



American Student Dental Association

Automatic Enrollment Frequently Asked Questions

What is the difference between an automatic enrollment chapter and a recruited chapter?

Automatic enrollment (or automatic billing) is when ASDA dues are automatically paid for by the school, a third-party (such as a state society) or included as part of the student's tuition. Students at auto enroll chapters do not individually join ASDA. Instead, the remittance processor (which could be a person in the school's administration or the chapter Membership Chair) submits membership information and payment for the entire school at once.

Recruited chapters require students to apply and pay their ASDA dues individually, either to a representative at their chapter or online on the ASDA website.

The most significant difference between auto enroll and recruited chapters is in the number of members. Since auto enroll chapters pay membership dues for all students, they typically have 100% membership in ASDA. Recruited chapters only include membership of those students who choose to join and submit payment themselves so membership is typically lower.

Which ASDA chapters have automatic enrollment in place?

For the 2020 membership year, 46 out of 66 chapters have automatic enrollment. Students at the following schools are automatically enrolled as members in ASDA. The chapters include: Alabama, Arizona, Boston, Buffalo, Case Western, Colorado, Columbia, Creighton, Detroit Mercy, East Carolina, Georgia, Harvard, Howard, Illinois, Indiana, Iowa, Loma Linda, Los Angeles, Louisiana, Marquette, Maryland, Meharry, Midwestern-Illinois, Mississippi, Missouri-Kansas City, Missouri-Kirksville, New England, North Carolina, Oregon, Pacific, Pennsylvania, Pittsburgh, Roseman, Rutgers, South Carolina, Southern California, Southern Illinois, Temple, Texas A&M, Texas-Houston, Touro, Tufts, Utah, Virginia, West Virginia and WesternU.

How do you establish automatic billing process at your school?

The first step is to discuss the implementation of an automatic billing process with your dean and the Office of Student Affairs. If you attend a state university, you may need approval from your state governing board to institute automatic billing.

Once you get approval to implement automatic billing, you should discuss the mechanism for invoicing the students for ASDA membership. Some schools include ASDA membership dues as an activity fee on their tuition bill. Other schools send out a separate invoice for ASDA dues, which gives students the choice to opt-out if they choose to not join ASDA. If you decide to send a separate invoice, you will need to decide if you are going to send these annually or if you will send to incoming first-year students so that students join for all 4 years of dental school.

Contact national ASDA's membership department at Membership@ASDAnet.org. They can discuss different options to transition to auto enroll, provide sample invoices, and work with your program to set up auto enroll for your chapter.

What are other ways that chapters fund their ASDA dues?

There are several schools that receive funding from their school, state society or dental companies to cover full or partial dues.

How does the remittance process work for automatic enrollment?

Remittance is the process of submitting membership information and payment for your chapter's dues to the ASDA central office. Each chapter has a remit processor (a person, in charge of handling this process). This can be either someone in the dean's office or Office of Student Affairs, or it can be a student leader at the chapter.

Each year, the remit processor is sent detailed instructions for submitting the membership information to ASDA's central office. ASDA has an online system to make it easy to send this information. Once the remit processor completes the process online of verifying chapter members, they send in one payment for all of their members to the ASDA central office via check or ACH.

What are the benefits of automatic enrollment?

One of the benefits of automatic enrollment is that the process is very streamlined. Rather than having to track membership and payment of the individual students at your school, you will have one central record through the online remittance system.

Another benefit is that chapters will not have to spend time recruiting members since automatic chapters have 100% membership. Therefore, time can be dedicated to building and strengthening the ASDA chapter by planning meetings, educational programs, fundraising events, social activities and community service events.

Additionally, the ASDA chapter can hold programming for the entire student body. By involving all of the students at your school in ASDA, you are providing them an early introduction to organized dentistry, which will benefit them throughout dental school and their career in dentistry.

Lastly, the strength of ASDA at both the national and local levels lies in our numbers. ASDA serves as *the* voice for dental student issues in organized dentistry. The larger our membership, the stronger our voice and concerns are heard when we are advocating, whether it be at the ADA House of Delegates, the state societies, or in Congress.

How can I get additional information on automatic enrollment?

Contact national ASDA at Membership@ASDAnet.org.