CERRITOS COLLEGE
HEALTH OCCUPATIONS DIVISION DENTAL
ASSISTING
APPLICATION INSTRUCTIONS

Application Due Date: May 15 at 11:59 pm (PDT)

Thank you for your interest in the Dental Assisting Program.
Please follow these instructions carefully.
Theses instructions are provided to make the application process more efficient for everyone.
We look forward to reviewing your application.

Our website can be located at www.cerritos.edu/dentalassisting

STEP 1: Click each link below to download and review the following PDF documents:
> **1)** Dental Assisting Application Instructions
> **2)** Dental Assisting General Information
> **3)** Dental Assisting Application

STEP 2: Gather and complete all required information, documentation and application materials:
> **1)** Fill-in the Dental Assisting Program Application PDF form.
> **2)** Submit High School diploma and UNOFFICIAL transcripts or GED (scanned in PDF format).
> **3)** UNOFFICIAL transcripts (scanned in PDF format) for all college coursework.
> **4)** If admitted, applicant will be asked to provide OFFICAL transcripts at a later date.

STEP 3: Assemble the PDF documents *IN THE ORDER LISTED ABOVE* (from Step 2) into ONE PDF FILE. **All pages MUST be included in one document. Final PDF file size MUST be 10 MB or less.**
Please do NOT send separate files/e-mails for individual records. Adobe Acrobat or other free scanning apps for smart phones/computers will allow for adding pages to one document and/or adjusting file size.

Please check the QUALITY of your scanned document to make sure all items are legible.

STEP 4: Re-Name your single PDF file as follows: Last Name_First Name_DA-App2023

Example: Lopez_Frank_DA-App2023

STEP 5: E-mail your *Single, 10 MB or less PDF file* containing your application and all supporting documentation to: da-apps@cerritos.edu

Please include the PDF file name as the Subject Line: Last Name_First Name_DA-App2023

Example: Lopez_Frank_DA-App2023

Timeline:

• Applications are accepted between February 1 and May 15, 2023, for possible admission in the Fall 2023 semester.

• Applications must be received at the da-apps@cerritos.edu email address by May 15, 2023, 11:59 pm (PDT) deadline.

• Applications received after the deadline will automatically be wait-listed (if deemed a viable candidate).

• Applicants will be notified of admission status at the end of June.

• All initially accepted students must finalize their acceptance by submitting a signed acceptance letter.

• All initially accepted students and wait-listed students MUST attend the Mandatory Orientation.

Be aware: Undelivered emails, due to file size problems and/or other electronic transmission issues are not the responsibility of the Dental Assisting Program. Once you have submitted your application successfully, you should receive an auto-reply confirmation email from da-apps@cerritos.edu.

If you do not receive an auto-reply confirmation after submitted your application please do the following:

1) Double check your spam or junk mail folder.
2) Make sure that you followed all of the instructions for file size, file type and file name.
3) Reach out to da-apps@cerritos.edu to inquire about your application submission if you feel you submitted all documents correctly and you cannot find your confirmation.

Please note: Applications may NOT be initially accepted if:

1) It is received after the May 15, 2023, 11:59 PM (PDT) deadline.
2) Application packet page order does not match the page order listed in Step 2.
3) All application and supporting documentation pages are not contained in ONE PDF file
4) The single PDF file size is greater than 10 MB and therefore may be undeliverable.

The College server will not deliver any files larger than 10MB is size and will not notify the sender that their email was not delivered. To ensure that your application is received, please read the instructions carefully and follow them exactly.

Questions? Please email Anne Contreras: acontreras@cerritos.edu

THANK YOU!