FOOTHILL COLLEGE DENTAL ASSISTING PROGRAM APPLICATION INSTRUCTIONS

Application deadline: August 1st or until program is filled

The Dental Assisting 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 application.

Before you apply:

- In order to apply online, 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 <u>Foothill</u> <u>College's Registration Website</u>
- 2. Required Documents: If accepted and you enroll in the program, you will need to order and bring official transcripts to Foothill College Dental Assisting Program Director.
- 3. Please see our <u>Sample Dental Assisting Program Application</u>. 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!

Begin your application

1. When you are ready, begin by log into MyPortal using your CWID and password

	DeAnza College
 Secure Login Campuswide ID; Password: 	MyPortal is your secure gateway to a variety of online services provided to Foothili-De Anza Community College District students and employees. Get connected and explore! What is my campusarde ID? I don't Anow my password We MyPortal has a new lookt Click here to see what is new before you tog in.
Submit Reset	Make sure you read this privacy alert notice before logging in to MyPortal.

2. Click on Apps

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Tasks

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3. Find the Allied Health under Students Tab

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Community College District										
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4. Find Dental Assisting and click Apply

			Apply to Allied Health Programs
	FOOTHILL-DE ANZA		Foothill College only
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			Respiratory Therapy
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			Diagnostic Medical Sonography
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			Pharmacy Technology
			Instructions Apply
			Dental Assisting Instructions Apply
			Paramedic
			Instructions Apply

5. Fill out and complete your application. Your application progress will be saved until the deadline, or until the program is filled – whichever comes first. You will receive an email after you've begun your application, to the email displayed on your application.

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	Foothill Student CWID Number If you don't have a FH ID num There is no cost involved to re	r (required): ber, you will need to register at: http:// gister for the college.	/www.foothill.edu/admissions.php		

6. **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.

Date

7. 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.