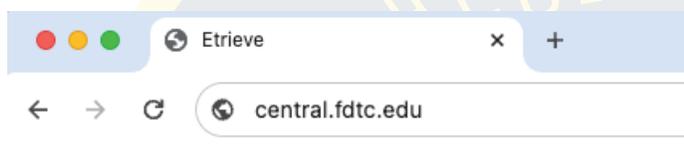


Submitting the FDTC Health Science Program Eligibility Application online using Etrieve Central

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.

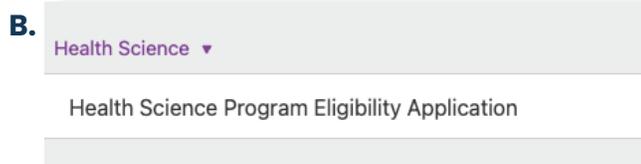
- 1. Open a web browser (Examples: Google Chrome or Microsoft Edge) and navigate to central.fdtc.edu. This can be done on a computer or any mobile device.**



- 2. Login using your FDTC student credentials. This is the same login information you use when logging into 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 the terms before submitting the application. Once you have read the statement, click the checkbox, then click "Accept."

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.

Do Not Agree

Accept

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. Please select the HSC program to which you are applying.*

-select-

B.

Dental Hygiene Program Application Questions

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

Have you attended a DHG Career Talk?*

Yes**

No

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.

True

False

7. I understand that ANY positive background check and drug screening results will result in not being accepted to the dental programs.

True

False

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 applied and been accepted to FDTC?* Yes No

Have you attended any other college?* Yes No

List all colleges attended and attach unofficial transcripts for each.

College Attended

+

-

9. To add attachments to your application, click on the attachments button located at the bottom of the screen. Then, click Upload File(s). You may select multiple documents at the same time by holding the Control button on your keyboard and clicking each document.

Attachments

CLOSE

Upload File(s)



Submit



Attachments



Download



Print

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.



Submit



Attachments



Download



Print

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.