

**2024 DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
APPLICATION INSTRUCTIONS**

Application Deadline: 04/14/2024

The online availability of our Diagnostic Medical Sonography Application is coming soon. We strongly advise that you allocate ample time to thoroughly review the instructions, ensuring your ability to submit a comprehensive application before the stipulated deadline.

Follow the instructions below to submit your Diagnostic Medical Sonography

Before you apply

1. Please visit the Diagnostic Medical Sonography website and read the available information.
Diagnostic Medical Sonography Program Website <- click here
2. Before applying for admission to the Diagnostic Medical Sonography Program, it is essential to acquire a ***Campus-Wide Identification Number (CWID)***. If you do not possess a CWID, you have the option to obtain one without incurring any charges by applying for admission to Foothill College.
For detailed guidance on this process, visit Foothill College's Registration Website:

Foothill College's Registration Website <- click here

3. Make sure you're ready and eligible to apply by reviewing the program prerequisites.

Program Prerequisites <-- click here

4. **Scanning and Saving Required and Optional Documents:** Please ensure that you save all necessary documents on the computer you plan to use for your application. We suggest organizing these documents into a single file so they can be readily accessed when you complete your application. It's important to note that you will have the option to attach only one file for each required section.

If you need guidance on how to scan and compile documents into a single file, please visit the Foothill College ASFC Welcome Center, which is situated in Room 2016 or click on the link below to access the Welcome Center:

Welcome Center <-- click here

Application Requirements

- **Required Documents:** Please obtain copies of the following documents:

Official Electronic Transcripts (e-transcripts) from ALL colleges attended, except

Foothill and De Anza Colleges. See Transcripts instructions below.

• **Additional Documents:** Feel free to include the following documents with your application if they are applicable or you wish to include them.

- Documentation of completion of CSU or IGETC General Education
- Math Placement results
- Copy of the Basic Life Support (BLS) Card

• **Transcripts:**

Official transcripts from Foothill College and/or De Anza College are not required. If you have prerequisite coursework completed at either of these colleges, please enter the relevant coursework in the appropriate sections of the application.

You should obtain official college transcripts by submitting requests to the registrar offices or registration departments of the respective institutions you have attended. It's crucial to note that unofficial transcripts will not be accepted and could result in disqualification.

Kindly request that your transcripts be sent to Foothill College Admissions and Records via email at fhtranscripts@fhda.edu. If electronic transcripts are not available, please send hard copies to the following address:

Admissions and Records – DMS Program

Foothill College

12345 El Monte Rd.

Los Altos Hills, CA 94022

If you received an Associate Degree from a California Community College and/or bachelor's degree from a UC or CSU, the completion of your General Education requirements will be waived.

If you cannot obtain any of the required documents, please be prepared to provide a letter of explanation, which can be attached to your application.

Please add the following images with their accompanying text into the document after the above narrative:

Start the Application

5. Log into [MyPortal](#)



6. Click Apps



7. Select Allied Health App



8. Find the program you want to apply then click Apply



9. Fill out and complete your application. Your application progress will be saved until the deadline. You will receive an email after you begin your application, to the email displayed on your application.

10. Attach all required documents by clicking the designated boxes with a red asterisk*. After you click the box, you will be asked to choose from your saved files to upload.

✓	<p>Please make a [Symbol] or attach the documents in the available box/es to insure you have completed everything in your application. Note: the documents you upload must be PDF files. I fully read the Diagnostic Medical Sonography Online Application Information and Instructions before applying. (Required) I accurately filled the Diagnostic Medical Sonography Online Application. (Required)</p>
	<p>I am able to comply with the technical standards and I understand that failure to perform any of these standards may be cause for action by the program in accordance with the policies and procedures of the Diagnostic Medical Sonography Student Program, including dismissal. (Required)</p>
	<p>I've ordered official electronic transcripts from all colleges and universities attended. The transcripts should be sent directly to Foothill College Admissions and Records. (Required) Note: You don't have to order Foothill and De Anza college transcripts. If your college does not offer official electronic transcripts, please order official transcripts and have them mailed directly to Foothill College Admissions and Records.</p>
	<p>Other: Attach any other documents that may need to be considered with your application, such as: BUS (CPR & AED) Cardiorespiratory Resuscitation Certification, professional/national and state license/s, approved course petitions, reciprocity agreements, CSU/IGTC, or local non-transfer GE pattern completion, or any other documentation you want to include.</p>

Submit your application

11. When you are ready, submit your application by signing it electronically. You will not be able to do this, until you have filled out all the required sections. No changes will be allowed after you have signed the application.

Applicants may submit one Diagnostic Medical Sonography application per year.

Please make sure to review your application thoroughly, for accuracy. This is very important.

12. Upon successful submission of your application, you will receive an email confirmation. This email will include a copy of your submitted application for your personal records. The confirmation will be sent to the email associated with your MyPortal account, as displayed on the first page of your application.