



DENTAL HYGIENE PROGRAM APPLICATION INSTRUCTIONS

Application timeline: **October 1 - February 1**

The 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 to ensure completion of your 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 (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 Registration Website:
[Foothill College's Registration Website](#) ← click here

Application Requirements

3. Make sure you're ready and eligible to apply by reviewing all of the program prerequisites and requirements. Be sure to review the sample application to get a thorough understanding of what to expect once you open up your official application.
[Program Prerequisites](#) ← click here
[Sample Dental Hygiene Program Application](#) ← click here
4. Required Documents: Please obtain copies of the following documents
 - High School Transcript/s or GED. If not available, attach a short letter of explanation in pdf form.
 - Official Electronic Transcripts (e-transcripts) from **ALL** colleges attended should be ordered and sent directly to Foothill College Admissions and Records. If your college doesn't offer this option, please order and have them mailed directly to:

Admissions and Records

DH Program Application Transcripts

Foothill College

12345 El Monte Road

Los Altos Hills, CA 94022

Note: If you have prerequisite coursework completed from Foothill College or De Anza College you must enter the coursework where appropriate on application. We can verify your successful completion of that coursework internally. Official Foothill

College and/or De Anza College transcripts are not required.

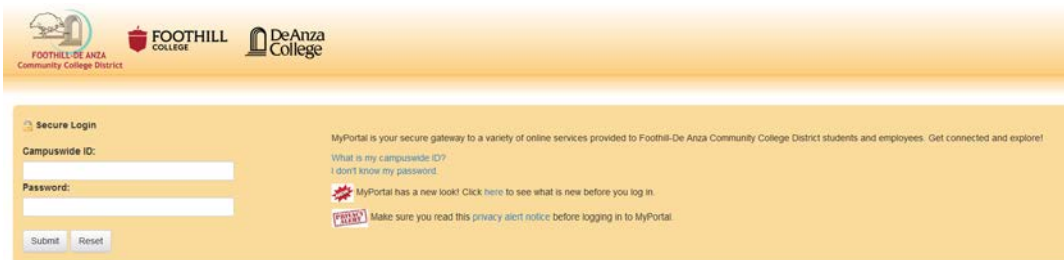
- A copy of CSU or IGETC General Education pattern completion documentation or indicate your progress. Please note that if you received a Bachelor's degree from a UC or CSU, completion of CSU or IGETC General Education will be reflected in your transcripts. To self-report your CSU or IGETC General Education progress, you may download the [General Education for Transfer Guide](#), and fill out the CSU or IGETC General Education pages 3 or 4.
5. Additional 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](#) ← click here
 - Copies of RDA pocket license or other dental related licenses, etc.
 - Approved Petitions - You will need to submit an Equivalency Petition Form through our counseling department, if you have completed prerequisite/s 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.
[Foothill College Counseling](#) ← click here
[Dental Hygiene Prerequisite Equivalency Guide](#) ← click here
[Petition Form](#) ← click here

Scanning and Saving Required/Optional Documents

6. Please save the required/optional 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. 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 Shop:
[Foothill College's ASFC Smart Shop](#) ← click here

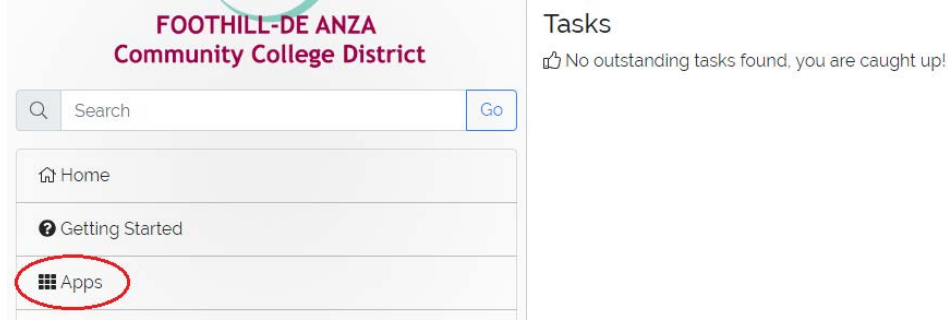
Begin your application

1. When you are ready, begin by logging into [MyPortal](#) using your CWID and password

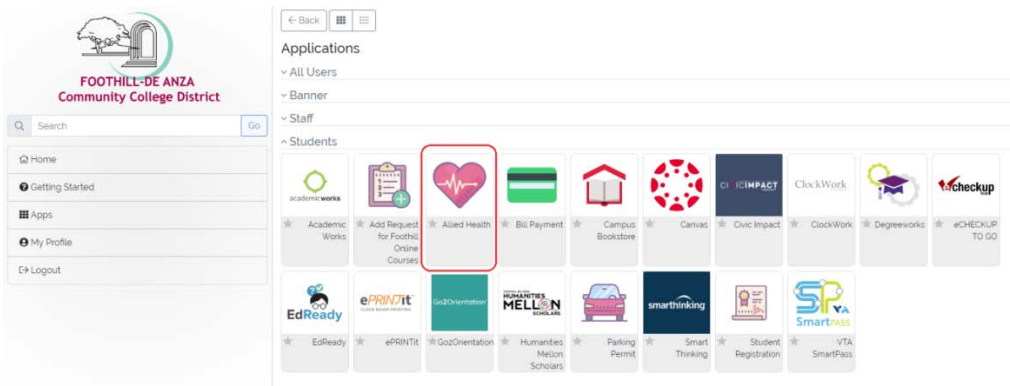


The screenshot shows the MyPortal login interface. At the top, there are logos for Foothill College and De Anza College. Below the logos, the text reads "FOOTHILL DE ANZA Community College District". The main content area is titled "Secure Login" and contains two input fields: "Campuswide ID:" and "Password:". Below these fields are "Submit" and "Reset" buttons. To the right of the input fields, there is a message: "MyPortal is your secure gateway to a variety of online services provided to Foothill-De Anza Community College District students and employees. Get connected and explore!" followed by links for "What is my campuswide ID?", "I don't know my password", and "MyPortal has a new look! Click here to see what is new before you log in." At the bottom right, there is a "Privacy Policy" link with the text "Make sure you read this privacy alert notice before logging in to MyPortal."

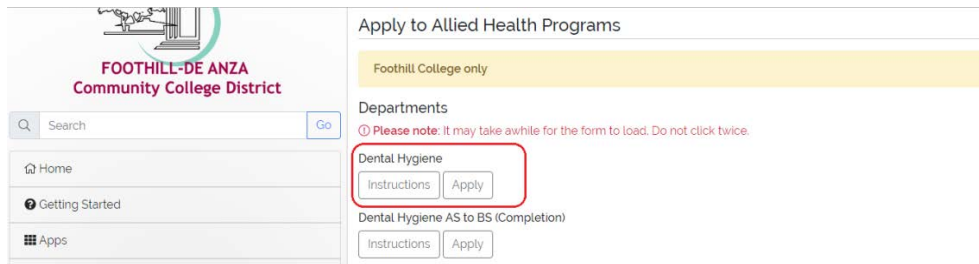
2. Click on **Apps**



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



4. Find the **Dental Hygiene** and click **Apply**



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.
[Red box]	I fully read the Dental Hygiene Online Application Instructions before applying. (Required)
[Red box]	I accurately filled the Dental Hygiene Online Application and meet the Technical Standards. (Required)
[Red box]	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 "Click to Sign" button to submit your application.

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

The screenshot shows a digital signature verification interface. At the top, it says "My signature verifies the accuracy of my application:". Below this, there are three fields: "Signature" with a handwritten signature "Danilo Abad" and a small timestamp "Danilo Abad Jul 27, 2017"; "Printed Name" with the text "Danilo Abad"; and "Date" with the text "Jul 27, 2017". Each field has a horizontal line underneath. At the bottom of the form, there is a dark grey bar containing the text "I agree to the Terms of Use and Consumer Disclosure of this document" on the left and a blue button labeled "Click to Sign" on the right.

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.
9. Selections are made by April 30, and applicants are notified of acceptance or non-acceptance by email.