**Dental Hygiene Application Transcripts Instructions**

**(Email from Amanda Greene –Jan. 2021)**

Just a reminder DH Applicants only have to submit one set of transcripts now and it’s with their application.  If we already have a copy of their official transcripts in imaging, they can submit a note with the app letting Yvette (the Admin Assistant in DH) know there is a copy on file in Admissions.  But, if they’re wrong about that, it voids their app.  She won’t go tracking down missing transcripts so make sure they check with you and you see them in imaging or they check with A&R.

Due to the pandemic we are running into a new issue with transcripts.  Some DH applicants can’t get hard copies of their transcripts to attach to their app materials due to this remote situation, however colleges are willing to send electronically to our A&R only.  Cindy from DH followed up on this with me and it sounds like the best thing to do in this case is to have them submit their transcripts electronically to A&R to guser322@santarosa.edu**(**<https://admissions.santarosa.edu/incoming-sending-transcripts-srjc>**)** and then ask the applicants to please submit proof in their application that they have **sent electronic transcripts to our A & R**.  Whether that be a copy of their email confirmation, a copy of a confirmation email from one of us stating we see them in imaging, or anything else you can come up with that’s a good way to show this.  I am going to follow up with DH to make sure electronic transcripts are addressed on their website so the information is available to students who may not seek Counseling assistance.