2018 DENTAL HYGIENE PROGRAM APPLICATION INTRUCTIONS

Application Deadline: **February 8th, 2018**

Our Dental Hygiene Application is now 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 2018 Dental Hygiene Application:

Before you apply

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

Dental Hygiene Entry-Level Program Website <-- click here

2.   In order to apply to the Dental Hygiene 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

3.   Make sure you're ready and eligible to apply, by reviewing the program prerequisites, requirements to apply and the application worksheet.

Program Prerequisites <-- click here

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

- Unofficial High School Transcripts or GED
- Unofficial College Transcripts from **ALL** colleges attended. This includes copies from Foothill and De Anza Colleges.

Optional Documents: You are welcome to include the following documents, if they apply to you, or you would like to include them with your application.

- Certification of Work Experience Form
- Documentation of completion of CSU or IGETC General education
- **Approved** petitions
- Copies of RDA pocket license or other dental related licenses, etc.

You may obtain a copy of your High School transcript by requesting a copy from the High School you graduated from. You may obtain your College Transcripts by requesting a copy from all the Colleges you've attended. Typically, registrar offices or Registration Departments will assist you with this. Please note that unofficial copies are OK. For more information on how to request a transcript, please visit:

How to order Foothill Transcripts <-- click here

You may obtain a copy of the Certification of Experience form on our website. Please fill out the form and have your employer verify it by signing it.

Dental Hygiene Entry-Level Program Website <-- click here

Please note that if you received a Bachelor's degree from a UC or CSU, completion of CSU or IGETC General Education will be reflected in your transcripts. To self-report your CSU or IGETC General Education progress, you may download the General Education for Transfer Guide, and fill out the CSU or IGETC Genral Education pages 3 or 4. Feel free to include a copy of the form with your application.

Foothill College GE Transfer Guide <-- click here

You will have to submit an Equivalency Petition Form through our counseling department, if you have completed prerequisite coursework outside of Foothill College, and the course/s you have completed is/are not included in the Dental Hygiene

Equivalency Form. If this is the case, please download the form, fill it out, include documentation supporting your petition, and make an appointment with a Foothill counselor.

Dental Hygiene Equivalency Chart <-- click here

Petition Form <-- click here

Foothill College Counseling <-- click here

You may include copies of any dental related licenses you have.

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.

Please see our sample Dental Hygiene Program Application. This sample looks very similar to the actual application. As a result, you may use it as an example of the information you will be submitting when you apply. Feel free to fill it out!

Dental Hygiene Entry-Level Program Website <-- click here

Scanning and Saving Required and Optional Documents

4.   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. As a result, your college transcripts, for example, must all be uploaded as one file. For assistance on how to scan documents into one file, combine multiple files into one file, save files into one folder, or other alternative options, please visit the Foothill College's ASFC Smart Shop:

ASFC Smart Shop <-- click here

Begin your application

5. When you are ready, begin your 2018 Dental Hygiene program application here:

My Portal <-- click here

6. Log into My Portal.

7. Click on the **Students** tab.

8. Find the *Apply to* **Allied Health Programs** Channel.

9. Find the **Apply Here** link.

10. Fill out and complete your 2018 Dental Hygiene Application. Your application progress will be saved for 180 days, or until the deadline, whichever comes first. You will receive an email after you've begun your application, to the email displayed on your application.

11. 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.

Submit your application

12. When you are ready, **submit your program application by signing it electronically**.
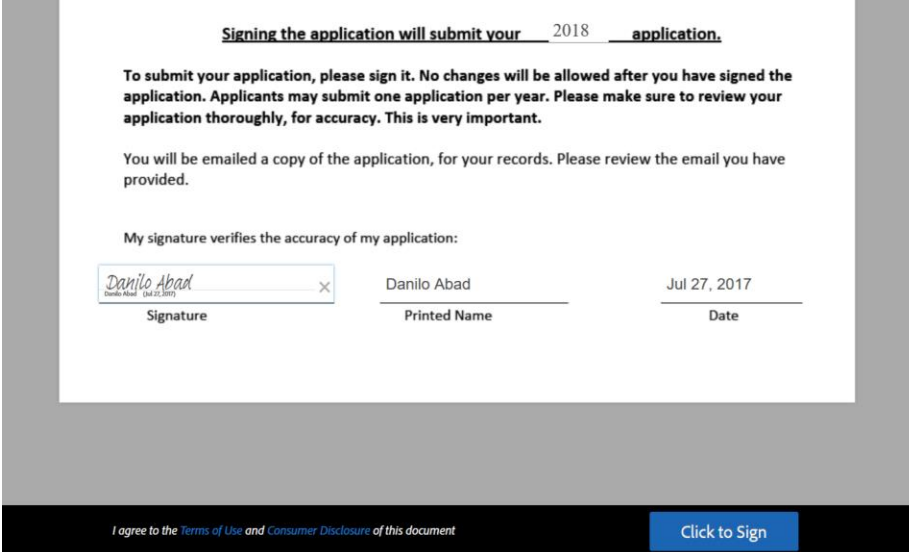
You will not be able to do this, until you have filled all of the required sections.

No changes will be allowed after you've signed the application.

Applicants may submit one Dental Hygiene application per year.

Please make sure to review your application thoroughly, for accuracy.

This is very important.

13. You will be receiving an email confirming that you've successfully submitted your application, along with a copy of it, for your records. The email will be sent to the email linked to your MyPortal account, and displayed on the first page of the application.

Program application deadline: **February 8th, 2018**

If you have questions, please contact: **Jenevieve Alvarez** at:

alvarezjenevieve@fhda.edu or at (650) 949-7538