



Dental Assisting DUAL ENROLLMENT 2017-18

Congratulations on your acceptance into the EFE Dental Assisting program for the 2017-18 school year. To prepare for fall programming, PLEASE READ THE CONTENTS OF THIS PACKET NOW!

April 2017 SAT TESTING – Select KVCC as one of the colleges to receive your test results.

BY May 1, 2017 - STUDENTS NEED TO APPLY TO KVCC

May 10, 2017 - PLAN TO ATTEND THE MANDATORY PROGRAM ORIENTATION @ 6:30 PM

BEFORE YOU LEAVE FOR SUMMER VACATION – Enroll in college courses

First Semester

DHY 282 = 4 credits
WPE 112 = 2 credits

Second Semester

DHY 113 = 1 credit
DHY 283 = 2 credits
DHY 278 (Internship) = 1 credit
Total = **10 credits**

For more information, contact

Karen Robyn

Program Administrator

Education for Employment

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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 positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Tom Zahrt; Assistant Superintendents, Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

EFE Dental Assisting STUDENT CHECKLIST

This checklist is created to help students quickly identify steps that need to be completed before fall. It is extremely important students read this packet in its entirety.

EMT ♦ **DENTAL** ♦ ELECTRICAL TECH ♦ HVAC ♦ WELDING

DONE	<input checked="" type="checkbox"/> HIGH SCHOOL APPROVAL Submit a completed EFE application to your HS counseling office by your school's EFE application deadline. Your application will need to be reviewed and approved by the counseling office.																																										
May 1	<input type="checkbox"/> KVCC ADMITTANCE The KVCC application is available on-line at www.kvcc.edu/apply . Follow the on-line directions to create an account and apply. You should receive your acceptance letter in the mail within one week. Students should keep their Valley number in a safe place for their access. Students should also provide their high school counselor with their Valley number.																																										
PRIOR TO ORIENTATION	<input type="checkbox"/> PLACEMENT TESTING KVCC has set minimum SAT scores for this program. If a student does not meet KVCC minimum scores, the student has the option of using ACCUPLACER, Compass, or ACT scores. <u>Placement test scores need to be on file prior to attending EFE's program orientation and registering for classes.</u> The minimum scores , required as a prerequisite for EFE dual enrolled classes, are in the table below. Most students will have SAT scores. If not: <ul style="list-style-type: none"> • ACCUPLACER testing may be available in your counseling office. • ACCUPLACER testing is available at KVCC on a walk-in basis in the KVCC Testing Centers. Students may call 269-488-4235 for the Testing Center hours at the Texas Township Campus (Room 2210). Call 269-373-7815 for the Testing Center hours at the Arcadia Campus • Students planning on testing at KVCC will need to bring the following to the session: <ol style="list-style-type: none"> a) Valley ID number (the v-number assigned to you when you were accepted to KVCC) b) A picture ID (driver's license, school ID, or passport) • Scores are available the day you complete the test. EFE suggests you share your scores with your high school counselor. <p>ACCUPLACER information and test taking study guides are available online at: https://accuplacer.collegeboard.org/student/practice</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;">Program</th> <th style="text-align: left;">College</th> <th style="text-align: left;">Assessment</th> <th style="text-align: center;">Writing</th> <th style="text-align: center;">Reading</th> <th style="text-align: center;">Math</th> </tr> </thead> <tbody> <tr> <td rowspan="4" style="text-align: left;">Dental</td> <td rowspan="4" style="text-align: left;">KVCC</td> <td>ACT</td> <td style="text-align: center;">13</td> <td style="text-align: center;">14</td> <td style="text-align: center;">13</td> </tr> <tr> <td>Compass</td> <td style="text-align: center;">25</td> <td style="text-align: center;">65</td> <td style="text-align: center;">19</td> </tr> <tr> <td>SAT</td> <td style="text-align: center;">17</td> <td style="text-align: center;">22</td> <td style="text-align: center;">15.5</td> </tr> <tr> <td>ACCUPLACER</td> <td style="text-align: center;">50</td> <td style="text-align: center;">53</td> <td style="text-align: center;">24</td> </tr> <tr> <td rowspan="4" style="text-align: left;">EMT</td> <td rowspan="4" style="text-align: left;">KVCC</td> <td>ACT</td> <td style="text-align: center;">13</td> <td style="text-align: center;">14</td> <td style="text-align: center;">13</td> </tr> <tr> <td>Compass</td> <td style="text-align: center;">25</td> <td style="text-align: center;">65</td> <td style="text-align: center;">19</td> </tr> <tr> <td>SAT</td> <td style="text-align: center;">17</td> <td style="text-align: center;">22</td> <td style="text-align: center;">15.5</td> </tr> <tr> <td>ACCUPLACER</td> <td style="text-align: center;">50</td> <td style="text-align: center;">53</td> <td style="text-align: center;">24</td> </tr> </tbody> </table> <p>Questions? Contact your counselor.</p>	Program	College	Assessment	Writing	Reading	Math	Dental	KVCC	ACT	13	14	13	Compass	25	65	19	SAT	17	22	15.5	ACCUPLACER	50	53	24	EMT	KVCC	ACT	13	14	13	Compass	25	65	19	SAT	17	22	15.5	ACCUPLACER	50	53	24
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<p>May 10, 2017</p> <p>6:30 – 8:00 pm KVCC Texas Township Campus Room 4380</p>	<p><input type="checkbox"/> ATTEND MANDATORY PROGRAM ORIENTATION</p> <p><i>What to expect at the orientation?</i></p> <ul style="list-style-type: none"> • General overview of program packet, logistics and student responsibilities. • Directions on how to register for EFE dual enrolled class(s). • Students learn how to complete their Postsecondary Enrollment Options (PSEO) form to ensure dual enrolled billing goes to EFE.
<p>BEFORE the 2016-17 school year ends</p>	<p><input type="checkbox"/> REGISTRATION</p> <p>Visit www.kvcc.edu/myvalley to register for EFE FALL SEMESTER class.</p> <p>BEGIN MONITORING YOUR KVCC EMAIL ON A REGULAR BASIS!</p>
<p>June 1</p>	<p><input type="checkbox"/> RETURN PAGES 8 – 14 OF THIS PACKET AND YOUR PSEO FORM TO EFE</p> <p>SUBMIT paperwork in an envelope labeled with your name and contact information along with the EFE Program you are enrolled. BE SURE TO KEEP A COPY OF ALL DOCUMENTS FOR YOUR RECORDS!</p> <p>Send to:</p> <p style="text-align: center;">Kalamazoo RESA Education for Employment ATTN: Karen Robyn 1819 E. Milham Ave. Portage MI 49002</p>
<p>August 3</p>	<p><input type="checkbox"/> RETURN PAGES 15-17 OF THIS PACKET TO EFE</p> <p>SUBMIT paperwork in an envelope following the same steps above. BE SURE TO KEEP A COPY FOR YOUR RECORDS!</p>
<p>BY August 15</p>	<p><input type="checkbox"/> KVCC LIVE SCAN FINGERPRINTING NEEDS TO BE COMPLETED</p> <p>The Live Scan needs to be done before beginning the program.</p> <ul style="list-style-type: none"> • Call KVCC Public Safety Office (269-488-4131) to schedule Live Scan fingerprinting. • The day of testing, take your completed Live Scan form (attached) and a photo ID to room 5120. • The cost for the scan is approximately \$65. EFE will cover this expense, however in order for EFE to pay; the student MUST identify himself or herself as an EFE Dental Assisting or EMT student at the time of testing.
<p>Late August</p>	<p><input type="checkbox"/> STUDENT ID - Stop by the Student Service Center when the semester begins to pick up your Student ID. (Students will not be able to obtain their ID until the steps above are complete and verified by KVCC.)</p> <p>Students will receive a letter from EFE in late August with details about the classroom location.</p>
<p>September 6</p>	<p><input type="checkbox"/> ATTEND CLASS - Welcome, Kalamazoo Valley Cougar!</p> <p>Students not attending the first scheduled class, or who fail to contact EFE regarding an absence before the first scheduled class, may, at the option of EFE, be removed from the course.</p>

Dental Assisting Dual Enrollment Guidelines

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. The GUIDELINES, found within this document, 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, EFE, and/or KVCC. Consequently, EFE 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 by going to the KVCC web site (www.kvcc.edu) and searching for STUDENT HANDBOOK.

Education for Employment (EFE) is fortunate to partner with KVCC, through a dual enrollment opportunity, 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, laboratory and clinical procedures. Second semester includes an internship held in KVCC's dental clinic and/or local dental offices.

Upon successful completion of KVCC's DHY 282, 283, DHY 278, and WPE 112, a student will have skills that are readily recognized within a dental office. Enrollment in EFE's Dental Assisting program provides students with exposure to career opportunities found within the Dental field and begins a preferred relationship with the KVCC Dental Hygiene program.

Students enrolling in this program MUST feel comfortable with all parts of this packet.

ENROLLMENT

A student choosing to enroll in an EFE-KVCC dual enrolled program must receive permission to enroll by their high school counselor.

PROGRAM CALENDAR

Student schedules need to be open to extended class time and the college's calendar. **STUDENTS WILL BE EXPECTED TO ATTEND EVERY SCHEDULED KVCC CLASS SESSION; THIS MAY INCLUDE ATTENDANCE DURING YOUR HIGH SCHOOL SPRING BREAK AND OTHER HOME SCHOOL CLOSURE DATES.** During the school year, your high school may make general announcements about EFE attendance; these announcements generally do not apply to dual enrolled programs.

Dental Assisting's schedule is as follows:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Credits
FIRST SEMESTER					
DHY 282 Dental Assisting 1 – 2:50 PM 4 credits		WPE 112 Safety and First Aid 1-2:55 PM 2 credits		DHY 282 Dental Assisting 1 – 2:50 PM	6 credits
SECOND SEMESTER					
DHY 113 Dental Imaging Techniques 1-3:40 PM 1 credit		DHY 283 (week 1-7) Dental Assisting 1 – 2:50 PM 2 credits		DHY 283 (week 1-7) Dental Assisting 1 – 2:50 PM	4 credits
	DHY 278 INTERNSHIP (week 8 - 15; total of 48 hours) To be eligible for the internship, students must be passing all preceding coursework with a "C" or above Days and Times TBD 1 credit				

2017-18 EFE Dual Enrolled DENTAL ASSISTING CALENDAR

Location: KVCC – Texas Township

**EFE students are expected to attend all KVCC class sessions,
EVEN WHEN HOME SCHOOLS ARE CLOSED.**

AUGUST				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Aug 18 – KVCC ID available, provided documentation is complete

SEPTEMBER				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Sept 5 – KVCC Semester begins Sept
Sept 6 – KVCC WPE 112 first day
Sept 8 - KVCC DHY 282 first day

OCTOBER				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

November 23-24 Thanksgiving Recess

DECEMBER				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 18, KVCC semester ENDS

JANUARY 2018				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Jan. 8 – 1st day KVCC, DHY 113
Jan. 10 – 1st day DHY 283
Jan. 15 - MLK Birthday, KVCC Closed

FEBRUARY				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

Feb 28 – Begins DHY 278

MARCH				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

March 5-9 – KVCC Spring Recess internship (TU - F; dates and times TBD)

APRIL				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

April 27 – Last day DHY 113 DHY 278
April 30 – KVCC Semester Ends

MAY				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

DHY 282	Dental Assisting	1 – 2:50 pm
WPE 112	Safety and First Aid	1 – 2:55 pm
DHY 113	Dental Imaging Techniques	1 – 3:40 pm
DHY 283	Dental Assisting (weeks 1-7)	1 – 2:50 pm
DHY 278 Internship	<i>Days and Times TBD (second semester; weeks 8-15)</i>	

ATTENDANCE

The KVCC course instructor determines attendance requirements. At the beginning of each course, the instructor will provide students with written attendance requirements as part of the course syllabus. Pay close attention to these requirements; they may be quite different from your high school’s policies. Failure to follow attendance requirements will negatively affect your grade. Students who do not meet the attendance requirement, as determined by the instructor, may be involuntarily removed from the course. Students who fail to attend the first scheduled class meeting of either semester, or who fail to contact the instructor regarding absences before the first scheduled class meeting, may at the option of the instructor, be removed from the course. Consult the KVCC Student Handbook and/or your instructor for more information on attendance guidelines.

PROGRAM LOCATION

Dental Assisting classes take place on the KVCC Texas Township Campus. Transportation is the responsibility of the student.

EFE/KVCC HEALTH CAREER APPLICATION (ENROLLMENT) PROCESS

Choosing to enroll in this program, requires a student to complete and submit all portions of the KVCC Health Careers Application (attached) including physical examination and appropriate immunization documentation by deadlines listed on the Student Checklist. (A copy of this paperwork is also available from the KVCC Health Careers Admissions Coordinator in room 7504.)

SAT MINIMUM REQUIREMENTS

KVCC has set minimum SAT scores for this program. If a student does not meet KVCC minimum scores, the student has the option of taking the ACCUPLACER test offered by KVCC. Refer to **TESTING** guidelines on the HIGH SCHOOL CHECKLIST to ensure your scores meet the college’s requirements.

TUITION and CLASS FEES

EFE 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 Karen Robyn at 269-250-9310. **If at any time, after the spring orientation, you decide not to enroll in this program, immediately notify your high school and EFE. We want to ensure you are dropped from the course correctly.**

<i>Tentative out of pocket student expenses</i>	
Drug testing (date TBD) approx. \$25	White shoes
Scrubs (color TBD)	Pocket mask approx. \$18
<i>Expenses EFE covers</i>	
Tuition AND fees (approx. \$1600)	Textbooks (approx. \$200)
Live Scan Fingerprinting (\$65)	

The instructor will go over program expectations, in detail, during the first week of class.

PSEO FORM

Students need to complete a secondary Enrollment Options (PSEO) Tuition, Transcript, and Authorization form allowing a high school student to take classes at KVCC. The PSEO form also directs KVCC to invoice EFE for the student’s dual enrolled credits. Further explanation will take place during the program orientation.

TEXTBOOKS

EFE will purchase the required textbook (s) and loan it 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 EFE, are acceptable, provided the textbook is the same publisher’s edition issued to you.

TRANSCRIPTS, GRADES and CREDITS

You have the option of earning both high school and college credit for successfully passing dual enrolled courses. Your high school sets the number of high school credits awarded for each class. For each course, your KVCC transcript grade will be reported to your high school at the end of corresponding KVCC semester. **It is extremely important to take your dual enrolled course seriously, as your grade(s) will go on your official college transcript!**

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
EFE students will need to maintain a minimum 2.0 GPA to continue with dual enrollment 2nd semester.			

Changing or Dropping your EFE dual enrolled course

Dual enrolled EFE students will enroll in their class through the high school and through KVCC. To register, withdraw, or DROP a course, a student should communicate enrollment change with the high school AND the 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.

KVCC COMMUNICATION

KVCC instructors will communicate student progress only to the student. Postsecondary instructors are not allowed to communicate with parents or other third parties such as school counselors, principals, etc. Parents, counselors, and principals should call the EFE office at 250-9310 with any questions. Students can choose to complete an AUTHORIZATION FOR RELEASE OF INFORMATION FORM to release limited information to an organization or individual (i.e. parent). The form can be found at: <https://www.kvcc.edu/admissions/registration/AuthReleaseInfo.pdf>.

INCLEMENT WEATHER

Students follow KVCC, NOT local high school, weather related closures. Listen to the usual news outlets for information about Texas Township campus closures. (The KVCC website provides information on how to receive campus closures through text messaging or through other means.)

CAMPUS RESOURCES AND SPECIAL SERVICES

As a new college student, you will be responsible for advocating for yourself to access special services and college resources that you may need to be successful at KVCC. Neither your high school, nor your parents, can initiate this communication for you. **The Student Success Center**, located on the upper level of the Student Services wing on the Texas Township campus, is available to facilitate students in accessing every resource they need to proficiently manage their way through the KVCC environment. Students who participate in the program are assigned a Success Advocate who will guide them through their time at KVCC to help assure the student’s attainment of his/her goal. The advocate is a trained resource person who understands the complexities of college life and is available as a point person to direct students to the resources they need to grow within the college environment.

If you currently have an Individual Educational Plan (IEP), EFE strongly encourages you to initiate services or get more information by contacting the **Special Services Office** located in **The Learning Center**, room 2220 or by calling (voice) 488-4397, (TTD) 488-4358. Services include but are not limited to the following: adaptive equipment, advising, advocacy, assistance with registration and scheduling, assistance with organizational study skills, counseling and referrals, interpreter services, liaisons with outside agencies, modified test administration, note taking assistance, and taped textbooks. All college students can receive both individual and group tutoring on a walk-in basis or by appointment at The Learning Center.

COURSE DESCRIPTIONS

DHY 282 Dental Assisting I

4-0-4 Contact Hours: 4 This course covers the essentials of the basic background knowledge and skill needed for an entry-level dental assistant. The dental assisting student is introduced to the importance of a variety of delegated tasks including infection control, medical history assessment, four handed dentistry for restorative and surgical procedures.

WPE 112 Safety and First Aid

2-2-0 (Lecture/Discussion) Contact Hours: 2 This course is a study of the practical aspects of first aid and cardiopulmonary resuscitation. Successful completion of the course qualifies a student for certification from the American Heart Association in: (1) Safety and First Aid; and (2) CPR.

DHY 283 Dental Assisting II

2-0-2 Contact Hours: 2 This course builds upon previously learned skills and developing competency in advanced skills needed for servicing patients. The dental assisting student is introduced to office management and patient scheduling.

DHY 113 Dental Imaging Techniques

1-0-3 (Standard Lab) Contact Hours: 3 This application course includes a series of x-ray demonstrations and laboratory practice sessions for dental diagnostic purposes and radiographic charting procedures. Cognitive knowledge includes radiobiological effects and radiation protection.

DHY 278 Dental Assisting Internship

1-0-0 Contact Hour: 1 The Dental Assisting Internship is a supervised on-the-job learning experience is designed to provide students the opportunity to apply dental assisting competencies in a dental office environment. Prerequisite: With some exceptions, students must have completed 75% of the coursework in the pursued degree/certificate program and have a grade point of 2.5 in the program and 2.0 overall. Comment: See Internships under Permission Codes for more information at www.kvcc.edu.



**2017-18
DUAL ENROLLMENT
DENTAL ASSISTING GUIDELINES
ACCEPTANCE FORM**

Turn in pages 8 – 14 of this packet to EFE by June 1.

I received a copy of EFE DUAL ENROLLMENT GUIDELINES and reviewed them. By signing below, I acknowledge understanding the requirements for successful completion of this program.

Student Signature	Date	Parent/Guardian Signature	Date
Summer Contact Information (please print legibly)			
Primary Phone Number	Alternate Phone Number	KVCC Valley ID	
Mailing Address	KVCC Email KVCC & EFE will contact you through this email. Get in the habit of checking it on a regular basis.		

I have applied and been accepted to KVCC: YES _____ NO _____

I have SAT, ACCUPLACER, ACT or Compass scores on file at KVCC that meet the minimum score requirements:
YES _____ NO _____

I have submitted a signed FALL PSEO form to EFE staff: YES _____ NO _____

If you answered NO to any of the above statements, please explain your status on the back of this form.

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability, genetic information or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Human Resources Administrator, Tom Zahrt; Assistant Superintendents, Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.