

## Dental Assisting Program Policies

1. Class begins at 8:00 am. You must be on time or class will begin without you. After 3 tardies you will be required to start over in the next available course session. The same policy applies if you are absent from 2 course days. If you are ill, contact one of the instructors below. Course Instructors can be reached Monday-Thursday from 8am – 5pm and Friday from 8am - 12pm. It is your responsibility to obtain notes from another classmate for the classes you miss.
2. Uniforms are required for class. Scrubs, tennis shoes or medical uniform shoes are to be worn for each class. Hair, nails, and jewelry are to be worn to class in a professional manner for the course. Visible tattoos should be covered with long sleeve under shirt or lab jacket. The same dress code applies when observing during normal office hours.
3. The Texas State Board of Dental Examiners requires dental assistants to pass an exam covering radiology, jurisprudence and infection control. It is also required that dental assistants take a 1 day course prior to taking the exam, which can be done online. At completion of the course and exam, you must submit an application for your registration.
4. Class hours are 8:00am – 5:00pm each Saturday. During class you will have a 15 minute break in the morning and in the afternoon, along with a one hour break for lunch. The times will be determined by the course material and may vary each week slightly, but will normally be around 10am, 12pm, and 3pm,
5. Food for snacks is permitted upstairs in the classroom only. There are no drinks or food permitted downstairs in the office or treatment areas at any time.
6. Smoking/tobacco is not permitted on campus at any time.
7. Your course books and syllabus are required at every class. Please bring a notebook for notes, pen or pencil, and a highlighter. A spelling test will be given at each class, if you are late or miss a test it is your responsibility to set a time with an instructor to take the test prior to the last class. If the test is not taken, a zero will be assigned and averaged in with your other test grades.
8. Discontinuing Classes – There are no tuition refunds once class has started. Our commitment to you has begun and books have been distributed. If for any reason you are unable to complete the classes in the session you are in, you must let the instructor know immediately. You may complete the classes in the next available session offered. After the second session, if you do not complete the classes, you forfeit the opportunity to complete the course and your tuition.

I HAVE READ AND AGREE TO THE POLICIES OF THE DENTAL ASSISTING PROGRAM

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

INSTRUCTOR \_\_\_\_\_ DATE \_\_\_\_\_