

# **2018 DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM APPLICATION** **INSTRUCTIONS**

Application Deadline: **May 1<sup>st</sup>, 2018 at 11:59pm PDT**

Our Diagnostic Medical Sonography 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 Diagnostic Medical Sonography Application:

## ***Before you apply***

1. Please visit the Diagnostic Medical Sonography website and read the available information.

[Diagnostic Medical Sonography Program Website](#) <-- click here

2. In order to apply to the Diagnostic Medical Sonography 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

- For help calculating your cumulative college GPA, visit:  
<https://foothill.edu/counseling/gpacalc.html>
- **Required Documents:** Please obtain copies of the following documents and be prepared to upload them and attach them to your application.

Official Electronic Transcripts (e-transcripts) from ALL colleges attended, except for Foothill and De Anza Colleges.

- 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.
  - **Approved** petitions (required if applicable)
  - Math Placement results
  - Documentation of completion of CSU or IGETC General education
  - BLS Card copy

## *Transcripts*

Due to the transition of our application system, if you are a previous applicant you must submit all new official electronic transcripts to Foothill College Admissions and Records.

Official Foothill College and/or De Anza College transcripts are not required. If you have prerequisite coursework completed from Foothill College or De Anza College you must enter the coursework where appropriate on the application. We can verify your successful completion of that coursework internally.

You should 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. For the 2018 application, you must request that electronic transcripts or e-transcripts be sent to Foothill College Admissions and Records. If your school doesn't offer this option, please send them to:

Admissions and Records

**DMS2018**

Foothill College

12345 El Monte Road,

Los Altos Hills, CA 94022

Remember that if you received an Associate's Degree from a California Community College and/or Bachelor's degree from a UC or CSU, completion of your General Education requirements will be waived.

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 Diagnostic Medical Sonography 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!

[Diagnostic Medical Sonography 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 Diagnostic Medical Sonography program application here:

[My Portal](#) <-- click here

6. Log into [My Portal](#).



**MyPortal**

**Secure Login**

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!

**Campuswide ID:**  
(No dashes or spaces)  
ssssssss

**Password:**  
\*\*\*\*\*

Login

**What is my campuswide ID?**  
**I don't know my password.**

**Please Note!** Beginning on **February 20th, 2014** we will be asking everyone to change passwords to help protect your personal information. Please watch our [new tutorial video](#) for more details.

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

The screenshot shows a navigation bar with tabs: Home, Employees, Students, Registration, and Financial Aid. The 'Students' tab is active. Below the navigation bar, there are three main content areas:

- My Messages**: Contains three messages:
  - Spoofing of Sharon Luciw's name - WATCH OUT FOR THE PHISHING EMAIL
  - BE AWARE - RANSOMWARE - VERIFY BEFORE YOU TRUST
  - New Visitor Wireless Network for DA and FH campuses: Went Live Starting Spring Quarter 2017
- Academic Dates & Deadlines**: Contains two links:
  - ▷ Foothill Calendar
  - ▷ De Anza Calendar
- Campus Events**: A section header with a sub-header icon.

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

The screenshot shows the same navigation bar as above, but with additional tabs: Banner and Reports. The 'Students' tab is active. Below the navigation bar, there are four main content areas:

- My Courses**: Contains two links:
  - ▷ View Your Class Schedule
  - ▷ Go to My Courses and Instructor Email
- My Online Courses**: Contains a link to **De Anza College** and a sub-link **Log into De Anza Canvas**. Below this is a section titled **ONLINE CLASS INFORMATION** with text: "After you are registered for an online or hybrid course, please follow the link to either De Anza or Foothill for resources and related support services." and two links: **De Anza Resources** and **Foothill Resources**.
- AcademicWorks Scholarships**: A section header with a sub-header icon.
- Apply to Allied Health Programs at Foothill College**: Contains five program categories, each with an "Instructions: How to Apply" link and an "Apply Here" link:
  - Dental Hygiene**
  - Radiologic Technology**
  - Veterinary Technology**
  - Respiratory Therapy**
  - Diagnostic Medical Sonography**

9. Find the *Apply Here* link.

**Apply to Allied Health Programs at Foothill College**

**Dental Hygiene**  
Instructions: [How to Apply](#)  
[Apply Here](#)

**Radiologic Technology**  
Instructions: [How to Apply](#)  
[Apply Here](#)

**Veterinary Technology**  
Instructions: [How to Apply](#)  
[Apply Here](#)

**Respiratory Therapy**  
Instructions: [How to Apply](#)  
[Apply Here](#)

**Diagnostic Medical Sonography**  
Instructions: [How to Apply](#)  
[Apply Here](#)

10. Fill out and complete your 2018 Application. Your application progress will be saved until the deadline. You will receive an email after you've begun your application, to the email displayed on your application.

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2018

 **FOOTHILL COLLEGE DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM APPLICATION**

**Next** →

NAME: Abad Danilo A  
Last First Middle

Foothill Student CWID Number (required): \_\_\_\_\_

If you don't have a FH ID number, you will need to register at: <http://www.foothill.edu/admissions.php>

There is no cost involved to register for the college.

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.

**DIAGNOSTIC MEDICAL SONOGRAPHY APPLICATION CHECKLIST**

[Symbol]	Please make a [Symbol] or <b>attach</b> the documents in the available box/es to insure you have completed everything in your application. <b>Note:</b> the documents you upload must be PDF files.
* <input type="checkbox"/>	I fully read the Diagnostic Medical Sonography Online Application Instructions before applying. <b>(Required)</b>
* <input type="checkbox"/>	I accurately filled the Diagnostic Medical Sonography Online Application. <b>(Required)</b>

***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 Diagnostic Medical Sonography application per year. Please make sure to review your application thoroughly, for accuracy. This is very important.

My signature verifies the accuracy of my application:

 <small>Danilo Abad Jul 27, 2017</small>	Danilo Abad	Jul 27, 2017
Signature	Printed Name	Date

I agree to the [Terms of Use](#) and [Consumer Disclosure](#) of this document

[Click to Sign](#)

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: **May 1<sup>st</sup>, 2018 at 11:59pm PDT**

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

[alvarezjenevieve@fhda.edu](mailto:alvarezjenevieve@fhda.edu) or at (650) 949-7538