

## **2018 RADIOLOGIC TECHNOLOGY PROGRAM APPLICATION INTRUCTIONS**

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

Our Radiologic Technology Application is now available online. Please make sure to give yourself enough time to read through the instructions so that you are able to submit a complete application by the deadline.

**Please follow the instructions below to ensure completion of your 2018 Radiologic Technology Application:**

### ***Before you apply***

1. Please visit the Radiologic Technology website and read the available information.

[Radiologic Technology Program Website](#) <-- click here

2. In order to apply to the Radiologic Technology 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

Required Documents: Please obtain the following documents

Official Electronic Transcripts (e-transcripts) from **ALL** colleges attended. 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.

Additional Documents: Please include the following required documents, if applicable:

- **RT200L Approved** petition
- Documentation of completion of CSU or IGETC General education
- Math Placement Test results

***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.** Transcripts from Foothill College and DeAnza College are not required. 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

RT2018

Foothill College

12345 El Monte Road,

Los Altos Hills, CA 94022

**Please note 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.**

You will need to submit an Equivalency Petition Form through our counseling division if you have completed prerequisite coursework outside of Foothill College, and the coursework you have completed is not included in the Radiologic Technology 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 College counselor. The counselor will determine whether or not you will need to submit a petition. Please note that the deadline to petition for RT200L is Dec. 1<sup>st</sup> by noon. No petitions will be considered for RT200L after Dec. 1<sup>st</sup>, 2017. Please contact Rachelle Campbell at [campbellrachelle@fhda.edu](mailto:campbellrachelle@fhda.edu) regarding RT200L.

[Radiologic Technology Equivalency Chart](#) <-- click here

[Petition Form](#) <-- click here

[Foothill College Counseling](#) <-- click here

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 Radiologic Technology Program Application. This sample application is similar to the official application. As a result, you may use it as a tool to help you successfully complete application information you will be submitting when you apply. Please utilize this!

[Radiologic Technology Program Website](#) <-- click here

### ***Scanning and Saving Required 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 three attachments. As a result, all documents must be uploaded as a maximum of three files. For assistance on how to scan documents into one file, combine multiple files into one file and save files into one folder or other alternative options, please visit the Foothill College's ASFC Smart Shop:

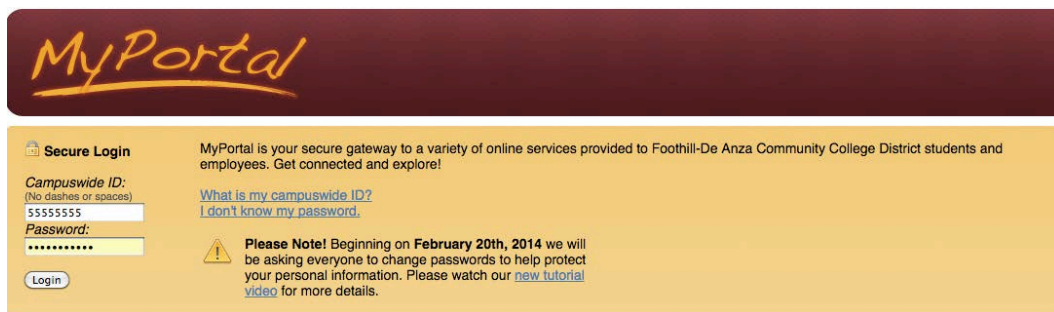
[ASFC Smart Shop](#) <-- click here

### ***Begin your application***

5. When you are ready to enter your information to the 2018 Radiologic Technology program application, this is where you will locate it:

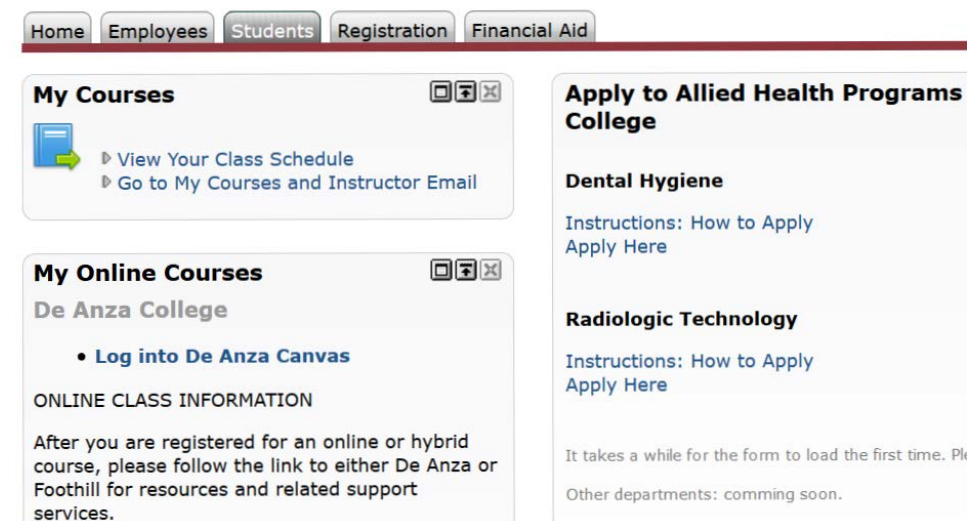
[My Portal](#) <-- click here

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



The image shows the MyPortal login interface. At the top is a dark red banner with the 'MyPortal' logo in orange script. Below this is a yellow-orange login box. On the left, under 'Secure Login', there are input fields for 'Campuswide ID:' (with a note 'No dashes or spaces') and 'Password:', both containing placeholder text '55555555'. A 'Login' button is at the bottom left. On the right, a message states: '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!'. Below this are links: 'What is my campuswide ID?' and 'I don't know my password.'. A yellow warning icon is followed by a 'Please Note!' message about a password change requirement starting February 20th, 2014, with links to a 'new tutorial' and a 'video'.


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



The image shows the 'Students' tab selected in a navigation bar. The navigation bar includes 'Home', 'Employees', 'Students' (highlighted), 'Registration', and 'Financial Aid'. Below the navigation bar, there are three main sections. On the left, 'My Courses' includes links to 'View Your Class Schedule' and 'Go to My Courses and Instructor Email'. Below that, 'My Online Courses De Anza College' features a link to 'Log into De Anza Canvas' and a section titled 'ONLINE CLASS INFORMATION' with text about registering for online or hybrid courses. On the right, 'Apply to Allied Health Programs College' lists 'Dental Hygiene' and 'Radiologic Technology', each with links to 'Instructions: How to Apply' and 'Apply Here'. At the bottom right, a note states: 'It takes a while for the form to load the first time. Pl' and 'Other departments: comming soon.'

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

[Home](#) [Employees](#) [Students](#) [Registration](#) [Financial Aid](#)

**My Courses**  


- ▶ [View Your Class Schedule](#)
- ▶ [Go to My Courses and Instructor Email](#)

**My Online Courses**  
**De Anza College**

- [Log into De Anza Canvas](#)

ONLINE CLASS INFORMATION

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.

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

Instructions: [How to Apply](#)  
[Apply Here](#)

**Radiologic Technology**

Instructions: [How to Apply](#)  
[Apply Here](#)

It takes a while for the form to load the first time. Please wait.

Other departments: coming soon.

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](#)

It takes a while for the form to load the first time. Please wait.

Other departments: coming soon.

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

Test: Radiologic Technology Fall 2018 Next required field 56



**FOOTHILL COLLEGE RADIOLOGIC TECHNOLOGY APPLICATION**  
 2018

NAME:

Last First Middle

Foothill College Student **CWID # (required)**  \*If you do not have a FH student CWID# visit here to register for the college: <http://www.foothill.edu/reg> There is no cost involved to get a CWID#.

Please list any other name(s) by which you have been known:

Resume

You need to complete 56 required field(s).

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.

### Radiologic Technology Application Checklist

✓	Please make a ✓ or attach the documents in the available box/es to insure you have completed everything in your application. Note: <b>the documents you upload must be PDF files.</b>
* <input style="border: 1px solid yellow;" type="checkbox"/>	I fully read the <i>Radiologic Technology Online Application Instructions</i> before applying. (Required)
* <input style="border: 1px solid yellow;" type="checkbox"/>	I accurately filled the <i>Radiologic Technology Online Application</i> and meet the Technical Standards. (Required)

## ***Submitting your application***

12. When you are ready, submit your program application by signing it electronically.

You will not be able to complete this, until you have filled all of the required sections.

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

**Applicants may submit one Radiologic Technology application per year.**

Please make sure to review your application thoroughly. Accuracy is vital.

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 it. Below these fields is a large gray rectangular area. At the bottom of the interface, there is a black 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.

13. 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.

Program application deadline: **March 1<sup>st</sup>, 2018 at 11:59pm PST**

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

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