



Chabot College Nursing Program Fall 2026 Application Instructions

STEP 1 Student ID: Go to www.chabotcollege.edu, upper right-hand corner **APPLY ONLINE** for **Summer 2026**. Once your application has been processed you will then be issued a Chabot “W” student ID number. If you previously received a student ID but have not taken Chabot classes in the last academic year, reapply to reactivate your student status. You will keep the same W number. If you do not receive your student ID number within 48 hours, please contact the Admission and Records office as additional documentation may be required.

STEP 2 My Portal – [My Portal Login](#)

- Enter your W # and your Password (not your Pin or DOB). **Sign in**
- If it is your first time signing into My Portal, review your email that was sent to you with your W number and Chabot College email. If you do not have that email, click on “Activate or Reset MyPortal Password”. For more help visit the My Portal Resource page.

STEP 3: Login → Once you have signed into your **My Portal** account and are able to view your dash board on the home page, click on “All Cards” until you find the card with Chabot Special Admission. Save the card to your home page by selecting the bookmark. Select the Nursing Application and then select Begin, to start the application

Printing: You must be able to PRINT to complete the application. If you need to go back to the previous page, click on “Previous Page”. You will not be able to use the back-arrow button. 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 **Nursing Application**.

STEP 5: Information Meeting: Please review and acknowledge the meeting statement. The Nursing Program Information meeting is mandatory to apply to Fall 2026 program Attendance at a Nursing Information Meeting is mandatory. If you did not attend, you are not eligible to apply at this time. A Nursing Info Meeting SurveyMonkey confirmation page (or in-person meeting confirmation) is required. If you attended a meeting, select **SUBMIT**.

STEP 6: Application Parts: Notice to Applicant, please **READ** carefully before you begin. Select **Start Application**.

STEP 7: 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 8: Answer all required questions: Previous Application, Veteran, Residence Select **Continue**.

STEP 9: 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. To ensure transcripts are properly matched with your Nursing Application, please upload a copy of the Nursing Checklist as an attachment in Parchment along with your transcript.

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

STEP 10: Enter any relevant healthcare experience or volunteer experience. Supporting documents must be provided.

STEP 11: Criterion Worksheet Section 3A: Enter your three-science course information. Term dates entered must match your transcripts. If the course was repeated, enter the repeated course first and answer ‘Yes’ to ‘Have you repeated this course?’ 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



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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 13: Criterion Worksheet Section 3B: Enter your four Fixed Education course information. Terms must match your

STEP 14: Criterion Worksheet Section 3C: Enter your Statistics course information. *Note: This course is not a nursing prerequisite but can earn two (2) points.* Select **Continue**.

STEP 15: Criterion Worksheet Section 3D: Enter Medical Terminology Note: This course is not a nursing prerequisite but can earn two (2) points. Select Continue.

STEP 16: Criterion Worksheet Section 3E: Nurse 10 "How to be Successful in a Nursing Program" Note: This course is not a nursing prerequisite but can earn two (2) points. Select Continue.

STEP 17: Criterion Worksheet Totals: Enter the points earned under each section.

3A Sciences:

- If you repeated one of the science courses you must select -1 points in Section 3A.
- If you repeated more than one of the science courses you must selected -3 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 a percent (%) sign when entering score (E.g, 72.0 not 72%). Select **Continue**.

STEP 18 and Step 19: Answer all questions honestly and select Continue.

STEP 20: 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 21: 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/ in person 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: ccnursingapp@chabotcollege.edu on or before **January 31, 2026 before 5 pm PT**.

Application Packet must have the following documentation.

1. Application Checklist
2. Signed and dated **CONFIRMATION** page with the Nursing Information SurveyMonkey/ in person 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. To ensure your transcript is properly matched with your Nursing Application, please upload a copy of the Nursing Program Checklist as an attachment in Parchment along with your transcript
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. 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 or by phone, (510) 723.6896.