

Steps to Complete the Dental Hygiene Program

- Step 1 Complete the required admissions steps:**
- Apply online at www.wctc.edu/apply and pay the \$30 application fee.
 - Request transcripts:
 - Submit official high school or GED/HSED transcripts.
 - Send official college and/or military transcripts.
 - Complete placement assessment (Reading and Writing).

Questions? Visit www.wctc.edu/apply or contact the Office of Admissions | 262.691.5200.

- Step 2 Attend virtual New Student Orientation.**
Visit www.wctc.edu/orientation to complete and learn more.

- Step 3 Complete your General Studies courses.**
- You must earn a grade of C or better in all general education courses. (See petition chart for points for science courses.) Have transfer credit? Check out Credit for Prior Learning. For more information on transfer of credit procedures go to www.wctc.edu/prior-learning.
 - This program also requires valid BLS Provider certification from the American Heart Association. WCTC offers a BLS Provider Renewal course.

- Step 4 In order to begin core courses, you will need to successfully:**
- Petition to the Dental Hygiene program. The petition window for Dental Hygiene is March 15-30, 2022.
 - Complete a background check.
- After successfully completing these steps and being awarded a seat through the petitioning process, you can begin your core courses.

Petition Information

How soon can a new student petition into core dental hygiene courses?

The petition window for Fall 2022 is March 15-30.



WCTC Dental Hygiene Petition Frequently Asked Questions

WCTC School of Health
800 Main Street, Room H-101
Pewaukee, WI 53072
262.691.5425 (Phone)

Q: Is applying for admission to the Dental Hygiene program and petitioning the same thing?

A: No. When you apply for admission, you are applying to the college for acceptance into the Dental Hygiene program. Petitioning occurs when you are ready to take the Dental Hygiene core classes.

Q: Do I have to be admitted into the Dental Hygiene program before I petition?

A: Yes. You must complete all admission steps and be admitted into the Dental Hygiene program prior to petitioning for the Dental Hygiene core classes. Students that are fully admitted for Fall 2022 will be allowed to petition in the spring of 2022. Students that meet the petition requirements and are awarded a seat, will start core DH clinical courses in fall of 2022.

Q: How do I know when I am ready to petition?

A: You are ready to petition once you have completed your prerequisite courses, met the minimum point requirement and are ready to begin Dental Hygiene core classes the following fall. If you complete ALL of the required General Education courses by the end of the spring term 1 (Spring 2022) you will be eligible to petition to start the DH core courses in the fall of 2022 as long as you meet the minimum point requirement.

Q: Can I transfer in courses?

A: Yes. However, due to the competitive petition process it is strongly advised that you take most, if not all, of the science courses at WCTC.

Q: Are there specific times in which I can petition for Dental Hygiene core classes?

A: Yes. The petition window is once a year, March 15-30, for students who wish to begin Dental Hygiene core classes in fall.

Q: What specifically do I have to do in order to petition?

A: You must complete the petition form and submit it to alliedhealthpetitions@wctc.edu along with the required documentation listed on the form during the petition window.

Q: I missed the window to petition but I have all of my general education requirements done. Will you accept a late petition?

A: No. Late petitions are not accepted.

Q: Where do I find the petition form?

A: The petition form will be available on the student portal under Academic News and on WCTC's Dental Hygiene webpage about a month before the petition windows open.

Q: How many seats are there? How are seats awarded?

A: There are 20 seats in the core program. Not all of these seats are awarded to new students. Some are awarded to the previous year's alternates (see next question). Seats are awarded via a competitive points based petition process (see chart next page).

Q: What happens if I am awarded an alternate spot?

A: There are 5 alternates each year. The alternates are only offered a seat if someone else declines their seat. However, they are guaranteed a seat the following year pending they complete the Dental Health Safety course successfully.



Dental Hygiene Weighted Petition Process 2022

Petition eligibility:

1. Only students admitted to WCTC’s Dental Hygiene program will be eligible to petition. Students must have all general education courses complete with a C or better. better.(Review petition chart for science grades/points.)
2. **Students must have a minimum score of 14 points to be eligible to petition.**

Students can only have one repeat of a science course (after December 2019).

Criteria for order of selection:

1. Minimum of 14 points via the weighted petition process. (See chart below.)
2. Application date to the Dental Hygiene Program
3. Application Complete date (all admission steps complete)
4. If needed - Term 1st science course was completed.
If there are not enough petitioners who meet the minimum point requirement, the 2023 petition may be utilized. (See last page for 2023 petition chart.)

Course/Experience	Weights			Taken WCTC
	4 pts (A, A-)	3 pts (B+,B,B-)	0 pts (C+, C)	
General A&P 806-177	4 pts (A, A-)	3 pts (B+,B,B-)	0 pts (C+, C)	1 pt
Microbiology 806-197	4 pts (A, A-)	3 pts (B+,B,B-)	0 pts (C+, C)	1 pt
Biochemistry 806-186	4 pts (A, A-)	3 pts (B+,B,B-)	0 pts (C+, C)	1 pt
DA Experience	1 point (1 yr. full time work experience) OR 1 point (2 years part time work experience) OR 1 point (graduate of a Dental Assisting Program)			
TOTAL POINTS	/16			

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Pewaukee, WI 53072
262.691.5425 (Phone)

Petition for Entry Form
Fall Semester
Core/Clinical Dental Hygiene Courses

For Office Use Only:	
_____	_____
"C" or "IP"	App. Date

Note: Only students who have applied to and have been officially admitted to WCTC's Dental Hygiene Program are eligible to petition.

Name: _____ ID: _____ Date: _____

Phone #: _____ WCTC Student Email: _____

Note: If you can't access your myWCTC email you may send from a non-wctc email address

Priority admission will be given to students who have completed the following requirements:

General Education Requirements with a grade of C or better- indicate X if complete or IP if in progress:

- | | |
|---|--|
| _____ 801-136 English Composition | _____ 809-196 Introduction to Sociology |
| _____ 801-196 Oral /Interpersonal Communication | _____ 806-177 General Anatomy & Physiology |
| _____ 809-172 Intro to Diversity | _____ 806-186 Biochemistry |
| _____ 809-199 Psychology of Human Relations | _____ 806-197 Microbiology |

Current Points: _____ (review the petition chart attached)

If marked "IP", and you are not taking here please indicate where you are taking the course.

If you are transferring in credits from another college, make sure the credits have been transferred by e-mailing transfercredit@wctc.edu. Only WCTC transcripts will be accepted for the petition process.

Written Documentation:

_____ Attach a copy of your Dental Assistant Experience Form if applicable. *If not applicable - do not attach.*

Petition Packet submission procedure:

_____ Submit this form and the written documentation (if applicable) between March 15th and March 30th. Do not submit early.

_____ Email the completed form to: alliedhealthpetitions@wctc.edu

Important: You will get an automated reply that your petition is accepted. If you do not receive an automatic reply, then you will need to resubmit your petition documents

_____ Late forms WILL NOT be considered. You will need to complete the petition process in a subsequent year.



Petition for Entry Form Fall Semester Core/Clinical Dental Hygiene Courses *(continued)*

Please read and initial the following statements – I understand that:

- _____ I understand this is a competitive petition process. Students who are complete with all general education courses and have 14 points will be considered. Please review attached petition chart.
- _____ If I am selected as an "alternate" and not chosen to begin core/clinical Dental Hygiene courses, I will be guaranteed a seat next year as long as I successfully complete the Dental Health Safety course in summer.
- _____ I will be notified at my WCTC student email on or before Thursday, **April 15th, 2022**, if I have or have not been accepted to begin the core/clinical Dental Hygiene courses. I will not call or email to inquire about my selection status.
- _____ I will need to have an acceptable Criminal Background Check before starting the core/clinical Dental Hygiene courses. I will NOT submit this with petition packet. It is due in H 101 by July 1st.
- _____ I will need to complete a BLS Provider Course before starting my core/clinical Dental Hygiene courses. I will NOT submit this with petition packet. It will be due my first day of Dental Health Safety.
- _____ I will need to complete documentation of Student Health Requirements before starting core/clinical Dental Hygiene courses. I will NOT submit this with petition packet. It will be due my first day of Dental Health Safety.
- _____ I must attend a mandatory Dental Hygiene Orientation held on campus, **Friday, April 22nd 8 a.m. – 2 pm**, location TBD. I have to attend this meeting in order to register for Dental Hygiene core courses.
- _____ I will need to sign a form verifying that I have read and understand the Technical Standards required of a Dental Hygienist at the Orientation Meeting.
- _____ If I am selected and choose not to begin taking the core/clinical Dental Hygiene courses, my petition packet will be voided and attached documents will be deleted before the semester begins. I **MUST** submit a new petition packet for a future year.
- _____ If I am accepted into core/clinical Dental Hygiene courses and agree to enroll, I must register for the indicated core courses. If I choose not to enroll, after I have accepted the placement, I am required to notify Allied Health office, at least thirty days prior to the start of classes. **If I fail to notify the Allied Health Office by calling 262-691-5375 I will be ineligible to petition for the following year.**

Student Signature: _____

Date: _____



Dental Assistant Experience Form

STUDENT NAME _____ STUDENT ID _____

PHONE _____ WCTC EMAIL _____

_____ I have completed a Dental Assistant Program.
If you have completed the program here - we have your transcript. If it was taken at another location please attach transcript or certificate. (If you are currently in the program this does NOT count.)

OR

_____ I have worked as a Dental Assistant Full-Time for one full year (2,080 hours).

_____ I have worked as a Dental Assistant Part-Time for two full years (2,080 hours).

I certify that the above named student has worked the hours listed above as a Dental Assistant

Supervisor's Signature:

Dental Office Name and Phone Number:



Dental Hygiene Weighted Petition Process 2023

Petition eligibility:

1. Only students admitted to WCTC’s Dental Hygiene program will be eligible to petition. Students must have all general education courses complete with a C or better. Students must have a minimum score of 12 points to be eligible to petition. Students can only have one repeat of a science course (after December 2019).

Criteria for order of selection:

2. Students must have a minimum of 12 points to petition. Students can have up to 13 points.
3. Weighted point system - highest points first
4. Application date to the Dental Hygiene Program
5. Term 1st science course was completed.

Course/Experience	Weights	
General A & P 806-177	4 pts (A, A, B+, B, B-)	0 pts (C+, C)
Microbiology 806-197	4 pts (A, A, B+, B, B-)	0 pts (C+, C)
Biochemistry 806-197	4 pts (A, A, B+, B, B-)	0 pts (C+, C)
DA Experience	1 point (1yr. full time work experience) OR 1 point (2 years part time work experience) OR 1 point (graduate of a Dental Assisting Program)	
Total Points	/13	