Application & Information Packet

Thank you for considering a career in dental hygiene at Mount Wachusett Community College.

This information packet explains the admissions process, as well as the entrance requirements for the A.S. Dental Hygiene Degree. Please read this information carefully. Those who complete the A.S. Dental Hygiene Degree become eligible to take the National Board Exam and the Northeast Regional Board (NERB) for licensure as a Registered Dental Hygienist.

Admission to this program is competitive and seats are limited. Therefore, everyone who applies may not be admitted to the program. Files must be complete at time of deadline in order to be eligible for review by the Admission Committee.

If after reading this information packet, you still have questions concerning admission, we encourage you to attend one of our Dental Hygiene Information Sessions. Please call the Admissions office at (978) 630-9110 for a listing of available dates or visit our website.

Information Sessions

The Dental Hygiene Department offers monthly information sessions that will include program information, the admission process, and financial aid information. Transcript reviews are not conducted at these sessions.

For more details, call Admissions at (978) 630-9110. Sessions are usually scheduled the first Wednesday of every month.

Requirements for Consideration

A.S. Dental Hygiene Degree Day Program. Classes begin September 2010.

General Applicants:

must have completed the following at time of application:

1. College Placement Testing completed within 3 years of application demonstrating the following placement:
   You may schedule your testing by calling (978) 630-9244. Previous college coursework may be used in place of testing scores. Acceptable coursework includes completion of ENG101 or higher with a grade of C+ or greater MAT126 or higher with a grade of C+ or greater.

2. BIO 203 & BIO204 Anatomy & Physiology I & II (8 credits) or their equivalent with grades of C+ or greater and completed within 5 years of the application deadline.

3. PER130 Health & Wellness (3 credits) or its equivalent with a grade of C+ or greater.

4. Those whose native language is not English and who have not completed grades K-12 or a baccalaureate in the U.S. must take the Test of English as a Foreign Language (TOEFL), or ENG101 at MWCC or another accredited U.S. institution.

5. Mount Wachusett Community College does not employ an advanced standing application for this program. Students will be accepted on an academically based evaluation. All students must take all coursework unless transferring credits from other accredited dental hygiene programs. Students with healthcare work experience, such as Dental Assistants, will receive additional consideration in the application process. (see page 4 "How is my file evaluated?")

Consideration for transfer students will include the following criteria:

- All dental hygiene college level coursework completed will be evaluated individually on the basis of objectives and course descriptions. Decisions regarding transfer of dental hygiene credit will be made by the Director of the Dental Hygiene Program in conjunction with the (Director) of Enrollment Services once the review of these materials is complete.

- Should the applicant have taken courses which reflect the content of only part of a MWCC dental hygiene course, that course/courses will not be accepted in transfer.

- Any student wishing to transfer credits must obtain an original transcript from the college or university where the courses were taken, and submit to the Admissions office or the Enrollment Services office for review.

- Dental Hygiene courses taken at other colleges are not accepted in transfer.

- A minimum of 30 transfer credits may be applied toward the Dental Hygiene Degree.

- Readmit applicants will be accepted for readmission only once. Please see the Readmission Policy which follows for more complete information.

- Students will be allowed entry into the program only if space allows.
Requirements for Consideration

Continued

- Transfer applicants must submit official transcripts and course descriptions for dental hygiene coursework completed. Courses must have been completed at an accredited college and transcripts must be received 30 days prior to application deadline.

- Those students who have completed coursework in a dental-related program, must have graduated from a college level program in order to have their transcripts reviewed for transfer credit consideration.

Decisions regarding admission into the program will be determined by the Dental Hygiene Admission Committee. Notifications will go out by mail within 45 days after the application deadline. All decisions of the dental admissions committee will be final.

Each applicant must submit all required information listed on page 1 of this application. Courses in progress at time of application deadline will not be considered as meeting these requirements.

Special Program Requirements

Please note that the following information must be received before courses begin:

1. Annual health examination conducted and dated two weeks before first day of classes by a licensed health care provider.

2. Proof of current immunizations (DPT, MMR, Mantoux, Varicella, Hepatitis B series with follow-up TITRE and TB screening) must be provided to the Health Office. Contact the health office, (978) 630-9136 for more information.

3. Liability Insurance of $1,000,000/$3,000,000 coverage is required. Students will be covered under the college’s liability insurance policy, which will be billed through student fees.

4. All dental hygiene students must participate in the Massachusetts Community College Health Insurance or provide accurate information regarding comparable coverage.

5. Completion of CORI/SORI form.

Technical Standards

In response to the Americans with Disabilities Act of 1990, the Dental Hygiene Program at Mount Wachusett Community College has identified physical competencies as essential for a dental hygiene student to function safely and effectively in a variety of clinical settings. While a physical disability should not preclude a student from consideration for admission to the program, the disability must not prevent the student, while enrolled in the program and upon graduation, from performing essential functions as a dental hygienist. Students must possess the following:

- the visual acuity with corrective lenses to identify changes in oral tissues.
- ability to discern changes in color, texture and shape of tissues.
- ability to differentiate among subtle shades of gray as seen on radiographs.
- sufficient physical ability to perform cardiopulmonary resuscitation in the handling of a medical emergency.
- sufficient communication (oral and/or written) ability to question the patient about his/her medical condition and to relay information about the patient to others in English.
- sufficient manual dexterity with two hands to manipulate instruments with precision and control in the oral cavity without causing damage to tissues. This skill may not be fully evaluated until the preclinical portion of the curriculum.
- a sense of touch that allows for assessment and palpation of oral tissues.
- ability to sit for prolonged (up to four hours) periods of time.
- ability to operate and manipulate mechanical equipment, i.e., dials, switches, push buttons, syringes, blood pressure measurement devices.
- ability to pick up items of very small (2mm in width, 21 mm in length minimum) and varying diameters.
- ability to use upper body movements (up to five feet) to grasp, push/pull, reach overhead equipment, and to rotate and reach laterally.
- ability to lift, carry and move equipment and supplies of up to ten pounds.
- ability to wear protective equipment such as gloves, face masks, face shields, and protective eye wear.
Program Competencies

Upon graduation from this program students shall have demonstrated the ability to:
1. Communicate effectively and accurately through oral, written and electronic means.
2. Demonstrate the application of theory to practice in achieving optimal patient care.
3. Utilize methods of scientific investigation in developing a comprehensive plan of care.
4. Implement comprehensive education plans that promote health and identify risk behaviors in individuals and groups of patients for both community and clinic settings.
5. Practice within the legal, ethical and regulatory framework of dental hygiene in accordance with the standards set by the State Practice Act and Code of Ethics for Dental Hygienists.
6. Demonstrate a commitment to the Dental Hygiene profession through assuming responsibility for lifelong learning and professional growth.

CORI / SORI Policy

Compliance with licensure laws in the state of Massachusetts require all dental hygiene applicants to furnish satisfactory proof of "good moral character" (M.G.L. Chapter 112, Sections 74 and 74A). Dental hygiene students will be required to complete a CORI (Criminal Offender Record Information) check and SORI (Sexual Offender Records Information) consistent with current Commonwealth of Massachusetts law M.G.L.C. §§ 178C-178P. Record storage and usage will be in compliance with (M.G.L. C. 275 § 4). It must be understood that a conviction in a court of law may prevent a person's eligibility from being placed in a clinical agency. This then will not allow successful completion of the Dental Hygiene program. In addition, it will delay and may prohibit their eligibility to take the Dental Hygiene Board Licensing Exam.

Accreditation

The Dental Hygiene Program of MWCC is fully accredited by the Commission on Dental Accreditation which is a specialized accrediting body recognized by the United States Department of Education. Upon successful completion of the A.S. Dental Hygiene Degree (DH) program, graduates will take the National Dental Hygiene Board Examination and the Northeast Regional Board (NERB) Exam. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or 211 East Chicago Ave, Chicago, Illinois 60611.

Family Education Rights and Privacy Act of 1974

As in any healthcare environment, students in the Dental Hygiene Program may have risks of exposure to infectious diseases. The Dental Hygiene Program adheres to all state and federal regulations to reduce the risk of health care associated infections. Also the student may be prone to the disability associated with repetitive motion.

Individuals who disclose the presence of bloodborne infectious diseases will be shown the same consideration as non-infected individuals and will be offered reasonable accommodation. Information regarding health status of an individual is considered confidential, and protected by the Family Education Rights and Privacy Act of 1974.

Questions & Answers

How do I make an appointment to complete my placement testing?

Once you have submitted a college application with your $10.00 application fee, you may contact the College Success Center to schedule a time to complete your placement testing by calling (978) 630-9244. Placement testing is available both day and evening. If you completed placement testing in the past two years, these scores can be used if they meet the program requirements. An additional fee of $10.00 will be charged for those individuals who request to retest.

If I will not meet the prerequisite requirements by deadline, will my file be reviewed?

No, unfortunately your file will not go to committee. Only those applicants who display all prerequisite requirements at time of deadline will be reviewed (see requirements for consideration).

I haven't completed the coursework needed to apply to the dental hygiene program yet. Can I still come to MWCC?

YES! Students are encouraged to enter the college as a “General Studies-Dental Hygiene Track” student. In this major, you will be identified as a potential dental hygiene applicant and will be assigned to an advisor that will assist you in establishing an educational plan. As a student in this major, you may complete any of your non-dental hygiene courses (i.e. English, mathematics, sciences, psychology, etc.) then apply to the program when you have met the requirements for consideration.

How is my file evaluated?

Our dental hygiene class is selected from a pool of applicants who have displayed the minimum academic requirements for admission to the program. Space is limited and not all applicants are accepted. Applications will be reviewed and candidates will be notified of the admissions decision by mail approximately 30 days after the deadline. The process is competitive and your file will be evaluated using the following:

1. GPA for those courses applicable to the dental hygiene curriculum (i.e. English, Psychology, Microbiology, etc.)
2. Work experience in healthcare or direct patient care
3. Healthcare volunteer experience (20 hrs. or more)
4. Number of credits completed in residency at MWCC applicable to the dental hygiene curriculum
5. Applicant Status
   - Current MWCC student/MWCC graduate
   - College graduate (4 yr. or more)
   - Repeat applicant
6. College placement scores (current high school students only)
7. Healthcare professional certificates/licensure (i.e. CDA, RN, LPN, etc.)

(continued next page)
Questions & Answers (continued)

If I am not accepted this year, will I automatically be accepted next year?
No, you are not guaranteed acceptance. Applicants who are not granted a seat in the program must reapply again the following year.

Can I work and attend classes full-time?
Dental hygiene and science coursework is rigorous and complex and requires a personal commitment. Part-time employment may be appropriate, but will need to be flexible in order to accommodate school requirements. Students are encouraged to balance their employment and school responsibilities.

Where do I attend a clinical setting or placement, and how do I get there?
Dental Hygiene students are responsible for their own transportation to clinical sites which include Community Health Connections (CHC) Dental Services in Fitchburg and other local area healthcare agencies used as dental hygiene externship sites.

Is there an interview for admission?
An interview is not required for admission.

Can I transfer to a four-year school and earn a Bachelor's Degree?
Mount Wachusett Community College is currently having dialog with Baccalaureate Degree institutions regarding an articulation agreement for transfer of credits from this program into a Baccalaureate degree program.

Can I apply for Financial Aid?
Yes. Inquire at the Financial Aid Office, (978) 630-9169.

I still have more questions, how do I get them answered?
Applicants are encouraged to attend one of the Dental Hygiene Information Sessions. Contact the admissions office to RSVP at (978) 630-9110 or visit our website for dates. Appointments may also be made with the Director of Dental Hygiene by calling (978) 630-9367 or (978) 630-9413.

Additionally, what must I know?
• It is up to the applicant to read the Technical Standards and understand that it is his/her responsibility to discuss any accommodation that he/she may need by contacting the Counselor for Students with Disabilities at 978-630-9120.
• The applicant is responsible for ensuring that his/her application file is complete and that all items are received by the deadlines. Late submissions will be accepted, but the student's file will be evaluated only if space becomes available in the program.
• The applicant must read the statement on the inside cover of the dental hygiene application packet regarding the CORI/SORI Policies. Dental hygiene students are required to complete this form. A court conviction may prevent a student from successfully completing the dental hygiene program due to clinical site requirements and/or may prohibit them from taking the Dental Hygiene Licensing Board Exam.

In compliance with the Clery Act (20 U.S.C. 1092(a) and (f), all prospective students are entitled to review the MWCC Annual Security Report. This report may be accessed online at www.mwcc.mass.edu or by request through the Office of Admissions.

Mount Wachusett Community College seeks to provide equal educational and employment opportunities and does not discriminate on the basis of race, color, religious creed, age, physical or mental disability, sex, national origin or ancestry, marital status, sexual orientation, genetic information or veteran status.
A.S. Dental Hygiene Program Admission Form

MWCC Student ID (If Known): ___________________________ Social Security Number: ________ - ______ - ________

Current Email Address: ____________________________________________

Name: ____________________________________________________________

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<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Previous Last Name</th>
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Mailing Address: _______________________________________________________

Street & Apt. #  City  State  County  Postal/Zip Code

Gender (optional)  ☐ Male  ☐ Female

☐ I am a U.S. Citizen
☐ I am a Non-Citizen, Country of Birth __________________________ Country of Citizenship __________________________

(Check all that apply)
☐ Resident Alien (presentation of card required)
☐ In the country with a (presentation of current visa required) ☐ Visitor Visa  ☐ Student Visa  ☐ other
☐ I wish to obtain a student visa (must submit International Student Application with additional documentation)

Residency Information: (Required by all applicants)
☐ I have lived in Massachusetts continuously since, __________/___________. If less than (6) months, previous state of residence __________________________.

☐ I am over the age of 60 and have lived in Massachusetts continuously for (1) year.
☐ I do not reside in Massachusetts, but have a natural parent who provides financial support and who is a legal Massachusetts resident. Therefore, I qualify for in-state residency. (Documentation is required and applies only to students 24 years of age or younger.)

Natural Parent/Legal Resident Information

Name: ____________________________________________ Parent/Guardian Signature: ________________________________________

Address: ____________________________________________________________

☐ I am not a resident of Massachusetts, I am a resident of __________________________

Have you completed courses at MWCC? ☐ Yes  ☐ No  If Yes, approximately how many credits have you completed at MWCC? ______

What is your highest level of academic achievement? ☐ Some College  ☐ Associates  ☐ Bachelors  ☐ Masters  ☐ Not Applicable

Will you be asking the Committee to review college transcripts from college(s) other than MWCC? ☐ Yes  ☐ No

If Yes, from which college(s)? ____________________________________________

Have you previously applied to the Dental Hygiene Program? ☐ Yes  ☐ No

Is English your native language? ☐ Yes  ☐ No

If No, did you attend school from K-12 or complete baccalaureate in the U.S.? ☐ Yes  ☐ No

How have you met the English requirement? (check which applies)
☐ Completed a college course equal or greater than ENG101 with a grade of C+ or greater at __________________________

How have you met the math requirement? (check which applies)
☐ Completed a college course equal or greater than MAT126 with a grade of C+ or greater at __________________________

☐ Met with College Placement Testing

Where and when did you complete the following courses that are required for your application?

Anatomy & Physiology I: College Name ___________________________ Year: _______ Grade: _______

Anatomy & Physiology II: College Name ___________________________ Year: _______ Grade: _______

Health, Fitness & Wellness: College Name ___________________________ Year: _______ Grade: _______

MAT 126: College Name ___________________________ Year: _______ Grade: _______

I have read the Technical Standards and understand that it is my responsibility to discuss any accommodation that I may need with the appropriate College representative. ☐ Yes  ☐ No

I certify that all the information stated on this application form is accurate and complete. Concealment of facts or false statements may result in dismissal.

Applicant Signature ___________________________ Date _______ Parent or Guardian Signature (If applicant is under 18) ___________________________ Date _______

Mount Wachusett Community College seeks to provide equal educational and employment opportunities and does not discriminate on the basis of race, color, religious creed, age, physical or mental disability, sex, national origin or ancestry, marital status, sexual orientation, genetic information or veteran status.
MWCC Student ID (If Known): _______________________________ Social Security Number: ________ - ____ - _______
Current Email Address: ____________________________________
Name of Applicant: ___________________________________________________________________________________________________

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**Healthcare or Related Field Experience**
List employment with the most recent positions first. Attach additional sheets if necessary. (Resumes are acceptable)

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<th>Position/Certification</th>
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<th>Supervisor Name &amp; Phone No.</th>
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**Healthcare Volunteer Experience**
List volunteer and/or work in observation in the fields of healthcare or other related field(s).

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**Healthcare Certifications**
List any current healthcare related certifications you hold. (i.e., CDA, PTA, LPN, etc.)

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<th>Healthcare Certifications</th>
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I certify that all the information stated on this application form is accurate and complete. Concealment of facts or false statements may result in dismissal.

Applicant Signature __________________________ Date __________________________

Mount Wachusett Community College seeks to provide equal educational and employment opportunities and does not discriminate on the basis of race, color, religious creed, age, physical or mental disability, sex, national origin or ancestry, marital status, sexual orientation, genetic information or veteran status.
A.S. Dental Hygiene Degree (DHY) (selective - day only)

The registered dental hygienist is the member of the dental health care team who provides preventive oral health care services including oral prophylaxis, dental health education, dental x-rays, nutritional counseling, dental sealants, preliminary examinations and other preventive measures in dentistry. Students will take the National Dental Hygiene Board Examination and the N.E.R.B. Exam at the successful completion of the dental hygiene program.

Helpful hints: Because of an extensive classroom/clinical commitment, students are encouraged to complete some of the general education requirements prior to beginning dental hygiene courses.

Transfer options: MWCC is engaged in initial dialog with Fitchburg State College regarding the possibility of developing a Baccalaureate degree in Dental Hygiene.

Application deadlines: The priority application deadline is Feb. 1. This selective enrollment program requires additional application components, the process is competitive, and space is limited.

Special requirements: Applicants must meet all requirements for consideration before entering the program. Students must meet technical standards and additional requirements including immunizations, CPR certification, liability insurance, and a Criminal/Sexual Offender Records Information (CORI/SORI) check. Additional tuition applies for the Dental Hygiene program.

Career options: For the registered dental hygienist include: private practice, hospitals, clinics, health departments, schools, and educators employed at dental and dental hygiene schools.

Earning potential: $62,400 - 83,200

INFORMATION SESSIONS

The Dental Hygiene Department offers monthly information sessions that will include program information, the admission process, and financial aid information. Transcript reviews are not conducted at these sessions.

All sessions are held on the Gardner or Fitchburg Campus as posted. For more details, call Admissions at (978) 630-9110.

Prerequisite Coursework:
Applicants must have completed the following at time of application deadline:
1) a math course of at least MAT126 level with a grade of C+ or greater.
2) BIO203 & BIO204 with grades of C+ or greater and completed within 5 years of application.
3) PER130 - Health / Fitness & Wellness
4) English (ENG101) demonstrated through placement or coursework completed.

Those whose native language is not English and who have not completed grades K-12 or a baccalaureate in the U.S. must take the Test of English as a Foreign Language (TOEFL). A minimum of 550 on the paper/pencil version or 213 on the computer based test is required or English101 at MWCC or another accredited U.S. institution. (see page on Program Requirements)

Semester I - Year 1

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<td>DHY101</td>
<td>Anatomic Science for the Dental Hygienist I</td>
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<td>DHY102</td>
<td>Dental Hygiene Process of Care I</td>
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<td>DHY103</td>
<td>Dental Radiology (&amp; Lab)</td>
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Semester II - Year 1

| DHY105 | Anatomic Science for the Dental Hygienist II | 3   |
| DHY106 | Dental Materials (& Lab)                    | 3   |
| DHY107 | Periodontology                              | 3   |
| DHY108 | Dental Hygiene Process of Care II           | 6   |
|        | **Semester Credits Total**                  | **15** |

Summer - Year 1

| ENG102 | English Composition II                      | 3   |
| DHY205 | Pain Control (& Lab)                        | 3   |
|        | **Summer Semester Credits Total**           | **6** |

Semester III - Year 2

| DHY201 | Oral Pathology                              | 2   |
| DHY202 | Pharmacology for the Dental Hygienist       | 3   |
| DHY203 | Dental Hygiene Process of Care III          | 5   |
| DHY204 | Oral Health Promotion                       | 2   |
| PSY105 | Introduction to Psychology                  | 3   |
|        | **Semester Credits Total**                  | **18** |

Semester IV - Year 2

| DHY206 | Community Health                            | 3   |
| DHY207 | Dental Hygiene Process of Care IV           | 5   |
| DHY208 | Dental Ethics and Professional Issues       | 2   |
| SOC103 | Intro to Sociology                          | 3   |
|        | Humanities or Business Elective             | 3   |
|        | **Semester Credits Total**                  | **16** |
|        | **Total Credits:**                          | **67** |
Outlined below are estimated expenses and classroom/clinical schedule requirements associated with the Dental Hygiene program. This estimate is based upon Fall 2009 Massachusetts resident tuition and fee day rates of $165/credit. Additional semester fees have been added that include a registration fee, technology access fee, student activity (if applicable), library, equipment and materials fee (if applicable). Additional tuition/fees apply to the dental hygiene courses. The rates for dental hygiene A.S. Degree is $379.00 per credit hour. These increased tuition/fees apply only to DHY courses. All other classes are subject to the current cost of general education courses at MWCC, currently $180.00 per credit hour.

Tuition and fees are subject to change and tuition/fee rates may vary based on course selection.

### Fall 1st Year

<table>
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<tr>
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### Spring 1st Year

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<td>DHY106</td>
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<td>DHY108</td>
<td>Dental Hygiene Process of Care II</td>
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### Summer - Year 1

| ENGI02 | English Composition II                           | 3   | 1,137.00     |
| DHY205 | Pain Control (& Lab)                              | 3   | 1,137.00     |

|        | Per Semester Fees                                |     | 75           |
|        | Approximate Tuition/Fee Cost                     |     | **$2,349**   |

### Fall 2nd Year

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<td>DHY202</td>
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<td>DHY203</td>
<td>Dental Hygiene Process of Care III</td>
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<tr>
<td>DHY204</td>
<td>Oral Health Promotion</td>
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<td>PSY105</td>
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</tr>
<tr>
<td></td>
<td>Approximate Tuition/Fee Cost</td>
<td></td>
<td><strong>$5,760</strong></td>
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### Spring 2nd Year

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Cr.</th>
<th>Tuition/Fees</th>
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<tbody>
<tr>
<td>DHY206</td>
<td>Community Health</td>
<td>3</td>
<td>1,137.00</td>
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<tr>
<td>DHY207</td>
<td>Dental Hygiene Process of Care IV</td>
<td>5</td>
<td>1,895.00</td>
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<tr>
<td>DHY208</td>
<td>Dental Ethics and Professional Issues</td>
<td>2</td>
<td>758.00</td>
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<tr>
<td></td>
<td>Humanities or Business Elective</td>
<td>3</td>
<td>1,137.00</td>
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<tr>
<td>SOC103</td>
<td>Intro to Sociology</td>
<td>3</td>
<td>1,137.00</td>
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<tr>
<td></td>
<td>Per Semester Fees</td>
<td></td>
<td>75</td>
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<tr>
<td></td>
<td>Approximate Tuition/Fee Cost</td>
<td></td>
<td><strong>$6,139</strong></td>
</tr>
</tbody>
</table>

College Health Insurance Plan ($881/year)

|        | Approximate Total Tuition/Fee Cost               |     | **$840**     |

Note: If you already have health insurance, you will not need to purchase college insurance.

Miscellaneous Program Expenses:

- Uniforms, Professional Equipment, Instruments
- Liability Insurance, CPR, Textbooks
- and Miscellaneous Materials, Licensing Exam

| Miscellaneous Program Expenses                          |     | **$6,000**   |

(approximately)

Approximate Total Program Cost:

| Approximate Total Program Cost                          |     | **$32,533**  |
A.S. Dental Hygiene

READMISSION PROCESS

Mount Wachusett Community College reserves the right to limit the number of readmissions each academic year. Readmission to the Dental Hygiene Program is not guaranteed and is on a space available basis. A student seeking readmission to the dental hygiene program who has been absent from the program for more than one academic year must follow the application procedure for new students. Students who have two failures in dental hygiene courses are not eligible for readmission. Admission to the dental hygiene program is selective and the admissions committee reserves the right to deny readmission to any applicant.

Students wishing to apply for readmission must:

1. Submit a letter to the Director of Admissions requesting readmission to the dental hygiene program. Deadline for acceptance of readmission requests is Dec 1st for spring and May 1st for fall.

2. Submit a copy of the written request for readmission with supportive related materials to the Director of Dental Hygiene. Suggested supportive materials should include any documentation of compliance with recommendations made to the student at the time of or since their withdrawal and other materials which enhance the request.

3. The Director and a dental hygiene faculty member will meet with the student to discuss the student’s request. The discussion will focus on the student's prior performance in the program, progress in college courses, related work experience, and follow-up of any recommendations made to the student at the time of or since their withdrawal.

4. The Director and Admissions personnel will meet to make a decision regarding the readmission of the student.

5. The Office of Admissions will communicate the decision in writing to the student no later than 14 days after the meeting of the committee.