

INSTRUCTIONS FOR THE GHC 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 ensure that all documents are submitted correctly. Documents completed/created by the applicant must be submitted electronically (see below.) References and the hygienists' evaluations must be submitted directly (not electronically) to the department following instructions provided and using the forms provided on the website.

Please submit these items to: Department of Dental Hygiene, Heritage Hall, 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.) Have all items to be uploaded ready at the time you begin your application submission online. You are strongly encouraged to submit only pdf documents for upload. You are also strongly encouraged to complete the application on a desktop or laptop computer. If you are unsure how to create/save a pdf file or to merge multiple pages into a pdf file, please see this tutorial: <https://www.adobe.com/acrobat/how-to/create-pdf.html>

Items Uploaded in the Electronic Application:

_____ **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.)

_____ **Student Observation Notes (Submitted in the online application – electronic upload as a pdf file.)** Documentation of a minimum of 30 hours of observation in two different **general dental practices** (must use current forms-located on website) with a minimum of 15 hours in each of the two offices. Observation must be of at least two different hygienists (one in each office.). **Observation in a practice in which you are employed is not allowed.** Please be detailed in your description of the observations. **Observation hours must be completed within one calendar year of the March 15th deadline in the year you are applying.**

_____ **Proof of attendance at a Dental Hygiene Information Session offered by the Dental Hygiene Department (Submitted in the online application)** Attendance must have been within the 12-month period prior to March 15th deadline. (See website for dates)

_____ **Proof of admission to Georgia Highlands College (Submitted in the online application – electronically as a pdf file)** can be a 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.

Items Submitted Directly to the Dental Hygiene Office or Released to GHC:

_____ **Three letters of reference (Submitted directly to DH Department)** Must be 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. See example of a properly sealed envelope at the end of this document.**

_____ **Hygienist Evaluation Forms (submitted directly to the DH Department – forms found on website).** Each hygienist you observed must complete the **Hygienist Evaluation** form and submit to our office after the experience **in a sealed envelope with the signature across the flap– cannot be submitted electronically.**

_____ Minimum ATI TEAS composite score of 65 (**Required for All Applicants – The score is self-reported in the online application and scores must be released to GA Highlands through ATI to verify official scores.**) **The score of 65 must be earned within 24 months of the application deadline with no more than two attempts within any given application cycle and a maximum total of four attempts total within the 24-month period before the application deadline.**

Other Requirements

_____ 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)

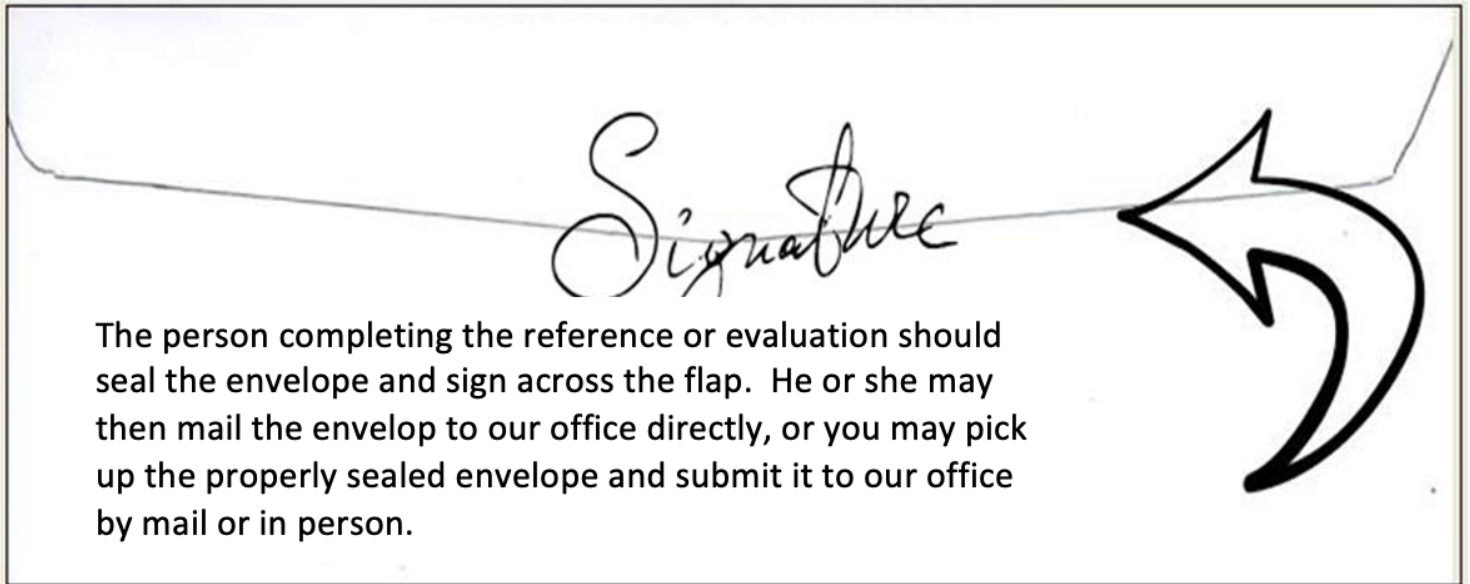
_____ Official copies of all college transcripts **sent to GHC admissions** if you have attended colleges other than Georgia Highlands College. If you have only attended GHC you do not have to do this. Check with our office to make sure all courses have been confirmed.

_____ 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.

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

Reminder: If you create/complete a form, then you submit it electronically. If the form is completed by a reference or hygienist (evaluation forms), then it is confidential and **MUST NOT** be submitted by the applicant, but rather must be submitted in a sealed envelope with the person completing the form signing across the seal of the envelope. Example of a correctly signed and sealed envelope:



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