

CATALOG

GEORGETOWN DENTAL ASSISTANT SCHOOL

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Austin, Texas*

Mahesh Dholariya DDS
Director

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MISSION STATEMENT

Everything we do is inspired by our commitment to our students:

- To instill personal responsibilities in oral health care
- To enhance personal worth, self sufficiency and positive self-esteem
- To provide quality service to the dental profession
- To be one of the best center of learning in the dental assisting profession

PHILOSOPHY

There are many job opportunities for the qualified dental assistants to assist dentists in the dental profession. Although one desires to be trained in this profession, there may be challenges that prevent them from attending school. It is difficult for most people to attend school on a full time basis because they have to work to earn a living. The expense necessary to finance schooling in a major college is also another reason most people are discouraged in pursuing further education. We feel that the dental assisting program offered at our school will meet these challenges. The affordable tuition fee may also solve the financing issues for most prospective students. Prospective students will not be denied on the basis of race, color, national origin, sex, handicap, age, or veteran status (except where age, sex, or handicap constitutes a bona fide occupational qualification necessary to proper and efficient administration).

APPROVAL

Georgetown Dental Assistant School, P6037, is approved and regulated by the Texas Workforce Commission Career Schools and Colleges.

HISTORY

Georgetown Dental Assistant School is an institution developed as an effort of Dr. Mahesh Dholariya. Dr. Dholariya recognized the need for well-trained, efficient chairside dental assistants and found difficulty in attracting good assistants throughout their years in practice. Georgetown Dental Assistant School will help prepare interested persons in becoming part of the dental profession and assuming a position as a well-respected professional.

PHYSICAL FACILITIES

Georgetown Dental Assistant School, shares space in the office of Dr. Mahesh Dholariya at Westinghouse dental located at 4650 S FM 1626 Suite 104, Georgetown TX. There are three dental treatment rooms fully equipped with dental chairs, units, and x-ray machines and four other treatment rooms for future expansion. There is a computerized business office, a reception room, a break room, and a small dental laboratory. The facility has approximately 800 square feet available for student discussions. The school will occupy the total 2268 square foot of space.

LEGAL ORGANIZATION

Dental Assisting Kyle LLC is a limited liability company (DBA Georgetown Dental Assistant School) fully owned (100% owned) by Dr. Mahesh Dholariya DDS.

FACULTY AND STAFF

Dr. Mahesh Dholariya, DDS, Director/Chief Instructor

Dr. Dholariya received his D.D.S. from the University of Texas Health Science Center Dental School San Antonio in 2013. He also has completed B.D.S. (Bachelors in Dental Surgery, Equivalent to D.D.S) in 2008 from GDCH-Dental School followed by 1 year internship in India. He is an Owner/CEO of Westinghouse dental in Georgetown TX. Dr. Dholariya has practiced in different parts of East and central Texas for last 8 years in different private practices as a lead dentist where his job duties were involved to hire, train and manage dental assistant graduates as well caring for patients' oral care.

Ankita Vekariya, School Representative

Ms. Ankita received her B.D.S (Bachelors in Dental Surgery) from KIMS-Dental School, India in 2013. Ms. Ankita

has volunteered in private clinic in Corona, California. She currently works with Dr. Dholariya and is a manager of Westinghouse dental.

Kim, School administrator and representative

Kim is a native Austinite and a Registered Dental Assistant. She has been caring for patients and continuing her passion in the dental field for over 25 years. She loves what she does and brings with her a fun sense of humor to the office. When Kim is not at work with the students she enjoys spending time with her family and friends. She loves to play tennis and fun days on the lake.

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE

1. The School does not accept credit for previous education, training, work experience (experiential learning), or CLEP (College Level Examination Program).
2. The School does not guarantee job placement to graduates upon program/course completion or upon graduation.
3. The School reserves the right to reschedule the program start date when the number of students scheduled is too small.
4. The School will not be responsible for any statement of policy or procedure that does not appear in the School catalog.
5. The School reserves the right to discontinue any students' training for unsatisfactory progress, nonpayment of tuition or failure to abide by School rules
6. Information concerning other Schools that may accept the School's credits toward their programs can be obtained by contacting the office of the President. It should not be assumed that any programs described in the School catalog could be transferred to another institution. The School does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.
7. This document does not constitute a binding agreement until accepted in writing by all parties.

TUITION AND FEES

All students enroll for a complete program and pay tuition for the complete program prior to entrance unless other arrangements have been made. Tuition includes books and supplies.

Course	Tuition	Registration Fee	Admin. Fee	Books/Supplies	Total
Dental Assisting	\$2999.00	\$25.00	\$100.00	\$150.00	\$3274.00

Arrangements may be made for students to pay tuition on a monthly basis. Tuition must be paid either prior to entrance or prior to the month in which it is due. **The administration fee of \$100.00 will be waived upon signing enrollment agreement with full payment of tuition and the \$25.00 registration fee is non-refundable.** A late fee of \$10.00 is charged for late payments.

Method of Payments: Cash, personal check or Visa/Master card.

TUITION PAYMENTS:

To assist students who are financially not capable of paying the full tuition up front, the school will offer an easy interest free installment payment plan. These terms are available to all students who need assistance. The plan will consist of four (4) installments:

1 st installment upon enrollment	-	\$ 818.50
2 nd installment on the 4 th week of class	-	818.50
3 rd installment on the 8 th week of class	-	818.50
4 th installment on the 12 th week of class	-	<u>818.50</u>
Total Payment		\$ 3,274.00

LATE PAYMENTS: Installment payments not received 10 days after the due date shall incur a five percent (5%) penalty of the amount due.

BOOKS, SUPPLIES AND FEES: Additional fees for books and supplies are **\$150.00 and is subject to cost change**. There are no refunds for equipment, books and supplies received by the student.

HOLDER IN DUE COURSE STATEMENT:

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

DENTAL ASSISTING PROGRAM

SCHOOL CALENDAR

(Call the school Director for specific dates when school starts)

Saturday Schedules

Winter Quarter

January 2022 - March 2022

Spring Quarter

April 2022 - June 2022

Summer Quarter

July 2022 – September 2022

Fall Quarter

October 2022 – December 2022

****Additional session subject to availability and requests**

A class that falls on a holiday will be re-scheduled at a convenient time that is mutually agreeable to the instructors and the students.

HOLIDAYS

Martin Luther King, Jr. Day

Good Friday

Memorial Day

Independence Holiday Vacation

Labor Day

Thanksgiving Holiday Vacation

Christmas Holiday

New Years Holiday Vacation

CLASS SCHEDULE

Classes are offered on Saturday from 8:00 am until 2:30 pm (includes a 30 mins lunch break).

ENROLLMENT PERIODS

Students may enroll from one to three months prior to the beginning of a new quarter. Deadline for enrollment is the last business day before the first day of class. No late enrollments will be accepted. A guided tour to the facility and a personal interview is required with the school President (Director) prior to admission.

OFFICE HOURS

Office hours are 8:00 AM to 6:00 PM Monday and Tuesday, Thursday 9 AM-7 PM, Friday 8 AM-5 PM, Saturday 9 AM- 2 PM except the days school will be closed. When classes are not in session, the office will be closed for lunch from 12:00 PM to 1:00 PM.

ADMISSION REQUIREMENTS

- a) Applicant must be at least 18 years of age, a desire to learn ; and
- b) Be a graduate of a high school that is regionally accredited or approved by an authorized state educational agency or obtained a high school certificate of General Equivalency Diploma (GED)
- c). Signed enrollment agreement

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rate portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination¹.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-

enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:

- (a) An enrollee is not accepted by the school;
- (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation,

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

PROGRAM COURSE OBJECTIVES FOR DENTAL ASSISTING

The dental assistant training program is a course designed to teach the students the skills and working knowledge necessary to assist dentists and hygienists in all chairside procedures. Students that graduate from this program will be able to effectively perform the following procedures:

- Apply current concepts of four-handed chairside assisting
- Manage infection and hazard control protocol consistent with published professional guidelines
- Prepare and dismiss patients
- Pass instruments and supplies to the dentists
- Use suction devices to keep patients mouth clear and dry
- Prepare tray set-ups and materials
- Set-up and sterilize instruments and equipment and maintain treatment area

- Remove sutures
- Fabricate custom trays
- Prepare dental chart
- Assist and/or apply topical anesthetics
- Apply bleaching agents and fissure sealants
- Take and develop dental x-rays
- Take impressions of patients teeth
- Obtain and maintain accurate patients' medical history
- Provide instructions on oral care and hygiene
- Obtain blood pressure and pulse
- Clean and polish removable trays
- Assist and/or replace removable rubber dam
- Provide pre and post operative instructions prescribed by dentist
- Medical Emergencies, render basic first aid and CPR

PROGRAM SYNOPSIS

The Dental Assisting program involves thirteen weeks of “hands on” training where students have an opportunity of practicing the various routine of chair side assisting. At the completion of the thirteen-week portion of the training, the students must successfully complete a **40-hour externship** in a local dental office. Upon completion of the thirteen week program, the 40 hour internship and all financial obligations to the school discharged/satisfied, only then can the grades, transcripts or certificates be awarded.

Classes are offered on Saturday from 8:30 am until 3:00 pm (includes a 30 mins break).

***The 40-hour externship may be completed in one additional week or spread over a two or three week period.**

PROGRAM OUTLINE - DENTAL ASSISTING PROGRAM

WEEK	COURSE	COURSE DESCRIPTION	CLOCK HOURS			
			LEC	LAB	EXT/I	TOT
K			T		NT	
1	DA101	Introduction to the Profession	.5	0	0	
	DA102A	Infection Control for the Dental Assistants	1			
	DA102	Ethical & Legal Issues in Dentistry	.5	0	0	
	LAB 101	Dental Chair & Infection Control (PPE)	0	1	0	
	LAB102	Inf. Cont. - Maintaining the Operating Field	0	1.5	0	
	LAB103	Inf. Cont. – Treatment Preparation & Clean-up	0	1.5	0	
		Clinical Video of Set up and Breakdown of Dental Operatory				
		Total				6
2	DA103	Dental Radiography	1	0	0	
	DA104	Human Dentition	1	0	0	
	LAB104	Radiography Basics & X-Ray Procedures	0	4	0	
		Total				6
3	DA105	Composition of Teeth & Dental Terminology	1	0	0	
	DA106	Tissues Surrounding the Teeth	1	0	0	
	LAB104	Radiography Basics & X-Ray Procedures (Cont'd)	0	4	0	
		Total				6
4	DA107	Bones of the Head	1	0	0	
	DA108	Muscles of the Head & Neck, Temporomandibular Joint and Paranasal Sinuses	1	0	0	
	LAB105	Dental Charting	0	4	0	
		Total				6
5	DA109	Oral Pathology	1	0	0	
	DA110	Oral Cavity, Salivary Glands & Immune System	1	0	0	
	LAB105	Dental Charting (Cont'd)	0	2	0	
	LAB106	Alginate Impressions, Lab Materials & Techniques	0	2	0	
		Total				6
6	DA111	Dental Materials	1	0	0	
	DA112	Pediatric Dentistry	1	0	0	
	LAB107	Restorative Materials & Techniques	0	2	0	

		Clinical Video of Amalgam & Composite Filling				
	LAB108	Pedodontic Procedures	0	2	0	
		Total				6
7	DA113	Removable Prosthodontics	1	0	0	
	DA114	Fixed Prosthodontics	1	0	0	
	LAB109	Removable Prosthodontics – Full & Partial Dentures	0	2	0	
	LAB110	Fixed Prosthodontics	0	2	0	
		Total				6
		Sub-Total	14	28	0	42

Legend: LECT - Lecture LAB - Laboratory INT- Internship EXT- Externship TOT – Total

PROGRAM OUTLINE - DENTAL ASSISTING PROGRAM - CONTINUED

WEEK	COURSE	COURSE DESCRIPTION	CLOCK HOURS			
			LECT	LAB	EXT/INT	TOT
8	DA115	Endodontics	1	0	0	
	DA116	Topical & Local Anesthesia	1	0	0	
	LAB 111	Endodontics Instrument & Procedures	0	2	0	
	LAB112	Techniques in Administering Anesthesia	0	2	0	
		Clinical Video of Crown Preparation				
		Total				6
9	DA117	Orthodontics	1	0	0	
	DA118	Periodontics	1	0	0	
	LAB113	Placing Sealants & Home Bleaching	0	2	0	
	LAB114	Periodontal Treatment, Coronal Polishing Preventive Dentistry and Oral Hygiene	0	2	0	
		Total				6
10	DA119	Oral Surgery	1	0	0	
	DA120	Medical Emergencies in the Dental Office	1	0	0	
	LAB115	Oral Surgical Procedures	0	2	0	
		Clinical Video of Oral Surgical Procedures				
	LAB116	CPR Training & Certification	0	2	0	
		Total				6
11	DA121	Radiography In Depth Overview	4	0	0	
	DA122	Front Office Mgt. and Resume Preparation	2	0	0	
		Total				6
12		Practical Exams Review - Charting	0	2	0	
		Practical Exams Review - Radiography	0	2	0	
		Practical Exams Preparation – Instrument Transfer	0	1	0	
		Practical Exams Preparation – Instrument Recognition & Suction Tip Positioning	0	1	0	
		Total				6
13		Practical Final Exams	3	0	0	
		Final Exams - Theories	3	0	0	
		Total				6
	INT/EXT101	Internship/Externship	0	0	40	40

		Sub - Total (This pg.)	18	18	40	92
		Plus: Sub - Total (Previous Pg.)	14	28	0	42
		Grand Total (Previous page + This page = Curriculum Clock Hrs)	32	46	40	118

Legend: LECT - Lecture LAB - Laboratory INT- Internship EXT- Externship TOT – Total

LECTURE SERIES – SUBJECT DESCRIPTION

DA 101 - Introduction to the Profession - (1 hour of lecture)

Students are introduced to the profession of Dentistry and the responsibilities of the dental health team which includes the dentist, hygienist, the front office personnel and the back office personnel. (Prerequisite: None)

DA 102A - Ethical and Legal Issues - (1 hour of lecture)

Students will learn the ethics governing dentistry and the various governmental agencies entrusted with the regulation of the dental profession to ensure and protect the public from incompetent and unethical practices. Topics include licensure procedures and credentialing. (Prerequisite: None)

DA 102 - Ethical and Legal Issues in Dentistry - (1 hour of lecture)

Students will learn the ethics governing dentistry and the various governmental agencies entrusted with the regulation of the dental profession to ensure and protect the public from incompetent and unethical practices. Topics include licensure procedures and credentialing. (Prerequisite: None)

DA 103 - Dental Radiography - (1 hour of lecture)

Students will learn the basic principles of X-Ray. The operating principle of the X-Ray Machine is also discussed. Topics also include types of film exposures and film processing errors. (Prerequisite: None)

DA 104 - Human Dentition - (1 hour of lecture)

Students will learn the form and structures of the human natural teeth in the dental arch. Topics also include the method of identifying teeth by using the Universal Numbering System for permanent and primary teeth. (Prerequisite: None)

DA 105 - Composition of Teeth and Dental Terminology - (1 hour of lecture)

Students will learn the different 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. (Prerequisite: None)

DA 106 - Tissues Surrounding the Teeth - (1 hour of lecture)

Students will learn the tissues supporting the human teeth. Topics include the alveolar process, the periodontal ligament and the gingiva (gums) which are collectively known as the periodontium. (Prerequisite: DA104)

DA 107 - Bones of the Head - (1 hour of lecture)

Students will learn the basic anatomy and physiology of the human skull. Topics include the cranium and the bones of the face. (Prerequisite: None)

DA 108 - Muscles of the Head and Neck and Temporomandibular Joint (TMJ) and Paranasal Sinuses -

(1 hour of lecture)

Students will learn the muscles of the head and neck and the temporomandibular joint which connects the maxillary and mandibular jaws. Topic also includes paranasal sinuses which are the air cavities in the bones above and each side of the nasal cavities. (Prerequisite: None)

DA 109 - Oral Pathology - (1 hour of lecture)

Student will learn the nature of diseases that affect oral structures and regions nearby. Topics include discussion on how to distinguish normal from abnormal conditions in the oral cavity. (Prerequisite: None)

DA 110 - Oral Cavity, Salivary Glands and Immune system - (1 hour of lecture)

Students will learn the cavity of the mouth and the 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. (Prerequisite: None)

DA 111 - Dental Materials - (1 hour of lecture)

Students will learn various materials used in dentistry. Topics include cavity varnishes and liners, dental cements, surgical cements/periodontal dressing, glass ionomer cements, composites, sealants and dental amalgams. (Prerequisite: None)

DA 112 - Pediatric Dentistry - (1 hour of lecture)

Specialty limited to the dental care of children. The students will learn the special requirements prior to treatment of children. Topics include informed consent from guardians, behavioral management of children during treatment and the common pediatric dental procedures. (Prerequisite: None)

DA 113 - Removal Prosthodontics (RPD) - (1 hour of lecture)

Removable Prosthodontics (RPD) replaces missing teeth. The students will learn the component parts of both the partial and complete RPD's and the various steps necessary to take during replacement appointment with patient. (Prerequisite: None)

DA 114 - Fixed Prosthodontics - (1 hour of lecture)

Complete restoration, or the replacement, of one or more teeth in a dental arch. The students will learn the different types of fixed prosthodontics restorations. (Prerequisite: None)

DA 115 – Endodontics - (1 hour of lecture)

More commonly referred to as Root Canal Therapy. The students will learn the steps in a root canal procedure and the different instruments and materials required. (Prerequisite: None)

DA 116 - Topical and Local Anesthesia - (1 hour of lecture)

Application of anesthetics to oral tissues. The students will learn the properties of anesthesia and when and where they are used. (Prerequisite: None)

DA 117 – Orthodontics - (1 hour of lecture)

Prevention and correction of dental and oral deviations. The students will learn the various types and causes of malformations and malocclusions and how they are corrected. (Prerequisite: DA104)

DA 118 – Periodontics - (1 hour of lecture)

Deals with the prevention and treatment of periodontal diseases which is the most common cause of tooth loss. The students will learn the causes of periodontal disease, symptoms, examination procedures and treatment. (Prerequisite: None)

DA 119 - Oral Surgery - (1 hour of lecture) Involves with removing of teeth, treating jaw fractures, bone and tissue grafts and removal of tumors and cysts and reconstruction of oral and dental deformities. The students will learn the various procedures and instruments use in oral surgery. (Prerequisite: None)

DA 120 - Medical Emergencies in the Dental Office - (1 hour of lecture)

Risk associated with providing medical and dental care. The students will learn how to respond to medical emergencies. (Prerequisite: None)

DA 121 - Radiography In Depth Overview - (5 hours of lecture)

The students will have an in depth review of subjects likely to be encountered on the state specific radiographic written examination. A good grasp of this subject will greatly enhance the student's likelihood of passing the written examination. (Prerequisite: DA103)

DA 122 - Resume Writing - (1 hour of lecture)

Fundamentals of Resume writing. The students will learn how to write effective resumes. Students will practice these techniques on their off hours. Students may present resumes to the instructors during office hours for comments and corrections. (Prerequisite: None)

LAB SESSIONS – SUBJECT DESCRIPTIONS

LAB 101 - Dental Chair and Infection Control (PPE) – (1 hour of Lab)

Students will learn the different components of the dental operatory and dental chair. They will be taught how to operate the dental chair and the various associated instruments

The goals of infection control are discussed together with Occupational Safety and Health Administration (OSHA) requirements and standards. Students are taught how to don the various Personal Protective Equipment (PPE) required in the dental clinic. (Prerequisite: None)

LAB 102 – Infection Control: Maintaining the Operating Field, Dental Instruments and Trays - (1.5 hours of Lab)

Students will learn the techniques in maintaining the operating field clean, visible, accessible and comfortable for the patient. They will also learn the various dental instruments, how they are organized to the tasks they are to perform and separated onto trays. During this session, a clinical video of the set-up and breakdown of dental operatory will be shown.

(Prerequisite: LAB101)

LAB103 – Infection Control: Treatment Preparation and Clean-up - (1.5 hours of Lab)

Students will learn the procedures performed by the dental assistant prior to seating a patient in the operatory. Students are taught to follow the Centers for Disease Control (CDC) Guidelines in effective infection control. They will also learn the various procedures required to be accomplished following dental treatment (Prerequisite: LAB101)

LAB 104 A - Radiography Basics and X-Ray Procedures - (4 hours of Lab)

Students will learn basic x-ray techniques. They will also learn how to take full mouth series of x-rays. Students will be asked to take x-rays, developing and mounting radiographs. (Prerequisite: LAB101, DA103 &DA104)

LAB 104B - Radiography[h] Basics and X-Ray Procedures - continued (4 hours of Lab)

LAB 105 - Dental Charting - (6 hours of Lab)

Students will learn how to document 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 asked to prepare a dental chart using appropriate symbols and abbreviations. (Prerequisite: DA104)

LAB 106 - Alginate Impressions, Laboratory Materials and Techniques - (4 hours of Lab)

Students will learn that Alginate Impressions are taken in order to capture an accurate three dimensional duplication of a patient's teeth and/or surrounding tissues. Students are taught how to get alginate impressions. Students also learn to take impressions using silicon and gypsum. (Prerequisite: DA104)

LAB 107 - Restorative Materials and Techniques - (2 hours of Lab)

Students will learn the use of bonding agents to be used between the tooth structures and the restoration. They are taught to prepare bonding agents using various instruments. In addition to the actual demonstration, a clinical video of amalgam restoration and composite resin restoration is shown to the students during this session. (Prerequisite: None)

LAB 108 - Pedodontic Procedures - (2 hours of Lab - Full and Partial Dentures)

Students will learn the procedure performed if the pulp of a primary or newly erupted permanent tooth has been exposed. Students are taught to setup trays for the pulpotomy and stainless crown placement procedure. Students are also taught how to mix Zinc Oxide Eugenol (ZOE) base and permanent cement. A clinical video of crown preparation is shown during this session. (Prerequisite: DA104 & DA111)

LAB 109 - Removable Prosthodontics Lab - (2 hours of Lab)

Students will learn the steps involve in the fabrication and installation of complete (full) and partial dentures. Students are asked to practice putting tray set-ups together for each stage of removable and prosthodontic fabrication and delivery. (Prerequisite: DA113)

LAB 110 - Fixed Prosthodontics – Full and Partial Dentures Lab - (2 hours of Lab)

Students will learn the proper technique for expelling impression materials. They are taught how to fabricate and adjust temporaries. (Prerequisite: DA114)

LAB 111 - Endodontic Instruments and Procedures - (2 hours of Lab)

Students will learn endodontics (root canal) procedures and the various materials and instruments use. Students are taught to place the rubber dam on the typodont. (Prerequisite: DA115)

LAB 112 – Techniques in Administering Anesthesia - (2 hours of Lab)

Students will learn the proper use of anesthesia in the dental practice. Students are taught how to load syringes, proper passing techniques and safe recapping techniques. (Prerequisite: DA116)

LAB 113 - Placing Sealants and Home Bleaching - (2 hours of Lab)

Students will learn that newly erupted and caries free teeth benefit from sealants. Students are taught how to apply sealants and bleaching techniques. (Prerequisite: None)

LAB 114 - Periodontal Treatment and Coronal Polishing, Preventive Dentistry and Oral Hygiene - (2 hours of Lab)

Students will learn the various steps and instruments used in sealing, prophylaxis and polishing. Students are taught the techniques in passing periodontal instruments and how to assemble the ultrasonic scaler correctly. Additionally they will be taught the process of removing stained and soft deposits from the clinical crown of a tooth. (Prerequisite: DA118)

LAB 115 - Oral Surgical Procedures - (2 hours of Lab)

Students will learn the instruments needed for routine surgical and dental extraction. Students are taught instrument passing in the correct order for a typical tooth extraction and how they are passed over a patient. To further enhance classroom demonstration, a clinical video of oral surgical procedure is shown to the students during this session. (Prerequisite: DA119)

LAB 116 – CPR Training and Certification - (2 hours of Lab)

Students are taught how to administer Cardio Pulmonary Resuscitation. Training will be conducted by representatives of the local American Red Cross or Fire Department. Upon completion of this training students will be awarded Certificates of Completion. (Prerequisite: None)

INT/EXT101- Dental Internship/Externship - (40 hours)

Students will undergo forty (40) hours of on the job training in the office of a practicing dentist to further enhance their hands on experience. This training could be conducted in the school premises or in the offices of other participating dentists. (Prerequisite: Dental Assisting Program)

Practical Exams Review - Charting (2 hours of Lab)

Students will review how to document 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 asked to prepare a dental chart using appropriate symbols and abbreviations. (Prerequisite: DA104)

Practical Exams Review - Radiography (2 hours of Lab)

Students will review basic x-ray techniques. They will also review how to take full mouth series of x-rays. Students will be asked to take x-rays, developing and mounting radiographs. (Prerequisite: LAB101, DA103 & DA104)

Practical Exams Review - Instrument Transfer (1 hour of Lab)

Students will review the techniques in maintaining the operating field clean, visible, accessible and comfortable for the patient. Finally, students will review proper instrument transfer techniques used in four-handed dentistry. (Prerequisite: LAB101)

Practical Exams Review - Instrument Recognition & Suction Tip Positioning (1 hour of Lab)

Students will review the various dental instruments, how they are organized to the tasks they are to perform and separated onto trays. Students will review high velocity suction used in four-handed dentistry which provides control of fluids in the patient's mouth. Review in proper positioning of the suction tips for efficiency and patient comfort.

Practical Final Exam - (3 Hours)

The students will be asked to perform mock clinical procedures using live patients. They will be graded on instrument passing, suction tip positioning, instrument identification, physical anatomy of skull, tooth numbers and structures, and injection sites. A percentage of the grade obtained by the student in the practical exams will be used to obtain the overall final grade.

Final Exams - Theories - (3 Hours)

It is a final assessment of the student's knowledge and understanding of all the subjects covered during the entire course. A percentage of the grade obtained by the student in the final exams will be used to obtain the overall final grade.

COURSE EVALUATION/GRADING SYSTEM

During the course of the session, there will be 10 tests, 10 quizzes, 15 lab tests, Final Exams, Theories and Clinical Exams (Practical). Internship evaluation will also be included in the determination of the final grade. Exams not taken during scheduled times will be given a score of zero (0). The results of these tests will be grouped into five areas of achievement namely; Tests/ Quizzes, Lab Tests, Final Examination, Clinical Procedures and Internship. Each of these areas are assigned weight factors of 30%, 10%, 20%, 30% and 10% respectively for a total of 100%. The final grade is obtained by adding the results of the weight factors multiplied by each of the corresponding averages of the areas under consideration. Whatever total is obtained by this procedure is the final grade. This numerical grade will be converted into a grade letter equivalent using the table below:

Grading System

Grade Letters	Score	GPA
A	90 - 100	4
B	80 - 89	3
C	70 - 79	2
F	69 and below	Failure
I		Incomplete

W		Withdrawal
W-M		Withdrawal Military

A grade of "I" is Incomplete which means that the student has not completed all graduation requirements such as internship or has not paid his/her financial obligations to the school. This grade will remain in his/her record until all requirements are satisfied. A grade of "W" means that it is a withdrawal and will remain as such until he/she has re-enrolled to complete the requirements of the course. A W-M means Withdrawal-Military and the student has options to be reinstated as described in the section on Refund Policy for Students Called to Active Military Service.

POLICY ON SATISFACTORY PROGRESS

- a) Satisfactory progress is defined as maintaining an average grade of C, a GPA of 2, 70% or better, having no less than 2 absences per 13 week session, actively participating in group discussions, and being non-disruptive to other students.
- b) Grading period: Grades shall be tabulated on the 4th, 7th, and 9th weeks of class. The frequency of tabulation will take place every 3.5 weeks.
- c) There will be three progress evaluations. The first evaluation will be conducted after the 4th week of class, the second will occur after the 7th week and the third will be on the 9th week. Students who have attained a grade average of 70% or above, on the first evaluation, would attain satisfactory progress. Those who attained less than 70% will be counseled and advised to improve their grades. If no improvement has occurred on the second evaluation, the students will be placed on probation. They will be given two chances to be removed from probation by taking make-up tests on the failing subjects. The first make-up test will be given after the 7th week and if there is no improvement, another will be given after the 9th week. If a student still fails to bring his overall average to 70% after the two make-up tests, the student will be terminated.
- d) Terminated students can be re-admitted after one complete session. A session is defined as a full 13-week course period. See class schedule.
 - a) The first progress report will be given at the end of the 4th week; the second progress report will be given at the end of the 7th week and the third after the 9th week. Final grades will be issued after the final exams and upon completion of the internship program.
 - b) The progress reports will be given verbally and in writing. A counseling session will be scheduled for those who have grades of less than 70%.
 - c) There are two categories of withdrawal. The first one is withdrawal brought about by a call to military service. The second is non-military related. Refund policies are handled differently from each other. For military withdrawals, see the section in this Catalog, "Refund Policy for Students Called to Active

INCOMPLETE POLICY

Under Texas Education Code, Section 132.061 (f) A student who is obligated for the full tuition may request a grade of “incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic status. The student shall be permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

KNOWLEDGE OF RULES AND REGULATIONS

The school reserves the right to require a student to withdraw from the school for just cause, defined as any cause deemed detrimental to the school or other students, as determined by the school Director. Students violating the conduct standards may be suspended by the school Director. A suspended student may apply for reinstatement after a minimum of 1 grading period. See Catalog for readmission policies.

INTERNSHIP

The student will spend 40 hours in a dental office. This opportunity is offered to the student for practical application of all skills learned while in school. Although the student receives no remuneration, this experience provides actual hands on work experience prior to graduation. The 40-hour internship program must be completed concurrently with the course. The student may start the program after completing at least two full weeks of the course. This will give the student enough introductory knowledge of the dental profession to benefit from the internship experience. The student may complete their hours in house, or with a preceptor approved by the school. The student must complete the 40 hour requirement prior to the end of the 13 week course to satisfy the graduation requirement.

CONDUCT STANDARDS

Smoking, use of drugs, alcoholic beverages, vulgar behavior, or use of profanity in the school premises are strictly prohibited. Failure to comply will be grounds for suspension and/or termination. No drinking or eating allowed inside the classroom area. The employee lounge can be used during breaks. If student is suspended for conduct violations the student must follow the re-admission procedure outlined in the Student Catalog if the student wishes to join the next scheduled session.

DRESS CODE

Students have the option of wearing scrubs or other appropriate and comfortable clothing during class. Use of jewelry that may interfere with clinical activities are not allowed such as - dangling earrings, long necklaces, large rings, bracelets, etc.

GRADUATION REQUIREMENTS

Students may graduate and earn a certificate of completion in Dental Assisting with the following conditions:

- Successful completion of the dental assisting program
- An overall grade point average of 70% or greater
- Internship requirements are completed
- All financial obligations are satisfied

TEXAS DENTAL ASSISTING REGISTRATION

The Texas Board of Dental Examiners will no longer use the three exam process to become a registered dental assistant. The new process requires a MANDATORY COURSE approved by the Texas Board of Dental Examiners. The student will have to complete this course from an approved provider and pass the competency exam in order to be registered with the Board. This will enable that student to take x-rays at the dental office. *Effective 09/01/06, to apply to become a registered dental assistant, a student must complete a mandatory short course approved by The Texas State Board of Dental Examiners. An Approved provider list can be found on the TSBDE*

website: <http://www.tsbde.state.tx.us>. By law a dental assistant must be registered with TSBDE in order to take x-rays at a dentist's office.

PLACEMENT ASSISTANCE

Following graduation, or at any time thereafter, graduates may avail themselves of the school's placement assistance. Our president will provide leads for job opportunities.

The school will make every effort not only to satisfy the wishes of a graduate as to location and type of employment but also to match his or her particular qualifications to the requirements of the prospective employer. However, **no guarantee of employment can be made.**

Follow-up surveys of both graduates and employers are conducted and maintained for the purpose of improving curriculum and assisting future graduates with employment.

ATTENDANCE

Developing professional habits during training will enable the students to be better prepared to meet employer's expectations regarding regular and punctual attendance. It is important that good work habits are developed as part of the training. Attendance is recorded on a weekly basis.

Students must not miss more than **six hours** which is equivalent to two three hour class periods. If this limit is exceeded, the student will be terminated. Student's whose enrollments are terminated for violation of the attendance policy may not be re-admitted before the start of the next program session. The student must follow the readmission procedure outlined in the Student Catalog if the student wishes to join the next scheduled program session. Arrangement has to be made by the student with the school staff to make-up for absences.

Students must arrive on time for all scheduled classes. Any time out of class (tardy for more than 30 minutes) will be treated being absent from school.

Satisfactory attendance is defined as not missing more than six hours of class, arrive on time for class, return promptly to class after scheduled breaks, participate actively in class on assigned tasks.

STUDENT READMISSION

It is at the Director's discretion to approve or disapprove the readmission of any student suspended for any reason. Upon approval, student must re-apply and start at the beginning of the next academic session.

CHANGE OF STUDENTS STATUS/LOA

A student who has been approved for a voluntary leave of absence (LOA) will be readmitted to the next academic session at the point that he or she left at no additional expense. A school director may grant a leave of absence after determining that good cause is shown. A student may be on leave of absence for a total of 30 calendar days.

ORIENTATION

Orientation shall be conducted on the first day of class. The following topics will be discussed:

- Introduction of instructors
- Tour of the facilities
- Program Syllabus
- Grading System
- Internship Requirements
- Graduation Requirements
- Attendance

- School Rules and Regulations
- School Policies and Procedures
- Dress Code/Conduct
- Parking

RECORDS

The school keeps on file the academic records of each student. These include class attendance, test scores, grades and internship evaluation.

GRADE REPORTS

A certificate of completion upon graduation will be granted the student and a transcript of record will be issued to the student upon request as long as all financial obligations are satisfied.

MAKE-UP WORK OF SUBJECTS

No more than 5% of the total course time hours for a program may be made up.

Make-up work shall:

- (1) be supervised by an instructor approved for the class being made up;
- (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- (3) be completed within two weeks of the end of the grading period during which the absence occurred;
- (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
- (5) be signed and dated by the student to acknowledge the make-up session.

SATURDAY CLASS SCHEDULE AND LESSON PLAN			
Week	Time	Day No	Topics
1	8:30	1	Orientation and Lecture #1 - DA101 - Introduction to the Profession (10 min break)
	To		Lab Session #1 - LAB101- The Dental Chair & Infection Control (PPE)
	11:30		Lab Session # 2- LAB102-Infection Control & Maintaining the Operating Field
			Clinical Video of Set-up & Breakdown of Dental Operatory (30 mins lunch break)
	12:00		Lecture #2 - DA102-Ethical and Legal Issues & DA102A (10 min break)
	to		Lab Session #3 - LAB103-Infection Control
	3:00		

2	8:30	2	Lecture #3 - DA103-Dental Radiography (10 min break)
	To		Lab Session #4- LAB104-Radiography Basics & X-Ray Procedures A
	11:30		Quiz #'s 1 & 2 - Scope: Chapter #'s 1, 2, 26, 27 & 60, The Dental Assistant
			Lab Test #'s 1 & 2- Scope: LAB101 & LAB102
			(30 mins lunch break)
	12:00		Lecture #4 -DA104-Human Dentition (10 min break)
	to		LAB104A (Cont'd)
	3:00		Test #1 - Scope: DA101 & DA102
			Lab Test # 3: Scope: LAB103
3	8:30	3	Lecture #5 - DA105-Composition of Teeth and Dental Terminology (10 min break)
	To		LAB104B-Radiography Basics & X-Ray Procedures B
	11:30		Test #2 - Scope: DA103 & DA104
			(30 mins lunch break)
	12:00		Lecture #6 - DA106-Tissues Surrounding The Teeth (10 min break)
	to		LAB104B
	3:00		Quiz #3 - Scope: Chapter #'s 23, 24, 26 & 27 The Dental Assistant
			Lab Test # 4: Scope: LAB104
4	8:30	4	Lecture #7 - DA107-Bones of the Head (10 min break)
	To		Lab Session #5-LAB105- Dental Charting
	11:30		Test #3 - Scope: DA105 & DA106
			(30 mins lunch break)
	12:00		Lecture #8 - DA108-Muscles of the Head and Neck, the Temporomandibular
	to		Joint and Paranasal Sinuses (10 min break)
	3:00		LAB105 (Cont'd)
			Quiz #4 - Scope: Chapter #'s 15, 16 & 17, The Dental Assistant
			Lab Test #5- Scope: LAB105
5	8:30	5	Lecture #9 - DA109-Oral Pathology & Immune System (10 min break)
	To		LAB105 (Cont'd)
	11:30		Test #4 - Scope: DA107 & DA108
			(30 mins lunch break)
	12:00		Lecture #10 - DA110-Oral Cavity and Salivary Glands (10 min break)
	to		Lab Session #6 - LAB106-Alginate Impressions
	3:00		Quiz #5 - Scope: Chapter #'s 6, 18 & 59, The Dental Assistant
6	8:30	6	Lecture #11 - DA111-Dental Materials (10 min break)
	To		Lab Session #7- LAB107-Restorative Materials and Techniques
	11:30		Clinical Videos of Amalgam Restoration & Composite Resin Restoration
			Test #5- Scope: DA109 & DA110
			Lab Test #6 - Scope: LAB106
			(30 mins lunch break)
	12:00		Lecture #12 - DA112-Pediatric Dentistry (10 min break)

	to		Lab Session #8 - LAB108-Pedodontic Procedures
	3:00		Quiz #6 - Scope: Chapter #'s 41 - 43 & 53, The Dental Assistant
			Lab Test #7 - Scope: LAB107
7	8:30	7	Lecture #13 - DA113-Removable Prosthodontics (10 min break)
	To		Lab Session #9 - LAB109-Removable Prosthodontics
	11:30		Test #6 - Scope: DA111 & DA112
			Lab Test #8 - Scope: LAB108
			(30 mins lunch break)
	12:00		Lecture #14 - DA114-Fixed Prosthodontics (10 min break)
	to		Lab Session #10 - LAB110-Fixed Prosthodontics
	3:00		Quiz #7 - Scope: Chapter #'s 56, The Dental Assistant
			Lab Test #9- Scope: LAB109
8	8:30	8	Lecture #15 - DA115-Endodontics (10 min break)
	To		Lab Session #11- LAB111-Endodontic Instruments & Procedures
	11:30		Clinical Video of Crown Preparation
			Test #7 - Scope: DA113 & DA114
			Lab Test #10 - Scope: LAB110
			(30 mins lunch break)
	12:00		Lecture #16 - DA116-Topical and Local Anesthesia (10 min break)
	to		Lab Session #12 - LAB112-Techniques in Administering Anesthesia
	3:00		Quiz #8 - Scope: Chapter 51 & 55, The Dental Assistant
			Lab Test # 11 - Scope: LAB111
9	8:30	9	Lecture #17 - DA117-Orthodontics (10 min break)
	To		Lab Session #13 - LAB113-Placing Sealants and Home Bleaching
	11:30		Test #8 - Scope: DA115 & DA116
			Lab Test #12 - Scope: LAB112
			(30 mins lunch break)
	12:00		Lecture #18 - DA118-Periodontics (10 min break)
	to		Lab Session #14- LAB114-Periodontal Treatment, Coronal Polishing, etc.
	3:00		Quiz #9- Scope: Chapter #'s 54 & 57, The Dental Assistant
			Lab Test #13 - Scope: LAB113
10	8:30	10	Lecture #19 - DA119-Oral Surgery (10 min break)
	To		Lab Session #15- LAB115-Oral Surgical Procedures
	11:30		Clinical Video of Oral Surgical Procedures
			Test #9- Scope: DA117 & DA118
			Lab Test #14 - Scope: LAB114
			(30 mins lunch break)
	12:00		Lecture #20 - DA120-Medical Emergencies in the Dental Office (10 min break)
	To		Lab Session # 16- LAB116-CPR Training and Certification
	3:00		Quiz #10 - Scope: Chapter #58, The Dental Assistant
			Lab Test #15 - Scope: LAB115

11	8:30	11	Lecture #21-DA121-Radiography In Depth Review (10 min break every 1.5 hrs)
	To		Test #10 -Scope: DA119 & DA120
	11:30		(30 mins lunch break)
	12:00		DA121 (Cont'd) and Lecture #22- DA122- Office Management, Resume
	To		Preparation and Job Hunting Tips.
	3:00		
12	8:30	12	PFE101 - Practical Exams Review - Charting and Radiography
	To		(10 min break every 1.5 hrs)
	11:30		(30 mins lunch break)
	12:00		PFE102- Practical Exams Review - Instrument Transfer (10 min break every 1.5 hrs)
	to		PFE103-Practical Exams Preparation – Instrument Transfer
	3:00		PFE104- Practical Exams Review - Instrument Recognition & Suction Tip Positioning
13	8:30	13	PFE101-Practical Exams - Scope: Dental Charting, X-ray Techniques, Instrument
	To		Recognition and Four Handed Dentistry. (10 min break every 1.5 hrs)
	11:30		(30 mins lunch break)
	12:00		FET101- Final Exams and Graduation (10 min break every 1.5 hrs)
	to		
	3:00		

FAMILY EDUCATIONAL PRIVACY ACT

All students enrolled at the school shall have the right to inspect and review their education records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974. The procedure for reviewing records and subsequently correction or deleting portions of the records may be received from the School Director.

DISABILITIES

In accordance with the Americans with Disabilities Act, the school does not discriminate on the basis of disabilities. Persons with disabilities should contact the school to determine if their capabilities will enable them to meet the requirements for graduation.

TRANSCRIPTS

Transcripts are available upon request unless the student is indebted financially to the school. **No transcript of grades will be released without the student's prior approval in writing.** Each graduate is issued an official transcript of her/his academic record. Each subsequent transcript for a graduate or any transcript for a non-graduate is furnished after receipt of a \$2.00 fee. A federal or state agency which periodically requires a transcript in order to determine a student's progress is exempt from this fee.

GRIEVANCE PROCEDURE

The School Director will be available to discuss any problems or complaints brought forth by any student. If the matter remains unresolved after conferring with the School Director, the following steps will be taken:

- Submit a written description of the complaint to the School Director
- Within ten days of the written complaint, the School Director will appoint a Review Board consisting of the School Director, the School Registrar, the Lead Clinical Instructor and two students. The School Director will serve as Chairman.
- Within five days, the School Director will convene to discuss the problem and interview the complainant.
- Within ten days of the meeting, the Board will render its decision. The Board's decision is final.
- If the student is not fully satisfied with the Board's resolution of the complaint, he/she may choose to submit a grievance with the Texas Workforce Commission. The student must contact the Texas Workforce Commission for procedures in filing a complaint.

**Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, TX 78778-0001**

“Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.”

“The information contained in this Catalog is true and correct to the best of my knowledge”

Mahesh Dholariya DDS, Director