FOOTHILL COLLEGE

AS to BS-DH PROGRAM APPLICATION INSTRUCTIONS

Our AS to BS-DH Program Application is available online.

Please make sure that you give yourself enough time to read through the instructions so that you can submit a **complete application** by the deadline.

Please follow the instructions below in order to submit your application

(We *highly recommend* using a laptop or desktop when applying online.)

Before you apply

❖ Please visit the Dental Hygiene website and read the available information.

AS to BS-DH Program <-- click here

❖ In order to apply to the AS to BS-DH Program, you must obtain a campus-wide identification number or CWID. If you don't have a CWID, you may obtain one by submitting an application to Foothill College, at no cost to you. For more information on how to do this, please visit Foothill College's Registration Website:

Foothill College's Registration Website <-- click here

Application Requirements

Required Documents: Please obtain copies of the following documents and be prepared to upload them and attach them to your application.

➢ Copy of RDH **pocket** license
- Make sure to send a copy of your **current pocket license**, a screenshot of the online RDH license verification won't be accepted.

➢ One-page personal statement addressing the following points:
- Discuss the reasons you are interested in pursuing a bachelor's degree in dental hygiene.
- Tell us about your short and long-term goals and career plans.
- What are your particular interests in health care and dental hygiene?
- The bachelor's degree completion program requires a scholarly capstone project, give two examples of areas that you would be interested in researching, developing, implementing and evaluating for your project. Give insight into why these areas are important to you.
- One-page Statement Format:
  - Paragraph form
  - 12 font size for the whole document
  - Single-spaced
  - You must answer all the questions above

➢ GE Worksheet
- **Completely fill out** the GE worksheet - the GE certification doesn't take place of the GE worksheet.
- Here are a few steps to help you with the GE worksheet:
  - Ask for the "Advising sheet(s)": CSU GE OR IGETC GE
  - The list of counselors that help with AS to BSDH Completion Program applicants is as follows: Jue Thao, Isaac Escoto, Andrew Lee, and Leticia Serna.
  - A counselor can determine which GE pattern is best for you.
  - Then you can transfer the information on the advising sheet to the GE worksheet.

➢ **Optional**: Documentation of completion of CSU or IGETC General education (CSU or IGETC certification, which can be issued from the school you attended or DegreeWorks Audit Report)

Transcripts

You can obtain your College Transcripts by requesting a copy from all the colleges you've attended. Typically, registrar offices or registration departments at the corresponding college will assist you with this.

- Please note that **unofficial copies will not be accepted** and may automatically disqualify you.

- You can request **electronic transcripts or e-transcripts** from your previous school(s) directly to Foothill College. If they need an email address, the official transcripts can be sent to fhtranscripts@fhda.edu**.**

- If the school doesn't offer e-transcripts, you can have the official transcripts **mailed to**:

    Admissions and Records
    AS to BS-DH
    Foothill College
    12345 El Monte Road
    Los Altos Hills, CA 94022

- Official Foothill College and/or De Anza College transcripts are **not required**. If you took courses at Foothill College or De Anza College previously, you do not need to request your transcripts.

- If you cannot obtain any of the required documents, please be prepared to provide a **letter of explanation**, which will be attached to your application.

Scanning and Saving Required and Optional Documents

Please save the required documents (listed above) to the computer you intend to use when applying. We recommend that you put together a file with all of these documents so that they can be easily accessed while you're completing your application. Please note that you will only be allowed one file attachment for each required section.

Begin your application

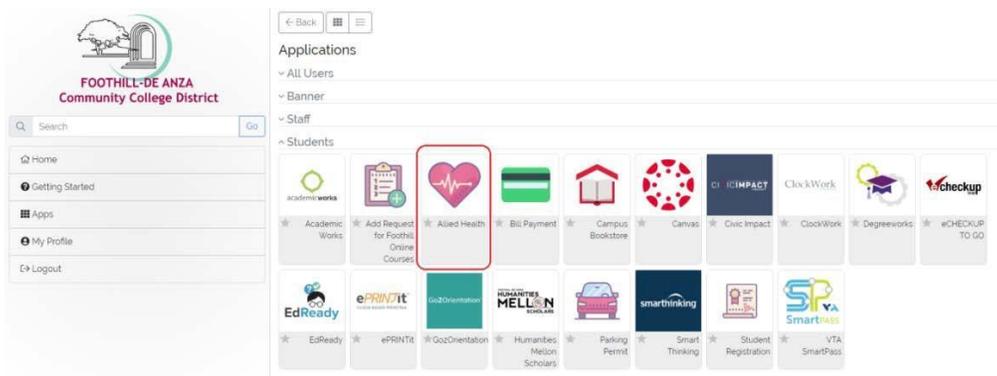1. When you are ready, begin by logging into MyPortal using your student ID and password
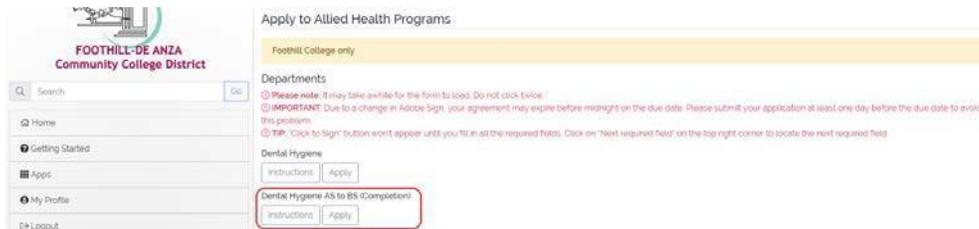

2. Click on **Apps**

3. Find and click the **Allied Health** under Students Tab

4. Find the **Dental Hygiene AS to BS (completion)** and click **Apply.** Make sure that you are **NOT** applying to the entry-level Dental Hygiene Program.

5. **Fill out and complete your application.** Your application progress will be saved until the deadline, or 180 days – whichever comes first. You will receive an email after you've begun your application that will be sent to the email displayed on your application.

6. **Attach all required documents** by clicking on the designated boxes with a red asterisk*. After you click, you will be asked to choose from your saved files to upload.

Dental Hygiene Application Checklist

✓	Please make a ✓ or attach the documents in the available box/es to insure you have completed everything in your application. **Note:** the documents you upload must be PDF files.
☐	I fully read the Dental Hygiene Online Application Instructions before applying. **(Required)**
☐	I accurately filled the Dental Hygiene Online Application and meet the Technical Standards. **(Required)**
☐	Attach a PDF copy of your high school transcript/s or GED, if available. If not available, attach a short letter of explanation in PDF form. **(Required)**

7. **Submit your application –** Please make sure to review your application thoroughly, for accuracy**.** Once all the required fields are filled including signature, printed name, and date, there will be a blue button **"Click to Sign"** appearing at the bottom. Click the "Click to Sign" button to submit your application.

   Please note: The application will not be completed if the button is not clicked.

8. You will be receiving an email with a copy of your completed application attached, confirming that you've successfully submitted your application. The email will be sent to the email linked to your MyPortal account. If you do not receive an e-mail confirmation of your successful application submission, please log back into My Portal to review and resubmit your application.

Check out the FAQ Application Questions below. If you have questions, please email to AStoBSDH@foothill.edu

FAQ Application Questions:

Q. The Allied Health tab is not in myportal account. What should I do?	A. There are a few possibilities: (1) You will need to [re-apply for admission at Foothill College](). (2) If you just completed your application for admission at Foothill College, you will need to wait a few days before the Allied Health tab shows up. (3) Check your student account information to see if you have the correct information and if you have the correct major.
Q. When will I hear of my application status?	A. If you are applying for Fall, you will of your application status by June 1st. If you are applying for Spring, you will hear of your application status by January 15th.
Q. Who are the appointed counselors for the AS to BSDH Completion Program?	A. The list of counselors that help with AS to BSDH Completion Program applicants is as follows: Jue Thao, Isaac Escoto, Andrew Lee, and Leticia Serna. https://foothill.edu/counseling/