



# EASTERN GATEWAY COMMUNITY COLLEGE

## Dental Assisting Program Admissions Procedure

### **Phase One:**

The program admission's procedure begins in the college's Admissions Office. A student who is seeking acceptance into a specific medical program will make an appointment to meet with an Enrollment Specialist that they are assigned as outlined by the institution's Admissions Office. Upon meeting with the designated Enrollment Specialist, the student's readiness will be determined by conducting a review of completed courses and progress through courses the student is currently enrolled in. Once this academic review has been completed and the program prerequisites have been evaluated, the student and Enrollment Specialist shall complete the application for program admittance. The application shall then be submitted to the Program Director, Department Dean, Department Secretary, and any other committee member(s) directly involved in the program admission process.

### **Phase Two:**

After the application has been submitted, a detailed file shall be submitted to the Program Director for review for pre-admittance to the program. The Program Director will complete the review, sign and/or initial the file, and forward their recommendation to the Department Dean. The file is then reviewed by the Department Dean and who will then accept, alternative status, or deny the application to the program based on the recommendation of the Program Director as evidenced by the admission criteria.

### **Phase Three:**

If the student is deemed to be accepted into the program, the Department Secretary will send out an acceptance letter or an alternative status letter to the student. The student will then return or notify the department acknowledgement of the letter and their intention to participate. The acceptance letter indicates what documentation and steps are required between date of acceptance and the start of the program. Students are to have all requirements submitted to the Department Dean's office prior to the official start date of the program.

### **Phase Four:**

An official mandatory orientation will be held for students participating in the program cohort. Students who do not attend the orientation or make prior arrangements with the Program Director shall forfeit their position in the cohort to allow for a student having alternative status for be accepted into the program. Students who forfeit their position will have an opportunity to apply for a following cohort given they continue to meet all pre-program requirements.