

INSTRUCTIONS FOR DENTAL HYGIENE APPLICATION

All application materials must be completed on current forms and using the electronic application. All materials must be received **NO LATER THAN MARCH 15th** of the application year.

It is the responsibility of the applicant to see that all documents are submitted electronically or arrive in the Departmental Office prior to the deadline. References and the hygienists' evaluations must be submitted directly to the department rather than electronically.

Please send all information to: Department of Dental Hygiene, 415 East Third Avenue, Rome, Georgia, 30161.

- ___ **Dental Hygiene Online Application** (separate from Georgia Highlands' general admission – link is found on the GHC Dental hygiene website – open January 1-March 15.)
- ___ Personal Statement (**submitted in the online application**)
Note: To be completed by all applicants and must be TYPED. The Admissions Committee is interested in your reasons for entering this field and in your ability to express the motivation behind your decision. Explain below why you chose this as your profession. If you have had any experience in the health-care field (i.e., volunteer work, summer employment, full-time employment, observation, etc.) please include this in your narrative. Proper grammar, sentence structure, and spelling will be considered in the evaluation of your application. (Add additional pages if needed.)
- ___ Minimum ATI TEAS composite score of 65 (**Required for All Applicants – Score report submitted in the online application and scores must be released to GHC**)
- ___ Minimum 2.5 College GPA on Core Curriculum (all courses must be a “C” or better)
- ___ Essential functions necessary for admission and progression in the Dental Hygiene Program (See Catalog for details)
- ___ Three letters of reference (on current forms in sealed envelopes with reference's signature across flap- forms located on website) **Must be submitted to the dental hygiene department in a sealed envelope by mail or by hand. Cannot submit electronically.**
- ___ Official copies of all college transcripts **sent to GHC admissions** if you have attended colleges other than Georgia Highlands College. If you have only attended GHC you do not have to do this. Check with our office to make sure all courses have been accounted for.
- ___ Proof of admission to Georgia Highlands College (attach copy of your fee payment for the current term, or a letter of acceptance to Georgia Highlands College) One of these documents **MUST** be included in your application. (**Submit in your online application.**)
- ___ Documentation of 30 hours of observation with at least two different dental hygienists in a **general dental practice**. You must submit 30 hours of observation with a dental hygienist in 2 different **general dental practices** using our forms. (use current forms-located on website) **You cannot observe in a practice you in which are employed.** Please be detailed in your description of the observations. **Observation hours must be new (redone) each year that you apply.** The hygienists you observed must complete the **Hygienist Evaluation** form and submit to our office after the experience **in a sealed envelope – cannot be submitted electronically. (Forms can be found on website)**
- ___ Biology courses must be less than six years old. If Biology courses are older than 6 years old at time of application, then these courses must be retaken prior to applying to the program. **Includes BIOL 2121K, 2122K, 2161K, and Nutrition.**
- ___ Completion of **CHEM 1151K, BIOL 2121K and BIOL 2122K** with grade of “C” or better, by end of the spring semester that you are applying in (spring) or your application will not be considered.
- ___ Proof of attendance at a Dental Hygiene Information Session offered by the Dental Hygiene Department (at Heritage Hall)- **Required to be within the last year prior to March 15th deadline. Submitted within the online application** (check website for dates)
- ___ Compliance with the above minimum requirements does not guarantee admission to the Dental Hygiene Program. All information will be kept confidential and will not be released without expressed permission of the applicant.

The **complete** records of all applicants who meet minimum requirements will be reviewed after **March 15th** and the top 20 applicants will be invited for an interview. The 14 students who are admitted will be notified by mail or email.

Once a student is accepted into the Dental Hygiene program, they will receive information concerning the deadline for submission of the following:

- Current certification in Basic Cardiopulmonary Life Support (BCLS-Health Care Provider-American Heart Association)
- Proof of health insurance coverage (copy of current insurance card) Student must carry coverage while in the program.
- Completed Dental Hygiene Health and Certification of Immunization Forms.
- Documentation of background check and drug screening