



FOOTHILL COLLEGE

DENTAL HYGIENE PROGRAM APPLICATION INSTRUCTIONS

*****Important Announcement: Starting with the Fall 2025 application cycle, PHT 58 (Fundamentals of Pharmacology) will no longer be required as a prerequisite for the Dental Hygiene Program*****



Dental Hygiene Application is available online from October 1 to February 1 each year
Please make sure to give yourself enough time to thoroughly read the instructions before submitting your application. A complete and accurate application must be submitted by the deadline in order to be considered.

Follow the steps below to ensure successful completion of your Dental Hygiene Application:



Before You Apply

1. Visit the Program Website

Start by reviewing the [Dental Hygiene Entry-Level Track website](#) to understand the program structure, admission process, and FAQs.

2. Obtain a Foothill Student ID (CWID)

A CWID is required to apply. If you don't have one, you can get it by submitting a free application to Foothill College.

► Visit the [Foothill College Registration Website](#) for step-by-step instructions.



Application Requirements

3. Check Your Eligibility

Review the program prerequisites and requirements on the website to ensure you're eligible to apply. Be sure to preview the [Sample Application](#) to understand what will be required.

4. Gather the Following Required Documents

- **High School Transcript, Diploma, or GED**

If unavailable, provide a brief letter of explanation in PDF format.

- **Official Transcripts from All Colleges Attended**

Send electronic transcripts (e-transcripts) to: fhtranscripts@fhda.edu

If e-transcripts aren't available, mail them to:

Admissions and Records

DH Program Application Transcripts

Foothill College

12345 El Monte Road

Los Altos Hills, CA 94022

Note: If you completed prerequisites at Foothill or De Anza College, transcripts are not required. Just list the coursework in the application.

- **GE (General Education) Progress Report**
Submit a PDF of your GE progress in DegreeWorks or an approved GE pattern filled out by a counselor.
 - **Observation Requirement**
Submit a signed [Dental Hygiene Procedures Observation Form](#) and a reflection — combined into **one PDF file**.
 - **(Optional) RDA Pocket License**
Include a copy if applicable.
5. **Submit a Transcript Evaluation Request**
➤ [Click here to request a transcript evaluation](#). Evaluations will be completed even if you haven't earned units at Foothill College. You will be contacted directly once your evaluation is complete.
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Scanning & Saving Documents

6. **Prepare Your Files**

Save all documents to the computer you plan to use when applying. We recommend creating a dedicated folder to store all application materials.

- Each required section in the application will allow only **one file upload**, so be sure to **combine multiple pages into one PDF** per section as needed.

➤ For help with scanning, combining, or organizing files, visit the [Foothill College ASFC Welcome Center and Design Center website](#).

Begin Your Dental Hygiene Program Application

Follow these steps to complete and submit your application through the Foothill College portal:

Step-by-Step Instructions

1. **Log into MyPortal**

Go to MyPortal and log in using your CWID (student ID) and password.

2. **Find the Allied Health Application**

Use the search bar to look for "Allied Health".

3. **Access the Application**

Click on the **Allied Health** card, then find **Dental Hygiene Entry-Level Track** and click **Apply**.

4. **Complete the Application Form**

Fill out all required sections. You can save your application in progress and return to complete it later. The final application must be submitted no later than **February 1**.

5. **Upload Required Documents**

In sections marked with a red asterisk (*), click the upload button and attach the

corresponding file(s) from your computer. Only one file can be uploaded per section, so be sure to combine documents into a single PDF if needed.

6. **Submit Your Application**

Carefully review your application for accuracy. Once all required fields are complete—including your **signature, printed name, and date**—a blue “Click to Sign” button will appear at the bottom.

✓ Click the “Click to Sign” button to officially submit your application.

⚠ Your application is *not submitted* unless this step is completed.

The screenshot shows a web form for application submission. At the top, it says "My signature verifies the accuracy of my application:". Below this are three fields: "Signature" with the handwritten text "Jane Doe", "Printed Name" with the typed text "Jane Doe", and "Date" with the typed text "1/21/2021". Below these fields is a light blue button labeled "Rectangular Snip". At the bottom of the form 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. The "Click to Sign" button is circled in red.

7. **Check for Email Confirmation**

After submitting, you'll receive an email with a copy of your completed application attached. The confirmation will be sent to the email linked to your MyPortal account.

✉ If you don't receive the confirmation email, log back into MyPortal to check your application status and re-submit if necessary.

8. **Notification of Selection**

All applicants will be notified of acceptance or non-acceptance by **April 1** via email.

✉ To ensure you receive these updates, please add **Truc Nguyen** (nguyenthanht@fhda.edu), Dental Administrative Assistant, to your email contacts.