

# SRJC Dental Hygiene Program Application Instructions

Fall 2024 Admission

Filing Period: 8am, October 2, 2023 – 5pm, January 26, 2024

## *New this application cycle:*

- *How you will include transcripts with your application*
- *Course Substitutions*

## **Prior to beginning the online application:**

1. Read all information about the Dental Hygiene Program and Application Requirements on the Dental Hygiene Program Website: <https://dentalprograms.santarosa.edu>
2. You must be an SRJC student with a SID#. If you are not, you will need to complete the application through Admissions & Records. This process is at no cost to you and can be accessed here: <https://admissions.santarosa.edu/apply>
3. Meet with a Counselor to go over your pre-requisites, DH major and General Ed Associate's Degree requirements and obtain assistance completing any necessary course substitutions. Not doing so may cause delays and jeopardize your eligibility for the lottery.

SRJC Counseling Department: 707-527-4451

OR

Make an online appointment: <https://counseling.santarosa.edu/>

## **IMPORTANT:**

The Director of the Dental Hygiene program is not available to answer questions regarding pre-requisite coursework.

## **Application Procedure:**

Once you have completed the above, you are now ready to fill out the online application:

4. **Read through the Application Requirements, follow the Application Instructions and Complete the Demographic portion of the application:**
  - All sections in the Online Application Form marked with a grey asterisk (\*) must be completed in order to submit your online application.
5. **Program Prerequisites and College Transcripts:**
  - **For prerequisites completed at SRJC:** Upload an unofficial copy of your SRJC transcript (printed from your student portal) to the online application. You DO NOT need to send an

official copy of your SRJC transcript to Admissions & Records. Screen shots of your SRJC transcript will not be accepted.

- **For prerequisites completed at institutions other than SRJC:** You will list these institutions in order starting with the most current. In addition, you must separately send official transcripts from all non-SRJC institutions attended with the exception of your SRJC Transcript to Admissions & Records:

Refer to the Admissions & Records Website for detailed information on how to submit official transcripts: <https://admissions.santarosa.edu/incoming-sending-transcripts-srjc>

- SRJC accepts Electronic transcripts (e-transcripts) from the following exchange services:
  - eTranscripts for California
  - National Student Clearinghouse
  - Parchment
  - eScript-Safe
  - World Education Services (WES)
  - Credential Services
  - Joint Services Military
- If you are not using these services, transcripts sent electronically must be received directly from the granting institution or transcript vendor and sent to [evaluations@santarosa.edu](mailto:evaluations@santarosa.edu). **Note:** Transcripts sent directly through a personal email and as a direct email attachment will not be accepted.
- Hardcopy, official transcripts in sealed envelopes can also be sent to:

Admissions and Records  
Santa Rosa Junior College  
1501 Mendocino Avenue  
Santa Rosa, CA 95401

- Exceptions:
  - If you believe you have already submitted your most up-to-date official transcripts from other colleges to SRJC's Admissions & Records, please follow these instructions:
    - Contact Admissions Evaluations Office at (707) 527-4517 to verify all official transcripts are on file; OR, Contact Counseling for a Quick Question drop-in (707) 527-4451 to verify your official transcripts are on file.
- **Important information regarding transcripts:**
  - Applications that do not have official transcripts on file with A&R by **February 2, 2024**, will be considered as incomplete and will not be eligible for the lottery.

- If you have transcripts from other institutions, please request to have a Transfer Credit Evaluation of your transcripts by Admissions & Records:  
<https://admissions.santarosa.edu/transfer-credit-evaluation-form>
  - Transcripts hand delivered or sent directly to Health Sciences, either official or unofficial, will not be accepted. No exceptions.
6. **Complete the Prerequisite Course Worksheet** – Refer to the Directions listed under this section of the online application.
    - **Course Substitutions – You are encouraged to meet with a counselor to help you determine if course substitutions are necessary. Not completing all necessary course substitutions during the application period could cause delays in processing your application and jeopardize your eligibility for the lottery.**
  7. **Submit your application** – Please make sure to review your application thoroughly for accuracy. Once all required fields are completed, including uploading your SRJC transcript as applicable, use your mouse or finger to sign your name and click “Submit”. It is your responsibility to keep a record of your application.
  8. **You will receive a confirmation that your application has been received.** Do not call or email Health Sciences or the Program Director for this information.