



P A L O V E R D E C O M M U N I T Y C O L L E G E

"Where knowledge take root and opportunity grows."

ADN Application Checklist

Use this ADN application checklist as a guide for successfully completing the application process for the college and the ADN program.

Note: All application materials must be received on or before the designated deadline of each year.

The deadline can be located by visiting: [Palo Verde College – Associate Degree of Nursing \(ADN\) Program](#)

- ☐ **Step 1: Complete college enrollment by visiting the [California Community Colleges](#) website.**
 - Be sure to complete college enrollment prior to applying for the ADN program!
 - Applicants who fail to do this will not be considered for admission.
- ☐ **Step 2: Review ADN supportive forms on the PVC website**
 - ADN Application with Supporting Documents
 - Pre-requisite Courses
 - ADN Informational Sheet with Estimated Costs
 - Student Handbook (ADN) Program
 - NUR268 Transition
- ☐ **Step 3: Complete pre-requisite courses**
 - These courses can be located on the PVC website
 - Students must pass these courses with a “C” or higher and a minimum 2.5 GPA in pre-requisite courses
 - Final grades must be recorded, applicants with “in progress” courses will not be reviewed for consideration. The application will be deemed incomplete.
- ☐ **Step 4: After applying to the college send transcripts from other colleges/universities.**
 - You may skip this step if you’ve completed all your coursework at PVC
 - Please do this in a timely manner as this may take some time to review transfer courses
 - Are you sending transcripts in with your ADN application?
 - Electronic transcripts can be sent to: Admissions@paloverde.edu
 - Physical (official, sealed) transcripts can be dropped off to Admissions & Records with a completed transcript evaluation form.
 - Mailed transcripts can be sent to:
 - Palo Verde College Admissions and Records Office RE: Registered Nursing Application One College Dr. Blythe, CA 92225
 - Complete a transcript evaluation form:
 - <http://www.paloverde.edu/ar/forms.aspx>



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❑ **Step 5: Meet or contact nursing academic advisor.**

- Our nursing program advisor is Margaret Robertson, and she can be reached by phone at 760.921.5473 or via email margaret.robertson@paloverde.edu
- Mrs. Robertson can answer any questions regarding the application process and accepted coursework.

❑ **Step 7: Register to take the TEAS test by visiting [TEAS Exam Registration \(atitesting.com\)](https://atitesting.com)**

- TEAS score must be current (within the last two years).
- Applicants should aim to achieve 62.5% or higher overall for applications to be considered.

❑ **Step 8: Apply for the ADN program.**

- Applications can be submitted to Haily Wolfenbarger, Nursing/Instructional Services Tech II.
- The following documents need to be included: Application, TEAS Scores, Transcripts and LVN License (if applicable).