



Application Process and Procedures

This section provides important information about the Dental Hygiene Program admission application process. There are two separate applications that must be submitted: ① Spring 2019 general admissions application to Chabot College ② Fall 2019 Dental Hygiene Program online application. Please read each section carefully.

1. **Chabot College Application for Admission:** Submit a Chabot College General Admission Application by **January 31, 2019**. Apply online at <http://www.chabotcollege.edu/>. Since access to the Fall Semester 2019 term will not yet be available, you must enter Spring Semester 2019 as your application term.
2. **Student ID Number:** To obtain your student "W" id number, you must first apply for general admissions then log-in to CLASS-Web (<https://chabotcollege.edu/classweb>). If you did not provide your SSN on your application, you need to come in-person to Admissions & Records, Bldg.700, to obtain your student "W" id number. Admissions and Records office hours are found on their website: www.chabotcollege.edu/admissions.
3. **Chabot College 2019 Dental Hygiene Online Application:** After submitting your dental hygiene online application via CLASS-Web, print and sign the confirmation page and include this document in your application packet.
 - If you have previously applied to the Dental Hygiene Program, you need to submit a new program application, official transcripts from all colleges/universities attended, and a general Chabot Admissions application each application period. Applications and official transcripts are not carried over from one year to the next.
 - Due to the competitive selection process and high volume of applicants, applications cannot be delivered in person. The Office of Admissions and Records will not verbally confirm receipt nor will the Office preview hand delivered applications for completeness. No priority is given based on the date of receipt of the application.
 - It is strongly recommended that you mail your application packet via certified mail with return receipt requested to give you the ability to track delivery of your application to Chabot College.
4. **Official transcripts:** You must include all sealed official transcripts with all required documents in one packet via postal mail no later than **January 31, 2019** to Chabot College, Box 13 – Dental Hygiene Application, 25555 Hesperian Blvd., Hayward, CA 94545.
 - All terms attended through Fall quarter/semester 2018 grades must be included even if courses are not applicable to the Dental Hygiene Program course requirements. Failure to do so will consider your application as incomplete.
 - If you submitted transcripts previously to Chabot College, you must submit a new set of sealed official transcripts with your admission packet.
 - It is your responsibility to ensure transcripts have arrived to Chabot College and that they include grades through your last date of attendance and courses taken at an accredited institution. We recommend you request one set for yourself so you know exactly what is listed on the one we have on file and to ensure you have entered the science course name and term in your application. Failure to list colleges attended or to provide all official transcripts by the **January 31, 2019** postmark deadline will result in your application being rejected as incomplete or if selected, dismissal from the program.
 - If you have posted a college in error on either your standard Chabot College admission application or Dental Hygiene Program application, it is your responsibility to obtain an official notification from that college that no records exist. If you attended a college that no longer exists, it is your responsibility to contact that school's regional governing agency to determine where your transcripts are now located or to have them officially verify the transcripts no longer exist. Failure to officially document why transcripts do not exist will result in your application being rejected as incomplete or if selected, dismissal from the program. If you are not sure if your previous college provides transcripts, you need to contact them if they do provide documentations.
 - **Evaluations of foreign transcripts** are optional; however, if not submitted during this application period they may not be submitted in the future. Transcripts from the Philippines must be sent directly from the school to Chabot and will not be accepted if evaluated by an evaluation agency. All other foreign transcripts must be evaluated by a recognized evaluation service such as International Evaluation Service (www.iescaree.com). The evaluation must differentiate lower division undergraduate from upper division coursework as well as indicate whether science course had a lab component. The official evaluation must be submitted by the **January 31, 2019** deadline date.
 - **Preliminary transcripts evaluations** (optional) must be made through the Counseling Department prior to applying to the Dental Hygiene Program. Bring a copy of all your college transcripts and come in-person to Bldg.700 second floor. Appointments are available by phone. Please call (510) 723-2642 to schedule an appointment with a counselor.
5. **Verification of Residence:** All applicants must include a copy of residence verification document. A list of acceptable residence verification documents includes auto registration, current pay stub, utility bill, lease/rental agreement, and property tax bill. Driver's license and California ID will **not** be accepted.
6. **Zonemail email account:** All correspondence regarding your program application and admission status (selected, alternate, non-acceptance, not eligible) to the Fall 2019 Dental Hygiene Program will be sent to your Chabot student Zonemail email account. Step-by-step instructions are available on this link: <https://bw6.clpccd.cc.ca.us/webhelp/ZoneHelp2011.pdf>.
7. **Final science course in progress as of Fall 2018.** All prerequisite science courses as well as Psychology, Sociology, and Communication must be completed by the end of Fall 2018 term. An updated official transcript with final Fall 2018 grades must be postmarked by January 31, 2019.
8. **Address, email, or phone number changes must be reported.** Please print and complete the *Personal Data Change* from our website at <http://www.chabotcollege.edu/admissions/forms/personaldatachange.asp> and mail your request to the Office of Admissions and Records, Chabot College, 25555 Hesperian Blvd., Hayward, CA 94545. Failure to update your address may result in our inability to contact you for missing information, which may result in your application being rejected as incomplete.

I hereby acknowledge that I have read and understand all of the information and procedures provided with this entire application. Further, I certify that all information I have provided is complete and accurate to the best of my knowledge. I understand that falsification of any information will result in my disqualification from candidacy or if selected, dismissal from the program. I understand I must have a recent Standard Application on file with Chabot College by **January 31, 2019**. I understand the **Fall 2019 Dental Hygiene Program application** and all official transcripts must be postmarked no later than **January 31, 2019**. I understand that failure to comply with all of the requirements listed above will result in disqualification from candidacy. I agree to comply with all procedures required in the Chabot College Dental Hygiene Program. I understand that the program cost for two years is approximately \$12,000 (includes enrollment fees, textbooks, instrument kit, liability insurance, uniforms, fees for exam licensure).

Signature:

Date: