

# Dental Hygiene Program Application Information

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The Dental Hygiene Program at the State College of Florida is a limited enrollment program. As such, completion of part or all of the required general academic courses required in the degree does not guarantee acceptance in the program. If there are more qualified applicants than seats in the program, the policy and procedure on admissions requirements and selection process will be followed.

This list of instructions has been provided to assist students in the application process to the Dental Hygiene program. It is the student's responsibility to ensure that all the steps are completed and that all information provided during the application process is accurate. **All correspondence including accepted/denied emails will be sent to the students SCF email.**

## **Step 1: Apply to the State College of Florida – Application available online at [www.scf.edu](http://www.scf.edu)**

- Complete all steps required for application to the college as a degree seeking student
- Apply to the college for the current term
- If you applied to the college more than 1 year ago and have not enrolled in courses over the past year, you will need to reapply to the college

## **Step 2: Once accepted to the college a student will be able to apply to the Dental Hygiene program if the following criteria have been met:**

- Completed all pre-requisite courses required by the program with a “C” or better by the time of application: *(Completion of all or part of the general academic courses required for the program does not guarantee acceptance into the program. However, priority is given to applicants who have completed the most required hours of coursework toward the degree by the end of the Fall term preceding the year for which the applicant is applying.)*
  - BSC 2085C Anatomy and Physiology I
  - CHM 1020C Chemistry for Everyday Life
  - Mathematics-Any Area II, A.S. (MAC 1105 or STA 2023 preferred)
- Earned GPA of 2.75 or greater in all general education courses required by the Dental Hygiene Program
- Earned an overall GPA of 2.0 or greater as required for graduation

## **Step 3: Complete Program Application**

1. Sign on to SCF Connect
2. Select “Student tab”
3. Select “Banner Self-Service”
4. Select “Student Services and Financial Aid”
5. Select “Apply for Admission to Limited Access Programs”
6. Select “Display Application Information”
7. Locate the Application Type Drop Down Box: Select Desired Program Application: Dental Hygiene Program
8. Complete the Application Process
9. Complete Payment
  - The application process will automatically search to see if the one time application fee has been paid by the applicant. If no proof of payment can be located the student will be directed to a

payment screen where the payment can be completed using a credit card. If a student believes that they have paid the onetime application fee for this program in the past, they must first pay the \$20 fee to submit the application and then follow up with the cashiering office. If a duplicate payment is noted the student will receive a refund of the application fee. If a credit card is not available, alternate methods of payment are available via the cashiering office.

10. The student may be prompted to provide additional information during the application process. Requests for additional information will be submitted via the **SCF student email address issued to the student upon acceptance to the college.** **(Please check this email regularly)** The applicant must submit all requested information by the application deadline, **4pm January 31**, for the application to be complete and to be considered for admission to the program. Failure to submit all required information by the **4pm January 31**, deadline will result in an incomplete application. Incomplete applications will not be considered for acceptance.
11. Only submit 1 application to the program. Once the complete application is submitted the student will receive an e-mail confirming submission. This email will be sent to the SCF email address issued to the student upon acceptance to the college. If you wish to check that you have successfully submitted your application follow steps 1-7 above. The bottom of the page will display all programs to which the student has submitted an application.
12. Students **must** submit a CAPP/Degree Audit. This document can be either emailed to the program (As a Word document or PDF) at [Dentalhygiene@scf.edu](mailto:Dentalhygiene@scf.edu) or hand delivered to the Dental Hygiene Program Office located in Building 2, Room 131 on the Bradenton Campus. **All** applications and supporting documentation must be received by the Dental Hygiene Program by **4pm on January 31**.

To complete a CAPP Audit please follow the directions below:

### How to print a CAPP Audit

Please follow these steps:

\*\* From the SCF home page (www.scf.edu)

- Click on “MYSCF”
- Type in your SCF e-mail User ID (ex: jsmith) and PIN.
- Click on “Student” folder at the top
- Click on “CAPP/Degree Audits” (on right side under Student Quick Links)
- Select the current Term – click “submit”
- Click on ‘What-If Analysis’ at the bottom of the page
- Enter Term – click “continue”
- Program – choose “AS, Radiography or Dental Hygiene”, click “continue”
- First Major – choose “AS, Radiography or Dental Hygiene and Department: None”, click “submit” (leave campus as “none”)
- Evaluation Term – choose the current term, click “Generate Request”
- Print the results of the displayed CAPP Audit \*\*

\*\* To print, click on File, Print Preview, change format to landscape & then click on the printer icon and then click print. (The report must be printed in **Landscape** format so the grades for each class show up. Incorrectly printed CAPP Audits are not accepted and will result in the application being incomplete.)