



**University of Hawai'i Maui College (UHMC)  
Associate of Science in Dental Hygiene (ASDH)**

Competitive Application Process  
Fall Admission Only - Students Accepted Every Two Years  
Application Deadline: May 1st

- **UHMC Dental Hygiene Program Application Deadline:** May 1st at 4:00 p.m. Hawaii Standard Time (HST).
- **UHMC Dental Hygiene Program Application Period:** The UHMC Dental Hygiene Program application will be available from March - May 1st.
- **Academic Advising Appointment:** Academic advising appointments are available via Zoom, in-person, or by phone. Please schedule an academic advising appointment with any liberal arts counselor available by doing one of the following:
  - Current or potential applicants can call the UHMC Counseling Department at (808) 984-3306 to schedule an academic advising appointment.
  - Current or potential applicants can email [uhmc.advising@hawaii.edu](mailto:uhmc.advising@hawaii.edu) to schedule an academic advising appointment.
  - Current students can make an appointment via [STAR Balance](#).
- **Major Declaration:** If you are working on the pre-admission requirements for the UHMC Dental Hygiene Program you have the option of declaring liberal arts or unclassified (not eligible for financial aid) as your major. An applicant's major will only be officially changed to dental hygiene if the student is accepted and offered admission to the UHMC Dental Hygiene Program.
- **Repeat Policy and Financial Aid**
  - The UHMC Dental Hygiene Program has a three-attempt course repeat policy. As such, a student has up to three attempts per course to try for a higher grade.
  - If you repeat a course, and you've previously earned credit for the course, financial aid (e.g., PELL Grant or Student Loans from the US Department of Education, etc.) will not cover the cost of the repeat. The cost will be an out of pocket expense.
- **Hawai'i Residency Preference for Admission:** It is the responsibility of the applicant to work closely with the UHMC Admissions & Records Office to determine what the requirements are for [establishing residency](#).
  - Preference for admission to the UHMC Dental Hygiene Program is given to Hawai'i residents over any qualifying non-residents (including military exempt students). Before a non-resident is considered, the list of qualified Hawai'i residents must first be exhausted.
    - [UH Board of Regents Policy 5.211](#)
  - Hawai'i residency must be declared by the May 1st UHMC Dental Hygiene Program application deadline to have Hawai'i residency consideration.
    - Example Scenario: A non-resident student earned an "A" in all required prerequisite and general education courses and earned all the additional points. The Hawai'i resident earned a "C" in all required prerequisite courses and general education courses and did NOT earn any additional points. **Result: The Hawai'i resident will be offered admission to the UHMC Dental Hygiene Program.**
  - Non-resident students should enroll in five (5) credits or less until Hawai'i residency is established.
  - Recommendation: Please consult with the UHMC Admissions & Records Office prior to the start of your first semester.

- **Points:** The application process is point driven. Selection is competitive and completing the minimum pre-admission requirements does not guarantee admission to the UHMC Dental Hygiene Program.
- **PREVIOUS Dental Hygiene Courses taken at another institution (Advance Standing Enrollment not accepted)**
  - If you have taken a dental hygiene course from UH Manoa’s Dental Hygiene Program or another institution’s DH program, the courses will not be transferable to the UH Maui College Dental Hygiene Program.
    - Example: DH 281 Dental Radiography taken at UH Mānoa is not transferable to the UH Maui College DH Program as DH 267 Dental Radiography.

## MINIMUM ELIGIBILITY REQUIREMENTS TO APPLY

### PHASE 1:

- **REQUIREMENT: Prerequisite Courses**
  - Applicants **must** complete and pass all prerequisite courses with a “C” grade or better. Refer to the chart below for prerequisite course requirements.
  - Credit/No Credit, audits, or courses without a grade will **not** be accepted as fulfillment of the prerequisite requirements (including CLEP, AP, or any course without a grade).
  - Partial credit for a course will not be accepted.
    - Example: If a course from a previous institution is transferred to UHMC and is worth less than 2.66 credits of the required 3 credits, the course will not be accepted as fulfillment of the prerequisite requirement.
  - [UH Course Transfer Database](#) -The course transfer equivalency site which contains a searchable library of previously evaluated courses. The equivalencies displayed are intended to serve as a guide and are not guaranteed until a formal (official) evaluation is completed. Course equivalencies are based on the unique characteristics of each college and university, and may differ from one UH institution to another.

REQUIRED PREREQUISITE COURSES	Course	Number	Credits	Grade	Semester	Year	Possible Points	My Points
<b>PHYL 141*</b> Human Anatomy & Physiology I	PHYL	141	3				4	
<b>PHYL 141L</b> Human Anatomy & Physiology Lab I	PHYL	141L	1				4	
<b>PHYL 142*</b> Human Anatomy & Physiology II	PHYL	142	3				4	
<b>PHYL 142L</b> Human Anatomy & Physiology Lab II	PHYL	142L	1				4	
<b>MICR 130*</b> General Microbiology	MICR	130	3				4	
<b>MICR 140</b> General Microbiology Lab	MICR	140	2				4	
<b>ENG 100</b> Composition I	ENG	100	3				4	

<b>Math 100, Math 103, Math 115, or higher</b>	MATH		3				4	
<b>RECOMMENDED GENERAL EDUCATION (required for DH AS Degree)</b>	<b>Course</b>	<b>Number</b>	<b>Credits</b>	<b>Grade</b>	<b>Semester</b>	<b>Year</b>	<b>Possible Points</b>	<b>My Points</b>
<b>PHRM 203</b> General Pharmacology	PHRM	203	3				4	
<b>PSY 100</b> Survey of Psychology	PSY	100	3				4	
<b>SOC 100</b> Survey of General Sociology	SOC	100	3				4	
<b>COM 130</b> Business Communication <u>or</u> <b>SP 151</b> Personal & Public Speech			3				4	
<b>FSHN 285</b> The Science of Human Nutrition	FSHN	285	3				4	
<b>BIOC 141</b> Fundamentals of Biochemistry	BIOC	141	3				4	

**\*Ten-year Expiration Rule:** Science lecture courses (PHYL 141, PHYL 142, and MICR 130) have a ten-year expiration limit. Only the lecture portion of the course must be repeated if expired.

**POINTS FOR COURSES ARE AWARDED AS FOLLOWS:**

<b>PHYL 141, PHYL 141L, PHYL 142, PHYL 142L, and BIOC 141</b>			
<b>Grade</b>	<b>A</b>	<b>B</b>	<b>C</b>
<b>Points</b>	4	3	1

<b>OTHER COURSES</b>			
<b>Grade</b>	<b>A</b>	<b>B</b>	<b>C</b>
<b>Points</b>	4	3	2

\*Spring Courses: Points will be allocated to in progress courses once the Spring semester grades are processed.

<b>ADDITIONAL POINTS - Not Required. Highly Recommended.</b>			
Dental care or Healthcare Work Experience	2 years or more of professional (paid) Dental Care or Healthcare Work Experience	2	Select one dental care work experience option.

Dental care or Healthcare Work Experience	1 year - 2 years of professional (paid) Dental Care or Healthcare Work Experience	1	
Dental care or Healthcare Work Experience	6 months (minimum) - 1 year of professional (paid) Dental Care or Healthcare Work Experience	0.5	
Graduated from a Maui County or Hawai'i Island High School (Maui, Molokai, Lanai, or Hawai'i Island)	Upload copy of official Maui County high transcript or diploma to UHMC Dental Hygiene Program application.	2	
FAFSA PELL Grant Recipient	The UHMC Dental Hygiene Program will verify the student is a FAFSA PELL Grant Recipient	1	
Outreach Center Locations	Hana, Molokai, and Lanai Students - Verification provided by Outreach Center Counselor.	1	
Clinical Dental Assistant Training	UH Maui College Program - Completion of the <a href="#">UHMC Clinical Dental Assistant</a> career training program with verification <b>OR</b> <a href="#">UHCC Dental Assisting Training</a>	0.5	
Certification	Verification of a <a href="#">Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) credential</a> .	0.5	

*Note: Healthcare Experience - Not more than one healthcare experience option can be selected and applied for points. See page 8 for the dental care work experience rubric.*

## PHASE 2 (By mid June):

- Top ranked applicants from phase 1 will be invited to phase 2 after the initial ranking process.
- Phase 2 consists of:
  - Interview
    - Individual interviews with a panel of dental professionals (e.g., dental hygienists, dentist, etc.)
  - Writing Exercise
    - Applicants choose one question from a list of available questions.
    - The applicant will answer the question by hand-writing a one-page paper. A rubric is used by an English Department faculty member to score the writing exercise.

## HOW TO APPLY TO THE UHMC DENTAL HYGIENE PROGRAM

(PLEASE READ THE INSTRUCTIONS CAREFULLY)

- **Step 1: Complete minimum pre-admission requirements.**
  - **Prerequisite Courses:** All prerequisite courses are completed with a “C” grade or better. See page 2.
- **Step 2: [Apply to UHMC](#)**
  - Complete the [UHMC Admission Application](#) if you are not a current UH student during the application period (March - May 1st).
  - Acceptance to UHMC - if you are not a current UH student, you must receive an acceptance notification by the May 1st application deadline.

- If you are a current UH student, you will be required to change your home campus to UHMC upon acceptance into the dental hygiene program.
- If you need assistance or have questions about the UHMC Admission Application, please contact the UHMC Admissions & Records Office at 808.984.3267 ext. 4.
- **Step 3: Getting Started Checklist**
  - After submitting the UHMC Admission Application, you should receive an acceptance notification email within 1-2 weeks. The email contains a checklist of information to assist you with submitting additional requirements to become a UHMC student. Follow the instructions on the [checklist](#). If you are a current UH student, most, if not all, requirements on the checklist should be met.
    - *Acceptance Notification* - Within two weeks from the time your UHMC Admission Application is submitted you will receive an acceptance notification via email (the email used is the one you provide on the UHMC Admission Application). Be sure to check your spam inbox.
    - Reminder - Acceptance to UHMC does not mean acceptance to the UHMC Dental Hygiene Program.
    - Follow the instructions carefully to be sure you complete the necessary requirements to be considered a UHMC student.
- **Step 4: Official Transcript Evaluation**
  - **Students Transferring Credits to UHMC from Non-UH Institutions**
    - Request Transcript(s) from Previous Institution
      - Contact all previous non-UH institutions and request to have an official transcript sent directly from the originating institution to UH Maui College at [uhmctc@hawaii.edu](mailto:uhmctc@hawaii.edu) or mail-in to:
        - UH Maui College  
Attn: Admissions & Records Office - Official Transcript  
310 W. Kaahumanu Avenue  
Kahului, HI 96732
    - Submit a Transcript Evaluation Request Form
      - Along with sending your official transcripts to the UHMC Admissions & Records Office, you must complete a [Transcript Evaluation Request Form](#). To access the form, you must first establish a [UH Username](#) and be signed in to your hawaii.edu email account.
  - **Students Transferring Credits to UHMC from another UH Campus**
    - You are not required to complete the official transcript evaluation process as part of the UHMC Dental Hygiene Program Application process.
    - However, if you are offered acceptance to the UHMC Dental Hygiene Program, you will be asked to submit a [Transcript Evaluation Request Form](#).
- **Step 5: Complete the online UHMC Dental Hygiene Program Application by the deadline (May 1st at 4pm HST)**
  - The UHMC Dental Hygiene Program Application is available on our website during the application period (March - May 1st). Deadline for application is May 1st - no late exceptions
  - Top ranked applicants from phase 1 will be invited to phase 2 after the ranking process.

- **Step 6: Phase 2 Interview and Writing Exercise**
  - If invited to Phase 2: Using an established rubric, an interview and writing exercise will be conducted and the ranking process will be finalized

## DENTAL EXPERIENCE POINT ASSIGNMENT RUBRIC (RANGE .5-2 POINTS) ADMISSIONS PROCESS AND QUALIFICATION DETERMINATION

**PURPOSE:** The UHMC Dental Hygiene (DH) Program faculty sees the **benefit** of direct patient care experience which is founded on applicants providing dental assisting patient care; what practicing dental assistants are trained to do. The **aim** of the aforementioned is so that the incoming student will already have **PRACTICE experience**. That is, some familiarity and experience of interacting and engaging with patients in a formal dental clinical setting. DH faculty have found that this puts practiced applicants at an advantage over applicants with little or no experience, in RELATING to patients/residents and what direct care is, means, and how it is evaluated through performance measures (time management, organizational skills, and prioritizing).

For determination of point assignments concerning dental care experience, if any, please refer to the following rubric:

<b>.5 (6 m or less)</b>	<b>1 (1yr experience)</b>	<b>2 (2 or more yrs. experience)</b>
<p>Little to no dental experience</p> <ul style="list-style-type: none"> <li>• <b>Minimum length of time required is six months. The service does not have to be consecutive but must have occurred within the last two years (prior to applying).</b> The length of time can be accrued via multiple employers over a specific period of time over a two-year period of time.</li> </ul>	<p>Some experience in working in a dental office, community clinic or other dental facility.</p> <ul style="list-style-type: none"> <li>• <b>Minimum length of time required is one year. The service does not have to be consecutive but must have occurred within the last two years (prior to applying).</b> The length of time can be accrued via multiple employers over a specific period of time over a two-year period of time.</li> <li>• <b>Provides basic dental assisting duties;</b> chairside assisting, dental charting, exposing radiographs, basic instrument knowledge, high speed evacuation and some front office soft skills.</li> </ul>	<p>Moderate-Extensive experience in working in a dental office, community clinic or other dental facility.</p> <ul style="list-style-type: none"> <li>• <b>Minimum length of time required is two years. The service does not have to be consecutive but must have occurred within the last two years (prior to applying).</b> The length of time can be accrued via multiple employers over a specific period of time over a two-year period of time.</li> <li>• <b>Provides basic dental assisting duties;</b> chairside assisting, dental charting including tooth numbering system, exposing radiographs, advanced instrument knowledge, high speed evacuation, infection control and front office soft skills including customer service, telephone etiquette and basic computer skills.</li> </ul>

## Frequently Asked Questions

- **If I have courses in progress when the application is due, can I apply to the UHMC Dental Hygiene Program?**
  - Yes, however, all additional required pre-requisite courses must be met with a “C” grade or higher.
  - Applications are reviewed after spring semester grades are posted.
- **Does the UHMC Dental Hygiene Program have a repeat policy?**
  - Yes, effective FALL 2018, a total of three attempts can be made per course to raise a grade. The higher grade will be utilized. A “W” grade is NOT considered an attempt.
  - *Keep in Mind:* Financial Aid will not cover the cost of a course repeat if you passed and earned credit for the course(s).
- **Do my course(s) expire or have a time limit?**
  - **\*Ten-year Expiration Rule:** Science lecture courses (PHYL 141, PHYL 142, and MICR 130) have a ten-year expiration limit.
  - Only the lecture portion of the course must be repeated if expired.
- **What math course do you recommend?**
  - MATH 100, 103, or 115 is sufficient. No preference.
  - Math course(s) equivalent to UHMC’s MATH 135 (Precalc: Elementary Functions), MATH 140 (Precalc: Trigonometry/Analytical Geometry), MATH 241 (Calculus I), MATH 242 (Calculus II), or MATH 243 (Calculus III) will be accepted as meeting the pre-requisite MATH requirement.
- **I have previous dental hygiene credits, can I apply those credits to the UHMC Dental Hygiene Program degree requirements?**
  - Non-UHMC campus dental hygiene credits will not be accepted to fulfill the UHMC ASDH degree requirements.
- **Can I apply to more than one dental hygiene program?**
  - Yes, all applicants are encouraged to apply to multiple dental hygiene programs. If you choose to apply to more than one dental hygiene program, please contact the respective school(s) for advising and programmatic information.
  - UH Mānoa has the only other Dental Hygiene Program in Hawaii.
- **Will UHMC place me in a work setting for dental care work experience?**
  - Applicants are responsible for securing dental care work experience if the applicant is interested in the additional dental care experience points. UHMC will not place applicants.
- **Can I apply as a non-resident student?**
  - All applicants that meet the UHMC Dental Hygiene Program requirements are encouraged to apply. However, preference for admission and selection is given to Hawaii residents.

### **Thinking Critically!**

- You are responsible for seeking out information about various programs. Applicants are encouraged to think critically and research the various options available in the medical field. Counselors are here to provide you with advice and general guidance. It is your responsibility to ensure that you are making the best decision for your current situation.