



HANDS ON
Dental Assistant Training

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Greensboro, NC 27405

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Student Catalog

Volume 5 - January 2025

Dental Assistant Training School

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History

Hands on Dental Assistant Training, LLC (hereafter “Hands On” or the “School”) offers a dental assistant training program that is 8 weeks. The courses are designed to turn students into well-trained, entry-level dental assistants. We are approved by DANB (Dental Assisting National Board). Students will receive a certificate of completion of 119 clock hours training.

Hands on Dental Assistant Training, LLC is owned and operated by Fatima Oglesby-Morris. Fatima began her career path in the dental field as a volunteer dental assistant at St. Elizabeth Hospital in Washington DC, after working as a dental assistant in every aspect of the dental specialty, Fatima continued her education at Howard University to become a dental hygienist, which she enjoyed for 27 years. As a dental hygienist she observed that dental assistants needed more hands-on training and continuing education classes to help them become a more productive and professional dental assistant in the dental office. Fatima had a vision that led her to develop and create Hands on Dental Assistant Training, LLC.

Fatima is a firm believer that there is no “I” in team and that it is truly teamwork that makes a dental office team work efficiently. Fatima’s vision for the public is to have access to dental treatment and to be educated about their oral health. Fatima wants Dental Assistants to be part of her vision by training dental assistants to educate the public community about how to obtain optimal oral health. Fatima is the 3rd District Trustee of the American Dental Assistants Association and a past Vice President of the Maryland Dental Hygienists Association.

Facility

Hands on Dental Assistant Training, LLC. Is located at 3306 N. Elm St., Greensboro, NC 27405 and is where we will train you to become a dental assistant in the basic subject areas of dental assisting, which include using the treatment rooms, laboratory, x-ray equipment, and office area.

Classes are held in an environment that simulates a modern, state-of-the-art dental office. Each student receives all disposable equipment and supplies needed to perform tasks. Five students work in the lab room to get hands-on training using the dental equipment. Each student has the opportunity to use the dental tools.

Instructors will utilize the following to aid students learning: fully equipped dental treatment rooms, audiovisual aids, dental lab study exercises, office area including computer, photocopy machine, fax, multiple phone lines, x-ray machines, and an autoclave.

Staff

Owner/CEO Fatima Oglesby-Morris, DA, RDH

handsondatnc@gmail.com

Director/Instructor Tonya Davis DA II, BS, BM

td@handsondat.com

Instructor - Lefran Cole RDH

Instructor - Jess Deinlein BS Ed. jess@handsondat@gmail.com

Office Administrator Oretha Jones handsondatnc@gmail.com

Admissions

Applicants must:

- Be 18 years of age or older
- Have a high school transcript
- a U.S. citizen or possess a work Visa that allows the student to reside and work in the United States
- Pass the Admission test: Applicants are required to pass an admission assessment and are notified by mail acceptance status.

Learning Outcomes/Objectives

Upon successful completion of this program, students will be able to:

- Analyze and discuss major areas in the dental field and procedures performed.
- Demonstrate proper set up/cleaning and sterilization procedures, along with all infection control standards for eliminating cross contamination.
- Evaluate and discuss radiographs and proper techniques for utilizing radiation equipment.
- Identify proper names, use and function of dental instruments and equipment used in a dental office.
- Demonstrate appropriate knowledge and understanding of the dental care team's role in the health-care industry, including quality improvement processes that may be used to monitor the dental health team's ability to fulfill its responsibilities within a given healthcare system.
- Demonstrate a thorough knowledge and understanding of the duties and responsibilities of the dental assistant, including standards of ethics and jurisprudence governing the dental practice.
- Recognize and use pharmaceutical-medical terms, abbreviations, and symbols commonly used in prescribing, dispensing, and charting of medications in the dental office.
- Systematically collect and document diagnostic data in a dental office.
- Demonstrate the ability to perform various clinical supportive skills needed in a dental office.
- Demonstrate knowledge and skill required for management of business office procedures for a dental office.
- Use therapeutic communication in a dental office in both verbal and written/computer form.
- Exhibit a working knowledge of biomedical science and the procedures and techniques Related to blood-borne pathogens and hazard communications standards.
- Produce diagnostic radiographs while utilizing proper radiation safety measures.
- Identify materials used in intra-oral and laboratory procedures.

*** There is no transfer of credits for education from other institutions at this time.**

Disclaimer: This program is a DA 1 certificate .Nitrous Oxide, Radiology, Coronal

Polishing, and Infection Control is offered for CONTINUING EDUCATION purposes to previously trained and occupationally qualified individuals. This program is licensed by the NC State Board of Community Colleges. The State Board of Community Colleges is not an accrediting agency. https://www.ncdentalboard.org/dental_assisting.htm

Program Format

This program is an in-class program in which students are required to meet on campus every week for 8 weeks. Job Description: Dental assistants provide patient care, take x rays, keep records, and schedule appointments. Students will learn what the job description is for an assistant. These face-to-face sessions allow students to learn theory as well as have authentic “hands on” experience with their instructors and peers in a simulated dental office environment. Training is offered on 8 Saturdays for 8 hours each day . The maximum student to instructor ratio for this program is 5:1 for classroom and for laboratory. This gives the student hands-on experience in all areas of dental assisting using the treatment rooms, laboratory, x-ray equipment, and office area. Each session is divided into lecture and lab. During the lecture portion the student views slides or PowerPoint presentations presented by an instructor. There is time for questions, answers, and review. The second part of the class focuses on learning and practicing skills utilizing office treatment rooms, labs, and equipment. Students are completing homework during the week to coincide with the learning objectives for our in class training.

Our entry level dental assistant program is customized into a 8 week program that covers professionalism, instrumentation, dental terminology, lab equipment, dental procedures, infection control, radiology, anatomy, and the dental team. Each session is divided into lecture and lab. The instructor will lecture the student and show dental assistant video slides. There is time for questions, answers, and review. The second part of the class focuses on learning and practicing skills utilizing office treatment rooms, labs, and equipment. Hands On Dental Assistant Training does not accept training or credits from previous programs. Upon successful completion of the program, students will receive a DA I certificate. For questions regarding this, contact the Director Tonya Davis td@handsondat.com

Externship

Each student, as a requirement of graduation, will participate in 55 hours of externship. The externship may begin no sooner than after passing the midterm. Exams are given weekly. All externship hours must be completed by the last scheduled class. The student will be provided with the contact information of any dental office(s) that is participating in the externship. The student will schedule their externship hours at a time that is mutually convenient for the dental office and themselves. The externship will allow the student to test the skills and abilities that should have been acquired during approximately the first half of their instructional segment of the Hands-On Dental Assistant Training curriculum. Upon completion of the externship, the student will submit a timesheet, signed by the dental office and give the form to a Hands On Dental Assistant Training instructor to verify that their required hours have been completed. The dental practice will also complete an evaluation of the student’s progress. This evaluation will document the level of performance experienced by the dentist of the student during the externship. The externship will be evaluated and graded on a pass/fail basis. A passing grade on the externship is a requirement of graduation.

List of Responsibilities for Assisting in Externship Requirements

- Preliminary examination of patients
- Four-handed dentistry techniques
- Using and handling of dental materials
- Process and procedures for the laboratory
- Performing and assisting with intraoral procedures
- Taking and recording patient vital signs
- Using diagnostic aids (radiographs and impressions for study models)
- Providing oral patient health instructions/guidelines
- Managing patients
- Charting teeth/completing treatment documentation

Schedule

Traditional class sessions on campus will meet on Saturdays. Please view the table below for the detailed schedule. It is the students' responsibility to understand and keep track of the schedule and the time commitment.

Sessions Schedule

Face to Face (On campus)	
1 through 4	Saturday 9:00 am -5:00 pm 30 min. lunch
5 through 8	Saturday 9:00 am -5:00 pm 30 min. lunch

Week 1-8	Tues/Thurs 10:00 am -2:00 pm or evening 5:00 pm -9:00 pm
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- Orientation December 14th 2024
- 1st session of courses begins Saturday Jan 4, 2025- Feb 22 ,2025
- Orientation March 1, 2025
- 2nd Session of courses begins March 15, 2025 - May 3, 2025
- Orientation May 10, 2025
- 3rd Session is May 20, 2025- July 8,2025
- Orientation July 12, 2025
- 4th session is July 22, 2025-Sept 13 2025
- Orientation Sept 20, 2025
- 5th session is Sept 30 2025 -Nov 22 , 2025
- Orientation Nov 29, 2025
- 6th session is Dec 13, - Feb 15, 2026

Legal Holidays Observed

- New Year's Day, MLK Jr. Birthday, President's Day, Easter Sunday, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve.

Inclement Weather Policy: School closings due to weather will follow local community college closing announcements. Students will receive an email when a class is canceled and can communicate directly with their instructor by email to reschedule a missed class. A missed class due to inclement weather must be scheduled before taking the next class. Students that miss more than the number of hours listed in the syllabus, without excused absences, will not be eligible for returning to make up course hours, and would not be allowed to move on to the next course in the sequence.

Tuition

The cost of the program is \$2997.00 plus \$375 for Radiology certificate. This includes lab materials, access to all equipment in the facility. The cost does not include books or scrubs. There is a \$50 nonrefundable application fee .Total cost of books and materials can cost approximately \$150.00 We do not participate with Federal Financial Aid, however, we do offer a payment plan. The payment plan is broken down into 4 equal payments of \$750.00. This payment plan option must be discussed and arranged with the school director Tonya Davis in advance.

Class Start-End Date

Payment Plan

Jan 4, 2025- Feb 22 ,2025 4-Payments: 12/14/2025, 12/28/2025, 1/11/2026, 1/25/2025

March 15, 2025 - May 3, 2025 4-Payments: 3/1/2025, 3/15/2025, 3/29/2025, 4/05/2025

May 20, 2025- July 8,2025 4-Payments: 5/10/2025, 5/24/2025, 6/07/2025, 6/21/2025

July 22, 2025-Sept 13 2025 4-Payments: 7/12/2025, 7/26/2025, 8/09/2025, 8/23/2026

Sept 30 , 2025 -Nov 22 , 2025 4-Payments: 9/20/2025, 10/04/2025, 10/18/2025, 11/01/2026

*There are other fees associated (uniforms and textbooks) of which the STUDENT is responsible for purchasing purple or black scrubs . Average cost of scrubs on the open market is \$30.00 per set. If you cannot afford new

books, we offer renting as an option. Contact the director Tonya Davis at handsondatnc@gmail.com or 336-907-4002 .

2025

January

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 1 - New Year's Day

Jan 20 - MLK Day

Feb 17 - Presidents' Day

May 26 - Memorial Day

Jun 10 - Juneteenth

Jul 4 - Independence Day

Sep 1 - Labor Day

Oct 15 - Columbus Day

Nov 11 - Veterans Day

Nov 27 - Thanksgiving Day

Dec 24 - Christmas Eve

Dec 25 - Christmas Day

Dec 31 - New Year's Eve

Required Materials

*The cost of the required books : **Modern Dental Assisting textbook and workbook** 12th or 13th edition by Bird and Robinson and the **Dental Instruments A Pocket Guide** book 5th or 6th edition by Linda Bartolomucci Boyd. New books are approximately \$200 for the set, but prices may vary. Students can check online at valorebooks.com, amazon.com or chegg.com for a price comparison.

School Transcripts\$20.00 each

Refund Policy

- If the school closes or discontinues a program the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.
- All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from the school within 7 calendar days after having signed an enrollment agreement. This involves all fees paid to the school by the student on behalf of the student.
- If the student chooses not to enroll after the 7 day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both. ● If, after the 7-day cancellation period expires, a student withdraws after instruction shall include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that the school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

Proportion of Total Course or Program Taught
by Date of Withdrawal Tuition Refund

Less than 10% 90% refund

10% up to but not including 20% 80% refund

20% up to but not including 30% 60% refund

30% up to but not including 40% 40% refund

40% up to 50% 20% refund

More than 50% No refund

Curriculum

Our Dental Lectures are broken down into 8 modules DA 101- 108 Lecture and DA 101-108 Labs that are designed to relate to the daily lectures.

DA 101 Introduction to the Profession (Lec)

Dentistry as a profession and the responsibilities of the dental health team, which includes the dentist, hygienist, dental assistant, front office personnel and the back- office personnel.

DA 102 Ethical and Legal Issues (Lec)

A discussion of the ethics in dentistry and the various governmental agencies entrusted with the regulations of the dental profession to ensure and protect the public from incompetent and unethical procedures. Topics include licensure procedures and credentialing of the dental team.

DA 103 Composition of Teeth and Dental Terminology & Tissues Surrounding the teeth. (Lec)

Mastering the parts of the tooth. Topics include cervix, apex, dental pulp, tissues of the teeth such as enamel, dentin and cementum. Also, includes discussion of anatomical landmarks of the tooth and dental terminology. Tissues supporting the human teeth. Topics include the alveolar process, the periodontal ligament and the gingival (gums), which are collectively known as the periodontium Bones of the Head, Muscles of the Head and Neck, Temporomandibular Joint (TMJ) and Paranasal Sinuses

Basic anatomy and physiology of the human skull topics include the cranium and the bones of the face. Muscles of the head and neck and the temporomandibular joint that connects the maxillary and the mandibular jaws. Topic also includes paranasal sinuses, which are the air cavities in the bones above each side of the nasal cavities.

DA 104 Dental Radiology (Lec)

X-Ray techniques, emphasis on taking a full mouth series of x-rays, developing and mounting radiographs

DA 105 Pediatric Dentistry, Dental Materials (Lec)

Specialty limited to the dental care of children. Topics include informed consent from guardians prior to treatment, behavioral management, material used in dentistry topics include cavity varnishes and liners, dental cements, surgical, periodontal dressing, glass ionomer cements, composites, pit and fissure sealants and dental amalgams.

DA 106 Oral Cavity, Salivary Glands and Immune System, Oral Pathology (Lec)

Students will gain perspective of disease and prevention as well as infection control and oral 10 pathology, the cavity of the mouth and salivary glands, which are located outside the oral cavity. Topics include discussion of infectious diseases that can be transmitted from the patient in a dental environment. Study of the nature of diseases that affect oral structures and regions nearby. Topics include discussions on how to distinguish normal from abnormal conditions in the oral cavity.

DA 107 Removal Prosthodontics, Fixed Prosthodontics (Lec)

Removable Prosthodontics replaces missing teeth. Topics include component parts of both the

partial and complete RPD's and the various steps necessary during replacement appointment. Complete restorations, or the replacement of one or more teeth in a dental arch. Topics include the different types of fixed prosthodontics restorations.

DA 108 Endodontics and Root Canal Therapy (Lec)

Root Canal Therapy, Topical and Local Anesthesia, Orthodontics, Periodontics/Dental Hygienist assistant. Topic for root canal therapy are endodontic instruments and materials. Topics for local anesthesia are how to apply topical anesthesia and the different types of anesthesia dentists give to patients to prevent pain during treatment procedures. Orthodontics topics include the prevention and correction of teeth and oral deviations, use of retainer, brackets, and ortho appliance. Periodontal disease prevention and treatment of periodontal diseases, which are the most common of tooth loss, assisting the dentist/ dental hygienist with periodontal charting and patient education.

DA 101 Dental Operatory Equipment (Lab)

The different components of the dental operatory and dental chair. Topics include the operation of the dental chair and the various associated instruments. Each student will be asked to operate the chair and various instruments until they are completely familiar with the procedures. The goals of infection control are discussed together with Occupational Safety and Health Administration (OSHA) requirements and standards. Students are taught and asked to use the various Personal Protective Equipment (gown mask, eyewear/face shield and examination gloves) required in the dental clinic.

DA 102 Setting up and Breaking down operatories and Infection Control (Lab)

Performed by the dental assistant prior to seating a patient in the operatory. A standard routine must be established according to the dentist and the appropriate regulatory agencies. Students are taught to follow the Centers for Disease Control (CDC) Guidelines in effective infection control. Topics include the various procedures required to be accomplished following dental treatment. Students are asked to demonstrate the correct routine for breaking down and clean-up of operatories following dental treatment.

DA 103 Suction and Sterilization (Lab)

Students will learn different methods of moisture control, emphasizing suctioning. Students will be asked to practice placement of the tip of the High- Volume Evacuator with reference to each quadrant.

Students will learn how to properly sterilize instruments, including packing instruments. Students will package and sterilize instruments via cold sterilization and the autoclave

DA 104 Radiology (Lab)

Radiography Basics and X-Ray Procedures Basic X-Ray techniques

Emphasis on taking a full mouth series of x-rays, Students are taught how to take x-rays, 10 developing and mounting radiographs.

DA 105 Dental Instruments and Charting (Lab)

Topics include a study of the various dental instruments, how they are organized instruments to the tasks they are to perform on patients and master different procedures tray set-up. Charting patient treatment plan.

DA 106 Professional Documentation and Note Taking (Lab)

Documenting the present dental conditions of the patient and the dental services to be rendered, this serves as a legal record of the patient. The students are taught and have to prepare a dental chart using appropriate symbols and abbreviations.

DA 107 Dental Specialties and procedures/material (Lab)

An overview of the steps involved in the fabrication and installation of complete and partial dentures. Students will practice putting tray set-ups together for each stage of removable and prosthodontic fabrication and delivery. Students will learn an overview of the preparation of a full cast, porcelain fused to metal crown or all porcelain crowns. Students learn the proper techniques for pouring impression materials. An overview of endodontics (root canal) procedures and the various materials and instruments used. Students are asked to practice identifying the materials and instruments used in the root canal procedure. Proper use of anesthesia in the dental practice. Topics include the various types of anesthesia and the instruments and techniques used in administering them. Students are asked to practice loading the syringes, proper passing techniques and safe recapping techniques. A clinical video is shown during this session. Sealants and Bleaching techniques/restorative procedures, newly erupted and caries free teeth benefit from sealants. Students learn how to apply sealants and bleaching techniques. Students will learn the procedures for amalgam and composite restorations, including instrument recognition, manipulation of materials and proper set-up.

DA 108 Periodontal Treatment Procedures and Oral Surgery Procedures (Lab)

Topics include the various steps and instruments used. Students are taught the various periodontal instrumentation and practice techniques in passing instruments. Students are taught how to set up the cavitron ultrasonic scaler/Piezo Scaler.

A study of dental implants and dental extraction. Students are taught the different instruments and how they are used and passed over a patient. A clinical video of both oral surgical procedures is shown to the students during this session.

CPR 101 Cardiopulmonary Resuscitation

Students will have the opportunity to learn CPR and life saving techniques and first aid prevention skills.

Externship 101

Students will complete a total of 55 hours of externship under the supervision of a licensed Dentist. Agreements are already established at local dental offices. If a student chooses to find their own dental office to complete the externship hours it has to be approved by the school director.

Attendance/Participation Policies

Absences

Attendance is taken at the beginning of class each week. Students are encouraged to attend all hours of program instruction and are expected to participate in class discussions as well as in labs. It is essential to come to class prepared with homework completed, a pen and notebook.

Class make up Policy

We recognize that emergencies occur. Should there be extraordinary circumstances; students are requested to speak with their instructor who will arrange ways to make up the sections that were missed. Often this is accomplished by completing the missed section the next time the program is offered or through make-up work. Only 20% of coursework can be made up through make-up work. Students must be in class during the session they enroll in for a minimum of 80% of the time. Students are expected to have a Doctor's note for reasons of absence due to illness. If a student is absent three times consecutively without notifying the school, the student will be considered dropped. The school will contact the student by email, writing or phone and formally advise the student of this status. Hands On Dental Assistant Training does not have a probationary period.

Lateness or missing work

Students should report to class on time. Consistently lateness to class may result in a conference with the Instructor. Students are responsible for making up all missed work, including labs, homework, and projects. Missed classes and/or labs are to be made up by communicating with the instructor. Classes may be made up by (1) arranging a time with your director or instructor to make up a missed class (2)

private tutoring by an instructor is no charge for makeup work. Make-up work must be completed within 1 week of missed class. This should be arranged between the student and Instructor.

Academic Progress

Students must maintain a 75% or higher to successfully complete this course. Satisfactory is 75% or higher Passing ("P") under 75% IS Unsatisfactory ("F") Final GPA is calculated as follows:

The Average of the 8 general quizzes = $\frac{1}{3}$

Mid-term = $\frac{1}{3}$ ** Lab work is graded on a Pass/Fail basis.

Final Exam = 1/3

Once an assessment is graded the student will be advised by the instructor of attainment of satisfactory/unsatisfactory progress in the program. The student will be given a written "Student Progress Report", a copy of which will be placed in the student permanent file. Exams/Quizzes are given each class with the Final Exam given on the last scheduled day of class.

If the student is not able to raise the grade point average above 75% after taking the 4th quiz in sequence, s/he will be requested to withdraw.

Assessments must be taken on the day they are scheduled. However, in the event that an assessment is missed, the student is responsible for contacting the instructor to schedule a make up.

The final examination must be taken on the last day of class. However, we understand emergencies do occur. In order to make up the Final Exam, students must have documentation of the emergency (i.e. – Doctor's Note) and will be permitted to take the exam. It is the student's responsibility to obtain all missed material and make-up any missed daily (lab) work.

If a student fails a unit quiz, he/she is expected to make an appointment within one week after the quiz was given with the course instructor. At that time, the student will review the quiz.

Re-admission

The student may re-enroll or re-enter at another time if arrangements have been made with the school director at the time the student leaves. Re-admission is given when there is a vacancy in the class and room for admittance. Re-admission will mean filling out a new enrollment agreement and beginning all over again. Tuition charges will apply.

Re-enrollment

We recognize that emergencies occur. However, because the program is eight weeks, there is no leave of absence. If a student cannot complete the program, they may be able to re-enroll at a later date.

Tuition fees would apply as well as a new enrollment agreement.

Grading

All class assignments and homework assignments are graded according to the following grading scale:

Excellent	<u>94% – 100%</u>
Good	<u>84% – 93%</u> <u>75% – 83%</u>
Fair	<u>0% -74%</u>
Poor	

All lab work assignments are graded on a Pass/Fail ("P" or "F") basis.

Students must obtain a minimum average grade of 75% and pass ("P") all lab assignments in order to satisfactorily complete the training program.

Graduation

Students will receive a Certificate of Achievement upon satisfactory completion of all assignments – classwork and homework, projects, and quizzes. In order to graduate, students must:

- Complete all assignments with a cumulative average of 75% or higher
- Complete all lab assignments with a grade of Pass "P"
- Complete the 55-clock hour externship with a Pass "P".
- Students cannot have missed more than two classes. Attendance must be 80% or higher.
- Pay all tuition and fees in full

Records/Transcripts

Student records are maintained permanently by the school in a fireproof safe. Computer records are electronically backed up regularly. All records are maintained with the same security and confidence as patients' dental records. A set of records is maintained on the school campus.

Students have the right to inspect their records and are entitled to a copy if there are no outstanding obligations. Students must submit a request in writing to handsondat@gmail.com in order to receive a copy of their records and pay a \$20 transcript fee.

Changes Made by School

If the school cancels or changes a program of study or location in such a way that the student who has started is unable to complete training, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the program who is affected by the cancellation or change. If the school is unable to make alternative arrangements that are satisfactory to both parties, the school will refund all money paid by the student less the \$50 registration fee.

Drug/Alcohol/Smoking Policy

Hands-On Dental Assistant Training, LLC. has a zero-tolerance policy for alcohol and drugs on campus. No student shall come to class intoxicated or under the influence of any illegal substances.

Hands-On Dental Assistant Training, LLC. is committed to maintaining a comfortable and safe environment in which our employees can work and our students can pursue their academic objectives. We are committed to helping promote and encourage healthy lifestyles for our students.

If an instructor suspects a student is using drugs and/or alcohol the student will be dismissed and removed from the school.

There is no smoking allowed within any place in the dental office or training rooms. Smokers may smoke outside during a break.

Sexual harassment

Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among students and/or staff. Sexual harassment or harassment because of age, race, color, religion, national origin, or disability, will not be tolerated.

Student Services

Parking

We value our students and want to make sure they are always in a safe learning environment. The parking lot is small but lit up. Always make sure you leave together and stay alert. In the event of an emergency or that you suspect something suspicious, please call 911.

Academic Support

Any student who feels like she or he needs extra help should contact Fatima at handsondatnc@gmail.com, and an appointment will be scheduled to help identify strategies to improve work.

Equipment

We use state of the art dental equipment in the School. Conventional radiology equipment, dental chairs, dental tools, and dental materials are used to teach students how to mix dental cements and how to perform dental impressions of teeth.

Job Placement

Although we cannot guarantee 100% job placement upon successful completion of the program, we can confidently state that there is a job market for dental assistants. We offer resume building services to our

students and mock interviews so they are well prepared for a dental career.

Other

A restroom and break room (with a microwave and refrigerator) are available.

Students Rights and Responsibilities

Students have the right to view their grades at any given time as well as their records.

Students will receive a student ID when registering. They are required to wear that ID with their scrubs to all classes and their externship. There is a \$10.00 replacement fee for lost or stolen IDs.

It is the responsibility of the student to communicate with the Instructor or Director if s/he is experiencing difficulty with the aspects of the program.

Code of Conduct

At Hands- On Dental Assistant Training, LLC., we believe that students and staff should always conduct themselves in a professional manner. This means coming to class with required materials, wearing scrubs, having one's hair pulled back (if applicable), and refraining from being under the influence of alcohol and/or illegal drugs while in the learning environment. Students are expected to purchase their scrubs and wear their scrubs during each class session. Students are expected to wear gloves, masks, and protective glasses that are provided for all sessions.

School administration reserves the right to terminate a student on any of the following grounds:

Not complying with rules and regulations

- Unprofessional conduct.
- Unsatisfactory academic progress
- Excessive absence or lateness
- Failure to pay fees when due
- Harassment of any kind including intimidation and discrimination
- Entering school site while under the influence of alcohol, drugs, or narcotics of any kind.
- Breach of enrollment agreement
- Carrying a concealed or potentially dangerous weapon
- Sexual harassment
- Cheating
- Falsifying records

Grievances

Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment by phone to see the school director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student file. Every attempt at a satisfactory resolution will be made. If the complaint cannot be resolved after exhausting the institution's grievance procedure, or the student believes the problem has still not satisfactorily been resolved the student can contact:

200 West Jones Street Raleigh, NC 27603

919-807-7061

Evaluations

We care about our students and want to ensure they are getting the highest quality education. In order to make sure of this, students are asked to fill out a course evaluation at the end of their course to get feedback and to make sure they feel they are getting the education they deserve. The evaluations are anonymous and taken very seriously. We make sure our Instructors attend continuing education classes frequently to stay up to date in the Dental Health care field and in education.

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