

## ADN Program - Application Instructions – Spring 2023

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. Steps prior to the Evaluation and Application Periods

1. **Attend an ADN Program Information Session** – Students are highly encouraged to attend an Information Session. Information Sessions and attendance will not be recorded. See the [ADN website](#) for dates and times.
2. **Become a Chaffey College Student** - New or returning students to Chaffey College must complete the [online Application for Admission](#) to receive a Chaffey College Student ID number and/or reactive your account. New students will receive a Chaffey College Student ID number within 2 business days. Continuing students do not need to reapply to Chaffey College.
3. **Submit official high school transcripts to Chaffey College's Admissions & Records** – All students **MUST** verify United States high school graduation or equivalent with official high school transcripts, GED, certificate of equivalency/proficiency or official international transcript evaluation report indicating equivalency. Official electronic high school transcripts can be sent to Chaffey College's Admissions & Records at [transcripts@chaffey.edu](mailto:transcripts@chaffey.edu) via [www.parchment.com](http://www.parchment.com) or other official electronic sources. Official sealed, paper transcripts can be dropped off in-person at the Rancho, Chino or Fontana Admissions & Records Departments during regular business hours, or mailed to:

Chaffey College, Admissions & Records  
5885 Haven Ave., Rancho Cucamonga, CA 91737.

4. **Submit ALL official college/university transcript(s)** – For courses completed at another college, students **MUST** submit official transcripts to Admissions & Records at the Rancho, Chino or Fontana campuses during regular business hours. Official electronic transcripts can be sent to Chaffey College's Admissions & Records at [transcripts@chaffey.edu](mailto:transcripts@chaffey.edu) via official electronic sources. Official sealed, paper transcripts can be dropped off in-person at the Rancho, Chino or Fontana Admissions & Records Departments during regular business hours or mailed to Admissions & Records same address as above.
  - a. Please plan accordingly to send your college transcripts to Admissions & Records and verify they have arrived by speaking with an Admissions staff member via [QLESS](#) **BEFORE** submitting your ADN Multi Criteria Evaluation Request Form. The ADN Department cannot verify if your transcripts were received.

### B. Steps during the Evaluation and Application Period – Months of September & March. NOTICE: Applications will be accepted ONLINE ONLY during the months of September & March

#### **1. Complete the ADN Multi Criteria Evaluation Request Form**

- The ADN Multi Criteria Evaluation Request Form can be found on the [ADN website](#). Student's evaluation request form will only be processed during the following evaluation periods:

**Evaluation Period:** February 6<sup>th</sup>, 2023, through March 24<sup>th</sup>, 2023 by 4:00 p.m. for fall 2023 applications. Students are recommended to submit evaluation request forms ASAP to give the appropriate amount of time for processing.

**Application Period:** March 1<sup>st</sup>, 2023, through March 31<sup>st</sup>, 2023 by 11:59 p.m. for a provisional fall 2023 start.

- The ADN Multi Criteria Evaluation Request Form **MUST** be completed in order to receive a copy of your ADN Multi Criteria Evaluation that is required to submit with your nursing application.
- If you previously applied to the ADN program and need to reapply, you will be required to complete an updated ADN Multi Criteria Evaluation Request Form.

### C. Steps during the Application Period – Please read this area carefully.

1. Complete all sections of the ADN application - The ADN application link will go live on the [ADN website](#) on March 1<sup>st</sup> at 8:00am. Incomplete applications will not be accepted – there are no exceptions.
2. Students are only permitted to apply once per application period. There are no exceptions.
3. Students are required to upload the ADN Multi Criteria Evaluation Form completed by the Counseling Department showing eligibility to the program. There are no exceptions.
4. It is the student's responsibility to attach the appropriate verifying documents as indicated on the ADN Multi Criteria Evaluation Form with the ADN application. Falsification of any documentation will disqualify applicants from entering the program.

### D. Steps after the Application Period

1. Due to limited staffing, the ADN Program staff cannot provide status inquiries during the application period. Applicants will be notified of their application status via email by Friday, April 14th, 2023. If you do not receive information about your application status by Friday, April 21st, 2023, you may contact the ADN program for a status inquiry at [ADN@chaffey.edu](mailto:ADN@chaffey.edu)
2. Students will be notified to complete the ATI TEAS 7 via e-mail notification within 10 business days after the close of the application period. Students that have completed the ATI TEAS 7 within the prior twelve months period before applying to the ADN Program must request the passing results be sent electronically to Chaffey College ADN program from <https://www.atitesting.com/> online. ATI will charge a fee to be paid by the student. Unofficial TEAS scores may be submitted with the ADN application, but provisional acceptance must include official results from ATI. The ADN Program TEAS Policy is located at the end of the application instructions.

## E. Highlights of 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 ten years of application date.
5. DO NOT DELAY: Allow the stated processing time of transcripts for Admissions and Counseling Departments.
6. ADN applications are accepted only online during the application periods.
7. All materials must be received no later than 11:59 p.m. on the last business day of the current application period. The ADN application link will go live on the [ADN website](#) on the first day of the current application period.
8. If not selected, a new ADN Multi Criteria Evaluation Form must be completed and submitted each application period.
9. Information regarding ADN enrollment multicriteria screening worksheet is available on the [ADN website](#).
10. Program updates and/or changes are posted on the [ADN website](#).

## **TEAS TESTING FOR CHAFFEY COLLEGE STUDENTS**

All ADN and LVN-RN students must pass the Test of Essential Academic Skills. (TEAS)

### Nursing Program Pre-Entrance Exam

Applicants must take the most current TEAS exam (TEAS 7) as part of the application requirements. Previous versions of the TEAS will not be considered for admission. The test is conducted in a proctored compute lab on Chaffey College campus and is administered on a computer. The test is offered free to a limited number of qualified applicants to the program. An application must be submitted to the Chaffey ADN program in order to be invited to test here.

### Background

California state legislation requires Chaffey College's Associate Degree Nursing Program's selected applicants to take and pass a Test of Essential Academic Skills (TEAS, current version) exam to assess readiness of students entering the program in Math, English, Reading and Science. The test takes 3 ½ hours to complete.

### Policy

Qualified applicants must score a minimum cumulative score of 62% to be considered for admission in conjunction with the required admission criteria. The nursing department recommends purchasing the TEAS study guide and online practice exams in preparation for taking the TEAS exam. These materials, as well as additional study material are available for purchase on the ATI website at [www.atitesting.com](http://www.atitesting.com).

- Applicants to Chaffey ADN program must take the required current TEAS exam as part of the application requirements.
- Students will earn application points based upon the TEAS test score.
- Students must have a composite score equal to or greater than 62% in order to continue with the application process to ADN program.
- A student may submit TEAS scores from a test taken up to twelve months prior to submitting the application, as long as the test was an ATI test. The student is advised to request the previous scores be sent electronically to Chaffey College ADN program from ATI online at [www.atitesting.com](http://www.atitesting.com). ATI will charge a fee to be paid by the

student. Unofficial TEAS scores shall be submitted with application, but provisional acceptance must include official scores from ATI.

- If the student has taken the TEAS exam more than once during the past twelve months, only the first passing score will be accepted.
- Students who score 61.99% or less will be required to complete a remediation plan as outlined in the TEAS REMEDIATION Plan below. The student must reapply to the program to retest.
- The student is allowed 2 attempts to take the TEAS. The second TEAS test must be taken within a year after the first TEAS test was taken.
- Any student who fails to complete the remediation requirements, or who fails to successfully pass the second TEAS test is ineligible to apply to the ADN Program.
- **Test Results:** All test attempts and the date of test taken are included with the reported test results. Only the first/earliest test results within a 12 month period are utilized for entrance criteria.

## TEAS Remediation Plan

**For applicants with a composite score of less than 62%.** The following remediation must be completed in order to reapply to the Chaffey ADN program. Evidence of completion of successful remediation must be provided with your Nursing Program application.

## Remediation Process

Remediation is required for those students scoring less than a composite score of 62%.

Evidence of completion of a remediation program must be provided with your application to the ADN program. This can include proof of completion of a TEAS course, practice exams or a college class in the deficiency area. Examples of proof of completion can be: a copy of your TEAS test prep certification, a copy of your ATI TEAS transcript showing all test and test prep taken, or official transcripts showing the posted grade for remediation course.

The student may use the following methods for remediation:

- Formal coursework or independent study for each area that the student did not pass.
- Attend a TEAS prep course
- Review a TEAS study manual and take two practice TEAS tests from the ATI at [www.atitesting.com](http://www.atitesting.com).