



## Chabot College Nursing Program Fall 2022 Application Instructions

**Step 1 Student ID:** Go to [www.chabotcollege.edu](http://www.chabotcollege.edu), upper right hand corner **APPLY ONLINE** for **Spring 2022**. Once your application has been processed you will then be issued a Chabot "W" student ID number. If you created a student ID last year but have not taken classes you will need to apply again to renew your status as an active student. The same W# will be issued to you.

**STEP 2 Class-Web:** Go to [www.chabotcollege.edu](http://www.chabotcollege.edu). Select **CLASS-WEB**.

- Next page, select **Sign on to CLASS-WEB**.
- Enter your USER ID (Student W# or your social security number.) Enter your password; default is your date of birth. MMDDYY. **Login**.

**STEP 3:** Select **Student Services** Tab. Select **Chabot Nursing Application Menu** from list.

**Printing:** You must be able to PRINT to complete the application. If you select any of the other menu options, use the BACK arrow to return to this page. BEFORE you begin, have your current transcripts available for reference. You will be required to enter EXACT information in regards to your academic history (i.e., dates of attendance and specific course names, numbers, grades and the semester/quarter in which these courses were completed). **Inaccurate information will disqualify your application.**

**STEP 4:** Select **Chabot Nursing Application**.

**STEP 5: Term:** Select application term (**Fall 2022**), campus (Chabot) and Select **NURSING application**. Select **Submit Query** to begin.

**STEP 6: Information Meeting:** Please review and acknowledge the meeting statement. The Nursing Program Information meeting is mandatory to apply to Fall 2022 program. If you did not attend an Information Meeting you may not proceed through the application. A Nursing Info Meeting SurveyMonkey Confirmation page is required. If you attended a meeting, select **SUBMIT**.

**STEP 7: Application Parts:** Notice to Applicant, please **READ** carefully before you begin. Select **BEGIN**.

**STEP 8: Student General Information:** Review your Personal information. If correct, select **Continue**. If incorrect, Print DATA Change Form and submit changes with your application. Select **CONTINUE**.

**STEP 9:** Answer all required questions: Previous Application, Veteran, Residence Select **Continue**.

**STEP 10:** Colleges Attended and **Criterion Worksheet Section 1 Degrees**: Enter required information(\*) about every college you have attended (even if no nursing pre-requisite courses were taken there). Information must be consistent with your official transcript (s) and original Chabot Admission Application. Except for Chabot or Las Positas Colleges, all official transcripts must be included in your application. Submit them via email to [cc-transcripts@chabotcollege.edu](mailto:cc-transcripts@chabotcollege.edu).

- At the bottom of the page answer the last question.  
**Have you attended more than 8 colleges?** Select **YES** or **NO**. Select **Continue**.

**STEP 11: Criterion Worksheet Section 3A:** Enter your three science course information. Term dates entered must match your transcripts. If repeated, enter the repeated course first. Answer the question: Have you REPEATED this course? No. Now enter the original course information. Answer the question: **Withdrawn/Extraordinary Withdraw, Non-Passing Grade (C-,D, F, Or NP) or Recency** Select **Continue**.

**STEP 12: Criterion Worksheet Section 3B:** Enter your four Fixed Education course information. Terms must match your transcripts. Select **Grade:** A, B, C, CR, D, F, NC, NP, P, or W/EW



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**STEP 13: Criterion Worksheet Section 3C:** Enter your Statistics course information. *Note: This course is not a nursing pre-requisite but can earn three (3) points.* Select **Continue**.

**STEP 14: Criterion Worksheet Totals:** Enter the points earned under each section.

3A Sciences:

- If you repeated one of the science course you must select -2 points in Section 3A.
- If you repeated more than one of the science courses you must select -5 points in Section 3A.

Section 7 is your ATI TEAS information. Enter your criterion points earned. Then, enter your ATI TEAS Total Score. Example; 72.0 or 68.3 do not use % sign. Select **Continue**.

**STEP 15: Background:** Read and answer each question. Select **Continue**.

**STEP 16: Transportation:** Answer the question (yes or no). Select **Continue**.

**STEP 17: Submission:** Read the paragraph. Type your name.

- Review the application information.
- You can **SUBMIT** this application only **ONE** time. Changes or edits will be not accepted after submission.
- If you leave this page before submitting, the information will be lost and you will be required to re-enter all data.
- **If correct**, select **Submit Application**.

**STEP 18: Confirmation Page:** A correctly submitted application will generate a CONFIRMATION NUMBER and create the confirmation page.

- **PRINT** two (2) copies of the confirmation page, **SIGN** and **DATE**.
- **Scan and Include** the Nursing Program Information SurveyMonkey confirmation page in the packet
- Follow the instructions to complete the application process.
- **An application submitted without this page will be disqualified.**

Submit the following materials (not including official transcripts) in one packet to: [cc-nursingapp@chabotcollege.edu](mailto:cc-nursingapp@chabotcollege.edu) on or before **January 31, 2022**.

### Application Packet must have the following documentation.

1. Application Checklist
2. Signed and dated **CONFIRMATION** page with the Nursing Information SurveyMonkey Confirmation page as well.
3. **Official College Transcripts** (Submit a copy of official transcripts from each school, except Chabot or Las Positas, to [cc-transcripts@chabotcollege.edu](mailto:cc-transcripts@chabotcollege.edu))
4. **Criterion Worksheet Summary** and required documentation to support criterion points earned.
5. **Unofficial ATI TEAS** Test Results (page 1 only) or if multiple TEAS tests were taken, submit your ATI Transcript. We are not accepting TEAS V results. If you are selected for the program, we will request you send an official copy from ATI TESTING.

**Application Questions?** Contact the Nursing Program office, Monday-Friday 9:00- 5:00 [RNprogram@chabotcollege.edu](mailto:RNprogram@chabotcollege.edu) or by phone, (510) 723.6896.

**CLASS-Web Questions?** Contact the CLASS-Web Webmaster for technical issues [classweb@clpccd.org](mailto:classweb@clpccd.org) .