

COLORADO MESA UNIVERSITY
Department of Health Sciences
LPN-Bachelor of Science in Nursing Program
Application Procedure Check-off Form

The Application for the LPN-Bachelor of Science in Nursing and Transcript Request Form **MUST** be submitted directly to Ronna Lee Sharpe as pdf attachments via email (healthscience@coloradomesa.edu) with the subject line **LPN-BSN Application**.

This check-off form is intended to help you meet the LPN-BSN Application requirements. DO NOT submit this form, it is a tool to help guide you through the LPN-BSN Application process.

The following items must be received in the Department of Health Sciences by 12pm (noon) on the application deadline (October 1st).

You are encouraged to turn in your application, and then turn in other items as you complete them.

PLEASE NOTE: Your application file will **NOT** be evaluated if it is incomplete by the deadline.

- 1) Submit the *Application for the LPN-Bachelor of Science in Nursing (LPN-BSN)*:
 - Type all fields on the fillable .pdf Application for the LPN-BSN form.
 - Submit the Application for the LPN-BSN form directly to Ronna Lee Sharpe via email (healthscience@coloradomesa.edu). Paper submissions **WILL NOT** be accepted.

All applications submitted via the REQUIRED email submission process will receive an email confirmation of receipt of the Application via the applicant's official CMU email address.

- 2) *LPN-BSN Transcript Request Form*: This form will give permission and request the CMU Registrar Office to send a current Colorado Mesa University transcript, transcript(s) and transcript evaluation for all colleges/universities attended, if applicable, directly to the Department of Health Sciences.

Please complete the corresponding checklist below and confirm it is fully completed PRIOR to submitting the LPN-BSN Nursing Transcript Request Form to Ronna Lee Sharpe via email (healthscience@coloradomesa.edu). If you turn in your Transcript Request Form prior to the following being completed the Registrar Office will send over incomplete transcripts/transcript evaluations to our office thus making your application incomplete. Incomplete applications will not be reviewed, thus your application will not be considered. It is the applicant's responsibility that all of the following is complete by the deadline:

Current CMU Student Applicants:

- Must be a Bachelor seeking student, if you are unsure of your student status you can contact Admissions (970-248-1875) to confirm.
- Confirm with the Registrar Office (970-248-1555) that you do not have any holds on your account.
- Submit the Transcript Request Form to Ronna Lee Sharpe via email (healthscience@coloradomesa.edu) no later than two weeks prior to application deadline to ensure receipt of transcripts from the Registrar's Office by the posted deadline.

Non-Current CMU Student Applicants:

- Apply to CMU via the Admissions Office.
- Confirm your acceptance to CMU via Admissions as a Bachelor seeking student.
- Confirm all transcripts from previously attended schools have been received by the Admissions Office/Registrar Office.
- Confirm that your transcript evaluation has been completed by the Registrar Office.
- Confirm with the Registrar's Office (970-248-1555) that you do not have any holds on your account.
- Submit the Transcript Request Form to Ronna Lee Sharpe via email (healthscience@coloradomesa.edu) no later than two weeks prior to application deadline to ensure receipt of transcripts from the Registrar Office by the posted deadline.

- 3) "Request of Grade Status" Form(s):
- Type all fields on the fillable .pdf Request of Grade Status Form, print and sign the form.
 - Submit a Request of Grade Status Form to your instructor for all biology pre-requisite courses in progress (i.e. BIOL 209, BIOL 209L, BIOL 210, BIOL 210L, BIOL 241, BIOL 250, BIOL 250L) ONLY.
 - Request your instructor complete the form by dating, signing and indicating current grade in the course.
 - Request your instructor to return the Request of Grade Status Form directly to Ronna Lee Sharpes via email (healthscience@coloradomesa.edu), fax (970-248-1133) or mail (CMU Department of Health Sciences; 1100 North Avenue; Grand Junction, CO 81501).
 - Submissions by the applicant **WILL NOT** be accepted.
- 4) Licensure and Certification Proof: Please submit copies of the following documentation by email as pdf attachments directly to Ronna Lee Sharpe.

LPN License

IV Certification

Special Note

*Due to the volume of applications, please **DO NOT** contact the Department of Health Sciences to inquire about your application or application status. All applications submitted via the **REQUIRED** email submission process will be sent a confirmation email. If any forms or information is missing the applicant will be contacted via the applicant's official CMU email listed on the LPN-BSN application form.*

Timeline of the Application Process

Application materials are accepted until 12pm (noon) on the application deadline (October 1st).

Week 1 & 2 Post Application Deadline:

Admission Committee reviews all completed LPN-BSN application files

~Week 3 or 4 Post Application Deadline:

Letters sent to all LPN-BSN applicants (decline or invite to interview)

~Week 5 or 6 Post Application Deadline:

LPN-BSN interviews for selected applicants

~Week 7 Post Application Deadline:

Letters sent to all interview candidates (decline or acceptance)