



Chabot College Nursing Program Fall 2019 Application Instructions

Step 1 Student ID: Go to www.chabotcollege.edu, upper right hand corner **APPLY ONLINE** for **Spring 2019**. 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. 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 2019), campus (Chabot) and 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 2019 program. If you did not attend an Information Meeting you may not proceed through the application. A 'TICKET' to apply 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 and Information Meeting Ticket number and Date you attended the meeting. 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 packet.

- 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, 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

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



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STEP 14: Criterion Worksheet Totals: Enter the points earned under each section. Section 7 is your ATI TEAS information. Enter your criterion points. Enter your ATI TEAS Score. Example; 72.0 or 68.3 Select **Continue**.

- 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 selected -5 points in Section 3A.

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**.
- **TAPE** the Nursing Program Information card to the confirmation page in the space provided
- Follow the instructions to complete the application process.
- **An application submitted without this page will be disqualified.**

Mail the following materials US Mail, UPS or Federal Express on or before **January 31, 2019**. Address on the confirmation page.

Application Packet must have the following documentation.

1. Application Checklist
2. Signed and dated CONFIRMATION page
3. Tape your Nursing Information Confirmation Card to this page.
4. Official College Transcripts (Except Chabot or Las Positas submit one copy of all transcripts or receipt/confirmation of electronic request for transcripts of **ALL** colleges attended must be included with this application.
5. Criterion Worksheet Summary and required documentation to support criterion points earned.
6. Unofficial ATI TEAS Results or if multiple tests were taken your ATI Transcript. We are not accepting TEAS V results.

*It is recommended you make copies of all materials submitted and send US Mail certified with return receipt. Hand carried application packets will not be accepted. Saturday deliveries will not be accepted. **Application Questions?** Contact the Nursing Program office, Monday-Friday 9:00- 5:00 RNprogram@chabotcollege.edu or by phone, (510) 723.6896. **CLASS-Web Questions?** Contact the CLASS-Web Webmaster for technical issues classweb@clpccd.org .*