

ADEA DHCAS[®] Application and Review Process for Programs

The ADEA Dental Hygiene Centralized Application Service (ADEA DHCAS) application and review process is designed to increase the productivity and effectiveness of admissions staff at dental hygiene education programs. ADEA DHCAS lessens the administrative burden on staff without significantly altering existing processes. Programs continue to advise interested applicants, provide information about requirements, review applications and render admissions decisions. ADEA DHCAS collects all information, helps to track applicant progress, provides applications in an easy to access, convenient and uniform format and offers software to assist with the review process, all while providing step-by-step instructions and customer service to applicants on your behalf.

STEP-BY-STEP PROCESS

1. Applicant inquires to program for information, requirements and application process.
2. Program provides applicant with general information and refers applicant to their ADEA DHCAS Search Engine profile for additional information.
3. Programs continue to advise applicants directly on requirements, prerequisite coursework and application processes until the applicant is ready to begin the application process.
4. Applicant completes and submits the online ADEA DHCAS application by sending one set of official transcripts, completing the core application and fulfilling any program specific requirements by the program deadline.
5. ADEA DHCAS receives the application, reviews materials and verifies transcripts.
 - For entry-level program applicants: all coursework entered by the applicant is reviewed in comparison to official transcripts for accuracy and GPAs are calculated.
6. All application materials, documents and GPAs are released to programs electronically via WebAdMIT, the online admissions management software included with use of ADEA DHCAS.
7. Programs then conduct the review of applications via their established process using WebAdMIT to assist. WebAdMIT allows programs to:
 - Review all documents.
 - Calculate prerequisite GPAs.
 - Score and rank applicants.
 - Conduct and score interviews.
8. Once reviews are completed, programs set admissions statuses for applicants in WebAdMIT and notify applicants of their status directly. Programs also then have the option to use the software to run analysis reports on their total applicant pool and accepted applicants.

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