



Fort Hays State University Department of Allied Health Certificate Checklist

Congratulations on making the decision to advance your professional opportunities by obtaining a Certificate in Medical Diagnostic Imaging (MDI). This is a summary of what you will find in the general information on the Allied Health Department website located at www.fhsu.edu/alliedhealth. It has been developed as a worksheet for you to initiate and to track your progress through the program. It is important that you actively participate in planning your course schedules.

To Get Started:

1. _____ Access the University website at www.fhsu.edu/admissions to submit an online application to be admitted to the University. You must be admitted to the University before you can enroll in any classes. If pursuing the certificate program only, you will apply as non-degree seeking. If you have attended FHSU previously, you would complete the re-application form.
2. _____ Once notified of admission to FHSU, submit an application for the Certificate Program to the Certificate Program Coordinator, Department of Allied Health, Fort Hays State University, 600 Park Street, Hays, KS 67601.
3. _____ Work with your advisor to develop a plan of study which will include courses needed to complete a certificate.
4. _____ You must activate your TigerTracks account after being admitted to FHSU in order to enroll and take online classes. To activate your TigerTracks login, go to <https://tigertracks.fhsu.edu/register>. Contact your advisor with questions regarding the enrollment process. TigerEnroll information can be found at www.fhsu.edu/aace/tigerenroll or you may access enrollment on the virtual college website www.fhsu.edu/virtualcollege and click on enroll.
5. _____ Please refer to the Allied Health Department website for more in-depth explanations of the program—this is an abbreviated document to help you get started. Your advisor will assist you with any questions you may have.