



# Dental Hygiene Program

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## 2012 Admission Application Instructions

These instructions have been prepared for applicants to The Ohio State University Dental Hygiene Program. Please read these instructions carefully before completing the online application. Complete information about the dental hygiene program is available at [www.dent.osu.edu/dhy](http://www.dent.osu.edu/dhy).

### Admission Criteria

Admission to Dental Hygiene is competitive because space in the class is limited; many well qualified applicants cannot be admitted. The overall grade point average and grades in the required sciences are important factors in the admission decision, and preference is given to applicants who successfully complete the required sciences at a four-year college or university. Successful candidates will also demonstrate interest, knowledge, and commitment to the dental hygiene profession as well as leadership, service, and other personal and academic strengths.

### Prerequisites for Admission

These courses must be completed by the end of autumn 2011: C- or higher in English 110, Quantitative and Logical Skills (Math 104 or above), Psychology 100, Anatomy 199, Biology 101 or 113, Chemistry 101 or 121, and one additional natural science (from Chemistry 102 or 122, EEOB 232, Human Nutrition 310 or Microbiology 509).

These courses must be complete by the end of spring 2012: C- or higher in the remaining natural sciences (Chemistry 102 or 122, EEOB 232, Human Nutrition 310 and Microbiology 509).

These courses must be complete by the end of summer 2012: Remaining university general education curriculum to include second writing course, Sociology 101, literature, visual/performing arts, history, and two additional general education courses. These courses must be chosen from the approved list for dental hygiene (see the dental hygiene web site at [www.dent.osu.edu/dhy](http://www.dent.osu.edu/dhy)).

Students who complete the required prerequisites at other accredited institutions should select courses that will transfer to OSU to meet the above requirements. A transfer matrix is available at [www.oh.transfer.org](http://www.oh.transfer.org), and equivalent courses for many schools can be found at <http://www.admissions.osu.edu/standards>.

Applicants must complete a minimum of 20 hours of observation of dental hygienists in private practice. Students will benefit from a variety of observation experiences, but at minimum the 20 hours must include two or more dental hygienists and be conducted in two or more dental practices. The 20 hours should include at least one general practice office.

A cumulative grade point average and science grade point average of 2.5 or above is required for consideration for admission, but most successful applicants will have a cumulative grade point average and science grade point average above 3.0.

## **When to Apply**

The application for admission must be submitted between June 1 and December 1 of the year preceding anticipated enrollment. Applicants will be informed of their admission status by mid-February.

Students matriculate in the autumn only. The sequencing of the dental hygiene major requires two years of full-time study after admission.

## **Application Materials**

The application materials listed here constitute a complete application for admission to Dental Hygiene. The application must be submitted online and all relevant documents received by the Professional Admissions Office or the Dental Hygiene Program (see checklist) before an application for admission can be given consideration.

### **■ Online Application for Admission**

Use your correct legal name at the time you apply. If your name or address changes prior to enrollment in the university, please access your Self-Service page after the change occurs to update your student record. Instructions to access this page will be emailed to you after your application is submitted.

### **■ Application Fee**

No application fee is required if you are or have ever been an enrolled undergraduate student at Ohio State. A nonrefundable \$40 application fee is required of all other applicants; \$50 application fee is required of international applicants.

### **■ Transcripts**

One official and complete transcript of all courses attempted at each college and university attended, other than Ohio State, must be forwarded to the Professional Admissions Office directly from institutions attended. Supplementary transcripts must be sent to the Professional Admissions Office following the completion of courses not included on the initial transcripts. Applicants who have attended Ohio State are not required to furnish OSU transcripts, but must present transcripts of any courses completed elsewhere.

Students who are applying from institutions other than Ohio State are asked to send updated transcripts directly to Professional Admissions after each quarter or semester is completed.

### **■ Planned Course List**

All prerequisite courses completed, currently scheduled, or yet to be scheduled prior to enrolling in Dental Hygiene are to be entered in the appropriate section of the online application. Be sure to email the Professional Admissions

Office at [professional@osu.edu](mailto:professional@osu.edu) of any changes. Applicants must have completed all admission requirements as stated herein by the end of the summer term in order to enroll the following autumn term.

#### ■ **Letters of Recommendation**

Letters of recommendation are not required, but if submitted will be considered in the admission decision. Students who wish to include letters of recommendation may submit a maximum of two.

#### ■ **Interview**

In most cases an interview is not required; however, an interview may be requested by the Dental Hygiene Admissions Committee.

### **Health Review**

A health review, including immunization records and/or proof of immunity, is required of all successful applicants. A tuberculin skin test is required annually. Admitted students will receive additional information about required immunizations following acceptance of admission. A list of the currently required immunizations is available at [www.dent.osu.edu/dhy/students.htm](http://www.dent.osu.edu/dhy/students.htm).

### **Criminal Background Check**

Applicants who have pled guilty to or been convicted of a felony or misdemeanor other than a minor traffic violation, or who have a criminal charge currently pending, will be asked to describe the violation. A criminal background may prevent you from being eligible to participate in clinical activities that are required for graduation and/or may prevent you from being eligible for licensure. A criminal background check will be required of all successful applicants. Additional information will be sent to admitted students. **Note:** the Dental Hygiene Program is not responsible for assuring that you meet licensure eligibility requirements. A previous criminal background may prohibit you from obtaining licensure and/or employment despite successful completion of the Dental Hygiene program.

### **English Proficiency Requirements**

Success at Ohio State depends upon the student's ability to converse in, write, and understand English. To assure such competence, the university requires any applicant whose native language is not English, and who has been educated primarily outside of the U.S., to submit official TOEFL, MELAB, or IELTS scores. To be considered official, the scores must be sent directly from the testing agency to Ohio State. The test must have been taken within the last two years. Ohio State does not conditionally admit applicants who have not met the requirement for proof of English proficiency. Applicants who are citizens of or who have received a bachelor's degree or higher in one of the following countries are exempt from the TOEFL, MELAB, or IELTS requirement: Australia, Belize, the British Caribbean and British West Indies, Canada (except Quebec), England, Guyana, Ireland, Liberia, New Zealand, Scotland, the United States, and Wales. No student will be considered for admission until proof of English proficiency is determined.

**TOEFL (Test of English as a Foreign Language):** Ohio State's minimum TOEFL score requirement is 550 paper based or 79 internet based. For information about TOEFL, contact: TOEFL/TSE Services, PO Box 6151, Princeton, NJ 08541-6151; 609-771-7100; [www.toefl.org](http://www.toefl.org) . The OSU institution code is 1592.

**MELAB (Michigan English Language Assessment Battery):** Ohio State's minimum MELAB score requirement is 79. For information about MELAB, contact: English Language Institute, MELAB Office, TCF Building, Suite 350, University of Michigan, 401 E. Liberty, Ann Arbor, MI 48104-2298; 734-764-2416; [www.lsa.umich.edu/eli/testing/melab](http://www.lsa.umich.edu/eli/testing/melab) .

**IELTS (International English Language Testing System):** Ohio State's minimum IELTS score requirement is 6.5. For information about IELTS, contact their website for the nearest testing center at [www.ielts.org](http://www.ielts.org) .

## Financial Requirements for Student Visa

International applicants who are determined to be academically admissible will be reviewed for sufficient financial resources. If determined academically admissible, applicants will be emailed an Affidavit of Support form and will be required to submit financial documents in order to produce the I-20 (for F1 visa) or DS-2019 (for J1 visa).

## Financial Aid

All students are encouraged to apply for aid even though an admissions application may be under review. General information about the Office of Student Financial Aid is available on the web at <http://sfa.osu.edu> . The priority deadline for students applying for merit and need based university financial aid is March 1. The Scholarship Application can be accessed online; please print the document, complete, and mail it to the Office of Student Financial Aid, The Ohio State University, 340 Lincoln Tower, 1800 Cannon Drive, Columbus, Ohio 43210-1249. The Free Application for Federal Student Aid (FAFSA) can also be obtained online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and submitted electronically. Reapplication for aid is required yearly; forms are available after January 1. For more information you can reach the Office of Student Financial Aid by email at [sfa-finaid@osu.edu](mailto:sfa-finaid@osu.edu), or by phone at 614-292-0300, toll free 800-678-6440.

## Retention/Reapplication Information

Application materials are retained in the Professional Admissions Office for one year. The application and all supporting documents become the property of Ohio State and will not be returned to the applicant or forwarded to another institution. If you wish to reapply to the next year's class, it will be necessary for you to submit a new application. The new application must be received in the Professional Admissions Office by the deadline date listed on the Professional Admissions website: [www.professional.osu.edu](http://www.professional.osu.edu) .

## Valuing Diversity

The policy of The Ohio State University, both traditionally and currently, is that discrimination against any individual for reasons of race, color, national origin, religion, sex, sexual orientation, gender identity and/or expression, age, disability or Vietnam-era veteran or other veteran status is specifically prohibited. Accordingly, equal access to employment opportunities, admissions, educational programs, and all other university activities is

extended to all persons. The university promotes equal opportunity through a positive and continuing affirmative action program that complements and supports the University's aspirations for diversity.

Mr. Larry Lewellen, Associate Vice President for Human Resources, is responsible for the coordination of matters relating to equal opportunity and affirmative action. The Associate Vice President can be reached at the Office of Human Resources, 1590 N. High Street, Suite 300, Columbus, Ohio 43210-1175, and 614-292-4164. The University adheres to federal and state law prohibiting discrimination, including Title VII of the Civil Rights Act of 1964, as amended, Title IX, Section 504 of the Rehabilitation Act and O.R.C. Section 4112. United States Department of Defense regulations prohibit gay men, lesbians and bisexuals from serving in the armed forces, including Reserve Officers Training Corps. As a result of this prohibition, ROTC programs at Ohio State are inconsistent with University Policy Number 1.10. (Issued 10/1/73 and revised on 2/2/04).

### **Office for Disability Services**

Applicants with any documented disability who may require special assistance are urged to contact the Office for Disability Services, 150 Pomerene Hall, 1760 Neil Avenue, Columbus, Ohio 43210-1297, Phone 614-292-3307, Fax 614-292-4190. This office coordinates academic support services and accommodations for individuals who have special needs as a result of a permanent or temporary disability. Individuals eligible for services include, but are not limited to those with attention deficit disorder, mobility, hearing, visual, speech, psychiatric, or learning disabilities.

If you want more information about these support services and accommodations, please contact the Office for Disability Services: <http://www.ods.ohio-state.edu>. Your self-referral is the only indication of your interest and need of these services.

## Application Checklist Dental Hygiene Program

Please use this checklist to ensure you have completed all necessary steps to apply to the Dental Hygiene Program.

The following items are to be submitted to the **Professional Admissions Office**:

- Complete the online application and be prepared to use a credit or debit card for the application fee, if required. This application fee (\$40 for domestic and \$50 for international applicants) is nonrefundable. You will receive a successful submission email response and a second acknowledgment email from the Office of Professional Admissions.
- Request official and complete transcripts of all non-OSU post high school course work to be sent to Professional Admissions, unless already an OSU student, at the end of each term.
- Arrange to take the TOEFL, MELAB, or IELTS, if required, and have the score sent directly to Ohio State.

The following item should be submitted to the **Dental Hygiene Program Office**:

- Optional: Up to two letters of recommendation should be mailed to the Assistant Director, Dental Hygiene Program, 3082 Postle Hall, 305 W. 12th Avenue, Columbus, OH 43210.

<b>CONTACT INFORMATION</b>	
<p>The Ohio State University Professional Admissions Office P.O. Box 182003 Columbus, OH 43218-2003 614-292-9444 <a href="mailto:professional@osu.edu">professional@osu.edu</a> <a href="http://www.professional.edu">www.professional.edu</a></p> <p>Location: SAS Building, 1<sup>st</sup> Floor 281 West Lane Avenue Columbus, Ohio 43210-1132</p>	<p>The Ohio State University Dental Hygiene Program 3082 Postle Hall 305 W. 12th Avenue Columbus, OH 43210 (614) 292-2228 <a href="mailto:dentalhygiene@osu.edu">dentalhygiene@osu.edu</a> <a href="http://www.dent.osu.edu/dhy">www.dent.osu.edu/dhy</a></p> <p>Location: 3082 Postle Hall 305 W. 12th Avenue</p>