

## ADN Program - Application Instructions Checklist

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. **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 the same business day. Continuing students do not need to reapply to Chaffey College.
2. **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.
3. **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.
4. **After completing all prerequisites, attend an ADN Application Workshop** – Students are highly encouraged to attend an application workshop. See the [ADN website](#) for dates and times.

### 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, Application Instructions](#). Student's evaluation request form will only be processed during the following evaluation periods:
- **Evaluation Period:** August 4<sup>th</sup>, 2025, at 8:00 a.m. through September 22<sup>nd</sup>, 2025, by 4:00 p.m. Students are recommended to submit evaluation request forms ASAP to give the appropriate amount of time for processing. The ADN Multi Criteria Evaluation Request Form **MUST** be completed to receive a copy of your ADN Multi Criteria Evaluation that is required to submit with your nursing application.

**Application Period:** September 1<sup>st</sup>, 2025, at 8:00 a.m. through September 30<sup>th</sup>, 2025, by 11:59 p.m. for a provisional spring term (January 2026) start.

- 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, Application Instructions](#) on September 1<sup>st</sup>, 2025 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. Applicants will be notified of their application status via email by: If you do not receive information about your application status by: October 7, please contact the ADN program for a status inquiry at [adn@chaffey.edu](mailto:adn@chaffey.edu)
2. Students invited to Phase 2 of the application process will be notified to complete the ATI TEAS 7. The ATI TEAS 7 will be provided for students on the following dates at the Rancho Cucamonga campus October 17 at 1 p.m. and October 18 at 9 a.m. Students that have completed the ATI TEAS 7 with a passing score of 62% or higher 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. Learn more about Chaffey's [ADN TEAS Policy](#).