

## **APPLICATION PROCESS**

1. Submit a completed **Mesa State College application**, including application fee, through the Admissions Office or reactivate application file if you have missed one semester at Mesa State College, declaring Associate of Applied Science/Associate Degree in Nursing as area of emphasis.
2. Submit copy(ies) of all transcripts from other colleges/universities and from your LPN school to **MSC Office of the Registrar**, **(contact previously-attended schools and have them send transcripts to MSC Registrar - who will then do a transcript evaluation and make the decision on which courses taken at a previous college will transfer to Mesa State College.)** Transcript evaluation by Registrar is required for all courses taken at other colleges. Applicants must have at least a 2.0 ("C") on a 4.0 scale for all courses required for completion of the Associate of Applied Science. This policy applies regardless of when the course was taken.
3. Successfully complete (or be about to complete) general education requirements and prerequisites (must complete all general education and prerequisite courses with a "C" or better. If currently enrolled in a prerequisite, include an instructor-signed "**request for grade**" form *(available on website or in nursing department)* verifying the grade you are expected to receive.
4. Submit a separate **LPN to AAS Nursing application** prior to **October 1** for priority consideration for spring entrance. Application is included in this packet and is also available on the Mesa College website [www.mesastate.edu](http://www.mesastate.edu) or in the Health Sciences Department or at the Montrose Campus. Please be aware that students are admitted contingent upon their passing the criminal background investigation through American DataBank (applicants will do the background check after admitted to program).
5. Set up advising appointment with LPN-AAS Program academic advisor to fill out "Program Sheet". Applicants for Mesa State College/Bishop Campus in Grand Junction, contact Genell Stites, LPN to AAS Program Director, at (970) 248-1828 or [gstites@mesastate.edu](mailto:gstites@mesastate.edu). Applicants for Mesa State College-Montrose Campus, contact Cathy Hartt, Associate Director-LPN to AAS Program, at (970) 249-7009 or [chartt@mesastate.edu](mailto:chartt@mesastate.edu) to schedule an advising appointment.
6. Applicants must take the "**TEAS Test**" (Test of Essential Academic Skills). The required test measures applicants basic skills in reading, math, science and English. The cost to the applicant is \$30.00. Payment for the TEAS test for Grand Junction applicants must be made in advance at the Accounting/Business Office at Mesa State College in Lowell Heiney Hall. Montrose applicants may pay at the office of Mesa State College at the Montrose Campus. Cash, checks, Visa, MasterCard, and Discover cards will be accepted for payment. Applicants must take a copy of the receipt to the TEAS test session and give it to the proctor. **A study guide for the TEAS test is available for purchase at [www.atitesting.com](http://www.atitesting.com).**

### **Application points earned for TEAS Test Score:**

60 - 70 = .5 point	81 - 90 = 1.5 points
71 - 80 = 1 point	91 - 100 = 2 points

**TEAS tests will be scheduled approximately a month before the application deadline.** Once scheduled, there will be a link on the "LPN-AAS web page" on the Mesa State College website <http://www.mesastate.edu/healthsciences/ladder.html> that will be used to schedule TEAS tests.

**Out-Of-Town Applicants:** please contact ATI Testing at 800-667-7531 and ask about TEAS test proctoring in your area - and be sure to tell ATI that you need to take the TEAS Test for Mesa State College (in Grand Junction, Colorado) for the **ADN program**.

7. Submit copy of LPN License. **(Additional testing may be required if applicant graduated from LPN school more than 10 years ago.)**
8. Submit proof of **IV Certification**. **Proof must be the letter from the State Board of Nursing and must be submitted before program begins in January.**
9. Submit a copy of appropriate **CPR certification card** (CPR/AED for Professional Caregiver (ARC) or CPR for the Healthcare Provider (AHA)).

**Items 1 through 9 must be completed prior to October 1 for spring entrance. Remember, it is the student's responsibility to make sure the nursing office has these items in your file by the deadline!**

## **UPON ADMISSION TO PROGRAM:**

10. **Background checks are a requirement to be enrolled in the nursing program and at clinical sites. To complete** your background check, go to American DataBank website <http://www.mesacx.com> and follow instructions. Students must complete the application on-line including payment of associated fees, directly to American DataBank (approximate cost (\$60.00)). There is a disclosure and written consent statement on the website; the student is instructed to download two copies, **sign and fax one copy to American DataBank, and send one copy to the Nursing Department at fax # 248-1133. Students should also keep a copy for their file.**
11. **American DataBank Immunization Management System:** Students admitted to the LPN-AAS program are required to have a physical examination along with proof of several immunizations; Hepatitis B, TB, Tetanus, MMR, and Varicella. Students will be required to enroll in this management system and submit proof of physical exam, immunizations, CPR, and liability insurance to American DataBank who will keep these records for Mesa State College. The cost for the student is \$25. Students sign up through American DataBank at <http://www.mesacx.com> .
12. **Required Professional liability insurance:** Students who wish to may apply for insurance through the National Professional Group as a student nurse. The website is <http://www.nso.com>. Should you choose to go through a different company, the policy must be comprehensive general liability insurance covering bodily injury and property damage liability with minimum coverage limits of \$1,000,000 per occurrence/\$2,000,000 general total limit, and medical professional liability insurance with minimum coverage limits of \$1,000,000 per claim/\$3,000,000 annual aggregate.
13. Grand Junction area students - **activate your MSC email** account by going to the Tomlinson Library computer room (if not already activated). Montrose area students - call the Mesa State College help desk at 248-2111. This account is free for MSC students, and all nursing students are required to activate - and regularly check Mesa State e-mail.
14. If interested in participating in the *AmeriCorps UCAN Scholarship Program*, students must attend orientation at a time and location to be announced. Failure to attend an orientation program will eliminate students from consideration for the program for this semester. **For information on what the AmeriCorps UCAN scholarship program is, visit the website [www.americorps.gov](http://www.americorps.gov), or call 1-888-507-5962 or e-mail [edawardvoucher@cns.gov](mailto:edawardvoucher@cns.gov).**
15. **Unemployed** Grand Junction area students - call the [Mesa County Workforce Center](http://www.mesacountyworkforcecenter.com) at 248-0871 at least one month before classes start regarding possible scholarship dollars. You must contact Workforce at least one month before classes begin.
16. Purchase name tags; you must have a name tag to do clinicals at area hospitals. See the Administrative Assistant for the LPN-AAS program. You must fill out a form, pay **cash** for your name tag (\$5.00 for a pin tag, \$7.00 for a magnet tag), and it will be ordered for you and given to you on the first day of class. **Again, you must pay in cash.**

**Items 10 through 16 must be completed and turned in by the first day of class.  
It is the student's responsibility to see that these items are turned in by the deadline!**

MESA STATE COLLEGE  
Department of Health Sciences  
LPN to AAS in Nursing Application



Submit application along with all required paperwork to Kelly Losher, Department of Health Sciences, Mesa State College, 1100 North Avenue, Grand Junction, CO 81501

Check which site you wish to attend the program at:

Mesa State College  
1100 North Avenue, Grand Junction, CO 81501

Montrose Campus of Mesa State  
Buell Higher Education Center  
234 S. Cascade, Montrose, CO 81401

**Contact Information:**

Full legal name \_\_\_\_\_  
*Last First Middle Initial Maiden Name*

Application date \_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ MSC ID No. \_\_\_\_\_

Permanent home address: \_\_\_\_\_  
*Address City, State Zip*

Present mailing address: \_\_\_\_\_  
*(if different from above)*

E-mail address (please print clearly): \_\_\_\_\_

Phone number with area code: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Is this the first time you have applied to the Mesa State College LPN-AAS program?  Yes  No

**LPN Licensure:**

Nursing school attended: \_\_\_\_\_  
*(Name of School)*

\_\_\_\_\_  
*(Complete Address)*

Date graduated: \_\_\_\_\_

State approved program?  Yes  No

Current license number \_\_\_\_\_ State \_\_\_\_\_ Expiration date \_\_\_\_\_

Is your nursing license currently under suspension, revocation, probationary status, or subject to disciplinary proceeding or inquiry?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Testing:** additional testing may be required if applicant has been out of LPN school for 10 years or more.

**IV Certification** \_\_\_\_\_  
*(Name of program) Date completed*

*(see next page)*



**To have transcripts sent to LPN-AAS Nursing Department:**

### **Transcript Request Form**

\* Take/mail/fax Transcript Request form below to the Office of the Registrar, Mesa State College, 1100 North Avenue, Grand Junction, CO 81501 (fax 970-248-1131) and they will send us copies of your transcripts. **It is still the student's responsibility to make sure all necessary paperwork is received in the nursing office prior to the deadline.**

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(Tear off this portion and deliver/mail to Mesa State College Registrar's Office)

Registrar: Please send copies of the following to **Kelly Losher in Saunders Fieldhouse** (1) all transcripts from other colleges, if applicable; (2) transcript evaluation prepared by the Office of the Registrar, if applicable; (3) current Mesa State College transcript, if applicable. Also please complete the grey area below.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
MSC College ID # (NOT MAVcard #)

\_\_\_\_\_  
Signature

**FOR REGISTRAR'S USE ONLY:**  
Has applicant been accepted at MSC? Yes  No  In what program? Baccalaureate  Associate   
Attached: Other colleges attended transcripts:  Transcript evaluation:   
Current Mesa State College transcript:   
  
***Associate of Applied Science Degree in Nursing***

(see next page)

## LPN-AAS Application Checklist

### Additional paperwork that must be submitted with application:

- \_\_\_\_\_ 1. Copy of **LPN License**.
- \_\_\_\_\_ 2. If currently enrolled in prerequisites at Mesa State College, or any other college/university, include an instructor-signed **“request for grade”** form (available on LPN-AAS website) verifying the grade you are expected to receive.
- \_\_\_\_\_ 3. Proof of **IV Certification** (*must have letter from State*).
- \_\_\_\_\_ 4. Copy of appropriate **CPR Certification Card** (CPR/AED for Professional Caregiver (ARC) or CPR for the Healthcare Provider (AHA)).

### To complete the application process you must also:

- \_\_\_\_\_ 1. Apply to Mesa State College if you are not currently a student.
- \_\_\_\_\_ 2. Submit copy(ies) of all transcripts from other colleges/universities **and from your LPN school** to **MSC Office of the Registrar**, (contact previously-attended schools and have them send transcripts to MSC Registrar - who will then do a transcript evaluation and make the decision on which courses taken at a previous college will transfer to Mesa State College.) Transcript evaluation by Registrar is required for all courses taken at other colleges. Applicants must have at least a 2.0 ("C") on a 4.0 scale for all courses required for completion of the Associate of Applied Science. This policy applies regardless of when the course was taken.
- \_\_\_\_\_ 3. **Submit “Transcript Request” form (last page of application) to Mesa State College Office of the Registrar.**
- \_\_\_\_\_ 4. **Set up advising appointment with LPN-AAS Program Academic Advisor to fill out “Program Sheet”.** Applicants for Mesa State College/Bishop Campus in Grand Junction, contact Genell Stites, LPN to AAS Program Director, at (970) 248-1828 or [gstites@mesastate.edu](mailto:gstites@mesastate.edu) . Applicants for Mesa State College-Montrose Campus, contact Cathy Hartt, Associate Director-LPN to AAS Program, at (970) 249-7009 or [chartt@mesastate.edu](mailto:chartt@mesastate.edu) to schedule an advising appointment.
- \_\_\_\_\_ 5. **Sign up for the TEAS (*Test of Essential Academic Skills*) test.** The test dates will be posted on the LPN-AAS web page on the Mesa State College website. The cost to the student is \$30. Applicants will sign up for the test at the website.