CITRUSCOLLEGE

Spring 2026
ADN Application Guide

APPLICATION AND SELECTION PROCESS

- The ADN/RN program will now accept applications twice a year for fall and spring admission.

- LVNs are not eligible to apply for the spring 2026 application period.

- Citrus will continue to select all candidates based on the Multi-Criteria for Selection (point system).

- The amount of admitted students varies each application cycle contingent upon the applicant pool.

- All applications are reviewed and processed with decisions released after the deadline passes.

- No priority is given based on when an application is submitted.

Citrus College ADN Class of 2025

ADN APPLICATION TIMELINE

ADN Application Period	Decision Letters (to Citrus email)	ATI TEAS	ADN Mandatory Events	Beginning of Program
Sep 15th – Oct 17th	Week of November 21st	**December 8th*** *The ATI TEAS exam will be offered to *provisionally admitted* and *alternate students* who have not attempted the exam or have not successfully passed it within the last year *The exam version offered by Citrus College will be the **TEAS Online**	<u>**ADN Orientation**</u> **January 7th** <u>**ADN Training**</u> **February 4th**	Week of February 17th

All dates listed are subject to change.

ADN APPLICATION SIGN IN

- The online ADN application will require setup and access to your Citrus College email address (example: jondoe123@student.citruscollege.edu).

- The username will be your Citrus College email address, and your default password will be uppercase "C" and lower case "c" followed by your date of birth in "mmddyy" format, example: Ccmmddyy.

- If you need further assistance with your Citrus email, please contact the Citrus College TeCS Help Desk at (626) 857-4100 or via email at TeCSHelpDesk@citruscollege.edu or by submitting an online form.

IMPORTANT REMINDERS

Important: Before You Begin Your Nursing Program Application

Before starting, please ensure you have all the necessary information, such as personal details and academic history, ready to complete the form. The application must be finished in a single session, as it cannot be saved and resumed later. If you have questions or need assistance, contact us at ADNApplication@citruscollege.edu.

OK

- The application cannot be saved unless it is officially submitted.

- You may sign in and out of the application, however inputted information will not be saved unless it is submitted.

- Take your time to prepare your documents and information to complete the application.

- The application has a hard deadline therefore it cannot be submitted after the deadline of 3:00pm on October 17th regardless if the application has started before 3:00pm.

- Once an application has been submitted it cannot be changed.

SUBMITTING APPLICATION

- An email confirmation will be sent to your Citrus College email address after the application has been submitted.

- If you experience a technical issue with your online application, please contact adnapplication@citruscollege.edu and provide a screenshot of the error message you encounter.

TRANSCRIPTS

- Official transcripts *must* be sent directly to the Admissions and Records Office (electronic or mail or in-person) *prior* to applying.

- It is your responsibility to request the transcripts from the schools you have attended and that they be sent directly to Citrus College's Admissions and Records office.

- Citrus College transcripts do not need to be requested or uploaded.

- It is *strongly recommend* to include a copy of your transcripts in the online application.

- Transcripts must be from *ALL* colleges attended.

- Transcripts must be *up-to-date* (showing current coursework and degrees).

- Advanced Placement (AP) credit posted on transcripts will not be recognized without an official AP score report sent to Admissions and Records.

UPLOADING FILES

- Supporting files must be in PDF, Microsoft Word, *or* JPEG format.
- Other file formats such as GIF, BMP, TIF, screenshot, etc. will not be accepted for the application.
- Each letter/document may be used as verification for only one criterion. Separate documents must be submitted to receive points for each criterion: *healthcare experience, second language proficiency, veteran status and life experience*.
- Letters must be on letterhead and include an original signature.
- Avoid uploading large files in the application. If necessary, use a compressor tool to reduce the size of a file.
- Do not include photo identification, a social security card or individual tax identification number in the application.
- Do not include a college degree diploma/certificate in the application.
- Do not include an ATI TEAS exam score report in the application.

COMMON MISTAKES TO AVOID

- Not reading application instructions carefully.

- Not submitting official transcripts to Admissions and Records prior to submitting application.

- Transcripts not up-to-date.

- Citrus College email not accessible.

- Missing high school documentation (if applicable).

- Inaccurate reporting of colleges attended.

- Not previewing supplemental documentation prior to uploading them in application.

- Incomplete and/or missing documentation.

Associate Degree Nursing (ADN) Application

⚠ **Spring 2026 Application filing period – Generic Option Only: September 15th 08:00 AM PST (Opens) – October 17th 03:00 PM PDT (Deadline)**

Application Instructions

A. **Steps PRIOR to submitting an application**

1. **Become a Citrus College Student** - New or former students to Citrus College must complete the online application for admission to receive a Citrus College Student ID number and/or reactivate your account. Continuing students do not need to reapply to Citrus College. Access to the online ADN application will require a Citrus College student email address (office 365) and Citrus login.

   - IMPORTANT: Communication regarding the application will be conducted ONLY through an official Citrus College student email address.
   - If you need further assistance regarding your Citrus College email address and/or login -- please contact TeCServices by phone at (626) 857-4100 or you can also submit a ticket through a support form.

2. **Attend an ADN Application Workshop** - Students are highly encouraged to attend an application workshop. ADN Application workshops and attendance will not be recorded. View workshop details and schedules.

3. **Meet with a Nursing Counselor** - Students are highly encouraged to meet with a nursing counselor to discuss eligibility requirements and to get clarification on whether the courses you took outside of Citrus College will be equivalent to ours. Schedule an appointment with a nursing counselor.

4. **Submit ALL official college/university transcripts** – Students MUST submit all official transcripts (regardless of applicability to nursing) to Admissions and Records PRIOR to submitting the ADN application. Official electronic transcripts can be sent to Citrus College's Admissions and Records Office at admissions@citruscollege.edu via parchment.com or other electronic sources. **Citrus College transcripts do NOT need to be requested.** Official sealed, paper transcripts can be dropped off in person at the Citrus College Admissions and Records Office during regular business hours, or mailed to

   Admissions and Records Office
   Citrus College
   1000 W. Foothill Blvd.

CONTACT US

To schedule an appointment with a Nursing Counselor:
Call the Counseling & Advisement Center at (626) 914-8530
or
Visit the Counseling Online Appointment Scheduler:
- *Nursing Counselors can be found under the "**general counseling**" and "**program specific or specialty area counseling**" **tab** on the counseling appointment scheduling system page.*
- *Nursing counselors are available for in-person, telephone and video counseling (Zoom) appointments.*

Nursing Counselors:
Jorge Acosta
Vanessa Juarez