

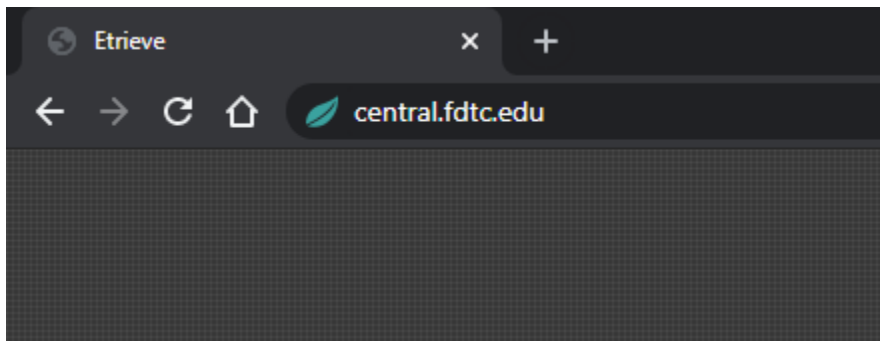
SUBMITTING THE FDTC HEALTH SCIENCE PROGRAM ELIGIBILITY APPLICATION ONLINE USING ETRIEVE CENTRAL

DISCLAIMER:

The approval and processing of the FDTC Health Science Eligibility Application form DOES NOT constitute ADMITTANCE NOR ACCEPTANCE into a program.

Please monitor the History tab after submission for the status of your application and notes requesting additional information (see final Note at the end of this document). After all applications are reviewed, accepted applicants will be notified via email sent to their FDTC student email. If you need assistance with your login information, please contact the helpdesk at 843-661-8123 or helpdesk@fdtc.edu.

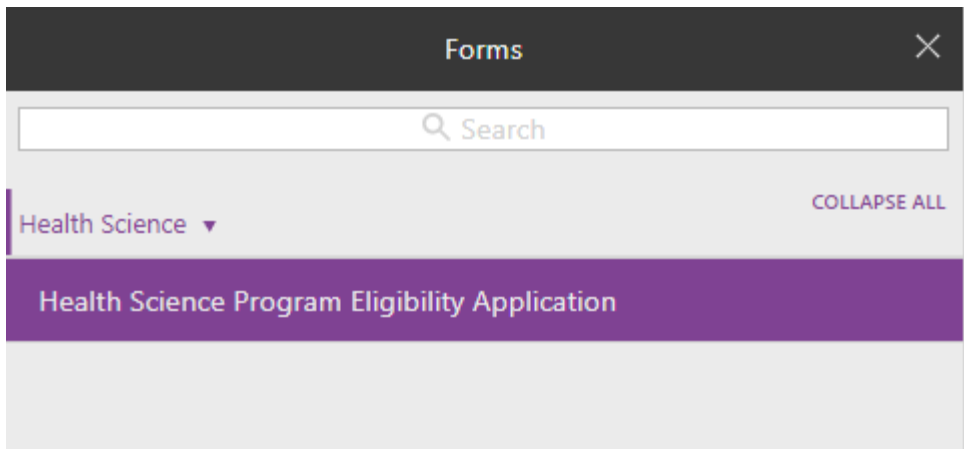
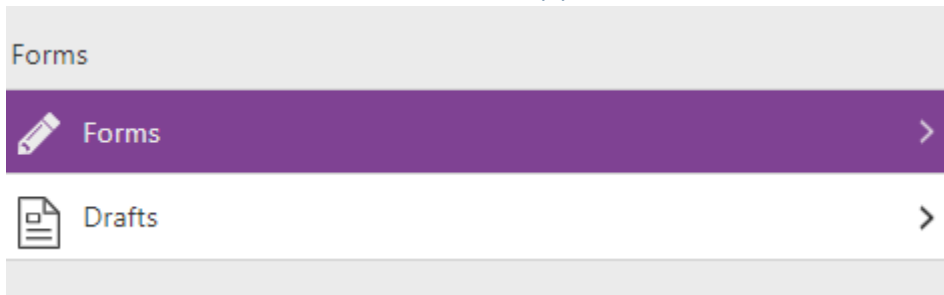
1. OPEN A WEB BROWSER (SUCH AS GOOGLE CHROME OR MICROSOFT EDGE) AND NAVIGATE TO central.fdtc.edu. THIS CAN BE DONE ON A COMPUTER OR ANY MOBILE DEVICE.



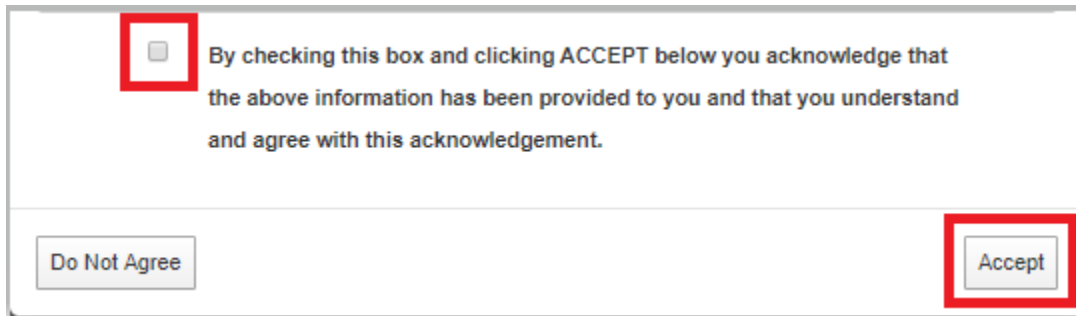
2. LOG IN USING YOUR FDTC STUDENT CREDENTIALS. THIS IS THE SAME LOGIN INFORMATION YOU USE WHEN LOGGING IN TO WEBADVISOR AND SELF-SERVICE. IF YOU NEED TO RESET YOUR PASSWORD, PLEASE VISIT <https://outlook.office.com> AND CLICK “CAN’T ACCESS YOUR ACCOUNT?”



3. UNDER THE FORMS MENU, CLICK ON FORMS (A). THEN SELECT THE FDTC HEALTH SCIENCE PROGRAM ELIGIBILITY APPLICATION UNDER THE HEALTH SCIENCE FORM MENU (B).

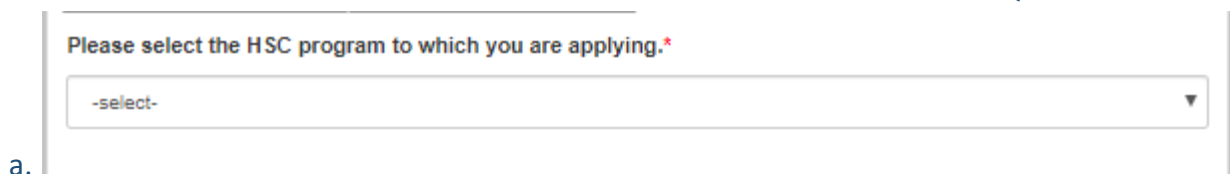


4. YOU WILL BE PRESENTED WITH THE FDTC HEALTH SCIENCE PROGRAM ELIGIBILITY APPLICATION ACKNOWLEDGEMENT STATEMENT. YOU MUST READ AND ACCEPT THE TERMS BEFORE SUBMITTING THE APPLICATION. ONCE YOU HAVE READ THE STATEMENT, CLICK THE CHECKBOX THEN CLICK "ACCEPT".



The screenshot shows an acknowledgement statement with a checkbox and two buttons. The checkbox is highlighted with a red box. The text reads: "By checking this box and clicking ACCEPT below you acknowledge that the above information has been provided to you and that you understand and agree with this acknowledgement." Below the text are two buttons: "Do Not Agree" and "Accept". The "Accept" button is also highlighted with a red box.

5. FILL IN ALL FIELDS OF THE APPLICATION. REQUIRED FIELDS ARE MARKED WITH A RED ASTERISK (*) AND MUST BE FILLED IN ORDER TO SUBMIT THE APPLICATION.
6. SELECT THE APPROPRIATE HEALTH SCIENCE PROGRAM TO WHICH YOU WOULD LIKE TO APPLY IN THE DROPDOWN MENU (A). YOU WILL THEN BE PRESENTED WITH THAT PROGRAM'S APPLICATION QUESTIONS (B). EACH PROGRAM APPLICATION HAS A LINK TO ALLOW YOU TO DOWNLOAD A PDF VERSION OF THAT PROGRAM'S ELIGIBILITY REQUIREMENTS.



a.

The screenshot shows a dropdown menu with the text "Please select the HSC program to which you are applying.*" above it. The dropdown menu is currently set to "-select-".

Dental Hygiene Program Application Questions

[Click for program and application instructions requirements.](#)

Have you attended a DHG Career Talk?*

Yes**

No

b.

7. BEFORE FILLING OUT THE REST OF THE APPLICATION, YOU MUST DISCLOSE IF YOU HAVE ATTENDED A CAREER TALK. IF YOU HAVE NOT ATTENDED A CAREER TALK FOR THE PROGRAM TO WHICH YOU ARE APPLYING, YOU MUST ANSWER “NO” AND THEN WATCH THE CAREER TALK VIDEO WITHIN THE APPLICATION. YOU WILL THEN NEED TO ANSWER THE CAREER TALK QUESTIONS AND EVALUATE YOUR ANSWERS BEFORE MOVING ON.

must have their TOAP booster in the last ____ years.

10

2

5

10. In order to be enrolled into either Dental Hygiene and Expanded Dental or Expanded Dental Hygiene, you must complete and pass a _____ and _____ check.

dental/physical

medical/optometry

criminal/drug screen

Evaluate Answer

8. CONTINUE FILLING OUT THE REST OF THE PROGRAM APPLICATION. SOME QUESTIONS ASK IF YOU HAVE ATTENDED OTHER INSTITUTIONS OR PROGRAMS, AND THESE QUESTIONS UTILIZE DYNAMIC ROWS. IF YOU NEED TO ENTER MULTIPLE INSTITUTIONS, CLICK ON THE + BUTTON UNDER THE DYNAMIC ROW. THE – BUTTON WILL REMOVE UNWANTED ROWS.

Have you been accepted to or attended any other dental hygiene or dental assisting program, regardless of state, that prepares graduates to sit for the Dental Hygiene National Board Exam?*

Yes No

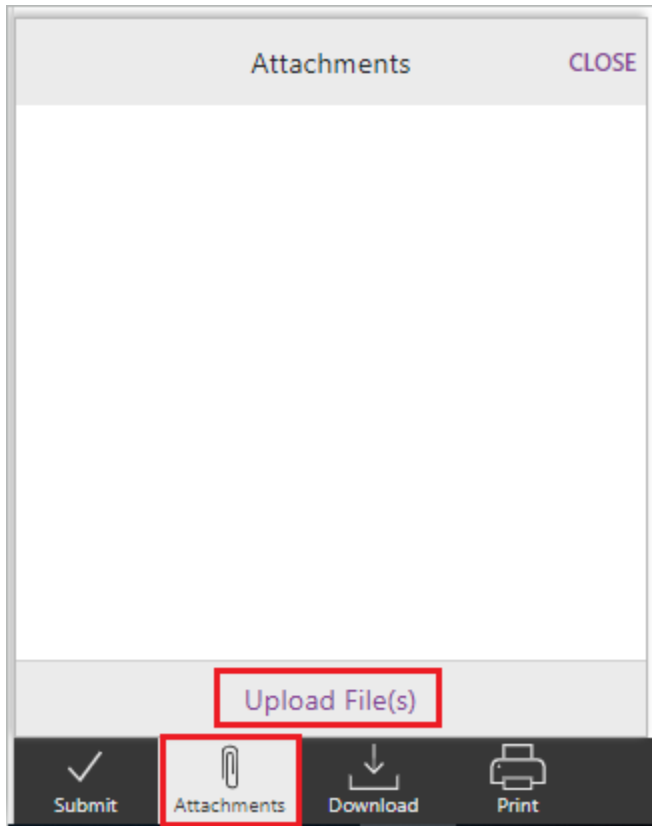
Enter Schools Below

School	Location	Dates Attended
<input type="text"/>	<input type="text"/>	ex. Aug 2018 - May 2019

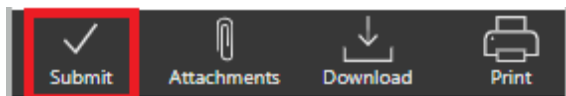
Reason for Not Completing

Previous Dental Assisting Experience

9. TO ADD ATTACHMENTS TO YOUR APPLICATION, CLICK ON THE ATTACHMENTS BUTTON LOCATED AT THE BOTTOM OF THE SCREEN. THEN CLICK ON UPLOAD FILE(S). YOU MAY SELECT MULTIPLE DOCUMENTS AT THE SAME TIME BY HOLDING THE CTRL BUTTON ON YOUR KEYBOARD AND CLICKING EACH DOCUMENT.



10. ONCE YOU HAVE VERIFIED ALL INFORMATION IS CORRECT AND YOU HAVE ATTACHED ALL REQUIRED DOCUMENTS, CLICK THE SUBMIT BUTTON LOCATED AT THE BOTTOM OF THE APPLICATION.



Note:

After submission, you can check on the status of your application by clicking on the Activity tab and choosing your application. Once the application has loaded, click on the History tab where you can view all actions taken on your application as well as any notes requesting additional information. Please check this regularly to ensure you do not miss any important notes.