

## Dental Assistant Program

### Additional Admissions Requirements

Students interested in pursuing admission into the Dental Assistant program at Iowa Western Community College must complete all admission requirements listed below in sections 1 and 2. In order to be eligible for admission, the requirements listed below must be submitted to the Admissions Office by the priority deadline. If the program does not fill on this date, students will be accepted on a first-come, first-serve basis until the program has filled.

The Dental Assistant Program is accredited by the Commission on Dental Accreditation (CODA), a specialized accrediting body recognized by the Council on Postsecondary Accreditation and the United States Department of Education. This accreditation ensures that the Dental Assisting program is up to date on the latest curriculum and techniques in the dental industry. The Commission on Dental Accreditation can be contacted at (312) 440-4653.

We adhere to CDC and OSHA guidelines. A copy of the Infection Control Policy is located in the Division Office.

Location	Start Date	Priority Deadline	Program Capacity
Council Bluffs	Fall Semester (August)	January 31 <sup>st</sup>	24

**It is the responsibility of the student to ensure that all admissions requirements are on file with the Admissions Office and that his or her admissions application is correct, including intended start term, start year, and location.**

### Section 1: College Admission Requirements

- **Complete an Iowa Western application for admission:** The application is online at [www.iwcc.edu](http://www.iwcc.edu) and there is no application fee. When completing the application for admissions, applicants should select which location and which start term they wish to begin the program.
- **Request Transcripts:** You need to have a final, official high school transcript or HiSET/GED transcript sent to Iowa Western. If you have completed college course work, you will need to have an official college transcript sent to Iowa Western from the institution where the credit was earned.
- **Test scores are not required for admission to the College.** However, students who have taken a standardized college aptitude test, like the ACT or SAT, need to have their most recent scores sent to the Admissions Office. Test scores, in addition to previous coursework and non-cognitive assessment results, are utilized by advisors to help determine placement into appropriate math and English courses.

All students who complete the college admissions requirements listed in Section 1 will be accepted to Iowa Western as a Prep – Dental Assistant student and are eligible to enroll in general education courses. For more information on getting registered for general education courses, or for help with the admissions requirements, please contact us at [admissions@iwcc.edu](mailto:admissions@iwcc.edu) or call 712.325.3277.

### Section 2: Dental Assistant Program Eligibility Requirements



- **Complete 8 hours of observation** with a Dental Assistant or Dentist and submit the completed Dental Assistant Observation Form to the Admissions Office. Hours submitted must have been completed within **18 months (starting for fall 2023 acceptance, this will change to 12 months)** of the priority deadline.
- **Complete the following courses with a grade of "C" or higher:**
  - HSC 128 Anatomy and Physiology for Allied Health
  - ENG 105 Composition I or ENG 110 Writing for the Workplace

## Section 3: Acceptance process of Dental Assistant Program

After completing Section 1: College Admissions Requirements and Section 2: Associate Dental Assistant Admission Requirements, your application is complete. The Admissions Office does not require a separate application. Our office uses what is called your "Start Term" (example: fall 2022) for acceptance in our competitive programs. It is important that the start term on file correctly reflects the semester you anticipate starting the program. Students can request to have their start term updated by submitting the [Update Start Term Form](#).

Acceptance will begin on the listed priority deadline, January 31. If the program does not fill on the priority acceptance date, students will be accepted on a first-come, first-serve basis until the program is filled.

If there are more eligible students than space available, preference will be given to the students with the earliest application file completion date. If a tie breaker is required, preference will be given to the students with the highest number of prerequisite courses completed at Iowa Western.

**The Admissions Office will email students two weeks after the priority deadline in order to notify them of their acceptance status.**

If the program fills, students will be placed on an alternate list. If the program is full and an accepted student declines acceptance into the Dental Assistant Program, students on the alternate list will be offered a spot in the program.

## Section 4: Frequently Asked Questions

### Why does the Dental Assistant program have additional admissions requirements?

The Dental Assistant Program is a rigorous academic program which requires students to be academically prepared for success.

### How long does it take to get into the Dental Assistant Program?

Iowa Western does not utilize a waiting list, so the amount of time it takes to get into the program varies by student depending on how long it takes to complete the College Admissions Requirements and the Dental Assistant Program Admissions Requirements listed above. The prerequisite can take approximately one semester to complete for students who enter the college with no credits.



## Is there a separate application process to apply for the program?

Iowa Western requires that students submit an application of admission to the college. There is no separate application for the Dental Assistant program. The Admissions Office uses what is called your "Start Term" (example: fall 2019) for acceptance in our competitive programs. It is important that the start term on file correctly reflects the semester you anticipate starting the program. Students can request to have their start term updated by submitting the [Update Start Term Form](#).

## If I do not complete the requirements for the program in time to be accepted, can I reapply?

Yes. To re-apply, simply update your start term – [Update Start Term Form](#). You may also visit the Admissions Office, contact us at [admissions@iwcc.edu](mailto:admissions@iwcc.edu) or 712.325.3277 and request to change your start term.

## How will I know if I get accepted to the Dental Assistant Program?

Approximately two weeks after acceptance begins, which is January 31, you will receive an email from the Admissions Office indicating your admissions status. If the program is not yet full at that time, we will continue accepting students who complete the requirements until the program fills.

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## Equal Opportunity and Non-Discrimination

It is the policy of Iowa Western Community College to provide equal educational opportunities and not to discriminate on the basis of race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in its educational programs, activities, or employment practices.

Questions or complaints? Contact Title IX and Equal Opportunity Coordinator for Students, Reanna Heim; Robyn Porter, Title IX and Equal Opportunity Coordinator for Employees; or ADA Coordinator for Students, Samantha Larson, [equity@iwcc.edu](mailto:equity@iwcc.edu), 712-325-3200, or Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD 800-877-8339 Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).



## Dental Assistant Program - Observation Form for Prospective Students

To be completed by the student and signed by the participating Dentist or Dental Assistant.

Student name (print or type): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

The purpose of the observation is to expose applicants to a wide-variety of procedures performed in a dental practice setting. Applicants are required to observe a minimum of 8 hours with a Dental Assistant or Dentist. After completing the observation hours this form must signed by the supervising Dental Assistant or Dentist, and the completed form must be submitted to the Admissions Office by the priority deadline.

### Observation Log

Applicants are required to document the times and dates of their observation hours using the log below.

Date	Time In	Time Out	Hours
Total Observation Hours			

### Registered Dental Assistant or Dentist Certification

This section must be completed by the supervising Dental Assistant or Dentist

By signing below, I hereby certify that the information provided on this form is true and accurate.

Signature(s) of Dental Assistant or Dentist: \_\_\_\_\_

Printed Name(s) of Dental Assistant or Dentist: \_\_\_\_\_

Name of Practice or Facility: \_\_\_\_\_

Address of Practice or Facility: \_\_\_\_\_

Phone Number of Practice or Facility: \_\_\_\_\_

### Applicant Certification

By signing below, I hereby certify that all information on this form is true and correct.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_



We prefer you scan your documents into a PDF/Word file and submit them (admissions@iwcc.edu). There are many free scanning apps that can be downloaded on most smartphones. If submitting a picture of a document it must meet the following guidelines:

- Pictures may not be at an angle. Pictures of documents must be taken straight on
- Pictures may not cut off any part of the document
- No part of the picture may contain any shadow or glare
- The document must be easily readable

\*\*\*If your picture does not meet the criteria above you will be required to resubmit your document.

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\*Admissions Requirements are subject to change. Contact Admissions Office for questions.

## Admissions Office

Hours: M-Th. 8:00 AM to 6:00 PM

Hours: Fri. 8:00 AM to 3:00 PM

Ph: (712) 325-3277

E-mail: admissions@iwcc.edu

