

AS Dental Practice Coordination & CEC Dental Practice Coordination Checklist/Application

(See step-by-step instructions on back)


The Pre-application checklist is designed to monitor your progress with completing application requirements.

Please refer to the Dental Practice Coordination Program *“Information Packet”* for detailed program information.

Check the appropriate box:

CEC Dental Practice Coordination

AS Dental Practice Coordination

	Requirements	Office Use Only
	Earn a HS diploma or GED	
	IDS102 or demonstrate proficiency in college reading through Accuplacer placement assessment test or ACT scores	
	BCI and FBI Background Checks Date Completed: _____ Must receive verification email of eligibility to apply.	Eligible for application: Yes _____ No _____

Required Signature:

_____ #S00_____ Date _____
 Student _____

By signing this form, the student attests that all items are ready for review, accurate, and complete.

Please check the College website to ensure you are using the most current Checklist Application when applying to the program.

Submit Checklist/Application and appropriate documents to the Gateway Center.

Incomplete Applications will require resubmission of the entire Application.

Please keep copies of all documents submitted.

Student Information

Student Name Printed: _____

Home Address: _____

Personal/Preferred E-Mail: _____

Home Phone: _____ Cell Phone: _____

AS Dental Practice Coordination & CEC Dental Practice Coordination Application Instructions

1. Follow the procedure for applying to Stark State College (SSC).
2. Take the Accuplacer Placement Test (*only if not taken previously*).
 - a. Your scores will determine whether or not you will need to take any eligibility courses **BEFORE** you begin the Dental Practice Coordination program.
 - b. The test can be taken any time after you apply to the College, but it is strongly recommended that you complete it before your first advising appointment. This will allow your advisor to give you the best advice towards scheduling other courses.

Note: *Transfer students with greater than 12 credits, and/or students who have taken the ACT within the last two calendar years may not be required to take the Accuplacer test. An admissions counselor can discuss the details with you.*
 - c. Call 330-736-1605 ext. 4228 or stop in room M110 at the Gateway Center for Accuplacer test dates and times.
 - d. There is no fee for this test, and you do not need to study for it.
3. Meet with an Admissions Counselor for review of transcripts and first semester scheduling. Admissions contact number is 330-494-6170 or 800-797-8275.
4. Contact SSC Security to schedule BCI and FBI background checks. You will receive an email of verification of eligibility through your Stark State email. Please direct all background questions to the security office at 330-494-6170 ext. 4367.
5. Once these steps have been successfully completed, please submit the “*Checklist/Application*” and other appropriate documents to the Gateway Center.
6. Each application is reviewed to validate that it is complete and that all admission requirements have been met. When a complete and validated application is received, a letter of acceptance with a projected starting date is mailed to the applicant within 4-6 weeks. Applicants must remain in continuous good standing for final enrollment into the Dental Practice Coordination program.

Note: *Students who submit incomplete or invalid applications will be notified of the deficiency. Applicants will be required to resubmit a new application. A resubmitted application will receive a new date/time stamp.*