Fall 2024 Dental Hygiene Application Instructions

Thank you for your interest in our Dental Hygiene program.

The Dental Hygiene Department has a fully electronic application process.

The application cycle for Fall 2024 admission will open February 1, 2024 and close April 1, 2024 at 11:59 pm (Pacific Daylight Time). **NO EXCEPTIONS**.

Please check the "Application Information" tab for detailed information and the most current Application and Transcript Evaluation to be used.

STEP ONE: Please review the minimum requirements to be considered as a qualified applicant, found on the Dental Hygiene program website.

STEP TWO: Watch the mandatory application video with PowerPoint on the Dental Hygiene website to ensure that you are clear on the admission requirements and application process. Be sure that you meet all prerequisite courses AND grade point average guidelines.

Be sure that you have not exhausted the repeat prerequisite rule. Prerequisites have a five-year recency and all prerequisite courses may be repeated a maximum of ONE time to obtain a higher grade, the higher of the two grades earned will be accepted.

STEP THREE:
- Gather and complete ALL required documentation and application materials.
    1. Complete ALL pages, including Application, Transcript Evaluation Form, signature and dates.
    2. Gather supporting documents.
    3. Work experience: For every related work experience listed on the application, a Verification of Dental Employment form completed by the employer must be included with your submission. Letters of recommendation are not considered.
    4. Unofficial Transcripts for all **ALL**-college work: You MUST submit these transcripts for verification of completed prerequisite courses, as well as for any courses you would like considered for points. (IF admitted to the program, the applicant will then supply OFFICIAL transcripts to Admissions and Records.) Include proof of in progress courses.
    5. DH Abilities or Skills and Technical Standards

STEP FOUR: Combine all applicable documents into one PDF IN THE FOLLOWING ORDER:
- Completed Application
- Transcript Evaluation
- Unofficial Transcripts
- Supporting Documents (including work/volunteer verification form, degrees/certificates such as RDA license).
- DH Abilities or Skills and Technical Standards

*Final PDF attachment MUST be 10 MB or LESS in size. It is the applicant's responsibility to ensure that all necessary items are included and received as well as legible. Once submitted, changes or updates will not be accepted.

Adobe Acrobat and other scanning apps for smart phones 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 FIVE: Name your PDF file as follows:
Last Name_First Name_App2024
Example: Nightingale_Florence_ App2024

STEP SIX: Email your (1) PDF to DentalHygieneApp@Cerritos.edu
Please include in the SUBJECT LINE:
First and Last Name and App2024
Example: "Florence Nightingale - APP2024"

Attach the ONE PDF file to the email. Be sure that the email attachment is not greater than 10MB in size.

Do NOT send multiple scanned items nor multiple emails with varied items. We will accept ONE EMAIL with ONE PDF file attachment.

Once you have submitted your application successfully, you should receive an automatic email reply from DentalHygieneApp@Cerritos.edu. If you do not receive an email reply after submitting your application, please do the following:
1. Double check your spam or junk folder
2. Make sure that you followed all instructions and the file size and type was accurate and < 10MB.
3. Reach out to DentalHygieneApp@Cerritos.edu to inquire if you feel you submitted all documents correctly and cannot find the confirmation.

THANK YOU!

WE LOOK FORWARD TO REVIEWING YOUR APPLICATION!