

# Dental Assisting

## Admissions Handbook — 2025

*RCSJ.edu*



3322 College Drive, Vineland, NJ 08360

# Dental Assisting 2025 FACT SHEET

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**Packets Accepted:** *January 2, 2025 through May 2, 2025*

**Packet Deadline:** *May 2, 2025*

**All Admissions Decisions Sent:** *May 16, 2025*

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**The Dental Assisting Program is for students who wish to enter the healthcare field as a Registered Dental Assistant.**

- This packet is exclusive to applicants seeking admission into the **Summer 2025** Dental Assisting Program on the Cumberland Campus.
- Applicants may only apply to **one** selective admission program per application cycle.
- Applicants may only submit the Dental Assisting Program Packet to the Cumberland Admissions Office.
- Applicants must be 18 years of age by the first day of the Summer 2025 semester.
- Mandatory Dental Orientation for the accepted Summer 2025 Dental Assisting students: June 16, 2025, 6:00pm -8:00pm on the Cumberland Campus. Student **MUST** attend the session to maintain a seat in the program
- Students who do not complete the program within 2 years **must** wait two years before reapplying to the DA Program.

***Information presented in this packet supersedes ALL other information obtained by the applicant and is accurate at the time of publication.***



Dear Dental Assisting Applicant:

Thank you for your interest in the Dental Assisting Program at Rowan College of South Jersey.

On July 1, 2019, the former Cumberland County College and Rowan College of Gloucester County merged to become Rowan College of South Jersey. Beginning in the Summer of 2025, a new dental assisting curriculum was designed to be completed in three semesters. The program will be offered on the Cumberland campus only.

Prior to applying to the Dental Assisting Program, please take time to research the profession of Dental Assistants in the State of New Jersey and Expanded Functions Dental Assistant in other states, as well as the opportunities that are available to them. Dentistry is very rewarding but also very demanding. Information from licensed professionals can enlighten you as to the rigors of the Dental Assisting profession, as well as their professional responsibilities.

Part of the admission requirements to the Dental Assisting Program at RCSJ is your attendance at an information session. This is a critical part of not only the application process but your success in the program, should you be accepted. The Dental Assisting Program requirements will be explained, and an opportunity for applicants to ask and have questions answered will be provided.

Graduates from the Dental Assisting Programs at RCSJ can obtain their Academic Certificate in Dental Assisting, have the opportunity to receive their AAS in Dental Assisting, are eligible to take the Dental Assisting National Boards (DANB), apply to a State Board of Dentistry for licensure as a Registered Dental Assistant, and apply to the New Jersey Department of Environmental Protection for their Dental Radiology Technologist licensure.

Best wishes as you begin the process toward a successful future.

Sincerely,

*Jaci Klepadlo*

*Jaci Klepadlo, M.Ed, BSDH, CDA  
Executive Director of Dental Programs  
Rowan College of South Jersey*

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## Section I:

### AC Dental Assisting Information

- Important Information
- Program Accreditation Status
- Campus Merger Statement
- State Board of Dentistry Requirements for Licensure
- Dental Assisting Program Standards
- Health Requirements
- Curriculum Sequence  
(AC/AAS Dental Assisting)
- Dental Assisting Course Descriptions
- General Education Courses
- GPA Requirements
- Letter Grades

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## Important Information

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**The information in this packet is applicable to applicants planning to enter the Dental Assisting Program beginning in July 2025**

**Packets Accepted:** *January 2, 2025 – May 2, 2025*

**Packet Deadline:** *Friday, May 2, 2025 at 5 p.m.*

**All Admissions Decisions Sent on or about:** *Friday, May 16, 2025*

*Admissions decisions will be sent to the applicant's RCSJ student email.*

**-IMPORTANT-**

The College is not responsible for any applicant who does not follow the instructions printed in this packet. Responsibility for correctly completing the dental assisting application process, both general and selective admissions, lies with the applicant. Failure to do so will result in an incomplete packet.

Applicants to the program must fulfill all listed admission criteria for both general and selective admissions. While admission is competitive, acceptance depends on the size and qualifications of the applicant pool. Please note that meeting or exceeding all admission criteria does not guarantee acceptance into the program.

Admission requirements for the program are subject to change each year. All applicants to the program are required to meet the requirements of the year in which they apply, including those who have previously applied to or who currently are enrolled at Rowan College of South Jersey. Applicants may contact RCSJ at [Admissions@cc.rcsj.edu](mailto:Admissions@cc.rcsj.edu) for answers to general questions about the process described in this packet. Information in this packet reflects policies and procedures that must be followed to be considered for admission into the 2025 Dental Assisting Program.

*The information presented in this packet supersedes all other information obtained by the applicant and is accurate at the time of publication.*

**The Rowan College of South Jersey Dental Assisting Program  
is accredited by:**

Commission on Dental Accreditation 211E. Chicago Avenue, Suite 1900  
Chicago, IL 60611  
(800) 232-6108  
<https://coda.ada.org/>

**American Dental Association Commission on Dental Accreditation  
granted Approval until 2032  
Last Evaluation: October 2024  
Next Evaluation: October 2032**

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## **Campus Merger Statement**

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On July 1, 2019, the former Cumberland County College and Rowan College of Gloucester County merged to become Rowan College of South Jersey. The Dental Assisting curriculum was designed to be completed in three semesters.

Students can complete general education courses (non-dental assisting courses) at either the Gloucester or Cumberland campus or transfer the courses from another institution.

Application has been made to the Commission of Dental Accreditation to host an accredited dental assisting program on the Cumberland campus beginning Summer 2025 and was granted approval.

Admission to the Dental Assisting Program is highly competitive. There is no guarantee of admission, even if an applicant exceeds the minimum program admission criteria in one or more areas.

Course schedules may vary and are subject to change each semester. Students are required to provide their own transportation for clinical experiences. Clinical placements can be located within a 60-minute radius from Rowan College of South Jersey Cumberland Campus.

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## NJ State Board of Dentistry Requirements for Licensure

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Applicants to the Dental Assisting Program are advised that State Boards of Dentistry regulate licensure for Registered Dental Assistants. Requirements established by the Board of Dentistry in the state where the person is seeking licensure must be met before the state will issue a license to practice. To be considered for licensure, all applicants must pass the three Dental Assisting National Boards examinations.

The New Jersey Board of Dentistry Statute N.J.S.A 13:30-2.2 states, "An applicant desiring to secure registration as a dental assistant shall have a certificate of completion of the online New Jersey Jurisprudence orientation taken within six months of the date of application and satisfactorily completed and graduated, within the past 10 years, from an educational program for dental assistants approved by the Board and the Commission on Dental Accreditation and shall have taken the Certified Dental Assistant Examination administered by the Dental Assisting National Board (DANB) within 10 years prior to the date of application".

The New Jersey Board of Dentistry requires information for licensure as a Registered Dental Assistant in New Jersey:

1. Graduation from an approved and accredited program of dental assisting
2. Criminal History Background Check clearance (*N.J.S.A. 45:1-30 et seq*)
3. Status of child support
4. Passing the Certified Dental Assistant Examination administered by the Dental Assisting National Board
5. Secure a certificate of completion of the only New Jersey Jurisprudence orientation within 6 months of the application
6. Completed the application fee set forth in N.J.A.C. 13:30-8.1.

The New Jersey Board of Dentistry is located at

P.O. Box 45005,  
Newark, NJ 07101

For complete information, contact NJ Board of Dentistry:

**<https://www.njconsumeraffairs.gov/den/Pages/default.aspx>**

NJ Application for Licensure: **<https://newjersey.mylicense.com/eGov/Login.aspx>**

Each state Board of Dentistry has the right to deny or defer licensure if the applicant does not fulfill all requirements **for licensure**.

**Complaints may be addressed to the Board of Dentistry at the respective address and the Commission on Dental Accreditation at**

211 E. Chicago Avenue, Suite 1900,  
Chicago, IL 60611



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## Dental Assisting Program Standards

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Students must complete the Dental Assisting Program in two years from the start of the first Dental Assisting course. Students who do not complete the program within two years must wait two years before reapplying to the Dental Assisting Program. A minimum grade of "C+" is required in all DA courses, and students must maintain a cumulative GPA of 2.5 to remain in the Dental Assisting Program. **All DA courses must be taken in sequence.**

Dental students must meet all pre-requisite, co-requisite, and grade requirements for each college course listed in the Dental Assisting Program of Study to advance through the Dental Assisting Program. Course prerequisites and co-requisites are specified in the RCSJ Academic Catalog. Students who do not meet the pre-requisite and co-requisite course requirements, the required course sequence, and/or grade requirements will not be able to progress in the Dental Assisting Program.

- One outcome of the Dental Assisting Program is that graduates will use technology and information systems appropriately and effectively. To fulfill this outcome, students will demonstrate computer literacy and apply technology to meet course requirements. It is recommended that students have access to a computer with internet. (*Note: AOL is **not** compatible with many of the applications.*) Laptops with web cam capability are a College requirement. Laptops are available for purchase through the bookstore: [RCSJ.edu/laptop](https://www.rcsj.edu/laptop). *\*Note: Chromebooks, iPads, and MacBooks are NOT recommended.*

RCSJ has a Student Laptop Loan Program. For the laptop loaner program, please visit the RCSJ Laptop webpage: [RCSJ.edu/laptop](https://www.rcsj.edu/laptop). Chromebooks, iPads, or MacBooks are NOT recommended.

- Dental students are required to meet specific health standards. **Dental Assisting applicants are notified of comprehensive health requirements upon acceptance to the program.** Immunization exemption forms will be accepted but must be signed by a health professional. Health requirements are based on the recommendations of the Center for Disease Control and Prevention (CDC).
- Dental Assisting students must maintain current CPR certification while in the Dental Assisting Program. The level required is CPR with AED for adults and infants. **RCSJ Career and Technical Education Division offers an in-person CPR with AED course on both campuses to meet this requirement.**
- The State Board of Dentistry requires a criminal history background check (CHBC) for all individuals engaged in patient care. Upon acceptance into the Dental Assisting Program, students must complete the **CHBC by the due date of June 30, 2025.**
- Students are responsible for paying all fees associated with the CHBC. CHBC results are sent to the Dental Assisting Program Director, who will have sole discretion to determine whether the student may engage in patient care. (Source: Rowan College of South Jersey's Administrative Rule/Regulation: 8103). If a student is denied the opportunity to participate due to the CHBC findings, the student will be dismissed from the Dental Assisting Program and referred to Student Services to explore other career options.

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## Health Requirements

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Students who are accepted into the Dental Assisting Program will be required to complete a health packet. The packet consists of medical clearance from a licensed healthcare provider. The clearance will attest that the provider is stating that the student may participate in all clinical activities without restriction. Activities include but are not limited to:

- Satisfactory cognitive and emotional functioning to ensure patient safety and exercise independent judgment and discretion in performing assigned responsibilities.
- Ability to stand for long periods of time.
- Ability to bend, stoop and lift to deliver safe patient care.
- Sufficient bilateral finger movement to manipulate instruments and equipment.
- Ability to communicate effectively in a timely manner related to speaking, writing, and reading.
- Sufficient hearing to communicate with patients and the healthcare team and to monitor medical and dental equipment pertaining to patient care.
- Sufficient eyesight to observe patients in low lighting, read medical records, perform computer tasks, and manipulate equipment.

## DENTAL ASSISTING, AC

Dental Assisting is a selective admission program. Students must be accepted to the program prior to registering for any DA courses. *Admission packets can be found on the College website.*

### Academic Certificate (AC) Program

This academic certificate program prepares students for an entry-level position in one of the fastest-growing healthcare fields with a curriculum introducing them to the profession of dentistry. They will learn all areas of clinical dental assisting and receive training in the professional skills required to function as an assistant in a dental practice. Through lectures and laboratory sessions, they learn the roles and responsibilities of the dental assistant. Skill development includes policies and guidelines, oral and dental anatomy, infection control, dental radiology, instrument identification and use, and expanded functions. Upon completion of the program, students will become licensed dental professionals with an education, certification, and licensure that is nationally recognized. Prerequisite: Acceptance into Dental Assisting program.

This program prepares students to sit for the three components of the Dental Assisting National Board Exams (DANB):

1. Radiation and Safety Examination (RHS)
2. Infection Control (ICE)
3. General Chairside (GC)

All three components of the nationally recognized Certified Dental Assistant (CDA) certification. In addition to the CDA certification, students will be eligible to apply for their New Jersey Dental Radiology Technologist licensure and their State of New Jersey as a Registered Dental Assistant (RDA).

## Curriculum Sequence

SUMMER SEMESTER		CREDITS
<input type="checkbox"/>	ENGL 101 English Composition I	3
<input type="checkbox"/>	SP 201 Effective Speech	3
<input type="checkbox"/>	DENT 101 Dental Science I	<u>1</u>
		<b>7</b>
FALL SEMESTER		
<input type="checkbox"/>	DENT 102 Dental Science II	2
<input type="checkbox"/>	DENT 105 Chairside Assisting & Expanded Functions I	4
<input type="checkbox"/>	DENT 107 Dental Infection Control & Biomedical Science	3
<input type="checkbox"/>	DENT110 Dental Radiography	<u>4</u>
		<b>13</b>
SPRING SEMESTER		
<input type="checkbox"/>	DENT 205 Chairside Assisting & Expanded Functions II	4
<input type="checkbox"/>	DENT 120 Dental Patient & Practice Management	2
<input type="checkbox"/>	DENT 125 Dental Materials	2
<input type="checkbox"/>	DENT 210 Dental Externship	<u>7</u>
		<b>15</b>
<b>TOTAL CREDITS:</b>		<b>35</b>

All students must undergo a criminal history background checks (CHBC) upon acceptance into the Dental Assisting program. CHBC results are sent to the dental assisting program director, who has sole discretion to decide if the student may engage in patient care. If a student is denied the opportunity to participate as a result of the findings of the CHBC, the student will be dismissed from the Dental Assisting Program.

Students who do not meet pre-requisite and co-requisite course requirements and/or grade requirements will not be able to progress in the Dental Assisting program.

Students must complete the Dental Assisting program in two years from the start of the first Dental Assisting course.

# DENTAL ASSISTING, AAS

## Associates in Applied Science

This associate in applied science program prepares students for an entry-level position in one of the fastest growing health care fields with a curriculum introducing them to the profession of dentistry. They will learn all areas of clinical dental assisting and receive training in the professional skills required to function as an assistant in a dental practice. Through lecture and laboratory sessions, they learn the roles and responsibilities of the dental assistant. Skill development includes policies and guidelines, oral and dental anatomy, infection control, dental radiology, instrument identification and use, and expanded functions. Students must obtain a minimum grade of 'C' in all Dental courses.

This program prepares students to sit for the three components of the Dental Assisting National Board Exams (DANB): Radiation and Safety Examination (RHS); Infection Control (ICE); and General Chairside (GC) which are the three components of the nationally recognized Certified Dental Assistant (CDA) certification. The DANB exams are administered at Pearson Vue Centers and are not included as part of the cost of this program. In addition to the CDA certification, students will be eligible to apply for their New Jersey Dental Radiology Technologist licensure, expanded-functions licensure in the State of New Jersey as a Registered Dental Assistant (RDA) and licensure of Nitrous Oxide Administration

## Curriculum Sequence

		CREDITS
<b>FIRST SEMESTER</b>		
<input type="checkbox"/> ENGL 101	English Composition I	3
<input type="checkbox"/> SP 201	Effective Speech	3
<input type="checkbox"/> DENT 101	Dental Science I	<u>1</u>
		<b>10</b>
<b>SECOND SEMESTER</b>		
<input type="checkbox"/> DENT 102	Dental Science II	2
<input type="checkbox"/> DENT 105	Chairside Assisting & Expanded Functions I	4
<input type="checkbox"/> DENT 107	Dental Infection Control & Biomedical Science	3
<input type="checkbox"/> DENT110	Dental Radiography	<u>4</u>
		<b>13</b>
<b>THIRD SEMESTER</b>		
<input type="checkbox"/> DENT 205	Chairside Assisting & Expanded Functions II	4
<input type="checkbox"/> DENT 120	Dental Patient & Practice Management	2
<input type="checkbox"/> DENT 125	Dental Materials	2
<input type="checkbox"/> DENT 210	Dental Externship	<u>7</u>
		<b>15</b>
<b>FOURTH SEMESTER</b>		
<input type="checkbox"/> BI 106	Anatomy & Physiology I	4
<input type="checkbox"/> HS 115	Basic Nutrition	3
<input type="checkbox"/> SO 201	Introductory Sociology	3
<input type="checkbox"/> ____ ____	General Education Elective	<u>3</u>
		<b>13</b>
<b>FIFTH SEMESTER</b>		
<input type="checkbox"/> ____ ____	Mathematics Elective	3
<input type="checkbox"/> ____ ____	General Education Elective	3
<input type="checkbox"/> ____ ____	General Education Elective	3
<input type="checkbox"/> ____ ____	General Education Elective (if required)	<u>3</u>
		<b>12</b>

**TOTAL MINIMUM CREDITS: 60**

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## Dental Assisting Course Descriptions

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**DENT 101 Dental Science I ..... 1 credit**

This course is a study of general anatomy and physiology, basic anatomy of the oral cavity, oral histology, and oral embryology, as well as a study of the nomenclature, structure, morphology, and function of the teeth.

**DENT 102 Dental Science II ..... 2 credits**

This course will provide a continued study of the dynamics of oral health, preventive dentistry, risks, and disease prevention, treatment of dental disease, and follow-up to the disciplines of oral embryology and histology.

**DENT 105 Chairside Assisting & Expanded Functions I..... 4 credits**

This course is designed to introduce the student to the clinical aspect of dentistry. The student learns dental procedures and the role of dental auxiliary in the following areas: chairside assisting, general dentistry, special needs patients, medical emergencies, and modifications to normal dental routines.

**DENT 107 Dental Infection Control & Biomedical Science..... 3 credits**

This course is designed to introduce the student, through lecture and lab, to the fundamental study of sterilization, infection control protocols, the transmission of infectious diseases, immunization, and applications of universal precautions.

**DENT 110 Dental Radiology ..... 4 credits**

The course introduces the dental assisting student to the basic radiologic principles of intraoral and extraoral imaging for dentoalveolar structures.

**DENT 205 Chairside Assisting & Expanded Functions II..... 4 credits**

This course is designed to introduce the student to each of the recognized dental specialties in the following areas: chairside assisting, dental public health, preventative dentistry, endodontics, oral and maxillofacial surgery, orthodontics and dentofacial orthopedics, pediatric dentistry, periodontics, prosthodontics, dental anesthesiology, oral and maxillofacial pathology, and oral and maxillofacial radiology, and dental related environmental hazards.

**DENT 120 Dental Patient & Practice Management ..... 2 credits**

This course is designed for the student to learn through lectures computer and dental software, business and personal ethics, public health, jurisprudence, legal responsibilities of dental healthcare professionals, management of business and patient records, NJ Board of Dentistry Guidelines, prepare the dental auxiliary student to provide patient education to individuals and groups, focus on the patient as a whole person, and analyze the patient's lifestyle, values, behavior patterns and the environment in which the patient lives.

**DENT 125 Dental Materials ..... 2 credits**

This course will introduce and reinforce theory, techniques, and application in the handling of dental materials.

**DENT 210 Dental Externship..... 7 credits**

The focus of this course is to provide an opportunity to integrate lecture and pre-clinical laboratory skills into the private practice setting. The students will actively participate in all aspects of dental assisting in assigned private dental offices.

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## General Education Courses, GPA, and Letter Grades

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An applicant may enroll in general education courses at the College prior to acceptance into the Dental Assisting Program. Please note enrollment in general education courses at the College does not guarantee acceptance to the Dental Assisting Program. Any general education (*non-DA*) courses can be taken prior to program application.

Applicants may use the College Level Examination Program (CLEP) to meet the general education course work requirement. The total score must be equal to or greater than the ACE Recommended Credit-Granting Score. For more information and arrangements to take a CLEP subject exam please contact the RCSJ Testing Center 856-200-4648 or email [testing@cc.rcsj.edu](mailto:testing@cc.rcsj.edu) (Cumberland).

A student who has no previous experience with dentistry may consider taking the Certified Dental Office Assistant course offered at the College to increase their competency in this area. Students can take the course through the Career & Technical Education Division, which will provide students with a working vocabulary of dental terms, introduction to dental software and clinical procedures.

A student who has limited or no computer experience should consider taking one of the computer courses offered at the College which will provide the student with knowledge of Microsoft Office Professional for Windows and experience with the internet. Students should consult with their academic advisor for course suggestions.

### GPA Requirement

A cumulative grade point average of at least 2.500 is required for consideration for admission into the Dental Assisting Program. Verification of the student's cumulative GPA must be documented by submitting an official transcript from your last school of attendance.

**There is no rounding of the cumulative GPA.** The cumulative GPA is calculated to the thousandth digit. High school seniors (*class of 2023*) will use their weighted GPA, if available.

- **Example:** a 2.497 GPA is not considered a 2.500
- **Example:** a 2.5781 GPA will be a 2.578
- Students with a high school GPA in the 0–100 scale are encouraged to consult College Board's GPA conversion table for assistance in converting their GPA to a 4.0 scale.

**Attention Current RCSJ Students: Please be aware that the RCSJ student's cumulative GPA must be a 2.500 or higher to start the Dental Assisting Program.** At the time of application, if prior coursework prevents the student's cumulative GPA at RCSJ from being a 2.500 or higher, please contact your Academic Advisor for options.

### Letter Grades

Some colleges do not operate on the plus or minus grading scale. Students transferring coursework from a college that does not use a plus or minus grading scale will need to earn a letter grade of "B" or higher for coursework in the Dental Assisting Program that requires a minimum grade of "C+." For more clarification on this policy, students can contact [SelectiveAdmissions@rcsj.edu](mailto:SelectiveAdmissions@rcsj.edu)



## **Section II:**

### **Admissions**

- Frequently Asked Questions
- Step 1: General Admissions
- Packet Requirements
- Step 2: Selective Admissions Ranking Criteria
- 2025 Information Session Dates and Registration Information
- Transcript Policies
- Transfer Students

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## Frequently Asked Questions

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**Q: How many students are accepted into the program per year?**

A: The number of program seats is 20 per year.

**Q: Do you have a rolling deadline?**

A: The Dental Assisting Packet deadline is firm — no packets are accepted after the posted deadline. All admissions decisions are final after the deadline.

**Q: Can I apply to Gloucester and Cumberland Campuses for Dental Assisting?**

A: **No.** The Dental Assisting Program is only held on the Cumberland Campus. Students must submit their packet to Cumberland only.

**Q: Do I have to have all general education elective courses completed before applying?**

A: RCSJ does not have a set list of prerequisite courses to apply to the Dental Assisting Program. Students must meet all general and selective admissions criteria to apply to the program. The remaining general education courses can be taken concurrently with Dental Assisting courses as listed on the Program of Study. A minimum grade of "C+" is required in all DA courses, and students must maintain a cumulative GPA of 2.5 to remain in the Dental Assisting Program.

**Q: Admissions has my high school and college/university transcripts on file. Is it necessary to include them in my packet?**

A: **No** all official high school and college transcripts will be added to your packet if RCSJ has an official copy on file

**Q: I completed the general education courses in the Dental Assisting Curriculum. Does this mean I can complete the program sooner than outlined in the Program of Study?**

A: **No.** The program takes three semesters of coursework and cannot be accelerated or decelerated in any way.



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## Application Process Overview

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Selective admission programs at Rowan College of South Jersey have a unique, two-step application process that is necessary due to the College's open general admission policy. To be considered for admission to the Dental Assisting Program, applicants must complete the first step for general admissions to RCSJ. Once Step 1 is complete, the applicant may then proceed to the second step for selective admissions to the Dental Assisting Program. Please note that general admissions and selective admissions are two distinct processes.

### Step 1 General Admission

General Admission is the first step of application to the Dental Assisting Program. This process will provide a student with acceptance to the College, but not the Dental Assisting Program. A student must complete a General Admission application for the Cumberland Campus or be a current student **prior to** submitting a Dental Assisting Packet. If there are questions regarding application status, please contact [SelectiveAdmissions@rcsj.edu](mailto:SelectiveAdmissions@rcsj.edu).

1. Complete and submit a general admission application to the Cumberland or Gloucester Campus online at [RCSJ.edu/Apply](https://rcsj.edu/Apply) and select the A.A.S. Health Science, Dental Assisting pathway. Designation as a potential Dental Assisting applicant does not guarantee nor imply special consideration for acceptance to the Dental Assisting Program.
2. Students must submit an official copy of their high school transcript documenting high school graduation (or earned GED) to the Admissions Office of the intended campus. This is mandatory for all applicants, regardless of additional degrees earned.
3. Satisfy the RCSJ Placement Test requirement based on the following:
  - Meet one of the exemption criteria
  - Test above the remedial level in all areas
  - Complete all required remediation

**Note: If accepted into the program, applicable college credits will be automatically transferred.**

### Step 2 Selective Admission

Once the general admission process is complete, students are ready to begin the second step in the application process: submission of the Dental Assisting packet. Each applicant is required to gather all documentation listed on the checklist and present it to the Admissions Office of the Cumberland campus as a completed packet. **Once submitted, the packet is a final document and property of the College. Students cannot add, remove, or edit any documents in their packet.**

**A complete packet consists of the following documents:**

1. **Dental Assisting Packet Checklist**
2. **Dental Assisting Program Application**
3. **General Admissions Completion Form (Signed by RCSJ Admissions)**
4. **Information Session Proof of Attendance Email** (Email is sent to students 1-3 business days after each session.)
5. **Official transcript in sealed envelope from student's high school** (*must be obtained from high school and be in a sealed envelope*) if not on file in the admissions office.
6. **Official transcripts from all colleges attended** (Must be obtained from each college and be in a sealed envelope from the institution) ) if not on file in the admissions office. RCSJ transcripts can be unofficial.
7. **Verification of GPA** of at least 2.5 from currently attending/last school/college attended.
8. **Verification of CPR/AED Certification** or proof of registration and payment for an upcoming course

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## Step I: General Admission – Cumberland Campus

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This section is for applicants who need to complete a general admission application to the Cumberland Campus **prior** to submitting their Cumberland Campus Dental Assisting Packet.

### Apply and Submit Official Documents

A. Complete the free online application at ***RCSJ.edu/cc/Apply***

- New students are recommended to declare A.A.S. Health Science, Dental Assisting Pathway as their course of study.
- **Current** students do not need to reapply to the College but should verify application status with the Admissions Office and verify their contact information (including mailing address, telephone number and email) are current with the Student Records office.
- Returning students who have not attended the college in 3 or more years or recently earned a degree from RCSJ must reapply to the College.
- Current Cumberland Campus students will need to complete a new application to the Cumberland Campus.
- Graduating HSOP Students (class of 2025) and Visiting (Non-Matriculated) Students will need to complete an application to the College as a new, degree-seeking student.
- Designation as a potential Dental Assisting applicant does not guarantee nor imply special consideration for acceptance to the Dental Assisting Program.

B. Send official high school transcript or high school equivalency documents and any college transcripts to the Gloucester Admissions Office. Transcripts must be issued directly from the institution. High school completion credentials are mandatory for all applicants.

### Satisfy Placement Test Requirements

A. Students interested in applying to Selective Admissions Programs (e.g., Dental Assisting) must satisfy the College's traditional placement testing requirements.

- Applicants may be exempt from the College's placement exam if they meet certain exemption criteria. A full list of exemption criteria can be found on the Cumberland Campus Testing Center website: ***RCSJ.edu/Testing/Exemptions***.
- Unless students meet one of the exemption criteria or test above the remedial level in all areas, they must complete all required remediation before applying to the program.
- Course work used for test exemption must be equivalent to a grade of "C" or better at RCSJ.
- **Please Note:** Dental Assisting applicants must complete the test requirements the Cumberland campus; test exemption criteria may vary by campus. Responsibility for completing general placement testing requirements lies with the applicant.
- General admission application status and placement test exemption status is verified through the RCSJ General Admission Completion form. This form must be completed and signed by an RCSJ admissions representative on your intended campus **PRIOR** to submitting the packet.

### Contact Information

Rowan College of South Jersey Cumberland Campus  
3322 College Drive  
Vineland, NJ 08360  
Phone: 856-200-4668  
Email: [testing@cc.rcsj.edu](mailto:testing@cc.rcsj.edu)

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## Step 2: Selective Admission – Dental Assisting

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Once the general admissions process is complete, students are ready to begin the second step in the application process: submission of the Dental Assisting Packet.

Each applicant is required to gather **all documentation** listed on the checklist and present it to the Admissions Office as a completed packet in a **large manila envelope**. Once submitted, the packet is a final document and property of the College. Applicants may not add, remove, or edit their packet once it has been submitted to the College.

The items listed below are **REQUIRED** for all applicants to the Dental Assisting Program at the time of packet submission. Note: The packet is considered complete at the time of submission when all General Admissions and Selective Admissions Dental Assisting Program Application Requirements are satisfied.

1. Completed general application to the intended Campus
  - General Application completed and submitted online at [RCSJ.edu/Apply](https://RCSJ.edu/Apply)
  - Submitted Official High School Transcript
  - Satisfied Placement Test Requirements on Intended Campus
2. Attended one mandatory 2025 Dental Assisting Information Session
  - RCSJ Proof of Attendance email printed and included in the DA Packet
3. Completion of the 2025 Dental Assisting Packet, available for PDF download:
  - 2025 Dental Assisting Packet Checklist
  - 2025 Dental Assisting Admissions Ranking Sheet
  - 2025 Dental Assisting Application
  - General Admission Completion Form
  - Packet Submission Agreement
4. Submission or resubmission of **all official college transcripts**, if applicable (In sealed envelope obtained from the institution)
  - RCSJ transcript should be unofficial.
  - Printed copies of electronic transcripts are not considered official.
5. Submission of **official high school transcript if not on file in the admissions office**
  - If applicable (in sealed envelope obtained from high school) Not required if official copy is on file with general admissions office and student will use a college level lab science as their ranking requirement.
6. Verification of CPR/AED Certification or proof of registration and payment for an upcoming course

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## Step 2: Selective Admission – DA Ranking Criteria

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**IMPORTANT!**

All applicants are ranked objectively based on the criteria below. Applicants are required to submit minimum qualifying scores in ALL areas to be considered eligible. **Meeting or exceeding minimum requirements does NOT guarantee acceptance in the program.**

Requirement: 100%	Cumulative GPA Minimum Cumulative GPA: 2.500
	<ul style="list-style-type: none"><li>• Verified from an official transcript from the school the applicant currently attends or most recently attended at the time of program application.</li><li>• <b>No Rounding of GPA is accepted.</b></li><li>• The GPA will be calculated to the thousandth digit.</li><li>• High school seniors will use their weighted GPA if available.</li></ul>

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## Dental Assisting Information Session

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All 2025 Dental Assisting Program information sessions will be in person or via Zoom.

- Attendance at one information session is mandatory to apply to the 2025 Dental Assisting Program and must be completed **prior to submission of the packet**.
- Packets submitted **without proof of attendance** are marked as incomplete and not considered for admission.
- Information sessions expire **annually**. Applicants must attend a new information session for the year in which they apply.
- Registration is **required** for each information session. Please register for the session with a regularly checked email to ensure receipt of the correct session Zoom link.
- To register for an information session, go to: [RCSJ.edu/SelectiveAdmissions/Cumberland](https://RCSJ.edu/SelectiveAdmissions/Cumberland).
- Information sessions are held annually for prospective applicants to learn about the current application process and to allow an opportunity to ask and have questions answered.
- Each information session will start promptly at the scheduled time and will last about 1.5 hours.
- Attendees must be registered for the session, and late entries are **prohibited**. **Please plan ahead!**

### Dental Assisting Information Session Dates and Times

Day	Date	Time
Monday	2/3/2025	10:00 a.m. - Zoom.
Monday	2/17/2025	3:00 p.m. - In Person
Monday	03/03/2025	6:00 p.m. - Zoom
Tuesday	03/11/2025	10:00 a.m. - Zoom
Thursday	04/03/2025	6:00 p.m. - Zoom
Wednesday	04/23/2025	6:00 p.m. - Zoom

### Information Session Segments

- **Admissions:** Representatives from the Admissions Office will review the two-step application process for the Dental Assisting program.
- **Program:** Representatives from the Dental Assisting Program will review information about the program, including health packet requirements, course schedules, and resources available for accepted students
- **Q&A:** Attendees will have an opportunity to ask questions and have questions answered by panelists in attendance. Questions should be general in nature about the program and the application process.

### Proof of Attendance

- Applicants must have proof of attendance at one information session is mandatory to apply to the 2025 Dental Assisting program.
- Applicants are required to stay for the entire length of the information session to receive attendance credit. Attendees who leave before the completion of the program information will not receive credit for attending and will need to attend a new session.
- Information session attendees will receive a proof of attendance email 1-2 business days following their information session.
- Information sessions expire annually. Applicants must attend a new information session for the year in which they apply.

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# Transcripts

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**Transcripts previously sent to RCSJ for the general admission file will be added to the packet;** therefore, students must only submit their official transcripts in their Dental Assisting Packet if not on file in the Admission office. Please follow the guidance below for information about which transcripts must be included in the packet.

Applicants are encouraged to contact the Admissions Office for clarification on which transcripts may need to be submitted or resubmitted. Failure to submit or resubmit required transcripts will result in an incomplete packet. Incomplete packets are not considered for acceptance to the Dental Assisting Program.

## High School Transcripts

For general admission to RCSJ (*STEP 1, page 18*), submission of an official copy of the student's official high school transcript documenting high school graduation (*or earned GED*) is **mandatory** for all applicants, including those who may have earned additional college degrees.

RCSJ uses the final letter or number grade listed on the transcript for admissions consideration, regardless of course weight (*honors, Advanced Placement, etc.*) Be aware that college-level courses taken while in high school through dual credit programs may have generated a college transcript. It is the student's responsibility to confer with their high school counselor about dual credit agreements with other institutions and request official college transcripts for their dual credit courses.

Applicants who plan to use college-level course(s) for Dental Assisting admissions ranking and have already submitted their official high school transcript to the Admissions Office, **do not need** to resubmit their high school transcript in the packet. International high school transcripts **must** be evaluated and submitted to the Cumberland Campus Admissions Office prior to submitting the Dental Assisting Packet.

## RCSJ Students

Applicants who have taken courses at RCSJ (including High School Option Program and Visiting students) will include an *unofficial* RCSJ transcript in their packet. The RCSJ transcript is the **only** transcript allowed to be unofficial. Students may place an official copy of their RCSJ transcript in the packet if desired; however, it is not required and any additional fees incurred for transcripts are the sole responsibility of the student.

Current RCSJ students planning to submit a Dental Assisting Packet to the college may be asked to provide an official copy of their transcript. If accepted to the program, the transcript may be needed for transfer credit evaluation purposes.

## International Transcripts

Transcripts from other countries must be translated into English and evaluated before they can be included in the packet. Students must request a general evaluation of their high school transcript, and a course-by-course evaluation of their college/university transcript(s). For more information go to: [rcsj.edu/International](https://rcsj.edu/International). The international transcript(s) must be evaluated by one of the following organizations:

-NACES  
(naces.org)

-IEES, Inc.  
(edevals.com)

-FCSA  
(foreigncredentials.org)

-WES  
(wes.org)

-SpanTran  
(SpanTran.com)

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## Transcripts (*Continued*)

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### Transfer Student Responsibility

**It is the applicant's responsibility to ensure coursework submitted for Dental Assisting Submission ranking requirements is acceptable prior to submission of the Dental Assisting Packet.**

Applicants should have prior coursework evaluated for transfer credit before submission of the Dental Assisting Packet by submitting an official transcript(s) from their previous institution(s) and completing a Transfer of College Credit Request Form through the Gloucester Admissions Office: [RCSJ.edu/Transfer/Gloucester](https://www.rcsj.edu/Transfer/Gloucester) or Cumberland Admissions Office: [RCSJ.edu/cc/Transfer](https://www.rcsj.edu/cc/Transfer).

### Courses Eligible for Transfer

Only general education courses from other colleges and universities may be eligible for transfer to the Dental Assisting Program. Applicants who are currently enrolled or were previously enrolled in another college's Dental Assisting Program should be advised that those Dental Assisting courses cannot transfer to the RCSJ Dental Assisting Program.

### Letter Grades

Some colleges do not operate on the plus or minus grading scale. Students transferring coursework from a college that does not use a plus or minus grading scale will need to earn a letter grade of "B" or better for coursework in the Dental Assisting Program that requires a minimum grade of "C+." For more clarification on this policy, students can contact selective admissions.

### Transcript Submission and Resubmission

Applicants must include a transcript from any college or university where they created an academic record if not on file in the admission office. This can include students who registered for courses and then withdrew, students who are guests/visiting students at another institution, students who took only one course at the college, and students enrolled in high school dual credit programs.

Transfer students who have already submitted official transcripts from their previous institution for the general admissions file do not need to resubmit an official copy in their Dental Assisting Packet. The transcripts must be official physical copies generated directly from the institution.

In the event a college no longer sends physical copies of transcripts due to a pandemic, students should contact Admissions well in advance of the packet deadline for guidance. **Please contact the Cumberland Admissions Office at 856-200-4669 or the Gloucester Admissions Office at [selectiveadmissions@rcsj.edu](mailto:selectiveadmissions@rcsj.edu) with any questions regarding transcripts.** Omission of any official college transcript (*exception: RCSJ transcripts*) is grounds for an incomplete packet. **Incomplete packets are not considered for acceptance.**

It is the applicant's responsibility, not the institution's, to ensure transcripts are requested in time to be placed in the packet. Once submitted, no additional documents can be included in the packet.