Dear Prospective Student,

Thank you for your interest in the Bluegrass Community and Technical College Dental Hygiene Program! The dental faculty and staff are very proud of the exceptional program that we offer and would like to provide assistance to you as you prepare your academic career.

Located on the Cooper Campus in Lexington, the Dental Hygiene Program is a selective admissions program. We accept 24 students once a year, each fall term. The applicant pool is ranked in March, with an application deadline of February 15. Acceptance is based on several factors. We consider College Grade Point Average (GPA) on 18 or more college level credits. A GPA of at least 3.5 based on 18 credit hours has proven to be the benchmark. ACT Scores above 21 are also significant. Lastly, grades in college level Human Anatomy, Physiology and/or Microbiology are considered; therefore, it is advantageous for you to have completed these with a B or above prior to application. The other general studies classes (English, History, Sociology, Psychology, etc.) are not prerequisites. If a candidate chooses to take them ahead of time, they can be taken at any accredited college. Most people accepted will have finished most of their pre-dental hygiene courses. While general studies classes are available at more flexible times (i.e., evenings, weekend, online, etc.), once accepted into the program, the actual dental hygiene classes are only offered during the day in 4 consecutive semesters.

If you have not already applied to admission to Bluegrass Community and Technical College, you should do this first by contacting the Office of Admissions at 859-246-6210 or by visiting http://www.bluegrass.kctcs.edu/sa/admissions/. This will not only start the college admissions process, but will also permit you access to a variety of services available at the college.

Please familiarize yourself with the information in this introductory packet. Completing the letter of intent or BCTC application will confirm your interest and will enable the Admissions Office to create a file for your other application documents as you return them.

I wish you the best of luck as you begin to prepare for your future in the profession of Dental Hygiene!

Sincerely,

Janella Spencer, RDH, MSEd

Professor/Coordinator of Dental Hygiene Program

BlueGrass Community and Technical College
Oswald Building 234G - Cooper Drive
Lexington, KY  40506-0235
Office:  859-246-6234
FAX:  859.246.4667


BCTC DH-Cooper 08-09
ADMISSIONS PROCESS GUIDE

DENTAL HYGIENE PROGRAM
BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE

Deadline for applications: February 15

☐ Application for general admission to Bluegrass Community and Technical College (IF NOT CURRENTLY ENROLLED AT BCTC)

Call or visit the college Office of Admissions (Oswald Building 200) to obtain an application for admission and receive information on the college admissions process. Applications are also available online at:

☐ Letter of Intent (IF CURRENTLY ENROLLED AT BCTC)

This document is available in the Office of Admissions or online at https://mybin.bluegrass.kctcs.edu.

☐ Completion of the prerequisite courses with a minimum grade of “C”

- BIO 137 Anatomy and Physiology I
- BIO 139 Anatomy and Physiology II

☐ American College Test (ACT) and/or the Scholastic Assessment Test (SAT) Scores.

☐ Provide Official High School Transcript

☐ Provide Official College/University Transcripts

An official transcript is a transcript that is sent directly from the granting institution to the Bluegrass Community and Technical College. Submit official transcripts from all post-secondary educational colleges/universities attempted. Transcripts must be submitted from EACH college or university attended, except from Kentucky Community and Technical College System colleges, and must show all periods of enrollment.

☐ Work/Observation Form

Evidence of work and/or observation in a dental environment specific to Dental Hygiene.

☐ Pre-Admissions Conference

Attendance at one pre-admission conference is mandatory. You may attend the conference of your choice.

☐ Additional documentation (if applicable):

- DANB certification
- Any advanced degrees achieved (BS, BA, MA or MS)

Please submit ALL documentation to:

Bluegrass Community and Technical College, Office of Admissions - 200 Oswald Building, 470 Cooper Drive, Lexington, KY 40506-0235
The following information has been taken from the *Rules of the Faculty of Bluegrass Community and Technical College* and is subject to change without notice. All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to Bluegrass Community and Technical College or to any academic program thereof regardless of economic or social status, and without discrimination on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

**Technical Standards**
The delivery of Dental Hygiene care can be characterized as the application of specific knowledge to skillful performance. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants should possess:

1) Sufficient visual acuity, such as is needed in the preparation and administration of therapeutic agents and for the observation necessary for patient periodontal assessment as in taking vital signs.

2) Sufficient auditory perception to interpret verbal communication from patients and members of the health care team and to assess health needs of people through the use of monitoring devices, such as the stethoscope.

3) Sufficient gross and fine motor coordination to perform the delicate manual intraoral operations required of dental personnel, such as is needed in the scaling of teeth.

4) Sufficient verbal and non-verbal communication skills (speech, reading, and writing) such as are needed in classroom and clinical settings to interact with patients and professional personnel.

5) Sufficient intellectual and emotional functions to plan and implement care for individuals, such as are required in developing a dental hygiene treatment plan.

**Admission to the Dental Hygiene Program**
Each applicant must submit the following credentials to the BCTC Office of Admissions by February 15, 2009, in order to be considered for admission to the summer 2009 program:

1) Students who are currently enrolled in classes at BCTC must fill out a Letter of Intent, available in the Office of Admissions, 200 Oswald Building (OB 200) or online at [https://mybin.bluegrass.kctcs.edu](https://mybin.bluegrass.kctcs.edu). Students who are not currently enrolled in classes at BCTC must fill out an application for admission, also available in the Office of Admissions (OB 200) or online at [www.bluegrass.kctcs.edu/sa/admissions](http://www.bluegrass.kctcs.edu/sa/admissions).

2) An official high school transcript or official passing GED scores. Transcripts must show a date of graduation. This is also required of students with college work.

3) Official scores of the American College Test (ACT) or the Scholastic Assessment Test (SAT). This is also required of students with college work.

4) Official transcripts of all post-secondary education attempted. Transcripts must be submitted from EACH college or university attended, except from Kentucky Community and Technical College System colleges, and must show all periods of enrollment.
5) Evidence of work and/or observation in a dental environment as documented on the Dental Hygiene Observation/Work Experience Form (Available at the end of the Guidelines for Selective Admissions section of the Catalog.)

6) Attendance at one pre-admission conference is mandatory. You may attend the conference of your choice (see Pre-admission Conferences).

**Preference Categories**

1) Preference will be given to candidates who have an enhanced ACT score of 21 or above.

2) Preference will be given to candidates who have achieved a grade point average of 3.0 or better in post-secondary education (on 12 or more college credits). Students with college credit must have at least a 2.5 grade point average to be considered for admission.

3) Preference will be given to candidates who submit evidence 24 or more hours of work and/or observation experience in a dental environment.

4) Preference will be given to candidates who have completed, in the approved curriculum, anatomy, physiology, microbiology, and/or chemistry coursework with a grade of “B” or better.

5) Preference will be given to Kentucky residents.

6) Preference may be given to candidates who have completed a bachelor’s or higher degree from an accredited college or university.

7) Preference may be given to Certified Dental Assistants. Candidates whose credentials fall below the minimum criteria may be informed of an early decision regarding their admission status.

**Pre-admission Conferences**

Candidates’ questions will be addressed at pre-admission conferences. Conferences are mandatory; each candidate must attend one of the following pre-admission conferences.

<table>
<thead>
<tr>
<th>Conference Date</th>
<th>Conference Time</th>
<th>Conference Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 8, 2008</td>
<td>3:00–4:00 p.m.</td>
<td>MB 109</td>
</tr>
<tr>
<td>October 20, 2008</td>
<td>3:00–4:00 p.m.</td>
<td>Oswald Building – Room TBA</td>
</tr>
<tr>
<td>December 1, 2008</td>
<td>3:00–4:00 p.m.</td>
<td>Oswald Building – Room TBA</td>
</tr>
<tr>
<td>January 29, 2009</td>
<td>6:00–7:00 p.m.</td>
<td>Oswald Building – Room TBA</td>
</tr>
</tbody>
</table>

*The locations of conferences will be posted in the lobby of the Oswald Building, Cooper Campus, on the date of the conference. Free parking is available in the “K” (blue) lot by Commonwealth Football Stadium for the conferences. If you park in front of Cooper campus in the “C6” (green) lot, you may be ticketed or towed.

**Rolling Admissions**

Applicants will be considered for rolling admission who have completed the admission process, have a composite score of 21 or higher on the enhanced ACT, and have a cumulative grade point average of 3.5 or higher (on a 4.0 scale) on eighteen or more college credit hours OR a 3.0 GPA with an earned Bachelor’s Degree. In addition, at least two of the courses completed must be a Human Anatomy and Physiology or Microbiology course from the approved curriculum, with a grade of “B” or better. Students meeting these criteria may be informed of immediate admission.
Readmission Guidelines

1) A student who withdraws from or earns a grade lower than a “C” in one of the approved science courses and/or in a dental hygiene course will not be permitted to continue in the Dental Hygiene Program. A student who does not meet the Technical Standards of the program will not be permitted to continue in the program.

2) Applicants who wish to apply for readmission should do so prior to February 15 if planning to enroll for the summer session or the fall semester or October 1 if planning to enroll in the Spring semester.

3) Readmission to the Dental Hygiene Program will be dependent upon available resources.

4) In order to be considered for readmission by the Admissions Committee, the applicant must do the following:
   a.) Submit a written request to the Dental Hygiene Program Coordinator presenting evidence to justify readmission. This may include letters of recommendation from a previous faculty member or coordinator, additional course work, work experience, etc.
   b.) Meet current guidelines for admission to the College and the Dental Hygiene Program.

5) Readmission may be contingent upon the candidate’s agreeing to audit previously completed course work.

6) A student who applies for readmission to the Dental Hygiene Program must provide significant evidence which suggests the potential for future success in the program. This evidence may address such things as unusual circumstances, remedial study, and/or additional preparation.

Transfer

Applicants who wish to transfer from another Dental Hygiene Program to the BCTC Program must 1) meet all admission requirements, 2) apply at least two months prior to the expected date of enrollment, and 3) notify the Coordinator in writing, stating anticipated entry date and reason for transfer. Acceptance of any transfer student will be dependent upon available resources.

Articulation Agreements

Should a student elect to enroll for credit in any course for which he or she may qualify for credit earned through an articulation agreement, he or she forfeits the right to receive credits for that course via the articulation agreement. Students who elect to articulate must have graduated from a qualifying Dental Assisting Program within the last three years. If you feel you meet articulation requirements, please contact the Dental Hygiene Program Coordinator for more information.

Selection of Students

The President of Bluegrass Community and Technical College will select the students for the Dental Hygiene Program after considering the recommendations of the Admissions Committee. The Admissions Committee includes the Dental Hygiene Program Coordinator, the Director of Admissions, the Assistant Dean of the Allied Health Division, a Dental Hygiene faculty member, a counselor, and a faculty member-at-large.

Observation/Work Experience

Candidates must submit evidence of work experience or observation in an office with a dentist and dental hygienist. The Observation/Work Experience Form must be returned to the following address by February 15, 2009:

Please submit to:

Bluegrass Community and Technical College, Office of Admissions - 200 Oswald Building, 470 Cooper Drive, Lexington, KY 40506-0235
Required if You Are Admitted to the Program
BCTC requires that students in health programs be protected from certain infectious diseases. Prior to enrolling in the Dental Hygiene Program, you will be required to provide documentation (photocopies, not the originals) of the following:

1) Valid current CPR certification for Healthcare Providers
2) PPD Skin test results
3) Rubella Titer immunity status
4) Measles (Rubella) immunization (verification of a prior case or immunization as certified by a physician)
5) Initiation of Hepatitis B vaccine (or declination form)
6) Proof of health insurance (private or UK Student Health)
Dental Hygiene Observation/Work Experience Form

The person who supervises the observation/experience must sign the statement of observation/work experience form. When completing this statement, indicate the types of dental-related experience. Question # 4 should be itemized as to hours, days, weeks, etc. PLEASE ESTIMATE THE TOTAL NUMBER OF HOURS OF OBSERVATION/WORK EXPERIENCE. This document will be given consideration as a factor in the applicant’s admission to the program.

1. Applicant Name: ___________________________ SS#: ___________________________

2. Salaried Employee: ___________ Unsalaried Employee: ___________

3. Please check all applicable types of experience that pertain to the applicant.
   ______________________ Observed Dental Procedure ______________________ Performed Reception-Secretary Duties
   ______________________ Assisted Chairside ______________________ Provided Patient Education
   ______________________ Performed Other Duties—specify __________________________

4. Please specify the amount of time devoted to dental hygiene-related work and/or observation by completing the following:

   Date under supervision:
   From: ______________________ 20___ To: ______________________ 20___
   Hours Per Day _______ Months Per Year _______
   Days Per Week _______ Years _______
   Weeks Per Month _______ Total Number Of Hours _______

5. Are you a graduate of an accredited dental assisting program?   Yes   No

6. If you answered yes to #5, have you successfully passed the DANB?   Yes   No
   If so, please provide documentation of the DANB certificate.

7. Please write any additional comments on a separate piece of paper.

   ___________________________________________ ______________________
   Signature of Supervising Dental Hygienist  Date

   ___________________________________________ ______________________
   Signature of Supervising Dentist  Date

Please submit to: Bluegrass Community and Technical College, Office of Admissions –

200 Oswald Building,
470 Cooper Drive, Lexington, KY 40506-0235

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