

COURSE EQUIVALENCIES OF PRE-REQUISITE COURSES from OTHER COLLEGES and OFFICIAL TRANSCRIPT INFORMATION

All applicants and re-applicants, including Pierce College students, **must completely fill out and submit the Course Pre-requisite Listing Form** (located in Appendix A) **for the current year and course description(s) (if requesting approval from the Program Director of course(s) not listed on the Course Pre-requisite Listing Form or taken prior to Fall 2002.)** to the Admission's Office or the applicant **will not be eligible to be considered in the selection process.** The Admission's Office uses the Course Pre-requisite Listing Form for documentation of prerequisites to the Program. This listing is **vital in the selection process and required for all applicants and re-applicants.**

Applicant's Responsibilities: Verify Your Pre-requisite Course Equivalencies!

1. **First:** If your College is not listed in the Pre-requisite Course Equivalency Chart (Appendix A), then **CHECK your college's website** for "course equivalencies" or "transfer guides" and/or contact your college's advisor for help. These Guides may also be found in college libraries or career and counseling centers.
2. **Prior to submitting your application documents** to the Pierce College Fort Steilacoom Admissions Office/Dental Hygiene, check with the Dental Hygiene Program Director **if requesting to substitute courses not listed on the Course Equivalency Chart or taken prior to Fall 2002.** Call the Dental Hygiene Department at 253-964-6695 for an appointment.
3. **Any course not indicated** on the Pre-requisite Course Equivalency Chart in Appendix A **MUST be accompanied by a course description from an official course catalog**, or it will not be accepted for consideration. Failure to submit proper documentation by the Program-established deadlines will invalidate your application. You may **print the description from the online college catalog** or **make a copy of the catalog directly.** **You MAY NOT type it out yourself! NO EXCEPTIONS**

IMPORTANT TRANSCRIPT INFORMATION

For transcripts to be considered **OFFICIAL**, the transcripts must **be mailed directly from all colleges attended** to the Pierce College Fort Steilacoom Admissions Office/Dental Hygiene in official school envelopes. (Faxed transcripts are not acceptable.) Hand carried transcripts are accepted **ONLY** if they are in sealed, official, letterhead envelopes from previous schools.

If your transcripts are under a name other than your current name, you **must** request the institution sending the transcript to include your current name and/or your Social Security Number on the transcript. This action ensures the proper filing of your transcripts. **Students taking pre-requisite classes at Pierce College must request that official transcripts be sent to the Pierce College Fort Steilacoom Admissions Office/Dental Hygiene.** We suggest applicants retain copies of transcript requests showing the date of the request should questions arise regarding the receipt of transcripts. It is the responsibility of the applicant to verify our receipt of documents, **prior** to deadline dates.

FINANCIAL AID, SCHOLARSHIPS, AND LOANS

Students accepted into the Pierce College Dental Hygiene Program who are interested in information about financial aid, scholarships, and/or loans should contact the Financial Aid Office (253) 964-6544. Deadlines are strictly adhered to, so students are encouraged to apply early. Additional scholarship information is available for accepted applicants by contacting the Dental Hygiene Program, (253) 964-6695. There are scholarships offered by the American Dental Association, American Dental Hygienists Association, Washington State Dental Hygienists Association, and Washington Dental Service Foundation.