

COLORADO MESA UNIVERSITY
Department of Health Sciences
Associate of Applied Science, Medical Laboratory Technology Program
Application Procedure Check-off Form

The Application for the AAS Medical Laboratory Technology and Transcript Request Form **MUST** be submitted directly via email (healthscience@coloradomesa.edu) with the subject line of **MLT Application**

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

The following items must be received in the Department of Health Sciences by 12pm (noon) on the application deadline (March 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 AAS Medical Laboratory Technology Program*:
 - Type all fields on the fillable .pdf Application for the AAS Medical Laboratory Technology form.
 - Submit the Application for the AAS Medical Laboratory Technology Program form via email directly to (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 once the form has been processed and added to the application database (usually takes 3-4 business days to process before a response email will be sent).

- 2) Submit copy of Phlebotomy Certification, if applicable, with the AAS Medical Laboratory Technology Program application in .pdf format via email: healthscience@coloradomesa.edu
- 3) *AAS Medical Laboratory Technology Program 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 ~~Medical Laboratory Technology Program~~ Transcript Request Form 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 or Associate seeking student, if you are unsure of your student status you can check your MAVZone/DegreeWorks or 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 in .pdf format 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 or Associate 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 in .pdf format 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.

- 4) Test of Essential Academic Skills V for Allied Health (TEAS V for AH) Exam Scores:
- Prior AAS Medical Lab Technology applicants who've submitted the TEAS V for AH Exam scores during the most recent application process do not need to re-submit the scores, as we will pull those scores forward to your new application. Prior Medical Lab Technology applicants whose most recent application to the Medical Lab Technology program beyond the most recent application process will need to contact the Testing Center the TEAS V for AH Exam was taken and request the scores be submitted to the Department of Health Sciences.
 - Currently enrolled CMU students or those who wish to take the TEAS V for AH Exam at the CMU Testing Center* should visit the CMU Testing Center's website at: <http://www.coloradomesa.edu/testing/Kaplan.html> (CMU Testing Center) to schedule an exam date. You may take the TEAS V for AH Exam **ONCE** within a year's time.
 - After taking the TEAS V for AH Exam, request the CMU Testing Center to submit your scores directly via email (healthscience@coloradomesa.edu). Submissions by the applicant **WILL NOT** be accepted.
 - Please Note:** If an applicant cannot take the TEAS V for AH Exam at the CMU Testing Center, it is the applicant's responsibility to schedule the proctoring of the TEAS V for AH Exam at a testing center near them. The Department of Health Sciences will not provide that service. Please request the testing center to submit the scores directly via email (healthscience@coloradomesa.edu).
 - The TEAS V for AH Exam can be taken **ONCE** within an academic year.
- 5) "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 the any pre-requisite course in progress.
 - 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 via email (healthscience@coloradomesa.edu), fax (970-248-1133) or mail (CMU Department of Health Sciences; 1100 North Avenue; Grand Junction, CO 81503).
 - Submissions by the applicant **WILL NOT** be accepted.

Special Note

*Do 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 once the application is processed (usually takes 3-4 business days upon receipt). If any forms or information is missing the applicant will be contacted via the applicant's official CMU email listed on the Medical Laboratory Technology application form.*

Timeline of the Application Process

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

Week 1 & 2 Post Application Deadline:

Admission Committee reviews all completed Medical Laboratory Technology application files

~Week 3 or 4 Post Application Deadline:

Letters sent to all Medical Laboratory Technology applicants (decline or acceptance)