

ADN Program Application Instructions

Please note that applications must be fully completed and submitted online with required document attachments. Incomplete applications will be denied. Please review the instructions carefully and/or meet with a Chaffey College Counselor for assistance.

A. Prior to the Application Period

1. Attend an ADN Program Information Session. See the [ADN website](#) for dates, time and location. Please be prompt and allow time for parking.
2. New or returning students to Chaffey College must complete the online Application for Admission, www.chaffey.edu and click on the Application link.
3. Submit official high school transcripts, verification of United States high school graduation or equivalent such as official transcripts, GED, certificate of equivalency/proficiency or official international transcript evaluation report indicating equivalency to Admissions & Records at the Rancho Cucamonga campus.
4. Submit ALL official college/university transcript(s) to Admissions & Records at the Rancho Cucamonga campus (909) 652-6600.
 - a. Complete [Request for Unit Evaluation Form](#) and submit to Admissions & Records, Rancho Cucamonga campus. **(COMPLETE 2 MONTHS PRIOR TO APPLICATION PERIOD.)** *If all coursework was completed at Chaffey College, skip this step.*
5. Complete the [Request for ADN Multi Criteria Evaluation Request Form](#) and submit to the Counseling Department, Rancho Cucamonga campus. **(COMPLETE 6 WEEKS PRIOR TO APPLICATION.)** *This must be completed in order to receive a copy of your ADN Multi Criteria Evaluation that is required to submit with your nursing application.*

B. During the Application Period – Months of September and March

NOTICE: Applications will be accepted ONLINE ONLY beginning September 1 – 30 and March 1 – 31

1. Download and save the application to your computer from the ADN Program website.
2. Complete all sections of the saved ADN application. Incomplete applications will not be accepted – there are no exceptions.
3. Attach a copy of the ADN Multi Criteria Evaluation Form completed by the Counseling Department showing eligibility to the program.
4. Attach appropriate verifying documents as indicated on the ADN Multi Criteria Evaluation Form with your application. Falsification of any documentation will disqualify applicants from entering the program.
5. Applicants must submit their completed application and documents by e-mail to adn.staff@chaffey.edu, include your e-mail address in the CC box of the e-mail. This will serve as your receipt of materials submitted.

C. After the Application Period

1. Students who are invited to complete the ATI TEAS will receive e-mail notification within 10 days after the close of the application period. Students that have completed the ATI TEAS 6 within the prior twelve months must request the passing score be sent electronically to Chaffey College ADN program from [ATI](#) online. ATI will charge a fee to be paid by the student. Unofficial TEAS scores may be submitted with application, but provisional acceptance must include official scores from ATI. (Refer to TEAS policy on the ADN website.)
2. Students who have not been accepted to the program will receive e-mail notification within 15 days of close of application period.

D. Important Information

1. Cumulative GPA of all General Education courses must be at least 3.00.
2. Pre-requisite and required general education courses must be completed with grade of “C” or better.
3. Human Anatomy, Human Physiology, Microbiology + lab, must be completed at the time of application and must have a composite GPA of 2.80.
4. Human Physiology and Microbiology + lab must have been completed within five years of application date.
5. DO NOT DELAY: Allow the stated processing time of transcripts for Admissions and Counseling offices.
6. ADN applications are accepted only online during the application periods.
7. All materials must be received no later than the end of the last business day of the current application period.
8. If not selected, a new ADN Multi Criteria Evaluation Request Form must be completed and submitted each application period.
9. Information regarding entrance criteria/selection process is available on the [ADN website](#).
10. Program updates and/or changes are posted on the ADN website.