Dear Prospective Dental Hygiene Student,

The faculty and staff of the Manhattan Area Technical College Dental Hygiene Program appreciate your interest in our Dental Hygiene (DH) Program. This packet will help guide you through the Application Process and provide you with the information about our Admissions Criteria and Selection Process.

The DH program is accredited by the Commission on Dental Accreditation. It is a two year, fast-paced program that requires prerequisites in science as well as general education courses. Individuals will complete academic and clinical courses to earn an Associate of Applied Science degree in Dental Hygiene. The DH program prepares the student for the National Board Dental Hygiene Examination (NBDHE), the regional clinical exams, and state exams required to obtain licensure to practice.

Admission into the program is competitive. Applicants must meet the minimum requirements of Manhattan Area Technical College and the Department of Dental Hygiene for admission to Manhattan Area Technical College’s Dental Hygiene program.

**Note Deadline:** Your MATC Admissions Application as well as the required Admissions Packet and the documents listed within must be received on or before the 15th of January to be considered for admission into the Dental Hygiene program. If the 15th of January falls on a weekend it will be due on the next available business day.

There is information that is critical for a successful application—please read the entire packet carefully. We encourage you to make an initial appointment by contacting the Student Services office at 785-587-2800, for information about college admissions and the Dental Hygiene program. The college website at [www.manhattantech.edu](http://www.manhattantech.edu) also provides additional information about our programs.

**Specific program requirements, program selection and acceptance criteria are subject to change at any time and without notice. It is the applicant’s responsibility to keep informed of current program requirements.**

We look forward to your application,

Kylie J. Austin, RDH MSDH ECP-III  
Director of Dental Hygiene

Neil Ross  
Director of Admissions
**Academic Criteria**

To be considered for admission in the Dental Hygiene program, applicants must meet the following criteria and submit all requested credentials and documentation:

- Applicants must have completed the following prerequisite courses with a grade of C or higher.
  
  Prerequisites must have been completed within five (5) years of applying to the program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 125</td>
<td>Anatomy and Physiology*</td>
<td>5</td>
<td>Biology is a prerequisite of this course</td>
</tr>
<tr>
<td>BSC 205</td>
<td>Microbiology</td>
<td>5</td>
<td>Must include a lab &amp; Biology is a prerequisite of this course</td>
</tr>
<tr>
<td>CHM 110</td>
<td>Chemistry I</td>
<td>5</td>
<td>Physical Science and Algebra are prerequisites of this course</td>
</tr>
</tbody>
</table>

*Anatomy and Physiology: Course can be completed as one or broken up as two courses (must add up to a minimum of five (5) credit hours).

Note: ALL prerequisite courses must be COMPLETED prior to the application deadline to be considered for admission. Students cannot submit an application if their prerequisites are not met or are in progress when the application is due.

**General Education Requirements**

Although General Education courses are not required for a student to complete prior to starting the Dental Hygiene program it is **highly recommended** that applicants complete all (15 credits hours) of General Education courses prior to beginning the program.

**Communications and Math (3 Credit Hours Each)**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 105</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 135</td>
<td>College Algebra or Higher</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours of Communications and Math</strong></td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

Pick any of the General Education Elective courses listed below for a total of nine (9) credit hours:

**General Education Electives (9 Credit Hours)**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 100</td>
<td>Physical Science</td>
<td>4</td>
</tr>
<tr>
<td>MAT 145</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>NTR 105</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CRT 100</td>
<td>Principles of Information Assurance</td>
<td>1</td>
</tr>
<tr>
<td>COM 106</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>COM 116</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Software Applications*</td>
<td>3</td>
</tr>
<tr>
<td>COM 115</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>PSY 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 100</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 200</td>
<td>Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td>PSY 125</td>
<td>Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>BSC 110</td>
<td>Biology</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

*Software Applications: Course must be taken within last 5 years to receive credit.

Note: Some of these General Education Electives require prerequisites for enrollment in the course. Refer to the MATC Course Catalog for specifics.
Academic Criteria Continued

The following criterion applies to all applicants:

- Applicants must have a minimum cumulative college GPA of 2.8.

- The Test of Essential Academic Skills (TEAS) is a requirement for program entry. The test must have been taken within five (5) years of applying to the program and the scores will be utilized as part of the selection process. Registration for the TEAS is through the ATI website at www.atitesting.com. Study guides may provide help with exam preparation. TEAS tests are limited to two attempts each academic year. The highest score will be used when ranking applicants. An information sheet that outlines the registration process for the exam is available on page seven (7) of this packet.

NOTICE: Applicants to the Dental Hygiene program should be aware that certain criminal convictions could deny or restrict access to a Dental Hygiene license. Please check with the Director of Dental Hygiene at MATC or the Kansas Dental Board (785-296-6400) if you have questions.

Acceptance Process

Admission to the MATC Dental Hygiene program is determined through a competitive selection process. Submission of an application does not guarantee a position in the program.

After the application deadline (January 15th), all applications are reviewed and a maximum of 30 qualified applicants with the highest scores from the initial evaluation will be scheduled for personal interviews. Final selections will be based upon a competitive process that ranks the interviewed applicants using the following scaled point system:

- **60% On Campus Evaluation**
  - Includes scores from the face-to-face interview, verbal presentation, skills test, assessment of writing skills and ethical decision-making, and community and/or school involvement and leadership

- **25% Assessment Score**
  - Determined using results from the TEAS test
  - For the Class of 2017 (students that began the program in August 2016), the average overall TEAS test score was 72.8

- **15% GPA**
  - Determined using the cumulative GPA from all previously and currently attended institutions
  - For the Class of 2017, the average incoming GPA was 3.38

*Note: Although not required, additional points are given to applicants that have already obtained an Associates, Bachelors, or Master’s degree. Only degrees obtained from accredited institutions are considered.*

All applicants will be notified in writing of their acceptance status. Fourteen (14) students will be accepted into the program and several additional students will be selected as alternates and will be offered admission into the program should one of the top fourteen (14) candidates be unable to accept his/her seat in the class.

Accepted applicants will have ten (10) business days from receipt of their Acceptance Letter to submit a Written Letter of Intent and a $500 non-refundable deposit to hold their position in the dental hygiene class. The deposit will be applied toward tuition and fees.
Reapplication

Applicants who are not selected for admission must re-apply the following year and resubmit all application materials except the MATC college application. Applications to the college are honored for three (3) years. Applicants not selected for admission into the program are encouraged to talk with an Academic Advisor prior to re-applying. Transcripts are kept on file but applicants will need to submit new transcripts if courses are retaken.

Student Responsibilities Upon Admission

After acceptance into the program, students will be required to attend program orientation (date is given in the post interview acceptance letters) and participate in a CPR-BLS for the Healthcare Provider Training. They are also required to provide documentation of the following items on or before the first business day in August:

   Documentation bulleted below should be submitted to the following address:

   Director of Dental Hygiene
   3136 Dickens Avenue
   Manhattan, Kansas 66503

   • **Background Check**—Clinical agencies affiliated with the Dental Hygiene program and state licensing applications require all students to pass a criminal background check. Any fees associated with these mandates will be the student’s responsibility.

   • **Health Insurance**—Students are required to have an individual health insurance policy to cover any illnesses or injury that may occur while enrolled in the program. Documentation to provide proof of insurance must be submitted prior to the deadline.

   • **Comprehensive Physician’s Exam and Vision Screening**—Students are required to have a physician’s exam and vision screening to verify that there are no major health or vision issues that may affect full participation in the dental hygiene program and clinical and lab exercises. Verification of the exam and screening must be submitted prior to the deadline.

   • **TB Skin Test**—Students are required to have a TB Skin test performed and provide documentation of the test results prior to the deadline. The test should be performed between the current acceptance year of June 1 and July 31.

Specific Information about the above requirements will be provided at program orientation, which is usually scheduled 6-8 weeks before the first day of classes, and will need to be completed on or before the first business day in August.
Suggested Timeline for Dental Hygiene Applicants

6-12 months before application deadline:
- Complete an Admissions Application online for entrance to Manhattan Area Technical College.
- Submit official high school transcripts to MATC.
- Submit ALL official transcripts from colleges/universities previously and currently attending to MATC.
- Begin prerequisites (see Academic Criteria located on page two (2)).
- Complete advising appointment before January 15\(^{th}\), call 785-587-2800 to schedule. Applicants who complete advising appointments early in the process are typically more successful.
- Complete and submit a copy of your Test of Essential Academic Skills Version V (TEAS) test scores to MATC
- Begin Hepatitis B series, if needed (Refer to Student Record of Immunization form located in the Dental Hygiene Admissions Packet).

1-6 months before application deadline:
- Complete prerequisites (see Academic Criteria located on page two (2)).
- Submit official college/university transcripts for any classes that were works in progress (WIP) on earlier transcripts.
- Complete advising appointment by January 15\(^{th}\) if not already completed. Applicants who complete advising appointments early in the process are typically more successful.
  - NOTE: Only applicants who have completed the advising appointment by this deadline are eligible to submit the final packet by the January 15\(^{th}\) deadline.
- Complete second TEAS test attempt if necessary and submit the scores to MATC
- Submit Dental Hygiene packet with complete record of immunizations

Additional information:
- All college transcripts must be received directly from the institution that issued them. MATC can only transfer credit directly from the official transcript.
- Prerequisites exist for some courses. Check MATC catalog requirements and contact your advisor for more information. College Placement testing may be required to determine where you place in math. Consult your advisor for more information, and check well in advance of the semester when you plan to enroll in a math course.
- The TEAS test registration is online. The dates and registration are found at www.atitesting.com. You must register in advance before testing.
- Study guides for the TEAS may be helpful. The ATI version is available on their website. Generic study guides are also available at bookstores and online. Additionally, there are resources through Manhattan Tech’s Learning Resource Center and online through Brainfuse.
- Applicants are limited to only two TEAS attempts per academic year.
Checklist for Dental Hygiene Applicants

To be considered for admission to the Dental Hygiene program, the following documentation must be received on or before the 15th of January to be considered for admission into the Dental Hygiene program. If the 15th of January falls on a weekend, it will be due on the next available business day.

☐ Submit a Manhattan Area Technical College Admissions Application online and meet all institutional requirements for admission.

☐ Submit official copies of the following transcripts:
  ___ High School or GED Transcript
  ___ Transcripts from ALL previously attended colleges or universities
  ___ Current transcript, if presently enrolled, showing courses in which you are enrolled

Transcripts must be official—sent directly from the college where you took a course to the Registrar at MATC. If the Institution has the capability, official transcripts can be sent via email, to registrar@manhattantech.edu. Please apply to the college before sending transcripts.

☐ Attend an advising appointment with an MATC Academic Advisor. This advising appointment MUST be completed on or before January 15th.
  • Early advising is recommended - there’s nothing more frustrating than finding out too late that all requirements won’t be met.

☐ Complete the following three prerequisites (must attain a minimum grade of “C”):
  ___ Anatomy and Physiology
  ___ Microbiology (with a lab)
  ___ Chemistry I

☐ Complete the Test of Essential Academic Skills at MATC. If completed at MATC then the Office of Admissions can access results to DH packet at time of submission to Manhattan Area Technical College. The test must be taken within five (5) years of applying to the program. If TEAS is taken at another institution it is the students responsibility to login to ATI’s website and request a TEAS transcript be sent to MATC.

☐ Complete a minimum of 40 hours shadowing/observing a dental hygienist or a dental hygiene student and submit the Shadowing/Observation Document. It is highly encouraged, yet not required, that applicants shadow a minimum of two (2) hygienists/hygiene students in different dental settings to become exposed to the various career opportunities for dental hygienists. Shadowing hours must be completed between May 1 and December 31.

☐ Submit a Dental Hygiene admission packet that contains the following documents:
  ___ MATC Dental Hygiene Information Form
  ___ Immunization Record that provides proof of the Hepatitis B Vaccination and/or Titer
  ___ Shadowing/Observation Document

ALL items must be received prior to the deadline to be considered for admission. Incomplete applications will not be reviewed.
**How-To: Register for TEAS for Allied Health**

*These are the registration instructions for DENTAL HYGIENE applicants ONLY.*

**Step 1: Create a New Account**

a. Go to [www.atitesting.com](http://www.atitesting.com)

b. Click on the "Create an account" button, located in the upper right of the webpage.

c. Fill in all of the asterisked fields. Asterisked fields are required information necessary to create a new account. If you have already created an ATI account, please update your profile information. At page 4 enter “Manhattan Area Tech College PN.”

![Institution Info](image)

- Input Student ID Number. This can be found on MATC Online or through any admissions letter you have received.
- Entered your date of expected graduation.

d. After creating an account, select the “Register for TEAS” option listed on the ATI homepage.
e. Select the following information from the drop-down menu options.

**REGISTRATION**

Please select the city and state and then click Next.

- **Program Type**: TEAS for Allied Health
- **Country**: USA
- **State**: Kansas
- **City**: Manhattan

The schools listed above reflect a small number of the institutions currently offering the TEAS test. These schools have elected to handle TEAS registration and payment through our website. If you do not see your school listed here please contact them to find out how to register for the TEAS exam.

If you have been referred to our website by your institution but do not see them listed above, you may consider taking the TEAS exam at a PSI testing center as an alternative. Additional information about PSI can be found here.

**NOTE:** You will be taking the TEAS test. Study Guides can be obtained to help prepare for this exam through various places, for example: www.atitesting.com, www.amazon.com, local libraries, Android Marketplace & Apple Store.

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**Step 2:** Select the test session you wish to register for by clicking on the “Register” button. You can also click on the “Learn More” button to get specific information/instructions on the session.

**Step 3:** Once you click on “Register” you will be directed to the shopping cart. Once you have confirmed that you are registering for the correct session, click on the “Check Out” button.

**Step 4:** Enter/Confirm you mailing address and click “Proceed to Payment Details”.

**Step 5:** You will then need to enter your Payment Details. This includes: card number, expiration date and security code. Click on “Submit”.

**Step 6:** Once you click “Submit”, you will receive a Customer Receipt which includes any additional instructions for your assessment. Your receipt will also be emailed to you to the email address listed in your profile.

*If you are having difficulties at any point, feel free to call customer service at 800.499.9092*

**NOTE:** You will be taking the TEAS test. Study Guides can be obtained to help prepare for this exam through various places, for example: www.atitesting.com, www.amazon.com, local libraries, Android Marketplace & Apple Store.