

DENTAL HYGIENE

INFORMATION AND APPLICATION PROCEDURES
2013



 **Prairie State College**

Dental Hygiene Program

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**Questions about program admission, please call
Allison Wilkins at (708) 709-3515.**

Prairie State College Program Goals for the Dental Hygiene Program

As a reflection of our mission statement, conceptual framework and competencies, the dental hygiene program goals are:

- Maintain our role in providing access to dental hygiene education to the Prairie State College community.
- Maintain and monitor a curriculum that is current, relevant, competency and scientifically-based, which encourages ethical behavior, critical thinking and the concept of life long learning.
- Educate students to provide quality oral health care to diverse groups that is patient-centered.
- Graduate dental hygienists who demonstrate the skills, knowledge, behaviors, ethical practices and experiences to enter the profession of dental hygiene.
- Provide quality patient-centered care to the Prairie State College dental hygiene patients whose treatment needs are compatible with the education of the dental hygiene students.
- Prepare students to meet the current and emerging standards of care as a dental hygiene professional.
- Prepare graduates to successfully achieve a license in the state in which they will practice dental hygiene.

Learner Competencies

The learner will:

1. Complete the required course of study with passing grades to qualify for licensure.
2. Embrace program concepts and learning activities to enhance his/her ability to learn.
3. Utilize and apply the conceptual framework of the dental hygiene curriculum to achieve competency in the skills and professional **roles** of the practicing dental hygienist.
4. Develop an ethical philosophy which allows for the treatment of clients in a **cultural diverse population** at all levels of care in the **community** and dental settings.
5. Utilize the **dental hygiene process of care** throughout the client's **life span** to promote health and disease prevention in the fulfillment of the client's basic **dental hygiene needs**.
6. **Think critically**, both clinically and didactically using **evidenced-based theory** in the dental hygiene process of care.
7. To develop interpersonal and **communication** skills that will foster **cultural** sensitivity with patients and open **communication** with faculty, fellow students and other healthcare professionals through **teamwork and collaboration**.
8. Utilize data to change and improve **quality** care focusing on patient **safety** and a **patient centered comprehensive care plan**.

Application

1. Application for the Prairie State College Dental Hygiene Program, Associate in Applied Science degree, shall consist of the regular Prairie State College admissions application, completion of the **Dental Hygiene Intent Form** [at the end of this booklet], any college transcripts and completion of the Admissions Requirements. Please be aware of legal holidays and act accordingly to ensure your information is received by the February 15 deadline.
2. Within 30 days of receipt of the application form and the **Dental Hygiene Intent Form**, a **dental hygiene application evaluation** will be mailed to the applicant indicating the completed prerequisites on file to date in the Office of Enrollment Services. Should the applicant's record not agree with the Office of Enrollment Services' information, it is the obligation and responsibility of the applicant to notify the Office of Enrollment Services immediately. **The applicant must also follow up with the Office of Enrollment Services regarding receipt of all required documents.**
3. As an applicant of the Dental Hygiene program, I understand that an evaluation of my records will be mailed approximately two to three weeks after submitting the Intent Form. It is **my responsibility** to contact the Enrollment Services Advisor if I have not received any correspondence prior to the application deadline. Please retain the evaluation for future reference as it will service as proof of submission.
4. Within three weeks following the **February 15** deadline date, applicants will receive formal notification of their status for admission into the Dental Hygiene Program.

Admission Requirements

To be considered as a Dental Hygiene Applicant, the following admission requirements must be met and submitted to the Office of Enrollment Services, Prairie State College, prior to **February 15**.

1. High school diploma or GED diploma on file by application deadline.
2. Verification of 18 years of age prior to enrolling in D.H. 104 during January (spring semester) of the first year.
3. **Program Prerequisites** (all course work must be completed with a grade of "C" or better)
 - a. Math requirement: Successful completion of PSC's MATH 090 or equivalent; **or** PSC's COMPASS placement score at MATH 095 level or higher.
 - b. English requirement: Successful completion of PSC's ENG 099; **or** PSC's COMPASS placement score at ENG 101 level.
 - c. Reading requirement: Successful completion of PSC's ENG 101; **or** PSC's COMPASS placement score at ENG 101 level.

General education courses are required for the Dental Hygiene AAS degree and points are awarded based on final grades, see "Student Ranking" for further information.

4. **COMPASS Testing Requirement**

PSC's assessment test, COMPASS, should be completed no later than one week prior to the **February 15** deadline date. Contact the Coordinator of Testing at (708) 709-3558 for testing times and dates, or visit prairiestate.edu/counseling/Advising/compassstest.html.

- a. COMPASS is designed to assess skill levels in English, reading and mathematics.
 - b. Anyone whose scores indicate a need for developmental skills assistance (to include reading, English and mathematics through the 090 level) must complete the appropriate course **before** the deadline date.
 - c. The reading and English COMPASS testing scores are used as a part of the student's ranking score to be admitted into the program. Therefore, **all** applicants are required to test (see "Formula for Scoring" for more information).
 - d. Early scheduling of the COMPASS testing is **strongly** recommended.
5. Transcripts from all previous colleges must be submitted prior to the deadline date with a **Transcript Evaluation Request** form (see page 17 or Web site prairiestate.edu).
 6. Students must be able to begin the two year, full-time program at the start of the first summer session which runs thru mid-July. Absences during any semester are frowned upon but particularly so in the summer. **Upon making application do not make vacation plans after Memorial Day. Do not schedule vacation until our summer break.** Absences could drastically affect your performance and status in the program.
 7. Must be able to perform the Essential Functions of the Profession (pg. 10)
 8. All applicants must have permanent resident status and have a valid social security number.
 9. All in-region applicants will need to provide the Office of Enrollment Services with proof of residency. It is the applicant's responsibility to demonstrate residency status by submitting **two (2) proofs of residency**. The following documents may be presented to verify residency and must be in the student's name: voter's registration card, property tax statement, income tax return, mortgage or mortgage statement, current utility bills (gas and electric), and current bank statements. The proofs of residency must list the same address, and they must match the address shown on the student records in the Office of Enrollment Services. Documents must be submitted to the Office of Enrollment Services between **January 15 and February 15** of the application year. **No photocopied documents will be accepted.**

NOTE: If any of the course or test requirements above are satisfied in more than one way, the most recent course(s) or score(s) will be used in calculating applicant rank. Assessment test results from other colleges can not be accepted for admissions into the program.

Student Ranking

Since the number of applicants is likely to be greater than the number of seats in the next class, all applicants will be ranked.

The two sets of criteria utilized to rank Dental Hygiene program applicants are:

1. Assessment scores (English and reading)
2. Points awarded for completion of the following courses required for the Dental Hygiene AAS degree: Biology 221, 222, 211; Chemistry 105 (**at the time of acceptance, science courses can be no older than seven years to be accepted for the program**); English 101; Communication 101; Psychology 101; Sociology 101.

3. If any course has been satisfied in more than one way, the most recent course/grade will be used for calculating applicant ranking.
4. For ranking purposes only (not course placement), students who have met all other program admissions requirements will be invited, for a \$50 fee to retake the assessment test. **Student must submit Dental Hygiene Intent form by January 31 to be eligible for the retest.**
5. If the choice is made to retake the test, the scores of the most recent test will prevail and used for calculating applicant ranking.
6. Please contact the Enrollment Services office at (708) 709-3515 for further details.

Formula for Scoring

- a. The whole sum of assessment scores (English and reading) plus points awarded for completion of each of the required program courses listed above.
- b. Course points will be calculated by multiplying course credit hours by the appropriate numerical equivalent of the grade earned ($A = 4/B = 3/C = 2$). **(See attached sample evaluation sheet)**. Example: an English course assigned 3 credit hours earns you an A. An A is equal to 4 points so points earned are 3 credit hours x 4 points for the A = 12 points. Rank points will only be earned in courses that are prerequisites or general education requirements for this program.

Class Selection

1. The Dental Hygiene Admissions Committee will select the Dental Hygiene class of thirty-eight (38) based on the ranking scores. (a) Permanent residents of the Prairie State College district and permanent residents of one of the eight community college districts (proof of residency is required see page 4) with which PSC has a cooperative agreement for the Dental Hygiene Program (Heartland Community College, Illinois Valley Community College, Joliet Junior College, Kankakee Community College, Morton College, Moraine Valley Community College, Richland Community College and South Suburban College) who complete the application process by the deadline date will receive preferential consideration in the selection process. (b) Out-of-cooperative residents will be considered only if space is available after all in-region qualified applicants have been considered.
2. If two or more applicants have the same rank score and a lesser number of seats are available for the next class, remaining seats will be filled from the group with equal rank scores on the basis of chance. Preference will first be given to District 515 residents.
3. Those students accepted for the next class will be notified by certified mail, with return receipt requested. This notice will contain the directions for the student to follow regarding payment of fees and preparations for the next class, the mandatory orientation session and deadline date.
4. In the event that one or more of the students who are notified of being accepted for enrollment in the next class indicates that they **do not** intend to enroll or **do not** complete the preliminaries for registration **prior to the deadline date**, the resulting vacancies will be filled from the group that remains on the basis of rank.

Preliminaries for Registration for Accepted Dental Hygiene Students

1. a. After receiving the Acceptance Letter, a non-refundable deposit of \$160 must be paid (to PSC's Business Office) by all applicants selected for the next class.
b. Applicants will be dropped from the accepted list if the deposit is **not** paid by the deadline date. Anyone who sends payment through the mail is encouraged to complete this requirement by **certified mail**.
c. This **non-refundable** deposit is applicable toward the first summer's tuition. Please be aware of legal holidays and act accordingly to ensure your deposit is received by the deadline date.
2. a. Information regarding registration will be included in a Dental Hygiene Program Orientation conducted either the second or third week of May.
b. All accepted applicants are required to attend the orientation session in order to be considered for summer program enrollment.

Accepted Students

1. Must order a uniform through the Dental Hygiene Department.
2. Must purchase required supplies/equipment through the Dental Hygiene Department.
3. Must submit a complete physical and dental examination with the required laboratory test results (forms are available from the Dental Department and on the department's website). Forms should be completed by June 1 of the acceptance year.
4. Must present proof of medical insurance prior to the first session and at the beginning of each semester thereafter.
5. Must accept the policies and procedures set by the Dental Hygiene Department.
6. Must be able to perform the Essential Functions of the Profession (pg. 10).
7. Students will be required to submit to a drug screening test supplied by their respective physician as a part of their physical evaluation. If a student has a positive drug screen and no documented medical reason for such, it may affect your status in the program.
8. If a student has a chronic condition, injury to the spine or neck, carpal tunnel or is pregnant, a medical release must be obtained for the student to participate fully in the program. A special pregnancy policy must be signed and the procedures must be followed to assure the health of the student and the fetus.

9. No student will be permitted to write the licensing exam or be a candidate for the clinical examination until he/she has completed all of the requirements to graduate from the program.
10. Students must be able to consistently attend classes and be on time. This is an academically rigorous program and requires the students dedicate the appropriate classroom and out-of-classroom time to achieve competency in the skills and didactic elements of the program. Students are advised not to enroll if their time commitment cannot be assured.
11. All students must have a current FASFA on file.

Legal Profile of the Registered Dental Hygienist in Illinois

1. Must be of sound moral character.
2. Is of temperate habits.
3. Is a graduate of an accredited school.
4. Has passed the written National Board Examination and a State Licensing Clinical examination.
5. Has not been convicted of a felony.

Re-applying Applicants

1. Since Prairie State College does not maintain a waiting list, applicants who wish to reapply for next years class must do so by obtaining a new **Dental Hygiene Application Procedures** book after each deadline and submit a new **Dental Hygiene Intent Form** to the Office of Enrollment Services prior to the **February 15** deadline. It is the responsibility of the applicant to be certain that all their materials are current with the most recent application requirements.
2. A student may not reapply to the program while still currently holding a seat in the program. Withdrawal must take place before a letter of intent will be accepted. The faculty reserve the right to assess the applicant's ability to perform the essential functions of the profession and may deny re-application to the program. (See Essential Functions, pg. 10).
3. Any student that has **failed** more than one course in D.H., **may not** reapply to the program for five years.

Special Provision

In the event that there are insufficient qualified candidates who have applied by February 15, there will be a special provisions program.

Under this program, students can make application and complete all of the prerequisites until May 30.

Should space remain in the next class after exhausting the special provisions program, the Dental Hygiene Admissions Committee will meet and review any late qualified applicants with the intention of filling the space for the class.

Special Note....State Requirement

If an applicant has been convicted of a felony, he/she should consult the laws concerning licensure in the state or states in which he/she wishes to practice.

Special Accommodations

An applicant must self-disclose any disability and the need for special accommodations. If a student does not self-disclose, they may not later use the aforementioned as a reason to appeal.

Reminder....

1. For COMPASS testing times and dates, call (708) 709-3558 or visit prairiestate.edu/counselingAdvising/compasstest.html.
2. Return the following items to the Office of Enrollment Services as soon as possible:
 - a. PSC application*
 - b. Dental Hygiene Intent Form*
 - c. High School Transcripts or GED Certificate
 - d. College Transcripts (if any)
 - e. Program Evaluation Request Form* (if submitting college transcript).

*These forms are included in this booklet with the exception of the Intent Form, they are also available on our Web site at prairiestate.edu

The Prairie State Dental Hygiene Department follows guidelines set forth by the Center for Disease Control (CDC) and the Illinois Department of Public Health (IDPH) www.IDPH.State.IL.US. If there are any concerns about the Dental Hygiene Program at Prairie State College, or College policy concerning bloodborne disease/occupational exposures for health-related programs, do not hesitate to call the Enrollment Services Office at (708) 709-3515.

Accrediting Bodies

The Prairie State College Dental Hygiene program is accredited by the American Dental Association's Commission in Dental Accreditation and has been awarded full accreditation.

Prairie State college has been awarded full accreditation by the North Central Accreditation Agency.

Program Location

Prairie State College
202 South Halsted Street
Chicago Heights, Illinois 60411
Health-Tech Center

This building is located across Vollmer Road north of the main campus. Parking and entrance for students is located west of the building. This building houses classrooms, clinical labs, computer lab, faculty offices and a student lounge. Dental Hygiene students also have a locker room for their use.

**Questions about program admission, please call
Allison Wilkins at (708) 709-3515.**

Hints to Help the Transition Back Into School

The decision to begin a new program or to return to school is not an easy one for anyone. To maximize the experience and minimize the stress, these are some helpful hints you might want to consider. This is especially true for adults changing vocations, however, it does apply to all students thinking about pursuing a full-time program of education.

1. Check into financial aid before applying. The type of aid you might be eligible for may influence your decision, timing of entry and budget while in an educational program. If you are already employed full-time, check into the availability of tuition reimbursement from your employer. Please keep in mind, enrolling in full-time programs may make it hard for you to work. Stop at the Financial Aid Office early and get help with filing the necessary forms to obtain financial assistance.

When filling out any financial aid forms, be sure to include the correct code for the college you are planning to attend. This will enable the College financial aid personnel to access your information.

2. Keep your family informed about the commitment you are planning to make. This is especially true when small children and spouses are involved.
3. Talk with your employer, let them know your intentions and keep them informed. This may be beneficial in planning hours, if you are delayed getting to your job, need time off for exams and class-related responsibilities.
4. When you are in school, remember to take time for yourself. Don't over burden yourself with too much studying and certainly do not cram. Don't forget to occasionally have fun.
5. Check the Internet: www.google.com and type in grants, and many will come up. Start shopping early.

Essential Functions for the Career of Dental Hygiene at Prairie State College

In order to be admitted to or continue in the Dental Hygiene Program, a student must have skills and abilities essential to perform as a dental hygienist. Reasonable accommodations will be made on an individual basis; however, the candidate must be able to perform in an independent manner.

Dental Hygiene Performance Standards

Standard	Description	Examples of Activities
Motor Capabilities Mobility/Motor	Manual finger dexterity and hand-eye coordination Physical abilities (including standing, walking, bending, range of motion of extremities) to move from room-to-room and maneuver in small spaces. Gross and fine motor function sufficient to provide safe and effective dental hygiene care.	Move around in an operatory, workspace and laboratory area. Assist and position patients or lift and operate equipment with necessary strength and dexterity. Able to administer cardiopulmonary resuscitation; move around in patient treatment area
Communication Ability	Communication abilities sufficient for effective interaction with others in spoken and written English.	Explain treatment procedures, initiate teaching, document and interpret patient data and listen attentively
Sensory Capabilities Hearing, Visual, Olfactory	Auditory ability sufficient to monitor and assess health needs. Normal or corrected visual ability sufficient for observation of oral conditions, patient observation and assessment, ability to discriminate between subtle changes in oral conditions and density in radiographs, see in darkroom conditions. Olfactory senses (smell) sufficient for maintaining environment and patient safety, diagnostic tool for oral disease.	Hear patient concerns and emergency signals. Observe oral conditions, observe patient responses, oral secretions and colors. Read chart, computer screens, disks, labels and gauges, interpret radiographs. Distinguish smells which contribute to assessing and/or maintaining the patient's health status or environment safety (fire), distinguish the smell of oral disease and health.
Interpersonal Skill	Interpersonal ability to communicate with groups from a variety of social, emotional, cultural, and intellectual backgrounds. Be able to interact with families and individuals.	Establish rapport with patients, colleagues, faculty, health care providers. Use therapeutic communication (attending, clarifying, coaching)
Problem Solving Ability	Function effectively under stress, respond appropriately to emergencies, adhere to infection control procedures, Address problems or questions to the appropriate persons, organize and prioritize job tasks.	Evaluate patient or disease responses, synthesize data, draw sound conclusions.
Critical Thinking	Critical thinking ability sufficient for clinical judgement.	Identify cause-effect relationships in clinical situations, develop treatment plans.

Behavioral Skills, Attitude, Demeanor and Professionalism	Ability to present professional appearance and implement measures to maintain own physical and mental health and emotional stability. Ability to demonstrate emotional health required for the utilization of intellectual abilities and exercise good judgement.	Work under time restraints and stressful situations. Be exposed to communicable diseases and contaminated body fluids. React calmly in emergency situations. Demonstrate flexibility and teamwork. Respect confidentiality and show concern for others. Must be able to deal with stress produced by course load, clinical requirements and patient attitude.
Computer Literacy	Requires basic computer skills.	Research information to evaluate products and make evidence-based decisions.

Dental Hygiene Curriculum

First Year Summer Semester

Dental Hygiene 101 - Histology - A basic course in the minute structural and functional units of living tissue. 2 hours credit.

Dental Hygiene 107 - Fundamentals of Dental Hygiene - This course is an introduction into clinical procedures involving oral physiotherapy, plaque control and prevention of disease transmission. 2 hours credit.

Fall Semester

Dental Hygiene 103 - Head & Neck Anatomy & Tooth Morphology - This course deals with structure, function, and morphology of the teeth. 5 hours credit.

Dental Hygiene 105 - Nutrition - Provides review of the components of a diet and the principles of nutritional requirements as they relate to health and disease. 2 hours credit.

Dental Hygiene 108 - Clinical Dental Hygiene I - This course is preceded by DH 107 and is a continuance of the clinical introductions involving sterilization procedures, maintenance and care of dental equipment, patient reception, vital signs and occlusion. 4 hours credit.

Dental Hygiene 116 - Periodontology - This course emphasizes the etiology, classification, symptomatology, treatment and prognosis of periodontal disease. 2 hours credit.

Spring Semester

Dental Hygiene 109 - Clinical Dental Hygiene II - Lectures and procedures on methods of instrumentation for oral prophylaxis as performed within the limit of the law. Demonstrations are given and techniques are practiced. 4 hours credit.

Dental Hygiene 104 - Dental Radiology - History and development of man-produced x-radiation, its nature, properties and relationship to dentistry. 3 hours credit.

Dental Hygiene 106 - General & Oral Pathology - Consideration of the more common disease affecting the teeth and supporting structures. 3 hours credit.

Dental Hygiene 120 - Care of Special Populations - Special patient needs are covered by presenting factors which contribute to the applied techniques of the oral prophylaxis. 2 hours credit.

Second Year Summer Semester

Dental Hygiene 201 - Clinical Dental Hygiene III - A continuation of DH 109. 3 hours credit.

Fall Semester

Dental Hygiene 202 - Clinical Dental Hygiene IV - The etiology, classification, symptomatology, treatment and prognosis of periodontal disease. 5 hours credit.

Dental Hygiene 205 - Pharmacology - A study of drugs generally and in dentistry. 2 hours credit.

Dental Hygiene 207 - The Science & Application of Dental Materials - Covers characteristics, physical properties, manipulation, use and care of dental materials. 4 hours credit.

Spring Semester

Dental Hygiene 203 - Clinical Dental Hygiene V - Special patient needs are covered by presenting all factors that contribute to applied techniques of oral prophylaxis. 5 hours credit.

Dental Hygiene 204 - Ethics, Law & Administration - Relationship of dental hygienist to practice of dental hygiene and dentistry; ethics; economics and law. 2 hours credit.

Dental Hygiene 220 - Community Dental Health - Introduces students to historic development of public health practices, and the hygienists role in community services, public health and research. 2 hours credit.

General Education Courses

***Due to the competitiveness of the program, students are strongly encouraged to take general education courses prior to the deadline of the acceptance year.**

***Sociology 101** - Introduction to Sociology - An analysis of major social problems facing the world today. 3 hours credit.

***English 101** - Composition I - Develops clear writing; reviews grammar and spelling. 3 hours credit.

***Chemistry 105** - Survey of General Chemistry - CHEM 105 is a one-semester course for occupational programs which provides a background in the basic concepts of inorganic chemistry, organic chemistry and biochemistry. This course cannot be used as a prerequisite for CHEM 120, 130 or 235. 4 credit hours.

***Biology 221** - Human Anatomy & Physiology I - This course deals with units on introduction to human anatomy and physiology, cell anatomy and physiology, histology and more. 4 hours credit.

***Biology 222** - Human Anatomy & Physiology II - This course is a continuance of BIOL 221. 4 hours credit.

***Biology 211** - Microbiology - Introduces bacteria, viruses, protists and fungi; their metabolism, growth and reproduction. 4 hours credit.

***Communication 101** - Theory and practice of oral communication. 3 hours credit.

***Psychology 101** - Intro to Psychology - Introduces the understanding of human behavior through various research theories and methods. 3 hours credit.

***Humanities/Fine Arts Elective** - 3 hours credit.

(Total Program Credit Hours: 83)

Dental Hygiene Program Application Evaluation

Name: _____ Social Security No. _____
Last First MI

High School Transcripts on File? yes ___ no ___
 College Transcripts on File? (if any) yes ___ no ___
 Compass Testing Requirement Met? yes ___ no ___ (see enclosed)

All program applicants are required to take the College's Assessment Instrument. *If the results of this examination indicate a need for developmental* course work in either reading, or English, these must be completed (with a grade of "C" or better) prior to February 15. Additionally, all applicants whose mathematics placement is at or below MATH 090, must complete all the required math courses prior to the February 15 deadline.

The results of your assessment determine that it will be necessary for you to complete the following courses prior to your acceptance to the Prairie State College Dental Hygiene Program.

ENG 097 ___	RDG 097 ___	MATH 080 ___
ENG 098 ___	RDG 098 ___	MATH 085 ___
ENG 099 ___	RDG 099 ___	MATH 090 ___

PREREQUISITES The following prerequisites must be completed prior to February 15, to be considered as an applicant for the class that will begin during the following Summer.

<u>Not Completed</u>	<u>Completed</u>	
_____	_____	1. High school graduation/GED verification.
_____	_____	2. Completion (with a "C" or higher) of PSC's Math 090, or equivalent, or an assessment mathematics placement score of Math 095 or higher.
_____	_____	3. Proof of attainment of age 18 by January 1, of your first year in the program.
_____	_____	4. Submit transcripts from all previous colleges with Transcript Evaluation (if any).
_____	_____	5. Completion (with "C" or higher grades) of all developmental courses in English and reading.
_____	_____	6. Proof of residency must be provided between the dates of January 15 and February 15 of the applying year (see page 4).

General Education Courses

Required for a Dental Hygiene Degree

The following general education courses are needed for the Dental Hygiene Associates in Applied Science degree. Therefore, early completion of these courses is **strongly** recommended.

Points are awarded in the applicant ranking process for the general education course listed .

	Credit	Grade	Points
English 101	3		
Communication 101	3		
Psychology 101	3		
Sociology 101	3		
Chemistry 105*	4		
Biology 221*	4		
Biology 222*	4		
Biology 211* (microbiology)	4		

***NOTE:** At the time of acceptance, science courses can be no older than seven years and must be completed with a grade of "C" or better.

Total Course Points = _____

Total Compass Score = $\frac{\quad}{198}$

Total Points = _____

An elective is required for graduation purposes, however, it does **not** count in points for the program.

	CREDIT	GRADE
Humanities/Fine Arts elective	3	

If the above evaluation does not agree with your records, please notify Allison Wilkins at (708) 709-3515.

Please retain this evaluation for future reference as it will serve as proof of submission.

Date of Evaluation

Signature of Evaluator

Please Note: A Transcript Evaluation Form must be submitted each time you send new transcripts to the College.

I plan to begin my studies at PSC starting with the: FALL 20____ SPRING 20____ SUMMER 20____

Social Security Number: _____ - _____ - _____

Student Name: _____
 Last First M.I. Maiden Name

Home Address: _____
 Street Apt Number

City State Zip Code County

Home Phone : (____) _____ Cell Phone : (____) _____ E-Mail Address _____

Gender: Male Female

Birth Date: _____
 Month Day Year

Ethnicity:

1. Are you Hispanic or Latino?
 Yes, Hispanic or Latino
 Not Hispanic or Latino

2. Please identify your **primary** racial/ethnic group.
(Select one)
 American Indian or Alaska Native
 Asian
 Black or African American
 Hispanic or Latino
 Native Hawaiian/Pacific Islander
 White
 Choose not to respond

3. Are you from one or more of the following racial groups?
(Select all that apply)
 American Indian or Alaska Native
 Black or African American
 Native Hawaiian/Pacific Islander
 White
 Choose not to respond

4. Are you in the United States on a Visa—Nonresident Alien?
 Yes, in the United States on a Visa
 Provide home country of origin _____
 Not in the United States on a Visa

Note: If you are on an I-20 Student Visa, we may need further documentation.

Military Status:

Are you a Veteran? Yes No

Academic Program: _____ (see reverse side for program listing)

Enrollment Objectives:

- To complete one or several courses
- To complete a certificate
- To complete an associate degree

Enrollment Status:

- First Time Student (never attended PSC)
- Returning Student (attended PSC in _____)
- Transfer Student (attended another college/university)
- Guest Student (attending 4 yr. university and registering for summer only)
- Dual Credit Student (high school student earning dual credit)

Last High School Attended:

- Beecher Bloom
- Bloom Trail Crete-Monee
- Homewood-Flossmoor Marian
- Rich Central Rich East
- Rich South

Other _____

City State Zip Code

Year of High School graduation: _____
 (official high school transcript required)

Highest Degree Earned:

- None
- GED
- High school diploma
- Some college
- Certificate
- Associate degree
- Bachelor's degree
- Master' degree
- Doctoral degree
- Other _____

Parental Education Background:

- Mother _____ Father _____
- A. Not a high school graduate
 - B. High school graduate
 - C. Some college/Associate's degree
 - D. Bachelor's degree
 - E. Master's degree/beyond

Previously attended another college or university: Yes No
 (Please list) _____

I certify that the above information is true and correct to the best of my knowledge.

Signature _____ Date _____

I hereby grant permission to Prairie State College to use my photograph on its Web site or in any other publication used for the College. I also acknowledge that the College can use this photo at any time. I hereby waive all rights to receive compensation in connection with the taking and use of my photography or videotaped image by Prairie State College. If I do not want PSC to use video and photographs of myself, I will inform the Communications and Marketing department of Prairie State College.

For office Use Only:

Datatel - _____ Tested Date _____ Registered Student ID # _____

CAREER PROGRAMS AT PRAIRIE STATE COLLEGE

The following programs prepare students to enter the modern workforce.

Automotive

Automotive Technology (AAS)
Automotive Alignment Specialist (Cert.)*
Automotive Brake Specialist (Cert.)*
Automotive Driveability Specialist (Cert.)*
Automotive Engines Specialist (Cert.)*
Automotive Heating/Air Conditioning Specialist (Cert.)*
Automotive Parts Specialist (Cert.)*
Automotive Services Technology (Cert.)*
Automotive Service Management Specialist (Cert.)
Automotive Transmission Specialist (Cert.)*

Business

Management (AAS)
Accounting Technician (Cert.)
Bookkeeping (Cert.)
Business Essentials (Cert.)
e-Business (Cert.)
see also Information Technology
Global Supply Chain (Cert.)
Management and Supervision (Cert.)
Supply Chain Management (Cert.)*

Computer Aided Design (CAD)

CAD/Mechanical Design Technology (AAS)
CAD Drafter (Cert.)*
CAD Technician (Cert.)
CAD/Mechanical Design Technology (Cert.)

Computer Electronics

Computer Electronics Technology (AAS)
Computer Electronics Technician (Cert.)

Criminal Justice

Criminal Justice Services (AAS)
Criminal Justice Services (Cert.)

Early Childhood

Child and Family Studies (AAS)
Child Care Assistant (Cert.)
Early Childhood Teacher Basic (Cert.)*
Early Childhood Director (Cert.)

Education - Paraprofessional

Paraprofessional Educator (AAS) (Cert.)

Fire Science

Fire Science Technology (AAS)
Fire Science Technology (Cert.)
Firefighter II (Cert.)*
Firefighter/EMT (Cert.)*

Fitness

Fitness & Exercise (AAS)
Group Fitness Instructor (Cert.)
Personal Trainer (Cert.)

Graphic Communications

Graphic Communications (AAS)
Digital Design (Cert.)
Web Designer (Cert.)

Health Services

Advanced Bedside Care Provider (Cert.)*
CNA/Nurse Assistant (Cert.)*
Dental Hygiene (AAS)
Emergency Medical Technician (Cert.)*
First Responder (Cert.)*
Nursing AAS Applicant
Nursing (AAS)
RN First Surgical Assistant (Cert.)*
Surgical Technology Applicant
Surgical Technology (Cert.)
Paramedicine (AAS)

Industrial Technology

Heating, Ventilation, A/C & Refrigeration (Cert.)
Hydraulics (Cert.)
Industrial Electrician (AAS)
Industrial Electrician (Cert.)

Industrial Technology (contd.)

Manufacturing Technology (AAS)
Manufacturing Technology (Cert.)
Manufacturing: CNC Programmer/Operator (Cert.)
Industrial Maintenance Technician (Cert.)
Machinist (Cert.)
Millwright (Cert.)
Tool & Die Making (AAS)
Tool & Die Making (Cert.)
Welder Technician (Cert.)
Welding Specialist (Cert.)

Information Technology

Information Technology (AAS)
Administrative Assistant (AAS)
Networking (AAS)
Programming (AAS)
Software (AAS)
Webmaster (AAS)
Computer Repair Specialist (Cert.)
Desktop Publishing (Cert.)
Game Design and Development (cert.)
Network Security Specialist (cert.)
Networking Specialist (Cert.)
Office Assistant (Cert.)
Programming (Cert.)
Software Specialist (Cert.)
Software Technician (Cert.)*
Software User (Cert.)
Web Designer (Cert.)
Webmaster (Cert.)

Music

Music Production (AAS)
Music Technology (Cert.)

Photography

Photographic Studies (AAS)
Photography (Cert.)
Portrait Photography (Cert.)

note: certificates with an asterisk () may not be eligible for financial aid*

Transfer Programs at Prairie State College

The following degree programs are recommended for students who intend to complete their first two years of a B.A. / B.S. degree and transfer to a four year institution.

Art (AFA)
Art/Art History (AA)
Art Education (AA)
Astronomy (AS)
Biological Sciences (AS)
Business (AA)
Chemistry (AS)
pre-Clinical Laboratory Sciences (AS)
pre-Communication Disorders (AA)
Computer Science (please list area of emphasis)
(Information Systems) (AS)
Computer Science
(Technical Emphasis) (AS)
Criminal Justice (AA)
pre-Dentistry (AS)
Earth Science/Geology (AS)
Education: Early Childhood (AA)
Education: pre-Teacher Education (AA)

Questions: Call (708) 709-3516

Education: Associate of Arts in Teaching:
Secondary Mathematics (AAT)
Engineering (AS)
English/Literature (AA)
General Math/Science (AS)
pre-Health Administration (AA)
History (AA)
pre-Law (AA)
Liberal Arts (AA)
Manufacturing Technology (AS)
Mass Communication (AA)
Advertising/Public Relations (AA)
Multimedia (AA)
Radio/TV/Film (AA)
Mathematics (AS)
pre-Medicine (AS)
Music Education (AA)
Music Performance (AA)

FAX: (708) 709-3951

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pre-Nursing (AS)
pre-Occupational Therapy (AS)
pre-Pharmacy (AS)
Physical Education (AA)
Photography (AA)
Physical Science (AS)
pre-Physical Therapy (AS)
Physics (AS)
Political Science (AA)
Psychology (AA)
Social Work (AA)
Sociology (AA)
Speech Communication (AA)
pre-Theatre Arts (AA)

GENERAL STUDIES (not intended for transfer)

Associate in General Studies (AGS)

TRANSCRIPT EVALUATION REQUEST FORM

Name: _____ **ID OR SS#:** _____
PLEASE PRINT CLEARLY

NOTE: You must have a current application on file to complete this request.

- I request an evaluation of all my credits including my current registration.
 I have requested my high school transcripts be sent to Prairie State College.

Select one:

- I have only attended Prairie State College.
 I have requested my college transcripts from: (list all schools sending transcripts)
*Note: The Federal Privacy Act requires the **student** request official transcripts from any College.*

Evaluate my credits for the (**check one**) AA/AS AAS AFA Certificate

Title of program

(for example, Liberal Arts, Accounting Technician, Nursing, etc. Refer to list on back for correct titles)

Note: Due to the large number of requests that are received, only **ONE** program will be evaluated per student request. If you need assistance in selecting a program, please see the Counseling and Academic Advising Center, located in Room 1190, for further assistance.

Other names my school records may be listed under _____

Signature: _____ **Date:** _____

Your evaluation will be mailed to you. Confirm your current address and day time phone number below:

Current Address: _____

Day Time Phone Number: (_____) _____

**Return this form to the Enrollment Services Office, Room 1160. A copy of your evaluation will be mailed to you. Application for Admission must accompany this form or be on file in the Enrollment Services Office. If your transcripts from other schools have not been received within 30 days of submitting this form, your file will be returned to the file room.

For office use only: Accepted by _____ Date _____
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Dental Hygiene Intent Form

Application deadline is February 15

I have carefully reviewed the "Prairie State College Dental Hygiene Program Application and Admissions Procedures." I understand all of the admissions requirements, as well as responsibilities which I must meet in order to be considered for admission to the Prairie State College Dental Hygiene Program.

As an applicant of the Dental Hygiene program, I understand that an evaluation of my records will be mailed approximately two to three weeks after submitting the Intent Form. It is **my responsibility** to contact the Enrollment Services Advisor if I have not received any correspondence prior to the application deadline. Please retain the evaluation for future reference as it will service as proof of submission.

Permanent residents of the Prairie State College district and permanent residents of one of the eight community college districts (proof of residency is required. See page 5) with which PSC has a cooperative agreement for the Dental Hygiene Program (Heartland Community College, Illinois Valley Community College, Joliet Junior College, Kankakee Community College, Morton College, Moraine Valley Community College, Richland Community College and South Suburban College) who complete the application process by the deadline date will receive preferential consideration in the selection process. Out-of-cooperative residents will be considered only if space is available after all in-region qualified applicants have been considered.

******Important******

Your signature verifies that you reside at the address on file at Prairie State College. Falsification of this information will jeopardize your acceptance into the Dental Hygiene program. Proof of residency is required between January 15 and February 15 of the application year, in the form of a utility bill, or mortgage statement. Your signature also verifies your knowledge of the seven year science rule.

I wish to be considered for admission to the **Summer, 20** ___ semester Dental Hygiene Program.

I am re-applying for admission into the Dental Hygiene Program Yes No

Signature: _____ Date _____

**Please note: This is not to be submitted until completion of PSC COMPASS assessment test, and test scores are available in the Enrollment Services office.
(See page 4, Student Ranking).**

Social Security Number: _____

Please Print

Name: _____ Telephone Number: _____
Address: _____ Home () _____
City and State: _____ Work () _____
Zip Code: _____ Cell () _____
E-mail _____