

## **Dental Hygiene Program Application Instructions January 1-31, 2025**

**Please read through and follow all instructions prior to submitting your application for the program.**

It is the student's responsibility to ensure that all the steps in the application process are completed by the deadline date and that all information provided is accurate. **Incomplete applications will not be considered for acceptance into the Dental Hygiene Program. Students who are not accepted must apply/reapply every year for future consideration. There is no waitlist for the Dental Hygiene Program.**

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

### **Step 1: Apply to SCF – Application available online at SCF.edu**

- Complete all steps required for application to the College as a *degree seeking student*.
- Apply to the College for the current term (Spring).
- If you applied to the College more than one year ago and have not enrolled in courses over the past year, you will need to reapply to the college.
- Transfer students must submit **Official** transcripts to the Office of the Registrar from ALL schools/colleges attended. Allow **8-12 weeks** for transcripts to be evaluated.

### **Step 2: Once accepted to the College, the student will be eligible to apply to the Dental Hygiene Program during the application period if they have met the following minimum criteria:**

- Completed **all prerequisite** courses required by the program with a grade of "C" or better **by the time of application**. The prerequisite courses are:
  - BSC 2085C Anatomy & Physiology I & Lab or BSC 2085 A & P I Lecture & BSC 2085L A & P I Lab
  - CHM 1020C Chemistry for Everyday Life
  - Mathematics [Any Area II Category A Mathematics](#)  
(MAC 1105 College Algebra or STA 2023 Elementary Statistics-Preferred)
- Earned Program Grade Point Average (GPA) of 2.75 or greater in all General Education courses being applied to the Dental Hygiene Program.
- Earned an overall GPA of 2.0 or greater as required for graduation.

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

#### **SCF.edu website**

1. Go to [SCF.edu](https://www.scf.edu) and click the green "Apply" button.



2. Click the blue "Limited Enrollment Admission" button bottom left.
3. Login with your SCF credentials.
4. Click the "Associate of Science Dental Hygiene" link.
5. Apply!
6. Pay the Application Fee (\$35.00) good for three (3) consecutive years. Log into your MYSCF, click Pay Tuition tab bottom left, select Pay SCF Online Now, select **Summer** term to pay application fee and/or verify payment.

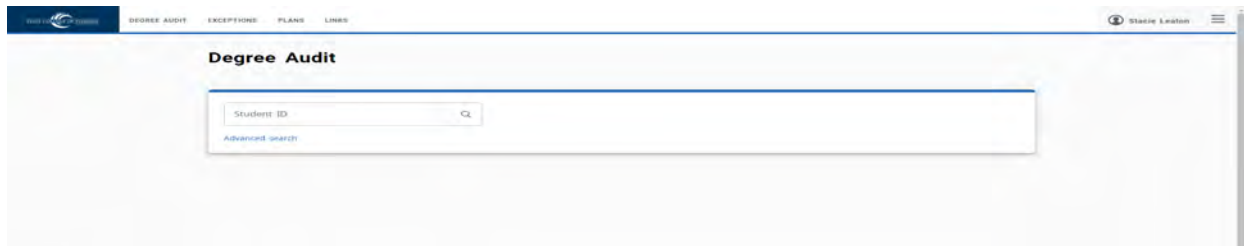
- The student may be prompted to provide additional information during the application process. Requests for additional information will be submitted via the **SCF student email address issued to the student upon acceptance to the College.** (Note: check your SCF email account regularly) Students must submit all requested information by the application deadline, **4 p.m. January 31**, for the application to be complete and be considered for admission to the program. Failure to submit all required information by the **4 p.m. January 31**, deadline will result in an incomplete application, which will not be considered for acceptance into the Dental Hygiene Program.
- Students **must submit a Degree Works “What If Audit” directly to the Program**, which must be delivered to the program by one of the following methods: See directions starting on the next page on how to complete a “What If Audit”.
  - Delivered by hand to the Dental Hygiene Program secretary no later than **4 p.m. on January 31**, at the Bradenton Campus, building 2, room 131 (can be placed in the drop box outside of business hours **prior to the 4 p.m. January 31 deadline**). The box is checked at the deadline to ensure no applications are missed.
  - Email a copy of the **Degree Works “What If Audit” (only PDF’s are accepted)** to [Dentalhygiene@SCF.edu](mailto:Dentalhygiene@SCF.edu). Emailed Degree Works will receive a confirmation email identifying that the document has been received. If you do not receive a confirmation email within 48 business hours, please contact the department secretary at [Leatons@SCF.edu](mailto:Leatons@SCF.edu) to verify that the department did receive your correspondence.
- If Observation Hours or Dental Employment Years are being submitted for consideration for acceptance, email a copy of the SCF Forms verifying Observation Hours or Dental Employment to [Dentalhygiene@SCF.edu](mailto:Dentalhygiene@SCF.edu).
- If an Associate, Bachelor’s or Master’s degree is being considered for acceptance, email a copy of your transcript or diploma with the degree listed to [Dentalhygiene@SCF.edu](mailto:Dentalhygiene@SCF.edu).

***\*\*ALL applications and supporting documentation must be dated and received by the Dental Hygiene Program by 4 p.m. on January 31st. \*\****

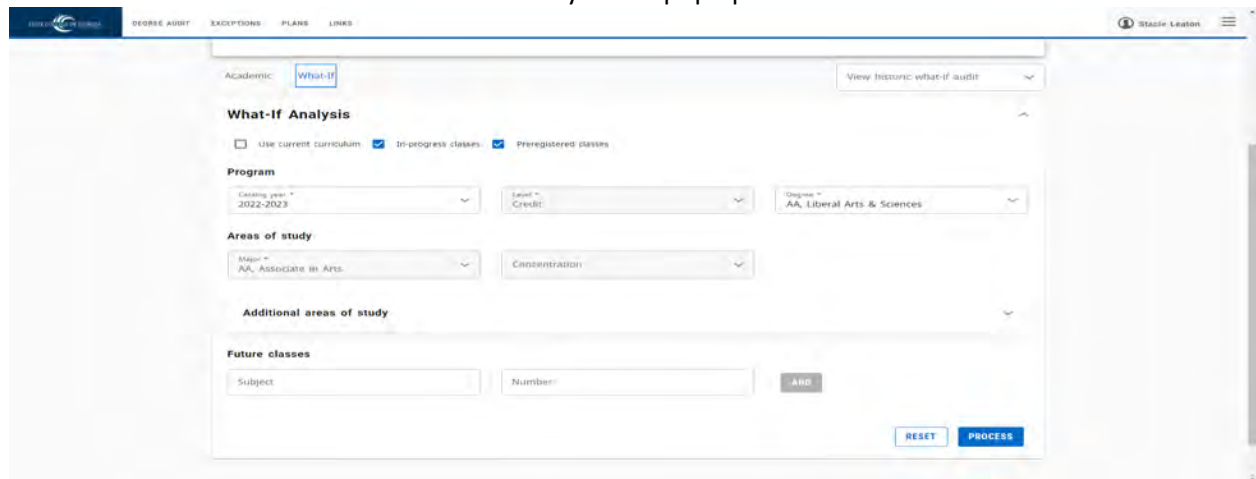
## Directions to complete a Degree Works “What If Audit”

### Health Science Degree What If Audit

1. Log into your MySCF account.
2. Hover over YOUR MYSCF HUB.
3. Under Student, select Registration-Degree Works.
4. A separate tab will open to the Degree Audit homepage.



5. Click in the Student ID box, type your G00# in if not already pre-populated, and hit enter. (**Not the Advance Search**)
6. Click on the “What If” tab and the What-If Analysis will pop up.



7. Under Program, change the Catalog Year Box to 2024-2025.
8. Change the Program Box to Associate of Science if not already listed and change the Degree Box to the appropriate Health Science Major. (EX: DENTAL HYGIENE)
9. Click the Blue Process button, bottom right-hand side of the screen. Your Degree Audit has now been created.
10. Scroll to the top of the page and click on the printer icon.
11. Click Open PDF, download and save. You will then submit your document in a PDF format to [Dentalhygiene@scf.edu](mailto:Dentalhygiene@scf.edu)

**It is the applicant's responsibility to review the Degree Works "What If Audit" to determine if all the criteria listed below has been met:**

- Ensure all completed courses relevant to the program are reflected on the Degree Works "What If Audit" prior to submitting this to the program.
- Incomplete Degree Works "What If Audit" will **NOT** be accepted. If transfer credits are not showing on the Degree Works, contact the Office of the Registrar. The student's application will be deemed incomplete, and the student will not be considered for acceptance during this application period.
- Applications received without Degree Works "What If Audit" will be deemed incomplete, and the student will not be considered for acceptance during this application period. The Degree Works "What If Audit" must be submitted directly to the program. Either a printed copy given to the department secretary, placed in the drop box outside the Department Secretary's office, Building 2, Room 131 or electronically sent to [Dentalhygiene@SCF.edu](mailto:Dentalhygiene@SCF.edu).
- If the Degree Works "What If Audit" is received after the January 31<sup>st</sup> 4pm deadline, the application will be considered incomplete, and the student will be ineligible for acceptance.
- Observation Hours or Dental Employment Experience forms must be received by the January 31<sup>st</sup> 4pm deadline. Forms received after the deadline will not be considered for acceptance.
- All transcripts/diplomas showing a degree earned must be received by the January 31<sup>st</sup> 4pm deadline. Transcripts/diplomas received after the deadline will not be considered for acceptance.

**Grade Forgiveness (Repeat) Policy as per 2024-2025 SCF Catalog**

A student may repeat a course, up to a maximum of two repeats per course (for courses that count toward the GPA), in which the student earned a grade of D or F, provided a degree has not yet been awarded or as otherwise noted in the course description. Courses with earned grades of A+, A., A-; B+, B., B-; C+, C., or C-: cannot be repeated. The GPA will be adjusted so that only the last attempt at the repeated course will be included in the overall calculation. The original grade will be marked with an E (excluded in the GPA) to indicate that the course was repeated, an I (included in the GPA), or an A (course calculated in GPA but no earned credits) on the student's transcript. All grades will remain on the student's official transcript. If a student withdraws from a third-attempt course this will be considered the final grade and will be included in the overall GPA.

If a student transfers to another institution, public or private, it is the responsibility of the student to learn what the receiving institution's policy is regarding the acceptance of "forgiven" courses in the computation of the student's GPA.

Per Florida Statute 1009.285 and Florida Administrative Code 6A-14.0301, repeat enrollment in courses in which a grade of C or above has been earned is prohibited. However, exemptions may be granted under very special circumstances. Examples are: a need for teacher re-certification, specifications of a regulatory agency, licensure, program requirement or credit earned through examination. (e.g., AP scores)

Both the initial and subsequent grades will appear on the student's academic transcript, and both grades will be included in the overall GPA. No credit hours will be earned for the subsequent attempted course. Registration for a course without prior approval will be reversed, the course dropped, and fees refunded. Some stipulations may apply to older coursework. Approval for the Request to Retake Course with a C or Better Grade does not guarantee program acceptance.

**Note for students intending to make an application to any health professions program:**

1. Approval and grade improvement does not guarantee admission to a program.
2. No more than two programs are required, or prerequisite courses can be repeated.
3. No more than one retake will be allowed per course.
4. The most recent grade will be used for program admission requirements.

The Request to Retake Course with a “C” or Better Grade form is available in the Dean’s Office on each campus and the Office of the Registrar. The form must be completed by the student, including the reason for the request and any additional documentation in support of the request for a retake. The form must be signed by the dean of the student’s primary campus, once completed, the form and documentation are to be sent to the Office of the Registrar to be added to the student record.

**Identifying Courses Used for Admission**

Only grades identified under “Prerequisites & General Education” on your “What If Audit” will be considered. If you feel that you have a different course/grade, you would like to be substituted for under the “Courses Not Applicable” section, you **MUST** put this in writing and attach it to the Degree Works “What if Audit”.

Based on the selection process using the Rubric, you will see priority is given to applicants who have completed all the general education courses required for the degree at the time of application. Completing all or part of the academic courses required in the degree does not guarantee acceptance into the Dental Hygiene Program. If there is more than one student with the same Program GPA for a seat in the program, the final criteria will be the Overall GPA.

**All correspondence, including accepted/denied, will be sent to the student’s SCF email address. Best practice to view your email on a computer and not your phone. Notification of the program status will be received anytime within 6-8 weeks from the close of the application deadline. Be sure to check your email account routinely for correspondence. Once the program status notification has been delivered, you will have 1 week to respond.**