Lake Washington Institute of Technology
2019 Dental Hygiene Bachelor of Applied Science
Supporting Information for the Application Process

INTRODUCTION

Admission criteria for the Dental Hygiene BAS program reflect an approach that includes the student’s test scores, recommendations, observations, short essay and pre-requisite course grades.

ACCREDITATION

The Dental Hygiene Program is accredited (approval-without reporting requirements) by the American Dental Association (ADA) Commission on Dental Accreditation (CODA). Approval (without reporting requirements) is an accreditation classification granted to an educational program indicating that the program achieves or exceeds the basic requirements for accreditation. In addition, Lake Washington Institute of Technology is accredited by the Northwest Commission on Colleges and Universities.

ADMISSION

The Dental Hygiene BAS at Lake Washington Institute of Technology has admission requirements beyond those necessary for general admission to the college. Please follow all directions in this application carefully. Failure to comply with the process described within may result in disqualification from the admissions pool for this program.

IMPORTANT DATES

<table>
<thead>
<tr>
<th></th>
<th>For Summer 2019 Program Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Deadline</td>
<td>March 29, 2019</td>
</tr>
<tr>
<td>Admissions decision notification emails</td>
<td>April 15, 2019</td>
</tr>
<tr>
<td>Top 75 applicants selected and notified</td>
<td>April 20, 2019</td>
</tr>
<tr>
<td>Onsite essay (location TBA) for top 75 applicants</td>
<td>April 20, 2019</td>
</tr>
<tr>
<td>Selected students notified</td>
<td>April 25, 2019</td>
</tr>
<tr>
<td>Accept/Decline offer of admissions form returned</td>
<td>May 2, 2019</td>
</tr>
<tr>
<td>Summer quarter start date</td>
<td>July 1, 2019</td>
</tr>
</tbody>
</table>

The dates, procedures and requirements stated are subject to change

To request disability accommodations in the application process, contact Disability Support Services: (425) 739-8300. Fax: (425) 739-8275 dssinfo@lwtech.edu
NEW APPLICANTS

STEP 1
Apply for admission to Lake Washington Institute of Technology to receive a Student ID number (SID) if you have not already done so. Applications may be obtained from the Enrollment Services Office, or by applying online at www.lwtech.edu/apply.

STEP 2
Attending a Dental Hygiene information session or completing one online is strongly suggested. Session dates are listed under the Dental Hygiene link at www.lwtech.edu/dental.

STEP 3
When you have completed all prerequisites and other application requirements, fill out the Dental Hygiene BAS application online at www.lwtech.edu/dental. The traditional paper application will be available by request only. If you choose to do the paper application, place application materials in a 10X13 envelope and submit to Enrollment Services for admission consideration. Keep a copy of the entire completed packet for your records.

RE-APPLICANTS

If you are denied admission to the program and would like your application to be carried over to another application cycle, you must do the following:

STEP 1
Contact Enrollment Services by emailing a request to re-apply to: selective.admission@lwtech.edu. It is important that you indicate in the subject line: “Attention: Request to reapply to DHYG BAS Program”. Inside your email request, please supply your name, SID# and identify the year of your most recent application.

STEP 2
Submit an online application at www.lwtech.edu/dental and fill out the section for re-applicants OR submit pages 2-4 of the paper application. If you want to reuse the references and transcripts from your previous application, please indicate that in the new application.

STEP 3
If submitting a paper application, pages 2-4 and any new supporting documents must be submitted on or before the deadline in one 10X13 envelope to Enrollment Services. These items will be combined with related items in your file to make up a complete application. Failure to follow re-applicant instructions will result in the application being considered incomplete. You are responsible for fulfilling any new requirements contained in the application and as explained here in the Supporting Information to be eligible to re-apply. Please read both carefully.
PROGRAM ADMISSION REQUIREMENTS

Generally, applicants must complete all of the following to be considered for the Dental Hygiene BAS Program:

LWTech Selective Admissions Related Requirements

- Apply for admission to LWTech and obtain a Student ID number
- Determine that all science courses are no more than 10 years old
- Minimum grade for transfer and completion of courses is 2.0, but for the DHYG program a higher standard applies for admission
- Provide official transcripts pertaining to prerequisites used towards this application
- Have international transcripts translated & assessed by agency pertaining to prerequisites used towards this application

DHYG BAS Specific Requirements

- Meet or exceed a 2.5/B in the following prerequisite courses prior to application: BIOL&241, BIOL&242, CHEM&121, CHEM&131 (or CHEM&122 if taken before WI10), BIOL&260, *ENGL&101. Tabulated in cumulative GPA.
- **Option To Delay One Prerequisite Science Course**—An applicant can choose to delay or be in progress with one prerequisite science course from the following list at the time of application: BIOL&242, CHEM&131, or BIOL&260.
  - The course must be completed with 2.5/B- or better by end of spring quarter preceding start of the Dental Hygiene program.
  - If course is not complete at time of application, it will be listed as a “0” for grade points and credits earned in the admission processing calculation. This has a neutral impact on your prerequisite cumulative GPA: It does not penalize you but it does not help you earn grade points you could use to offset lower grades in other prerequisite courses.
- Meet or exceed a 2.5/B in the following courses by end of spring quarter preceding start of DHYG program: NUTR&101, PSYC&100 or 200, CMST&210 or 220, SOC&101, Math&146, CMST 150 or Hum 215 and ENGL&102. Not tabulated in cumulative GPA.
- Submit two sealed recommendation forms according to instructions
- Submit two Registered Dental Hygienist observation forms for combined total of 20 hours
- Take the new ATI TEAS or submit TEAS V.5 scores that are less than 2 years old
- High school diploma or GED is completed and noted on application (official transcripts for GED or high school are not required)
- Onsite essay for the top 75 selected applicants only. Applicants will be notified if selected, and no essay should be submitted with the initial application.

- Signed proof from doctor/clinic of 2 of 3 Hepatitis B vaccinations completed (one month apart) OR copy of the current titer showing immunity (2 copies)
ATI TEAS INFORMATION

TEAS testing is offered by appointment only. Please visit the Assessment Center website www.lwtech.edu/assessment and click “Register for a Test” to schedule your appointment. If you have questions about scheduling, contact The Assessment Center at (425)739-8115. TEAS V.5 scores that are less than 2 years old will be accepted. The ATI TEAS (now the new title) is the latest version of the TEAS test.

- Scores are valid for two years at LWTech
- Tests taken at LWTech will automatically be submitted electronically to the ATI database for LWTech viewing.
- If you take the test elsewhere, you must pay a transcript fee to ATI in order for scores to be viewed by LWTech. You can do that by visiting the ATI website or by calling 1(800) 667-7531. Select Lake Washington Institute of Technology TEAS Applicant to submit scores to LWTech.
- Please do not have your scores emailed to LWTech; we only accept scores sent directly from ATI.

SELECTION CRITERIA

Prerequisite courses and admission requirements not mentioned in the calculation below are still required for your application to be considered complete.

<table>
<thead>
<tr>
<th>40 pts</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Multiply your required prerequisite course cumulative GPA by “10”</td>
</tr>
</tbody>
</table>

| 30 pts | The new ATI TEAS or TEAS V. 5 scores that are less than 2 years old: Multiply Adjusted Individual total Score by 0.30 for total points |
|        | To tabulate TEAS points, see table with formula on p.6 |

| 5 pts max | RDH Observations: Observe dental hygienists in two separate clinical settings for combined total of 20 hours |
|           | See instructions on page 8 |

<table>
<thead>
<tr>
<th>5 pts max</th>
<th>Optional points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 hours Chairside Dental Assisting:</td>
<td></td>
</tr>
<tr>
<td>See instructions on page 8</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>20 points</th>
<th>Onsite Essay for selected applicants only.</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>See page 6 for more information</td>
</tr>
</tbody>
</table>

DETERMINING YOUR UNOFFICIAL GPA AND TEAS POINTS

(Page 5 and 6 are for your information and should not be submitted with application)

To tabulate your cumulative GPA, first:

- Convert any semester credits by multiplying them by 1.5
• Convert any letter grades to numerical grades using table provided

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>&lt;2.5</td>
<td>Does not qualify</td>
</tr>
</tbody>
</table>

Then:
• Enter all course information along with numerical grades and credit hours in the columns below
• Multiply each course’s credits by its numerical grade. This will give you the “grade points”. Enter that number in the last column
• When you have completed entries for all courses add all numbers in the Credits column and enter the total. Then add all the numbers in the Grade Points column and enter the total.
• Divide the Grade Points total by the Credits total. The result is your cumulative GPA.
• Use the following table to tabulate your total points prior to application

<table>
<thead>
<tr>
<th>LWTech Course # /Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem&amp; 121 – Intro to Chemistry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chem&amp; 131– Biochemistry or CHEM&amp;122 if prior to WI 2010</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biol&amp; 241 – A &amp; P I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biol&amp; 242 – A &amp; P II</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Biol&amp; 260 - Microbiology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL&amp;101 and/or 102</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Credits</th>
<th>Total Grade Points</th>
</tr>
</thead>
</table>

*Note that if you choose to take BIOL&242, CHEM&131 or BIOL&260 while applying or intend to in spring quarter preceding start of Dental Hygiene program, enter 0 for credits and grade points for that course.

<table>
<thead>
<tr>
<th>Estimated Prerequisite Course Cumulative GPA</th>
<th>Estimated GPA Pts Earned (Out of 40 max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Grade Pts x Total Credits=</td>
<td>Estimated Cumulative GPA X10=</td>
</tr>
</tbody>
</table>

The following courses must be completed with a 2.5 /B- or better by the end of spring quarter preceding start of Dental Hygiene program. Cumulative GPA does not need to be tallied for these courses.

<table>
<thead>
<tr>
<th>LWTech Course #/Title</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psyc&amp;100 or Psyc&amp;200 – Gen. Psych or Lifespan Psych</td>
<td></td>
</tr>
<tr>
<td>Soc&amp; 101 – Intro to Sociology</td>
<td></td>
</tr>
<tr>
<td>Nutr&amp; 101 – Nutrition</td>
<td></td>
</tr>
</tbody>
</table>
The New ATI TEAS or TEAS V. 5 scores less than 2 years old Unofficial Application Points Tabulation

<table>
<thead>
<tr>
<th>TEAS points</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEAS Adjusted Individual total Score ____ x 0.30 = TEAS points _____</td>
</tr>
</tbody>
</table>

Note: Represents unofficial points prior to applying. Your official score will be calculated and verified by the Admissions Committee.

**APPLICANT SHORT ESSAY**

Top 75 applicants will be selected and notified by email to participate in an onsite essay writing exercise. The onsite essay is mandatory and it will be evaluated and considered together with the rest of the application materials. The essay prompt will be provided to the selected applicants at the time of the essay writing exercise on April 20, 2019. The prompt will not be given out beforehand to applicants under any circumstances.

Please note: Any evidence of plagiarism or academic dishonesty in your application materials will render your application unacceptable, and all materials will be forwarded to the LWTECH conduct officer for review and possible adjudication.

**SELECTION TO COHORT**

The 30 students with the highest points will be offered admission to the Dental Hygiene BAS. Completion of Co-Requisite courses may be used to determine final admission in the result of a tie. There is no waiting list for this program.
It is not possible for the admissions office to notify applicants of missing materials or respond to applicant inquiries as to the status of their application.

Additional documentation may be required for Dental Hygiene students to participate in clinical settings. Documentation may include but is not limited to:

- Tuberculosis screening
- Verification of Immunizations
- Background check
- HIV/AIDS 7 hr. Training Certificate (taken in the program)
- Drug Screening
- First aid/CPR for healthcare provider’s card (all students complete during the program orientation)

**Background Check**

Each successful Dental Hygiene applicant is required to complete a background check and forms will be provided in the orientation packet if selected into the program. Each student is responsible for all associated fees for the background check. Fees for this online service vary depending on the number of places in which the student has resided within the past seven years. If a criminal check for a particular student shows a “less than satisfactory” rating, clinical extern facilities may deny access to that student. While entrance to the Dental Hygiene program may not be denied because of such a rating, without access to the clinical extern facilities such a student may not be able to satisfactorily complete the Dental Hygiene program and will be so advised. Throughout the program, Dental Hygiene students may be asked to complete and sign a form which asks for confirmation of the students’ present and past criminal history.

**“TRANSFER IN” TO DENTAL HYGIENE PROGRAM**

The LWTech Dental Hygiene program is not designed to allow for students to enter the program as a “mid program” transfer from another Dental Hygiene program. All students must apply, be selected, and start the program from quarter-one and progress through the program in the intended cohort model.

**APPLICATION SIGNATURES**

In signing forms in the application, you will be certifying that to the best of your knowledge the statements made are complete and true. This means that failure to disclose and submit official transcripts from all schools, colleges or universities attended and failure to disclose and submit
complete and accurate information may result in the denial of admission or subsequent dismissals from Lake Washington Institute of Technology. Your application will be considered incomplete without the required signatures.

**RECOMMENDATION FORMS AND “CHAIRSIDE DENTAL ASSISTING” FORM INSTRUCTIONS**

When you review the online application available at [www.lwtech.edu/dental](http://www.lwtech.edu/dental), you will see that it contains forms required as part of a complete application packet. The following tips will assist you in submitting complete forms:

- One recommendation form must come from a college or university faculty member that has actually instructed you in the classroom. The other recommendation can be from an employer, co-worker, faculty, advisor or counselor.
- There are no time limits on recommendation forms or on Chairside Dental Assisting Experience forms.
- Recommendation forms must be sealed in an envelope by the recommender and signed across the back of the envelope flap. They can then be given back to you directly, or mailed back to you. You must keep them in their sealed condition and submit them with your application packet.
- Submitting more than two recommendations is not advised. This does not improve your application.
- Not following recommendation instructions will cause your application to be considered incomplete.
- Chairside Dental Assisting Experience forms must be completely filled out. The “Specific Duties” area of the form is to be filled out by the applicant. Please do not have your employer or supervisor fill out that area, as it will invalidate the form and result in “0” points for this application element. Please use this area to give as much detail about the tasks and duties you performed. Attaching a job description is only considered supplemental documentation.

**RDH OBSERVATION FORM INSTRUCTIONS**

When you review the online application available at [www.lwtech.edu/dental](http://www.lwtech.edu/dental), you will see that observations of two Registered Dental Hygienists are an application requirement. The following tips will assist you in submitting complete forms.

- Observations must be conducted in separate clinical facilities.
- It is permissible to use your “Chairside Dental Assisting” site for one of your RDH clinical observation sites if appropriate but you are required to seek out a completely separate, second RDH observation clinical site.
• Split your hours as evenly as possible between the two RDH sites to make up a combined total of 20 hours
• Not following RDH Observation Form instructions will result in an incomplete application that will not be considered for admissions.

HEPATITIS B VACCINATION INFORMATION

The following information will assist you in obtaining proper documentation related to your Hepatitis B Vaccination records:
• Hepatitis B vaccination series – complete the first 2 of 3 (one month apart) by the application deadline, the third must be completed (6 months later) by orientation day
• Signed proof from a doctor or clinic is needed
• 2 copies should be submitted
• Make a copy to keep for your records, and update with the third vaccination
• If accepted you will need copies of this vaccination information for your internship and for employment after graduation

ESSENTIAL CURRICULUM COMPONENTS AND TECHNICAL STANDARDS:

ESSENTIAL FUNCTIONS

Physical Criteria:
• Communicate satisfactorily with clients, physicians, peers, family members and the health care team
• See and hear adequately to note slight changes in the client’s condition
• Hear adequately to perceive and interpret various equipment signals
• Demonstrate adequate eye/hand coordination for dexterity in manipulation of hand instruments and other equipment used in clinical practice
• Use hands for fine manipulation
• Manage the care of a client in a sudden emergency, including one-man CPR when necessary
• Possess the visual acuity to correctly read handwritten orders, medication records, and chart contents, and provide safety for clients
• Read, comprehend, and apply knowledge from complex science and dental science texts
• Use critical thinking skills by identifying cause and effect relationships in clinical situations and having the ability to synthesize data

Despite the foregoing, a qualified person with a disability who can perform these essential functions with reasonable accommodation will be considered for admission along with other qualified applicants

LWTech DENTAL HYGIENE DEPARTMENT POLICY ON REQUIRED STUDENT PARTICIPATION
While in the program, Dental Hygiene students are required to participate as operators and patients, and to deliver and receive injections of local anesthetic and administer and receive nitrous oxide sedation for dental hygiene learning experiences. These activities are essential components of the dental hygiene curriculum.

**LWTech POLICY STATEMENTS**

**Non-discrimination Policy:**
Lake Washington Institute of Technology reaffirms its policy of equal opportunity in education regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, genetic information, disability, or status as a disabled or Vietnam era veteran in accordance with College policy and applicable federal and state statutes and regulations.

**Use of the Social Security Number (SSN):**
To comply with federal laws, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). We will use your SSN/ITIN to report Hope Scholarship/Life Time tax credit, to administer state/federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. If you do not submit your SSN/ITIN, you will not be denied access to the college; however, you may be subject to civil penalties (refer to Internal Revenue Service Treasury Regulation 1.6050S-1(e) (4) for more information). Pursuant to state law (RCW 28B.10.042) and federal law (Family Educational Rights and Privacy Act), the college will protect your SSN from unauthorized use and/or disclosure.

**MAILING/DELIVERY INFORMATION FOR PAPER APPLICATIONS**

Mail application to:
Dental Hygiene Admissions
Lake Washington Institute of Technology
11605 132nd Avenue NE
Kirkland, WA 98034 USA

*If mailed, must be postmarked on or before deadline. Consider a “Return Receipt Requested” form from your post office. Use a 10X13 envelope.*

Hand-deliver to: West 201, Information Center or walk-up windows area. *If hand delivered, write the above address on the envelope before turning it in.*