

## **2019 RESPIRATORY THERAPY PROGRAM APPLICATION INSTRUCTIONS**

Application Deadline: April 30, 2019 at 11:59pm PDT

Our Respiratory Therapy Application is now ONLY 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 2019 Respiratory Therapy Application:**

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

1. Please visit the Respiratory Therapy website and read the available information.

[Respiratory Therapy Program Website](#) <-- click here

2. In order to apply to the Respiratory Therapy 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. 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: 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

## *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 2019 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 hard copies to:

Admissions and Records

### **RSPT 2019**

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.

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 Respiratory Therapy 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.

[Respiratory Therapy 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 Respiratory Therapy 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!

[Respiratory Therapy 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:

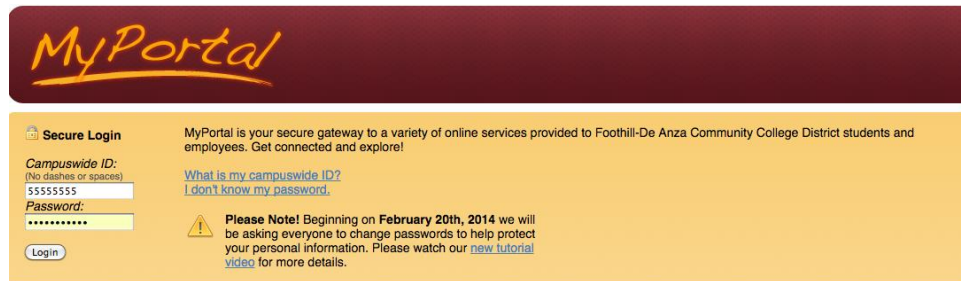
[ASFC Smart Shop](#) <-- click here

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

5. When you are ready, begin your 2019 Respiratory Therapy program application here:

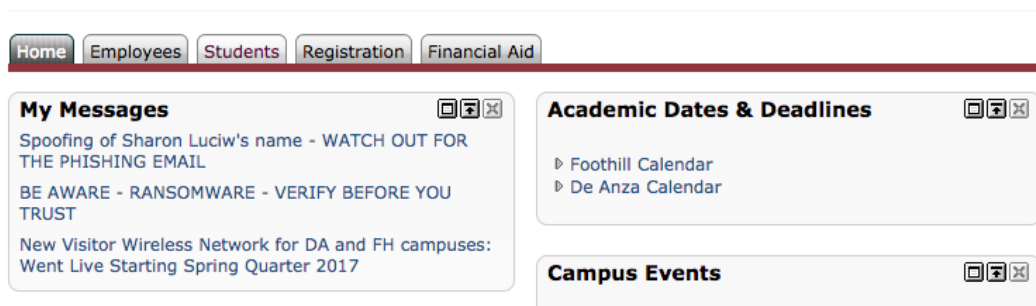
[My Portal](#) <-- click here

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



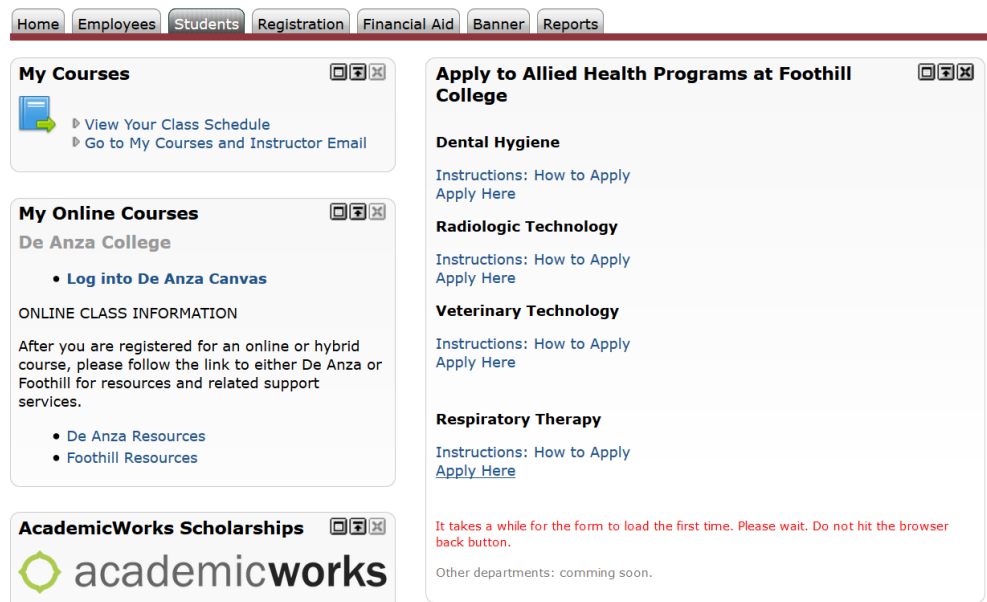
The image shows the MyPortal Secure Login page. At the top is a dark red banner with the 'MyPortal' logo in orange script. Below the banner is a yellow-orange box containing the login form and a notice. The login form includes a 'Campuswide ID' field (with a hint: 'No dashes or spaces'), a 'Password' field, and a 'Login' button. To the right of the form, 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!'. Below this message are two links: 'What is my campuswide ID?' and 'I don't know my password.'. A 'Please Note!' warning icon is followed by text stating that beginning on February 20th, 2014, users will be asked to change passwords to help protect personal information, with links to a 'new tutorial' and 'video' for more details.

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



The image shows the MyPortal interface with the 'Students' tab selected. The navigation bar at the top includes 'Home', 'Employees', 'Students' (highlighted), 'Registration', and 'Financial Aid'. Below the navigation bar, there are three main content areas. The first area is 'My Messages', which contains three messages: 'Spoofing of Sharon Luciw's name - WATCH OUT FOR THE PHISHING EMAIL', 'BE AWARE - RANSOMWARE - VERIFY BEFORE YOU TRUST', and 'New Visitor Wireless Network for DA and FH campuses: Went Live Starting Spring Quarter 2017'. The second area is 'Academic Dates & Deadlines', which contains two links: 'Foothill Calendar' and 'De Anza Calendar'. The third area is 'Campus Events', which is currently empty.

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



The image shows the MyPortal interface with the 'Students' tab selected. The navigation bar at the top includes 'Home', 'Employees', 'Students' (highlighted), 'Registration', 'Financial Aid', 'Banner', and 'Reports'. Below the navigation bar, there are three main content areas. The first area is 'My Courses', which contains two links: 'View Your Class Schedule' and 'Go to My Courses and Instructor Email'. The second area is 'My Online Courses', which contains a link to 'Log into De Anza Canvas' and a section for 'ONLINE CLASS INFORMATION' with links to 'De Anza Resources' and 'Foothill Resources'. The third area is 'AcademicWorks Scholarships', which features the AcademicWorks logo. The fourth area is 'Apply to Allied Health Programs at Foothill College', which contains links for 'Dental Hygiene', 'Radiologic Technology', 'Veterinary Technology', and 'Respiratory Therapy', each with 'Instructions: How to Apply' and 'Apply Here' links. A red warning message at the bottom of this section states: 'It takes a while for the form to load the first time. Please wait. Do not hit the browser back button.' Below this message, it says '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](#)

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

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

It takes a while for the form to load the first time. Please wait. Do not hit the browser back button.

Other departments: coming soon.


10. Fill out and complete your 2019 Respiratory Therapy 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.

Adobe Sign

Alternative actions ▾

Test: Respiratory Therapy Fall 2018

Next required field 59



2018

**FOOTHILL COLLEGE RESPIRATORY THERAPY PROGRAM APPLICATION**

NAME: Abad Danilo

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.

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

\* \* \* \*

Address City State Zip

Home Phone Cell Phone

You need to complete 59 required field(s).


11. Attach all required/optional documents by clicking on the designated boxes. After you click, you will be asked to choose from your saved files to upload.

#### RESPIRATORY THERAPY APPLICATION CHECKLIST

|   |  |
|---|--|
| ✓   | Please make a <b>check</b> or <b>attach</b> the documents in the available box/es to insure you have completed everything in your application.<br><b>Note:</b> the documents you upload must be PDF files.   |
| * <input type="checkbox"/>  | I fully read the Respiratory Therapy Online Application Instructions before applying. <b>(Required)</b>  |
| * <input type="checkbox"/>  | I accurately filled the Respiratory Therapy Online Application. <b>(Required)</b>  |
| * <input type="checkbox"/>  | I am able to comply with the technical standards and I understand that failure to perform any of these standards may be cause for action by the program in accordance with the policies and procedures of the Respiratory Therapy Student Program, including dismissal. <b>(Required)</b>  |
| * <input type="checkbox"/>  | I've ordered official electronic transcripts from all colleges and universities attended. The transcripts should be sent directly to Foothill College Admissions and Records. <b>(Required)</b><br><br><b>Note:</b> You don't have to order Foothill and De Anza college transcripts.<br>If your college does not offer official electronic transcripts, please order official transcripts and have them mailed directly to Foothill College Admissions and Records. |
| <a href="#">Click to Attac...</a><br><a href="#">Click to Attac...</a><br><a href="#">Click to Attac...</a> | <b>Other:</b> Attach any other documents that may need to be considered with your application, such as: course petitions, reciprocity agreements, CSU/IGETC, or local non-transfer GE pattern completion, or any other documentation you want to include.  |

## ***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 Respiratory Therapy 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:  |              |              |
| <br><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 address linked to your MyPortal account, and displayed on the first page of the application.

Program application deadline: **April 30, 2019 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