High Point University Workman School of Dental Medicine
Application Assistance

Thank you for your interest in the High Point University Workman School of Dental Medicine! This document provides additional application tips and screenshots to help your experience.

If you have any questions or need assistance, please contact our team at DMDAdmissions@highpoint.edu. 
**NOTE:** Please do not contact our team members individually or via phone. Our central email account is monitored more frequently and will provide you with the most accurate information. Allow at least 2 business days for a response.

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- Dental Medicine Scholars section (HPU undergraduates only)

Important considerations:
- Your application will save your progress until you are ready to submit
- Please record your application ID for reference (under the personal background page)

Image of Application ID Location:
The application portal can be found on the HPU WSDM website starting May 1: [https://www.highpoint.edu/dental-medicine/](https://www.highpoint.edu/dental-medicine/)

- Follow the prompts for first time or returning users
- For the first time login, you will be sent a PIN—check your spam, junk, and promotions (Google) folders
- This login is where you will also go check the status of your application once submitted

**Image of Application Login:**

**APPLICATION MANAGEMENT**

**Returning users:**
Log in to continue an application.

**First-time users:**
Create an account to start a new application.

**Image of Starting a New Application:**

Select the “Doctor of Dental Medicine 2024” option for your application

**Image of Application Dashboard:**

Click “Doctor of Dental Medicine 2024” to connect to the application or check the status after submitted
The **background** section has a mixture of required and optional questions. Please be sure the information provided is accurate.

- A **social security number** is only required if you are applying for federal student loans.
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The knowledge section requests for your educational background, including certificates and non-academic training

- Unofficial transcripts or a certificate must be included for each submission
- A GPA must be included for each submission (please label as 99 out of 99 if pass/fail, no GPA, or a certificate)
- Do not send official transcripts—they will be requested at the time of an admission offer
- Include certificate and post-baccalaureate programs, even if they are completed online
- For graduate programs, include the degree and major under “major”

Image of Knowledge Section:

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arid New</td>
<td>Master's</td>
<td>Biomedical Sciences</td>
</tr>
<tr>
<td>High Point University</td>
<td>Certificate</td>
<td>Research Methods</td>
</tr>
<tr>
<td>Coursera</td>
<td>Bachelor's</td>
<td>Chemistry</td>
</tr>
</tbody>
</table>

Image of Undergraduate Submission:

Include the degree and major under “major” and 0 out of 0 for GPA if pass/fail.
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Image of Graduate Submission:
Include the degree and major under “major” and 99 out of 99 for GPA if pass/fail

Image of Certificate or Post-Baccalaureate Submission:
Label city as online (if not in-person) and select an arbitrary state
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The first experience section requests you identify the top 5 most relevant experiences per section.

- Provide a name/title/descriptor for each item and the site/organization
- Provide an approximate time for the activity and if it was a one-time experience, list it for the 1 month
- Include “present” if still engaged in that experience
- To edit or delete an experience, click on the one to be modified
- Do NOT use abbreviations for titles or organizations (we often do not know what they mean)
- Include number of hours/sessions you engaged in the activity and/or a BRIEF descriptor if a novel experience

**Image of Experience Entry:**

**Image of Experiences Section:**
The second **experience** section requests you identify the top 5 most relevant experiences per section.

- Example experiences are provided for clarity.

### Image of Experiences Continued Section:

<table>
<thead>
<tr>
<th>Leadership Experiences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name/Title/Descriptor</td>
</tr>
<tr>
<td>Program Director - Student Dental Association</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Awards &amp; Scholarships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name/Title/Descriptor</td>
</tr>
<tr>
<td>Hollingsworth Scholarship</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization Membership Experiences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name/Title/Descriptor</td>
</tr>
<tr>
<td>Phi Beta Kappa Member</td>
</tr>
<tr>
<td>Student Dental Association Conference x 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Experiences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name/Title/Descriptor</td>
</tr>
<tr>
<td>Research Assistant - College admissions predictors study</td>
</tr>
<tr>
<td>College admissions predictor (publication title)</td>
</tr>
<tr>
<td>College admissions predictor presentation (title)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name/Title/Descriptor</td>
</tr>
<tr>
<td>Teach for America Experience</td>
</tr>
</tbody>
</table>
The attributes section requests you complete a brief survey and register for the Acuity Insights assessments.

- Answer each item by selecting your choice from the drop-down menu
- Register for the Acuity Insights assessments at [https://acuityinsights.app/](https://acuityinsights.app/)

Image of Attributes Section:
The **reflections** section requests you submit written reflections to the provided prompts.

- Each question is limited to **100 words**—please do not seek additional support for addressing these questions.
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The **insights waiver** section requests you to waive your rights to access the content of the surveys.

The **insights** section requests for contact information for your references.

- Select **add individual** to submit their information — the reference request is sent **IMMEDIATELY**
- In the **relationship** section, please identify the **classification** (healthcare, coach, educator, OR supervisor)
- Reviewers are **NOT** able to submit a formal letter of recommendation
- We will **NOT** accept letters of recommendation from Interfolio
- Emails may be sent to the **junk** or **spam** folder — **reminder** emails may also be sent from here
- You will receive an **email confirmation** each time a recommender submits their review

**Image of Insight Waiver:**

**Image of Recommender Submission:**
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Image of Recommendation Request to Reviewer:

Image of Confirmation Email to Applicant When a Recommendation is Submitted:

Dear Michael Wolcott:

We have successfully received your letter of recommendation from [Redacted] to High Point University.

High Point University
The **early commitment declaration** is located at the top of the *personal background* section

- Select “yes” if you are applying for the Early Commitment option
- If you are agreeing to Early Commitment, you will also acknowledge the following:
  - Early Commitment is a binding agreement with the program
  - You will be requested to remove your applications from other programs if offered conditional admission
  - If you do not enroll, it will risk future admission and the WSDM Board of Advisors and other programs will be notified of your breach of the agreement at the time of enrollment and prior to graduation

**Please read the following to understand the Early Commitment Option:**

The Early Commitment option allows candidates to indicate their significant interest in HPU and prioritizes them for interviews and selection into the cohort earlier. The purpose is to enhance access to dental programs and minimize financial burdens on applicants. In addition, those offered conditional admission will be guaranteed a four-year scholarship of a fixed amount (*NOT* full tuition coverage) that is not available to other candidates. Those who apply through early commitment, meet the interview expectations and are offered conditional acceptance are expected to attend HPU WSDM as part of a binding agreement, similar to other early decision/commitment programs. Individuals that do not fulfill this expectation will risk admission to WSDM in future cycles and notification to our Board of Advisors and other programs about their withdrawal at the start of the cohort and in their last academic year. Those interested in the early commitment option must submit their application by **July 31** and this deadline will not be extended under any circumstances.

**Image of Early Commitment Declaration:**

Indicate “Yes” if you are applying for the early commitment option and reaffirm that selection
The **signature** section requires you to enter your full name to confirm submission.

**Image of Signature Section:**

The **review** section notifies you if something is missing from your application.

**Image of Review Section:**
An email confirmation will be distributed to you once your application is received.

Image of Application Submission Confirmation:
The application checklist / status can be accessed through the main application portal via the HPU WSDM website.

- Reminder emails and modifications to reviewers can be accessed by selecting “Recommendations Page”

**Image of Application Portal and Checklist:**
Includes pending recommendations and submission

<table>
<thead>
<tr>
<th>Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ Waiting</td>
<td>Acuity Insights Assessment (Copser &amp; Duet)</td>
</tr>
<tr>
<td>✗ Waiting</td>
<td>Recommendation from Another Test, Test. Sent to recommender on 02/21/2023.</td>
</tr>
<tr>
<td>✗ Waiting</td>
<td>Recommendation from Michael Wolcott, High Point University. In progress as of 02/21/2023.</td>
</tr>
<tr>
<td>✗ Waiting</td>
<td>Recommendation from Test Test, Test. Sent to recommender on 02/21/2023.</td>
</tr>
</tbody>
</table>

To re-send notification emails to your recommenders, re-visit the recommendations page, click “Edit”, and then click “Send Reminder”. 

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Welcome, we're so glad you are here!

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Graduate School Bulletin

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To re-send notification emails to your recommenders, re-visit the recommendations page, click “Edit”, and then click “Send Reminder”.

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High Point University
The Premier Life Skills University

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The Dental Medicine Scholars section will automatically appear if a graduation year is earlier than 2024 for High Point University

- Attest that all requirements have been met and respond to the activity descriptions
- Upload a letter of support—this is NOT required to be anonymous and should be DIFFERENT than your other reviewers

![Image of DMS Attestation:](image1)

![Image of Activity Descriptions and Letter of Support:](image2)