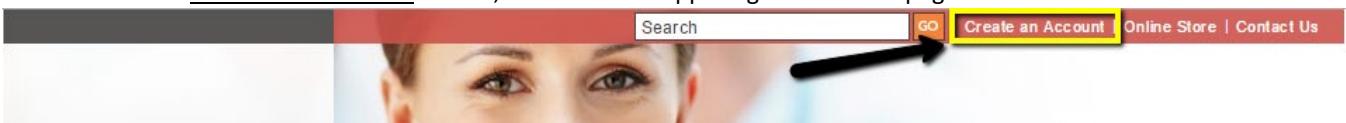
2 Choose an exam (required)

Please remember to bring a copy of your pay receipt with you to your testing session. After you have registered and paid, go to www.atitesting.com and create an account with ATI. This is necessary to be able to take the ATI-TEAS Assessment on the date you have registered for.

ATI-TEAS for Dental Hygiene (\$72.00)

Step 2: Create a New Account on ATI's Website

- a. Go to www.atitesting.com
- b. Click on the **"Create an account"** button, located in the upper right of the webpage.



- c. Fill in all of the **asterisked fields**. Asterisked fields are required information necessary to create a new account. If you have already created an ATI account, please update your profile information. At page 4 enter "Manhattan Area Tech College PN."

Institution Info ✕ CLOSE

Required*

Institution*
Manhattan Area Tech College AH

Student ID

Credentials
PhD, RN, BSN, MSN, MS, NP, AACE

Non-degree seeking

Expected Graduation Date*
MM/DD/YYYY

PREVIOUS Step 4 of 7 CONTINUE

Annotations:
 - Arrow from 'Required*' points to the asterisked 'Institution' field.
 - Arrow from 'Input Student ID Number...' points to the 'Student ID' field.
 - Arrow from 'Enter your date of expected graduation.' points to the 'Expected Graduation Date*' field.

- d. Bring this username and password information with you to your test session.

If you are having difficulties at any point, feel free to call the Teaching and Learning Center at 785-320-4584

NOTE: You will be taking the TEAS test. Study Guides can be obtained to help prepare for this exam through various places, for example: Manhattan Tech Teaching and Learning Center (TLC) resources, www.atitesting.com, www.amazon.com, local libraries, Android Marketplace & Apple Store.

On Test Day: bring your photo ID, ATI username, and password information with you to your test session.

Reminder: Students are encouraged to take the TEAS test at Manhattan Tech because TEAS score results are provided to Manhattan Tech automatically. Students taking the TEAS at locations other than Manhattan Tech must order an official TEAS transcript from the ATI online store. Any fees associated with ordering official TEAS transcripts will be the student's responsibility.

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Due on or before January 15, 2020.
Please type or print legibly.

Dental Hygiene Admissions Application Program Information Form

Applicant Information			
Last Name:	First Name:	MI:	Date of Birth:
Street Address:		Apt #:	
City:	State:	Zip:	
Cellular Phone:	Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		
MATC Email address:	MATC Student ID:	T-Shirt Size:	
Have you ever applied to this program before? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, when?			
Have you ever attended a dental/dental hygiene school or taken vocational-technical courses in the field of dentistry? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate the name of the school and years of attendance:			

Please provide the following information for all courses:

Pre-Requisite	Course Number	College	Grade
Chemistry I			
Anatomy and Physiology I			
Anatomy and Physiology II <i>(If applicable)</i>			
Microbiology			

Please provide the following Test of Essential Academic Skills (TEAS):

TEAS Category	Percentage/Ranking
Adjusted Individual Total Score	
ATI Academic Preparedness Level	
TEAS Mathematics Adjusted Individual Score	

Students that complete their TEAS test at MATC will not have to provide results. The Office of Admissions will verify the TEAS test scores. However, students that complete their TEAS test at another institution will have to follow ATI's process for ordering a [TEAS transcript](#) and have it sent to MATC.

If you have any professional or business experience in the dental field, please provide the dates of employment, job position, employer, and address. (Experience is not required for admission into the program.)

Job Position	Employer's Name	Employer's Address	Dates of Employment

Please check the box below and if applicable attach the following Test of English as a Foreign Language (TOEFL) score information to the packet:

- Not Applicable (English is Primary Language)
 Test Scores Attached (English is Not Primary Language)

Dental Hygiene Admissions Packet Student Record of Immunization Form

Directions for completing form:

The following are the required immunizations for admission into the Dental Hygiene program. Please use the checklist below on page 4 to verify that you have **COMPLETED the immunization series**, and have attached the copy of your immunization record. **Please highlight on the copy where it reflects the vaccine or titer was administered.**

Student Immunization Record						
Vaccination		Titer		Dosages		
1	Hepatitis B (Hep B) • Three (3) doses or proof of immunity by titer	Month/Date/Year	Or	1 Month/Date/Year	2 Month/Date/Year	3 Month/Date/Year

Additional Vaccination Information:

- Hepatitis B is required by vaccine or titer. If your titer is low, you should get the vaccine. Don't turn in paperwork for a low titer—it will not be accepted. As the Application Information and Instructions state, you should get the Hepatitis B started early, as it takes 6 months to complete the series as required.
- **Due to the student Dental Hygiene requirements, we must adhere to the above frequencies for administration of dosages located in the immunization record listed above.**

General Education Requirements

As stated in the Dental Hygiene Application Information and Instructions the General Education courses **are not required for a student to complete prior to starting the Dental Hygiene program.** However, it is highly recommended to complete these courses in advance as the dental hygiene-related coursework is extensive and there will be little time while enrolled in the program to complete these effectively.

Please provide the following information for all courses that you have completed:

Communications and Math	Course Number	College	Grade
English Composition I			
College Algebra or Higher			
General Education Electives	Course Number	College	Grade
Public Speaking			
General Psychology			
Introduction to Sociology			

Reminder: It is highly encouraged to complete the general education courses prior to the start of the program.



Dental Hygiene Admissions Packet

Student Certification and Checklist Form

MANHATTAN AREA TECHNICAL COLLEGE

Please carefully read and initial next to each line item indicating that you have fully completed or met the requirements for admittance into the Dental Hygiene program.

Checklist for Complete Application	Initials
I have completed an Admissions Application to Manhattan Area Technical College. If separated from Manhattan Tech for 3 years or more, a new college application is required.	
I have met with an academic advisor on or before January 15 th	
All official transcripts from each college/university and high school I have attended have been submitted to Manhattan Tech.	
I have completed the ATI TEAS Test within the last three (3) years. If TEAS was taken at another testing center, I have ordered my TEAS transcript through ATI. Additionally, if applicable, I have tested and attached TOEFL results.	
I have completed all the prerequisites required and achieved a grade of "C" or higher as well as an overall cumulative GPA of 2.8 from all institutions. If currently enrolled in a prerequisite, I understand that a grade of "C" (2.0) will be utilized in the initial scoring.	
I have completed all pre-application requirements listed in the application information and instructions.	
I certify that I do not have any conduct or criminal violations from Manhattan Tech or any other college attended and/or I understand that the Admissions Committee will verify.	
I have completed the immunization record and attached copies of the required immunization. The titer/vaccinations have been highlighted and attached.	
I have attached all the documents required in the order specified below.	

Please attach all required documentation as well as Dental Hygiene Packet in the order below:

- 1) Program information form – Page 1
- 2) Student Record of Immunization Form – Page 2
- 3) Dental Hygiene Shadowing/Observation Hours – Page 3
- 4) Student Certification and Checklist Form – Page 4
- 5) Copy of Hepatitis Immunization Record – Vaccine/titer highlighted
- 6) If Applicable, TOEFL Scores Printed Off

I certify, under penalty of disciplinary action up to and including automatic withdrawal from the DH Program, that all of the information is complete and accurate. I agree to supply the DH Program with supporting documentation related to my application if I am requested to do so. I further understand that submitting this application does not guarantee admission to the DH program. Additionally, I acknowledge incomplete packets will not be considered.

Student Signature

Date