NURSING PROGRAM: ADN APPLICATION INSTRUCTIONS

A. PRIOR TO APPLICATION PERIOD
1. Attend an ADN information session offered the first Friday of each month. See website for dates, time and location. www.chaffey.edu/healthsciences/nursing click on the Associate Degree Nursing link. Please be prompt and allow time for parking.

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

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

4. Submit ALL official college/university transcript(s) 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) 652-6600 for a list of approved evaluating agencies.

5. Complete Request for Evaluation of Transcripts form in Counseling Department prior to the ADN application period. (DO 6 WEEKS PRIOR TO APPLICATION. THIS MUST BE COMPLETED IN ORDER TO RECEIVE A COPY OF THE EXTERNAL/CHAFFEY TRANSCRIPT EVALUATION.)

B. DURING THE APPLICATION PERIOD – MONTHS OF March and September

   NOTICE: Applications will be accepted for the ADN program September 1-30 and March 1-31 beginning Fall 2012.

1. Download and print the application at the ADN website – www.chaffey.edu/healthsciences/nursing.

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 Sciences Building, ADN Department HS-145, in person.

C. AFTER THE APPLICATION PERIOD

1. Students who have been accepted to the ADN program, or are alternates will receive written notification to attend a MANDATORY orientation session within 10 days after close of application period. Applicants will lose eligibility to enter the program if this meeting is not attended.

2. Students who have not been accepted to the program will receive written notification within 30 days of close of application period.

3. Effective Fall 2007, students must pass a diagnostic assessment test (TEAS) 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 General Education courses 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 stated processing time of transcripts for Admissions and Counseling Offices.
   • ADN applications are accepted 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 (4:30pm) of the current application period.
   • Information about the selection process is available on the Associate Degree Nursing website at www.chaffey.edu/healthsciences/nursing
   • Updates and/or changes are posted on the ADN website.