

Congratulations on Your Acceptance into the 2025-2026 CTE Dental Assisting Program!

WELCOME to CTE Dental Assisting Dual Enrollment!

Students must complete this required paperwork to be eligible for **Dental Assisting**.

To ensure you are fully prepared for the dual enrolled Dental Assisting course at KVCC's Texas Township Campus, please read the enclosed **Student Guidelines Packet** thoroughly and complete the following steps by the deadlines listed on the timeline. *NOTE: You are receiving this packet because your school counselor has identified you as enrolled in this course. If you are unsure about your enrollment, please discuss with your counselor.*

IMPORTANT: Per KVCC you will need to have a current physical on file and be up to date on immunization. Do not wait until the last minute to complete the forms, it takes time to get into the doctor. **Students may be dropped if this deadline and all others are not met.**

Dental Assisting Guidelines for High School Students

Dental Assisting classes take place on the KVCC Texas Township Campus.

<https://www.kvcc.edu/locations/maps/TexasTownshipCampus.php> **Transportation is the responsibility of the student.** Taking dual enrolled classes as a high school student is a wonderful way to begin your college career. Students who choose to dual enroll need to be fully aware of the extra duties and responsibilities that high school students face as new college students. These guidelines are meant to introduce students to some of these responsibilities. This document is not meant to be inclusive of all the guidelines and policies imposed by your high school, CTE, and/or KVCC. Consequently, CTE strongly suggests students also read the KVCC Student Handbook prior to the beginning of the fall term. A copy of the handbook can be found on the KVCC website (www.kvcc.edu) and searching for *student handbook*.

KRESA Career & Technical Education (CTE) is fortunate to partner with KVCC in the offering of a Dental Assisting program. This course will prepare students to become Dental Assistants where they will learn the fundamental knowledge and skills of dental anatomy, physiology, terminology, dental materials, chairside assisting, sterilization, radiology, and laboratory and clinical procedures. The second semester includes an internship held in a local dental office. **Detailed course descriptions can be found on the KVCC website.**

Upon successful completion of KVCC's DHY 105, 106, 113, 278 and WPE 112 courses:

- Students will earn their American Heart Association Basic Life Support CPR certification (WPE 112)
- Students will earn their Radiography certification (DHY 113)
- Students will have skills that are readily recognized within a dental office.
- Students will have exposure to career opportunities found within the dental field and begin a preferred relationship with the KVCC Dental Hygiene program.

Sose Klein, Registrar
KRESA Career & Technical Education
Sose.klein@kresa.org
269-443-7531

**Amy Murray, Health Careers Admissions
Coordinator**
Kalamazoo Valley Community College
healthcareers@kvcc.edu
269-488-4743 or 269-548-3229

Dental Assisting Student Checklist

<div>By June 1</div> <div>STEP 1</div>	<div><input type="checkbox"/> ADMITTANCE TO KVCC</div> <div>As a high school student entering a dual enrollment program, you must APPLY and be accepted to KVCC. The KVCC application is available online at www.kvcc.edu/apply.</div> <div>Follow the online directions to create an account and apply. There is no cost to apply. You should receive your acceptance letter in the mail within one week which contains your Valley number and KVCC email. Students should keep their acceptance letter for future reference.</div> <div><i>You should begin to monitor your KVCC email on a <u>regular</u> basis. CTE and KVCC will communicate with you via email during the summer.</i></div>																								
<div>STEP 2</div>	<div><input type="checkbox"/> COMPLETE KVCC HEALTH CAREERS ONLINE APPLICATION</div> <div>Students will need their Valley number to complete the online application. Therefore, students must apply to KVCC prior to completing the health careers online application.</div> <div>Health Careers Application Link: https://p2.kvcc.edu/utilities/CTE_Health</div>																								
<div>STEP 3</div>	<div>SUBMIT THE FOLLOWING FORMS TO CTE REGISTRAR sose.klein@kresa.org</div> <div><i>Please convert documents to PDF prior to sending them.</i></div> <div><div>1) Dual Enrollment Guidelines Acceptance Form</div><div>2) KVCC’s Authorization for Release of Information High School Dual Enrollment Form - FERPA</div><div>3) American Heart Association (AHA) Basic Life Support (BLS) Certification, if already obtained in a previous CTE course or other location (Email e-card of Basic Life Support (BLS) certification if already certified)</div></div>																								
<div>By July 1</div>	<div><input type="checkbox"/> KVCC PLACEMENT TESTING</div> <div><div>1) Students are required to demonstrate that they have met the minimum benchmarks in Reading, Writing, and Math, as defined by KVCC (see table below).</div><div>2) Students will need to complete placement testing with KVCC testing centers, if they don’t meet one or more benchmarks through SAT scores.</div><div>3) To view available hours, please follow this link to the KVCC Testing Center: https://www.kvcc.edu/services/testing/</div><div>4) Students must apply to KVCC before this step can begin if taking placement tests at KVCC</div><div>5) Provide SATs official score report through College Board placement test scores and meet KVCC’s minimum benchmarks.</div><div>6) Placement test scores must be on file prior to KVCC allow student to register for course(s).</div></div> <div><table><tr><th></th><th>ACT</th><th>Accuplacer</th><th>Aleks</th><th>NG Accuplacer</th><th>SAT</th></tr><tr><td>Writing</td><td>13</td><td>50</td><td></td><td>230</td><td>480</td></tr><tr><td>Reading</td><td>14</td><td>53</td><td></td><td>248</td><td>480</td></tr><tr><td>Math</td><td>18</td><td>80</td><td>14</td><td>260 Arithmetic OR 200 Quantitative Reasoning</td><td>530</td></tr></table></div>		ACT	Accuplacer	Aleks	NG Accuplacer	SAT	Writing	13	50		230	480	Reading	14	53		248	480	Math	18	80	14	260 Arithmetic OR 200 Quantitative Reasoning	530
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<p><u>By August 1</u></p> <p>Step 1</p> <p>Step 2</p> <p>Step 3</p>	<p style="text-align: center;">Once you are Approved and Accepted KVCC Health Career Admissions Coordinator, Amy Murray will send HEALTH FORMS directly from your KVCC email</p> <p><u>IMPORTANT</u></p> <ul style="list-style-type: none"> ➤ Do not wait until the last minute, as it takes time to get into the doctor. ➤ Check your KVCC email regularly for this important information. ➤ Students may be dropped if this deadline and all others are not met. <p><input type="checkbox"/> HEALTH FORMS</p> <ol style="list-style-type: none"> 1) Immunization form- provide a copy of your MCIR – Michigan Care Improvement Registry record (mdhhsmiimmsportal.state.mi.us) 2) Physical form - must be good for the entire next school year (cannot receive any earlier than March of current year.) 3) TB form – Tuberculosis TB testing is a required for all EMT students (KVCC will send a 2-Step TB FAQ) <p><i>KVCC highly recommends students receive the COVID-19 vaccine to participate in the clinical portion of the course, yet it is not required.</i></p> <p><input type="checkbox"/> REGISTER FOR FALL KVCC COURSE(S)</p> <p>Once placement scores have been received and audited for successfully meeting minimum benchmarks, KVCC will email approval to register for your course(s).</p> <p>NOTE: If you do not register for your KVCC course online, you will not be able to begin the class.</p> <p><input type="checkbox"/> KVCC LIVE SCAN FINGERPRINTING MUST BE COMPLETED</p> <ol style="list-style-type: none"> 1) Form will be emailed to you from KVCC with your approval to register 2) The day of fingerprinting take the completed Live Scan form and a <u>driver's license</u> or <u>state ID</u> (your school/Valley ID is not sufficient) to room 5120. 3) The cost for the scan is approximately \$60. CTE will cover this expense, however for CTE to pay; the student MUST identify himself or herself as a CTE Dental Assisting student at the time of testing.
<p>Late August</p>	<p><input type="checkbox"/> STUDENT ID</p> <p>As college students, students should obtain their KVCC student ID. Visit their website at: https://www.kvcc.edu/admissions/student-service.php for more details. Students will not be able to obtain their ID until the above steps above are completed and approved by KVCC.</p>
<p>August 25 6PM</p>	<p>ATTEND MANDATORY ORIENTATION FOR STUDENTS AND PARENTS</p> <p>Bring this packet and your KVCC acceptance letter.</p>
<p>September 3</p>	<p>CLASS BEGINS - Welcome, Kalamazoo Valley Cougar!</p> <p>WPE 112- Wednesday</p> <p>DHY 105 – Monday and Thursday</p>
<p>October 15</p>	<p><input type="checkbox"/> SUBMIT PROOF OF FLU VACCINE TO AMY MURRAY, KVCC</p>

ACADEMIC CALENDAR AND PROGRAM SCHEDULE

Student schedules require being open to extended class time and the college's calendar. Students are expected to attend every scheduled KVCC session, even when their high school is closed. This includes high school breaks that are different than KVCC's recesses listed below. The academic calendar can be found on KVCC's website.

Fall 2025 Semester

Semester Begins: **Wednesday, September 3 (WPE 112)**

Thanksgiving Recess: **Wednesday, November 26 – Sunday, November 30**

Semester Ends: **Saturday, December 13**

Winter 2026 Semester

Semester Begins: **Monday, January 12 (DHY 113)**

MLK, Jr. Recess: **Monday, January 19**

Spring Recess: **Monday, March 2 – Sunday, March 8**

Semester Ends: **Monday, April 27**

FALL SEMESTER (September – December)					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Credits
DHY 105; CRN 10238 Dental Assisting I 1:00 p.m.–3:40 p.m. Room: 1280 & 1290 2 credits		WPE 112; CRN 10627 Safety and First Aid 1:00 p.m.–2:55 p.m. Room: 5110 2 credits	DHY 105; CRN 10238 Dental Assisting I 1:00 p.m.–3:40 p.m.		4 credits
WINTER SEMESTER (January – April)					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Credits
DHY 113 Dental Imaging Techniques 1:00 p.m.–3:55 p.m. Room: 1280 & 1290 1 credit	DHY 106 (weeks 1-7) Dental Assisting II 1:00 p.m.–3:55 p.m. 1 credit	DHY 106 (weeks 1-7) Dental Assisting II 1:00 p.m.–3:55 p.m. Room: 1280 & 1290	DHY 106 (weeks 1-7) Dental Assisting II 1:00 p.m.–3:55 p.m.		2 credits
Eligibility for the Dental Internship <ul style="list-style-type: none"> ➤ Students must be passing all preceding coursework with a "C" or above. ➤ Students are responsible for securing Dental Assisting INTERNSHIPS (Days and Times TBD) ➤ DHY 278 Internship (weeks 8-14; total of 48 hours) = 1 credit 					1 credit (PASS/FAIL)

CANVAS

Canvas is the course management system where faculty can place course materials and record grades. Each student will have a Kalamazoo Valley login which will give access to all courses through Canvas. Here KVCC students should be able to monitor grades, find instructional materials, take assigned quizzes and upload required work. The faculty use of Canvas may vary from course to course.

FERPA

Family Educational Rights to Privacy Act (FERPA) grants an eligible student the right of privacy for all education records. An eligible student is someone who has reached 18 years of age or who is attending an institution of post-secondary education. At Kalamazoo Valley Community College, FERPA rights for a dual enrolled student begin the day the student is first admitted and enrolled in a class at Kalamazoo Valley (regardless of age). FERPA rights do not apply to prospects or students who have been admitted but have not enrolled at Kalamazoo Valley. Under these rules, parent/guardians may attend a student's orientation and initial academic counseling session. Kalamazoo Valley instructors will only communicate with the students. Students should check their Kalamazoo Valley email account daily for important messages from instructors. Consequently, it is the student's responsibility, not the parent/guardian, to consult with the instructor regarding assignments, tests, and grades.

INCLEMENT WEATHER

Students follow KVCC, NOT local high school, weather related closures. Listen to local news outlets for information about campus closures. The KVCC website provides information on how to receive campus closure notifications.

KVCC COMMUNICATION

Due to FERPA, KVCC instructors will communicate student progress only to the student. Postsecondary instructors do not initiate communication with parents or other third parties such as school counselors, principals, etc. Parents, counselors, and principals should email Sose Klein at sose.klein@kresa.org with any questions. Students are asked to complete an authorization for release form to release limited information to an organization or individual (i.e. parent). The form can be found in this packet.

OFFICE OF STUDENT ACCESS

As a new college student, you will be responsible for advocating for yourself to access special services and college resources that may be needed to be successful at KVCC. Neither your high school, nor your parents, can initiate this communication for you. **The Office of Student Access**, located in room 9300 (Texas Township Campus), brings together campus services to help students navigate through the college experience. Individualized Education Plan (IEP) and 504 plans are not applicable at the college level; however other services may still be available. Students currently eligible for accommodation and services in high school must register with Kalamazoo Valley's Office for Student Access in Room 2220 on the Texas Township Campus to receive academic support in college-level courses. For more information, call 269-488-4397, TTD 269-488-4358.

TEXTBOOKS

CTE will purchase the required textbook(s) and loan them out for student use. All textbooks, not purchased by students, are to be returned to the instructor on the last day of each semester in useable condition. Students are liable for lost or unusable textbooks. High schools will be notified to place a HOLD on diplomas until any liability is cleared. If you need to replace a textbook, used textbooks, deemed as in reasonable condition, by CTE, are acceptable, provided the textbook is the same publisher's edition issued to you.

TRANSCRIPTS, GRADES and CREDITS

Students have the option of earning both high school and college credit for successfully passing dual enrolled courses. Local high schools set the number of high school credits awarded for each class. For each course, the KVCC transcript grade will be reported to the high school at the end of the corresponding KVCC semester. **It is extremely important to take your dual enrolled course seriously. CTE dual enrolled course grade(s) will go on your official college transcript. IMPORTANT: If you do not pass the fall term, you are not eligible to continue for winter term.**

Dental Assisting Grading Scale

A	4.0	Outstanding	100-96
A/B	3.5	Much better than average	95-92
B	3.0	Better than average	91-88
B/C	2.5	Slightly better than average	87-84
C	*2.0	Average	83-80
F	0	Failing	79 or below
*Students need to earn a grade of 2.0 GPA, or higher, to continue with dual enrollment through the Dental Assisting program.			

CHANGING OR DROPPING AN CTE DUAL ENROLLED COURSE

Dual enrolled CTE students are enrolled in their program through the high school and through KVCC. To register, withdraw, or DROP a course, a student needs to communicate enrollment change with the high school AND KVCC Admissions, Registration and Records Office (My Valley Account on the KVCC website). **A student who does not properly drop or withdraw from KVCC will have a failing grade of 0.00 entered on his/her permanent college record.**

TUITION and CLASS FEES

CTE covers tuition and class fees associated with enrollment in this program. If you receive communication from KVCC that your tuition and/or fees are due, please contact Sose Klein, Registrar, in the CTE office at sose.klein@kresa.org. **If you decide not to enroll in this program at any time, immediately notify your high school and CTE. You will need to drop the college course correctly through KVCC.**

Expenses CTE cover	
Scrubs (maroon) – not required for WPE 112	Textbooks (approx. \$200)
Tuition and fees (approx. \$2200)	Name Tag approx.. \$10
Live Scan Fingerprinting (\$60)	Drug Testing (date TBD) \$25

NOTE: White Shoes will be an out-of-pocket student expense

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category be allowed during any program, activity, service or in employment. The following position at Kalamazoo RESA has been designated to handle inquiries regarding the nondiscrimination policy: Executive Director of Human Resources. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

LEAVE AS BLANK SHEET



**2025-26
DUAL ENROLLMENT
DENTAL ASSISTING GUIDELINES
ACCEPTANCE FORM**

Turn in this page at orientation or by June 1, 2025 to Sose Klein at sose.klein@kresa.org.

I received a copy of the CTE Dual Enrollment Guidelines and reviewed them. By signing below, I acknowledge understanding the requirements for successful completion of this program. **I understand if I do not pass fall semester course with a 2.0 GPA, I will not be eligible to continue in the Dental Assisting program.**

Student name (printed): _____

Student signature: _____

By signing below, I acknowledge understanding the requirements for successful completion of this program.

Parental/Legal Guardian name (printed): _____

Parental/Legal Guardian signature: _____

Date: _____

Summer Contact Information (please print legibly)

KVCC email: _____ **@mail.kvcc.edu** Valley #: **V00** _____
(Plan to check this on a regular basis, beginning with your acceptance. KVCC & CTE will communicate with you through this email.)

Student Cell Number: _____

Parent/Guardian Phone Number: _____

Parent/Guardian Email: _____

Mailing Address: _____

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category be allowed during any program, activity, service or in employment. The following position at Kalamazoo RESA has been designated to handle inquiries regarding the nondiscrimination policy: Executive Director of Human Resources. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

LEAVE AS BLANK SHEET



Authorization for Release of Information High School Dual Enrollment

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of eligible students' education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) Directory Information, including a student's name, address, telephone numbers, date of birth, enrollment status, enrollment dates, major and degrees earned, may be shared without consent unless the student has placed a confidential hold on their records.

Kalamazoo Valley Community College will not release information, other than directory information, without an Authorization for Release of Information signed by the student, unless it is expressly allowed within the act. Even with this authorization, Kalamazoo Valley is not required to release any information. Upon request of the designated individual or organization, Kalamazoo Valley will use discretion when determining what information may be released.

Information will only be released to authorized parents or individuals in person with photo ID or by written request. Based on established relationships and allowances within FERPA, communication with high school personnel and college coordinators will occur via their identified contact methods or address. Only the most recently signed authorization will be honored. Your authorization will remain effective for the dates you specify up to a maximum of one year or until you submit a written request to terminate this release authorization.

Student's Identification

Name:

First

Middle Initial

Last

Valley Number: **V**

If Valley Number is unknown, provide your birth date:

Reason for Disclosure

☒ Participation in the Postsecondary Enrollment Options Act (PSEO)

Information to be Released

☒ All Educational Records (including, but not limited to, the items listed below)

Or, specify individual records: (check all that apply)

Enrollment

- ☐ Class Schedule
- ☐ Number of credit hours enrolled in
- ☐ Program of Study Plan
- ☐ Other: _____

Grades

- ☐ Grade Point Average (GPA)
- ☐ Grades
- ☐ Unofficial Transcript

Financial

- ☐ Tuition, fees, payment and refunds
- ☐ Tuition Bill (includes class schedule)

Effective Dates of Authorization

☒ Valid for one academic year beginning June 1, 2025 and ending with reporting PSEO participation to the State June 30 the following year.

☐ Valid from this date: _____ to this date: _____

Note: The period cannot exceed one year.

Student's Authorization

I authorize Kalamazoo Valley Community College to release the specified information to the individual or organization identified. This release remains in effect for the period defined above or until I provide a signed termination letter to the Kalamazoo Valley Admissions, Registration and Records office prior to that expiration date.

Signature: _____

Date: _____

Please indicate on the back of this form to whom the information can be released.

Rev. 5/13/2025

High School Authorization

Authorization allows KVCC faculty and staff to communicate with your high school principal, counselor or business/finance office representatives to provide appropriate support services, program evaluation, and grade reporting requirements. E-mail addresses are provided solely for the exchange of information that does not contain personally identifiable information from your education record, unless the message is encrypted or the confidential information is in a secured attachment.

Kalamazoo County Schools:

- | | | |
|---|---|---|
| <input type="checkbox"/> Climax-Scotts High School
Ph: 269-746-2300
@cssschools.net | <input type="checkbox"/> Loy Norrix High School
Ph: 269-337-0200
@kalamazoopublicschools.net | <input type="checkbox"/> Portage Northern High School
269-323-5400
@portageps.org |
| <input type="checkbox"/> Comstock High School
Ph: 269-250-8700
@comstockps.org | <input type="checkbox"/> Kalamazoo Central High School
Ph: 269-337-0300
@kalamazoopublicschools.net | <input type="checkbox"/> Schoolcraft High School
269-488-7350
@schoolcraftschools.org |
| <input type="checkbox"/> Galesburg-Augusta High School
Ph: 269-484-2010
@gacsnet.org | <input type="checkbox"/> Parchment High School
269-488-1100
@parchment.k12.mi.us | <input type="checkbox"/> Vicksburg High School
269-321-1100
@vicksburgschools.org |
| <input type="checkbox"/> Gull Lake Community Schools
Ph: 269-548-3500
@gulllakecs.org | <input type="checkbox"/> Portage Central High School
269-323-5200
@portageps.org | |

Van Buren County Schools:

- | | | |
|--|--|---|
| <input type="checkbox"/> Bangor High School
269-427-6844
@bangorvikings.org | <input type="checkbox"/> Gobles High School
269-628-9347
@gobles.org | <input type="checkbox"/> Mattawan High School
269-668-3361
@mattawanschools.org |
| <input type="checkbox"/> Bloomingdale High School
269-521-3917
@bdalecards.org | <input type="checkbox"/> Hartford High School
269-621-7000
@hpsmi.org | <input type="checkbox"/> Paw Paw High School
269-415-5611
@ppps.org |
| <input type="checkbox"/> Covert High School
269-764-3700
@covertps.org | <input type="checkbox"/> Lawrence High School
269-674-8232
@lawrencetigers.com | <input type="checkbox"/> South Haven High School
269-637-0507
@shps.org |
| <input type="checkbox"/> Decatur High School
269-423-6853
@raiderpride.org | <input type="checkbox"/> Lawton High School
269-624-7806
@lawtoncs.org | |

☐ Other: _____

Ph: _____

E-mail: _____

PSEO College Coordinators

Authorization allows Kalamazoo Valley faculty and staff, school district representatives who coordinate with the high schools, and the high schools to exchange information and communicate with each other to provide appropriate support services and program evaluation.

- | | | |
|---|------------------|--------------------|
| <input checked="" type="checkbox"/> Kalamazoo Regional Educational Service Agency (KRESA) | Ph: 269-443-7500 | E-mail: @kresa.org |
| <input type="checkbox"/> Van Buren Intermediate School District (VBISD) | Ph: 269-674-8001 | E-mail: @vbisd.org |
| <input type="checkbox"/> Other: _____ | Ph: _____ | E-mail: _____ |

Parent or Individual Being Authorized

- ☐ Parent's name(s) _____
- FERPA permits Kalamazoo Valley to disclose information from your education records to your parents if your parents (or one of your parents) claim you as a dependent for federal tax purposes.
- ☐ I certify that my parent(s) claim me as a dependent for federal income tax purposes.
- ☐ I am authorizing my parent(s) even though I am not a dependent for tax purposes, or I do not know if I am.
- ☐ Individual's name _____
- Relationship: _____

Admissions, Registration and Records Office, Room 9140
6767 West O Ave, PO Box 4070, Kalamazoo, MI 49003-4070
Phone: 269-488-4281, Fax: 269-488-4161, arr@kvcc.edu