



NEW PROCEDURE

NURSING PROGRAM: ADN APPLICATION INSTRUCTIONS

A. PRIOR TO APPLICATION PERIOD

1. Attend an ADN information session offered the first Thursday of each month. See website for dates, time and location www.chaffey.edu/healthscience/nursing/nursingadn.
2. Submit an application for admission to Chaffey College if you are not a current student: (No application fee required)
 - a. Online (**recommended**): go to www.chaffey.edu and click on the Application link
 - b. QR Download an application from Chaffey website and apply in person.
3. Submit official high school transcript to Admissions Office at the Rancho Cucamonga campus.
 - a. Verification of United States high school graduation or equivalent:
Official transcripts, GED, certificate of equivalency/proficiency, or diploma
Official International transcript evaluation report indicating equivalency
 - b. This can be waived upon verification of an earned Associate's degree or higher.
4. Submit **ALL** official college/university transcript(s), including in-progress coursework to Admissions Office at the Rancho Cucamonga campus and complete a Request for Unit Evaluation available in Admissions and Records. (*Do 2 months prior to application period.*) (*If previous classes are at Chaffey, skip this step.*)
 - a. International transcripts require an official evaluation report from approved evaluating agency. The evaluation must state the level of learning equivalent to U.S. high school, associate, or bachelor degree. Please request a "detailed evaluation report". Contact the Admissions & Records office at (909) 941-2600 for a list of approved evaluating agencies.
5. Complete ADN External/Chaffey transcript Evaluation Request form in Counseling Department prior to the ADN application period. (*Do 6 weeks prior to application.*)

B. DURING THE APPLICATION PERIOD – MONTHS OF April and October

1. Download and print the application at the ADN website – www.chaffey.edu/healthscience/nursing/nursingadn.
2. Complete all sections of the ADN application. Incomplete applications **WILL NOT** be accepted – there are no exceptions.
3. **Attach** a copy of External/Chaffey Transcript Evaluation Form showing eligibility to the program to the ADN application.
4. Submit the ADN application with evaluation form to the Health Science Building, ADN Department, 5885 Haven Ave., Rancho Cucamonga, CA 91737, in person or via mail (certified mail highly recommended).

C. AFTER THE APPLICATION PERIOD

1. Students who have met the ADN admission requirements will receive a letter to attend a mandatory orientation session with a choice of two dates, times, and locations.
2. Effective Fall 2007, students must pass a diagnostic assessment test (basic math, English, reading, and science) prior to program enrollment. Students who fail to achieve a passing score will be required to complete additional pre-nursing coursework.

IMPORTANT INFORMATION

- Cumulative GPA of all transcripts must be at least 3.00.
- Prerequisite and required general education courses must be completed with a grade of "C" or better.
- Anatomy, Physiology, Microbiology, Microbiology laboratory and English Composition must be completed at the time of application and must have a composite GPA of at least 2.80.
- Physiology and Microbiology courses must have been completed within five years of application date.
- Don't delay. Allow the minimum processing time of transcripts for Admissions and Counseling Offices.
- ADN applications are accepted by mail or in person in the ADN Department during the application period.
- All materials must be received no later than the end of the last business day of the current application period.
- Information about the selection process is available on the Associate Degree Nursing website at www.chaffey.edu/healthscience/nursing/nursingadn.
- Updates and/or changes are posted on the ADN website.