



WELCOME

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

STATEMENT OF INSTITUTIONAL PHILOSOPHY AND PURPOSE

OC Dental Academy is dedicated to training individuals for their career in Dental Assisting in the shortest practical time at a reasonable cost. It is our goal to provide students with the knowledge and technical proficiency that will make them employable for entry-level positions upon graduation.

We are a private Dental Assisting school, small enough to be concerned with individual student progress. Students learn by demonstration, study and practice in lecture, laboratory settings. They work with equipment and instruments under the supervision of faculty. Students receive personal attention in classes that are limited in size, not to exceed 25 students per laboratory or lecture session.

HISTORY OF THE SCHOOL

OC Dental Academy was founded in 2004 and approved for operation in 2005 by the Bureau of Private Postsecondary Vocation Educations. The classroom is within a 10 operator state-of-the-art dental practice. . The students who attend SDDC are trained to become dental office team members who can carry on the tradition of high quality dentistry and exceptional customer service.

LOCATION

We are located at 30162 Tomas, Suite 202 Rancho Santa Margarita. CA.

BUSINESS OFFICE HOURS

The Business Office is open from 9:00a.m. to 5:00 p.m., Monday thru Friday

PROFESSIONAL CREDENTIALS

The instructors at OC Dental Academy are members of: American Dental Association, California Dental Association and San Diego Dental Society. Our school director has 40 years experience in the dental field as a RDA. Our head classroom instructor has 23 years experience training dental office personnel and RDA exam preparation.

CREDIT FOR PREVIOUS TRAINING

OC Dental Academy does not offer credit for previous training.

TRANSFERABILITY DISCLOSURE

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at OC Dental Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at OC Dental Academy is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending OC Dental Academy to determine if your certificate will transfer.

ENTRANCE REQUIREMENTS

The school is open to all individuals who have graduated from high school or successfully completed the GED and possess a sincere desire to be trained for career opportunities in the fields of dental assisting and dental office administration.

Every effort is made to determine, in advance, the prospective student's likelihood of making satisfactory progress in the dental career program. A personal interview with one or more faculty members is required before enrollment.

Applicants may apply for admission provided they are a high school graduate or have high school equivalency (GED) or will receive a diploma or GED within 6 months of application.

The school retains the right to require proof of a high school diploma, date of graduation, or GED.

ENROLLMENT PROCEDURE

Applicants should apply for admission as soon as he or she has decided upon a career in the dental healthcare field. To apply for admission an applicant may call for an interview appointment. Applicants outside the area may call or write to request an appointment. The time and date of the appointment will be confirmed by telephone.

1. Personal Interview- The school requires a personal interview with each applicant prior to acceptance into the program. The school encourages the people that are involved in helping the applicant with their decision to attend the interview with the applicant. This gives both the applicant and the family an opportunity to see the school's equipment and facilities and to ask specific questions regarding the school, curriculum, and the career training being considered. The personal interview also gives the school the opportunity to meet prospective students and to evaluate their qualifications and aptitude.
2. Enrollment for Training- The following items are required to be completed at the time of application for enrollment.
 - A. Enrollment Form
 - B. Contract for Educational Services
3. Acceptance by School -

Once the completed Enrollment Agreement and items mentioned in section 2 have been submitted, the school's acceptance committee reviews the application and the applicant is informed of their decision. If an applicant is not accepted by the school, all fees paid by the applicant to the school are refunded.

ATTENDANCE

For purposes of this policy, days missed does not include days absent during an approved leave of absence.

Each student's attendance record will be reviewed at the end of each five week grading period. If a student is absent more than 8 hours without making up those course hours in

any five week period, they will receive a warning. A student may not miss in excess of 16 course hours of the scheduled 80 total course hours without making those course hours up. At the end of the program, if a student has missed in excess of 16 course hours without making up those course hours, he/she will not be eligible for graduation. In the event of extenuating circumstances, the Director may use his discretion.

MAKE-UP POLICY

Any lectures missed may be made-up by reading the appropriate chapters in the text and answering the questions provided by the instructor in writing. They must be turned in before the next grading period.

If a student is absent during an exam he/she may take a make-up test within one week of his/her return.

Students present at the time a test is administered are obligated to take the test or be given a zero.

TARDINESS POLICY

Students are required to be punctual - to arrive on time for class and to stay for the entire session. Students will be graded on punctuality in the didactic and laboratory sections each 4 week grading period. Their punctuality grade will be reduced one letter grade for each late arrival in whichever section the infraction occurs (didactic or lab). Early departures will be counted as time absent and are subject to the absence policy.

APPEAL PROCESS

A student may appeal inability to graduate for unsatisfactory attendance based upon extenuating circumstances. The appeal should be submitted in writing to the School Director. In such cases the Director may determine that the student is making satisfactory progress towards completion of the program, despite the failure to conform to attendance policy requirements. A student who has their appeal accepted will continue with the program.

CERTIFICATES

A certificate will be issued to students upon completion of all academic requirements. Any student on Records Hold must satisfy outstanding obligations before a certificate will be issued. A thirty dollar fee will be assessed for all duplicate requests.

LEAVES OF ABSENCE

Leaves of absence will only be granted for military duty, pregnancy, medical reasons and those granted through the discretion of the Director of the School. Leaves of absence are subject to all other provisions of this policy.

Leaves of absence shall be reasonable in duration, not to exceed twenty-one (21) calendar days exclusive of Christmas vacation and summer vacation. One leave of absence may be granted during a 12-month period.

A written request for a leave of absence must be presented to the school by the student. This request will be reviewed by the Director of the School. After review the Director will approve or deny the request and contact the student in writing, of the results.

Students must adhere to the following criteria when requesting a leave of absence:

1. Students must present a written request of a leave of absence. This written request must include the reason for the leave, dates of the leave, and the student's signature.
2. The School Director will review the request and determine the next available start date within the 21-day time frame.
3. The School Director will approve or deny the request and inform the student of their decision in writing.
4. The leave of absence will commence from the first day of absence and cannot exceed the amount of time requested by the student.
5. If the student requests a Leave of Absence and the student has already missed 20 course hours the leave will not be granted.
6. A student cannot be granted a Leave of Absence to avoid being dismissed because of lack of satisfactory progress or failure to fulfill the requirements of the attendance policy.
7. A student cannot request a leave of absence until they have completed one 4 week grading period.
8. A military leave of absence can be requested at any point in the student's program.

9. All leave of absence files must have appropriate documentation before the leave is granted. Medical leaves must be documented with a note from a physician. Military leaves must be documented with military order papers. All other types of leave must be documented by a memo from the school director.

If a student does not return within the allowed 21 day leave of absence the student will be withdrawn from the program.

TRANSCRIPTS

The office maintains academic records of all course work completed at the school for 30 years. Transcripts will be released only after the receipt of a signed written request.

Transcripts issued to the student will be marked "Issued to Student". Students are allowed one transcript at no charge. There will be a \$5.00 fee for each additional transcript.

No "official" transcript(s) may be released if records are on hold for financial reasons or missing documentation. (See Records on Hold procedure.) Students may request an "unofficial" transcript in this case. The word "unofficial" will be stamped on the transcript.

Third party transcripts from other institutions cannot be released to any individual or institution.

RECORDS

A. Length of Record Maintenance -

OC Dental Academy will maintain student records for each student, whether or not the student completes the educational service, for a period ending 30 years after the date of the student's graduation, withdrawal or termination.

B. The student records will be retrievable by student name and shall contain all of the following applicable information:

1. Written records and transcripts of any formal education or training relevant to the student's qualifications for admission i.e. high school diploma or GED;
2. Copies of all documents signed by the student, including contracts,

instruments of indebtedness, and documents relating to financial aid or tuition financing;

3. Copies of all tests given the student before admission;
4. Records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation;
5. A transcript showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given the student;
6. If applicable, a copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
7. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
8. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for equipment, the method of calculation the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent;
9. Copies of any official advisory notices or warnings regarding the student's progress;
10. Complaints received from the student, including any correspondence, notes memoranda or telephone logs relating to a complaint;

C. Academic and financial records will be stored in different files.

D. OC Dental Academy will maintain an exemplar of all notices and disclosures provided to students and a record of the time period within which each notice and disclosure was provided.

E. OC Dental Academy will maintain records of student attendance.

F. A printed or digital copy of the records will be maintained at the school's administrative office place of business 10704 Kestrel Road, Klamath Falls, OR

97601. The records will be available during normal business hours for inspection and copying by the Council or the Attorney General.

G. If OC Dental Academy closes, the owner will be responsible to arrange at his expense for the storage and safe keeping in California of all the records required to be maintained for the required 30 years. The records will be immediately available for inspection and copying at no charge during normal business hours by any entity authorized by the Act to inspect and copy records.

H. The records will be maintained securely for 30 years. The school's principle place of business, 10704 Kestrel Road, Klamath Falls, OR 97601 is locked and has an alarm system activated when the school and office are closed. The records are kept in an area off limits to the public.

RECORDS ON HOLD

Academic records will be placed on hold for any of the following reasons:

1. An outstanding financial obligation to OC Dental Academy.
2. Possession of library or school equipment.

Individuals will be prevented from doing any of the following until the hold is removed:

1. Re-start school from a withdrawn status
2. Obtain an official transcript
3. Receive an official certificate

SCHOOL HOLIDAYS

Students will be notified of any scheduled class breaks or holidays at the beginning of the program.

ENGLISH-AS-SECOND-LANGUAGE

OC Dental Academy does not offer English-as-a-Second Language instruction.

ANTI-DRUG AND ALCOHOL ABUSE POLICY

It is the policy of the school that NO students shall be involved with unlawful use, possession, sale, or transfer of illegal drugs and/or narcotics in any manner that may impair their ability to perform.

The school is a drug-free work and educational environment and is committed to enforce all policies related to such, **including contacting law enforcement officials if caught on the premises using drugs or alcohol. The school is committed to confidentiality if a student wishes to contact us for assistance in obtaining help.**

DRUG & ALCOHOL ABUSE ADVISING PROGRAM

The school's Director is responsible for advising students and staff who may misuse or abuse alcohol or drugs. Several programs are available throughout the Southern California Area area for referral.

CONDUCT

Students must adhere to high standards of scholarship and conduct. Students must adhere to conduct that will not interfere with the learning process of any other student, the classroom presentation by the teacher, or the progress of the class in general. Those whose conduct reflects discredit upon themselves or OC Dental Academy will be subject to termination.

The administration of the school reserves the right in the exercise of their judgment, to dismiss a student for any of the following reasons:

- A. Non-conformity with the rules and regulations of the school.
- B. Conduct that reflects unfavorably upon OC Dental Academy or its students.
- C. Unsatisfactory academic progress.
- D. Excessive absences or tardiness.

- E. Failure to pay charges when due.
- F. Cheating.
- G. Falsifying school records.
- H. Breach of school enrollment agreement.
- I. Demonstrating poor judgment or inability to function properly that could put patient's safety in jeopardy.
- J. Poor health.
- K. Entering the school or classroom while under the influence or effects of alcohol, drugs or narcotics of any kind.
- L. Carrying a concealed or potentially dangerous weapon.
- M. Disorderly conduct which interferes with the learning process of any other student, a classroom presentation by the teacher, or the progress of the class in general.
- N. Instigation and/or participation in rebellious activities against the school or its students.
- O. Solicitation which reflects unfavorably upon the school or its students.
- P. Profanity.
- Q. Vandalism.

A student dismissed for unsatisfactory conduct may be readmitted only at the discretion of the director.

DRESS CODE

In preparing for a professional role, students are required to wear scrubs and closed toed, white shoes.

1. OC Dental Academy School Scrubs are to be worn to class daily and in the office unless directed otherwise. They must be clean, wrinkle-free, fit correctly and in good repair.

2. Shoes are to be closed toed duty shoes or athletic shoes. Shoes are to be clean, and in good repair.
3. Underclothing should be appropriate and not showing. Male students should wear white socks.
4. Acceptable jewelry includes small stud earrings, one in each ear for females, none for males; wedding/engagement rings; and a watch with a second hand. No facial rings or tongue rings are allowed.
5. Hair must be kept clean and neatly arranged in a simple, off-the-collar style. Barrettes and hair clips must be functional, not decorative.
6. Beards and/or mustaches must be well-trimmed.
7. Fingernails are to be kept short, filed and free of dirt. Only clear or light colored nail polish is acceptable.
8. Make-up should compliment your features and not be excessive. Mascara, eye shadow, eyebrow make-up and lipstick are acceptable if used with discretion.
9. Proper daily hygiene and use of antiperspirant are essential since students will be interacting closely with patients.
10. Gum chewing while in uniform is unprofessional and not permitted.
11. A white lab coat is permitted but not required.
12. Students who report to class without the appropriate uniform may have points taken off their grades on appearance and professional development. Repeated offenses may result in being sent home and counted as absent.

MEASURE OF PROGRAM DURATION

The school measures its academic accomplishment in course hours. Ending date or graduation date from your program is a “scheduled” graduation date. The actual length of each program can be influenced by in-service days, holidays and other unscheduled events that could cause interruptions in scheduled training.

GRADING SYSTEM

Grades are based on tests and manipulative performance. The minimum acceptable subject area grade is 70% for advancement.

If a student withdraws from a course, voluntarily or otherwise, before the completion of that course, the school will record a "W" (withdraw) for the student for that course. A "W" graded course will not count toward graduation nor be used in the cumulative grade average. If the student returns to school all course work graded "W" must be repeated.

If, when evaluated, the student is unable to perform certain procedures properly, the student will be required to attend make-up hours for additional training in the unsatisfactory areas.

not count toward graduation nor be used in the cumulative grade average. If the student returns to school all course work graded "W" must be repeated.

GRADING SCALE	LETTER GRADE	GRADE POINT AVERAGE
90% - 100%	A	4.00
80% - 89%	B	3.00
70% - 79%	C	2.00
60% - 69%	D	1.00
00% - 59%	F	0.00
INCOMPLETE	I	No Effect
WITHDRAWAL	W	No Effect
REPEATED COURSE	S	No Effect
LEAVE OF ABSENCE	U	No Effect

SATISFACTORY PROGRESS POLICY

A student must maintain a cumulative 2.0 grade average or be on probation. The course hours attempted cannot exceed one and one-half (1.5) times the course hours required to complete the program.

For determining satisfactory progress, the program is broken down into two 5 week grading periods. At the end of each grading period, the student's cumulative grade average will be determined.

PROBATION

If the student has less than the required 2.0 cumulative grade average, he/she will be placed on probation. If the student fails to achieve a 2.25 grade average for the next evaluation period and any evaluation period in which the student is on probation, the student will be terminated. The student is removed from probation upon achieving a cumulative 2.0 grade average.

INCOMPLETE

Students who receive an incomplete grade must satisfactorily complete, within the

maximum time frame allowed for the program, the required work to remove the incomplete grade prior to graduating. Failure to do so will result in the incomplete becoming a 0.00 and be included in determining the cumulative point average.

REPETITIONS

Students will be allowed to repeat a failed test once. Only the second grade will be used in calculating the cumulative grade average.

MAXIMUM TIME FRAME

To be maintaining satisfactory progress, course hours attempted cannot exceed 1.5 times the course hours the program required for graduation.

EXAMPLE: OC Dental Academy requires 80 course hours to be successfully completed for graduation, therefore, a student who attempts 120 course hours before successfully completing 80 course hours will have exceeded the maximum time frame.

WITHDRAWALS

A student who withdraws other than at the end of a grading period will receive a grade of "W" which is not calculated in their cumulative GPA.

APPEAL PROCESS

A student may appeal the determination of satisfactory progress based upon extenuating circumstances. The appeal should be submitted, in writing, to the School Director. In such cases, the Director may determine that the student is making satisfactory progress towards a diploma, despite the failure to conform to the standards of satisfactory progress. A student who has their appeal accepted will continue on probation.

GRADUATION

Upon satisfactory completion of all school and clinic work and payment of all monies due, the student is awarded a certificate.

EDUCATION COSTS

A schedule of the total education costs is as follows:

LENGTH IN WEEKS	10
COURSE LENGTH IN HOURS	80
REGISTRATION FEE	\$500 (Non-refundable, used towards tuition)
DENTAL ASSISTING COURSE	\$2500
X-RAY CERTIFICATION	550
8-HOUR INFECTION CONTROL	250
CPR	65
CA DENTAL PRACTICE ACT	25
<u>TUITION</u>	<u>\$3,490.00</u>
TOTAL EXPENSES	\$3,490.00

Tuition and all payments due are the full responsibility of the student and are payable as

stated in the student's Enrollment Agreement. Failure to keep all payments current may result in termination.

Agreement - Cancellation - Refund

AGREEMENT: This is an agreement for educational services to be provided by this private institution. Instruction will be provided at the address shown above. This is a legally binding instrument when signed by the student. I understand that, immediately upon signing this agreement, I will receive a copy for my records. I hereby agree to the terms and conditions of this enrollment agreement. I have been given time to carefully read this agreement, the refund, and the cancellation policy.

CANCELATION: If you cancel your enrollment, please do so in writing. Deliver your notice to cancel to 25212 Marguerite Parkway, Suite 120 Mission Viejo, CA 92692. This institution will refund, without penalty or obligation, 100% of the amount you paid for the institutional charges, less a reasonable deposit or application fee not to exceed \$500, if your notice of cancellation is made 72 hours prior to the first day of your scheduled instruction. Please refer to the start date.

REFUND: The student has a right to a full refund of all charges less the amount of the registration, (the amount retained may not exceed \$500), if the student cancels this agreement 72 hours prior to the first day of instruction. Further, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges.

REFUND EXAMPLE: \$3,480 (Amount paid for the program of instruction) \$1,740 (50% Refund after discontinuing 1 day of instruction) \$ 0.00 (0% Refund after discontinuing 2-10 days of instruction) If you are entitled to a refund, the refund is to be made within 30 days of the date the school determines, or is notified in writing, of your cancellation or withdraw. By signing this agreement, you acknowledge that you have read and understand

[the Agreement, Cancellation and Refund Policy of OC Dental Academy.](#)

GRADUATE SERVICES

OC Dental Academy does not guarantee employment for our graduates. The faculty will, however, assist students in their job search upon successful completion of studies by offering information on job opportunities, temporary assignments, and guidance in interviewing techniques. The more flexible a graduate can be regarding initial employment the easier it is for the school to assist in placement.

Because graduates who are actively interviewing for jobs are often unavailable by telephone, the graduate is asked to call the school twice a week while actively seeking employment. This procedure keeps the school informed of a graduate's employment status and allows the school to keep the graduate current with job listings.

Students will improve placement opportunities by continued communication with the school.

Graduates of OC Dental Academy are eligible to call the school anytime after they successfully complete the program and have met all financial obligations. The graduate must observe all rules and regulations of the school as they relate to placement.

HOUSING

The school does not maintain dormitory facilities. Students must arrange for their own housing and may request specific information for housing during the personal interview at the school.

LIBRARY

OC Dental Academy has a library available for student use. The library contains text books, DVDs, magazines,. The library is available Monday - Friday 9am – 5pm. Access is available upon request.

APPLICATION FOR READMISSION

To be eligible for readmission, students must complete an application and have no outstanding debt(s) with the school.

The application will be reviewed by: the education department to establish each student's level of desire to complete the program; a final review will be conducted by the Director.

Once an applicant is approved for readmission, an Enrollment Agreement Addendum will be signed by the student.

SCHOOL HOURS

MONDAY – FRIDAY 9AM – 5PM

STUDENT SERVICES

Program directors are available to give guidance and assistance in the solution of both educational and other personal problems.

Full or part time employment assistance is provided by the Director and faculty.

The School Director is also available to advise any student who desires assistance.

Students experiencing personal problems which require professional counseling will be referred to the appropriate agencies.

The staff of the school makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for both vocational and academic advising.

STUDENT COMPLAINT/ GRIEVANCE PROCEDURE

Students are encouraged, at all times, to communicate their concerns verbally to members of the faculty and administration for amicable solutions. If the student is unable to resolve the situation orally, a written grievance may be submitted to the school director. The procedure is as follows for submitting a written complaint:

1. The written grievance must be submitted to the school director. An "Incident Report" form is available for students use, but is not required in submitting the written grievance.
2. The School Director will verify that the student has made a verbal attempt to resolve the concern with the faculty or staff.

3. The School Director will call a grievance committee meeting within 24 hours of receipt of the written grievance which will consist of, but not limited to, due to the personal circumstances of each concern, the following: (A) School Director; (B) appropriate faculty or staff.
4. In addition, all persons involved with the incident must be present at the time of the meeting. Evidence will be presented by the student and then by all other parties involved. Minutes will be taken.
5. The committee will immediately meet in the absence of those involved to review the evidence and vote on a decision. The decision of the committee will be communicated immediately.

At OC Dental Academy we have an open door policy, please do not hesitate to approach the administration with any questions or concerns you might have regarding any aspect of your education as a dental health care professional.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to:

School Director (949) 866-4580

EMERGENCY TELEPHONE NUMBER

Each student will provide the school with one or more telephone numbers where a family member may be reached in the case of emergencies. Only in the case of an emergency will a student be called out of class to take a telephone call.

PREGNANCY

Students should notify the appropriate program director and their instructors immediately, in writing, when pregnancy is suspected. The student's physician must provide written authorization for the student to remain in an active status due to the x-ray equipment in the building. The student may obtain a physician's authorization form from the school which their physician must sign. A Release of Responsibility form must also be signed by the student.

PARKING

Please park in the designated parking areas. Spaces reserved for handicapped students and visitors only are clearly marked.

PERSONAL BELONGINGS

Purses, clothes, books, etc., should not be left unattended as the school does not assume responsibility for loss or theft. Lost materials are the student's responsibility to purchase. Students are expected to furnish such incidentals as paper, notebooks, pencils and pens.

CHILDREN

Children are not permitted to attend any class with their parent, nor are they allowed on school premises while a parent is attending class.

EATING/SMOKING

Students are welcome to pause, relax, eat and drink in the student lounge. Smoking is not allowed in the building. Absolutely no food, beverage or smoking is allowed in the clinic.

CHANGE OF NAME/ADDRESS/ TELEPHONE NUMBER

Any change of name, address, or telephone number must be reported to your instructor or the director as soon as the change occurs.

STATEMENT OF NON-DISCRIMINATION

No person shall be excluded from participation, denied any benefits, or subjected to any form of discrimination because of sex, race, age, creed, physical handicap or national origin.

CONSUMER INFORMATION

The School Director is designated to disseminate all consumer information. The director can be contacted by calling (949) 866-4580.

IMPORTANT INFORMATION

In keeping with the school philosophy of an immediate response to the needs of students and employers, the school reserves the right to make modifications in the program content and the structure of the curriculum and schedules without additional charges to the student, and within regulatory guidelines. Information contained in the addendum of this catalog becomes an official part of the catalog and supersedes any contradictory information contained herein. Information contained in this catalog is true and correct.

Information contained in this catalog is true and correct so certified as true by Konni Forster, Owner and School Director. For information call (949) 866-4580.

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