

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

The Application for the Bachelor of Science in Nursing **MUST** be submitted directly to Health Sciences via email ([healthscience@coloradomesa.edu](mailto:healthscience@coloradomesa.edu)) with the subject line of **BSN Application**

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

*The following items must be received via the email address listed above by **12pm (noon)** on the application deadline (**February 15<sup>th</sup>** for Fall Class Cohort and **September 15<sup>th</sup>** for the Spring Class Cohort).*

Application documents will not be processed, until your official BSN Application is submitted, so 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, so you should submit your documents early to ensure processing can be completed and verified that everything is received by the deadline listed above.

**1) Application to Colorado Mesa University:**

If you are not a currently enrolled, bachelor seeking, student at Colorado Mesa University or you have not yet been accepted to Colorado Mesa University, as a bachelor seeking student, you need to apply sooner, rather than later, to CMU.

If you are unsure of your student status you can review your major on the MavZone portal to confirm. Your major should be listed directly under your photo/name on the main landing page.

- You DO NOT need to identify as a pre-BSN major to apply to the BSN program, but you DO have to be accepted into CMU as a bachelor seeking student (any bachelor major will be accepted for application).
- If your major is not listed at a bachelor seeking student level (i.e. you are listed as a certificate major or an associate major), you will need to make sure to complete the "Transfer to Baccalaureate Form" found at the following website: <http://www.coloradomesa.edu/registrar/documents/TransfertoBaccalaureate.pdf>, which will need to be submitted to the CMU Registrar Office for approval to be accepted at CMU as a bachelor seeking student. You can list your major on the above referenced form as "pre-BSN" if you desire to be listed as such.

Submit all official transcripts from prior schools for review and evaluation, again, sooner, rather than later, as evaluations of transcripts can take several weeks/months to finalize.

**2) Submit the Application for the Bachelor of Science in Nursing (BSN):**

Type all fields on the fillable .pdf Application for the Bachelors of Science in Nursing (BSN) form.

Please sign the documents electronically, as requested. If you are unable to sign the documents electronically, you can submit them without the electronic signature via your CMU email address (ONLY) as your CMU email address is your signature. Or you are welcome to print your documents, sign them, then scan as PDF documents and submit as instructed.

Submit the Application for the Bachelors of Science in Nursing (BSN) form directly to the Department of Health Sciences via email ([healthscience@coloradomesa.edu](mailto:healthscience@coloradomesa.edu)) via your [CMU email address](#). Paper and late submissions **WILL NOT** be accepted.

All applications submitted via the REQUIRED email submission process will receive an "automatic" email confirmation of receipt of an email, whether it included any attachments or not.

PLEASE NOTE: The processing of the applications submitted, as explained above utilizing your official CMU email address, starts near or soon after the application deadline. The Professional Staff Assistants who complete the initial application review/processing have numerous emails, applications and supporting documentation to review/process. They will work as quickly, but most importantly as accurately, as they can to review your submitted paperwork in a timely manner. Once your documents are reviewed/processed, you will receive a confirmation email (through your CMU email address, ONLY) indicating the status of your application and any requests in relationship to your application. We ask that you PLEASE **DO NOT** contact the Department of Health Sciences to "check on the status of your application/confirm receipt of application documents". This is the purpose of the "automatic" email response you'll receive upon sending an email. Thank you for keeping the distractions down during this very busy and very stressful time of the year for all of us (the department and especially the applicants)!

### 3) Kaplan Nursing Entrance Exam Scores:

Currently enrolled CMU students or those who wish to take the Kaplan Nursing Entrance Exam at the CMU Testing Center should visit the CMU Testing Center's website at: <http://www.coloradomesa.edu/testing> (CMU Testing Center) to schedule an exam date.

The Department of Health Sciences' will pull your Kaplan testing results to attach to your application. Please indicate on your application paperwork the date you completed your Kaplan, include all dates you took the exam, so that we can pull all results to utilize the best for your application. You **DO NOT** need to request the scores to be sent to the Department of Health Sciences, so please **do not** contact the Testing Center for that request. Submissions by the applicant **WILL NOT** be accepted.

**Please Note:** If an applicant cannot take the Kaplan Nursing Entrance Exam at the CMU Testing Center, it is the applicant's responsibility to schedule the proctoring of the Kaplan Nursing School Entrance Exam at a testing center near them. The Department of Health Sciences will not provide that service. You will then need to ask the testing center to submit a copy of the results to the email listed above.

Applicants may take the Kaplan Nursing Entrance Exam **ONCE** per application cycle

The Fall Cohort Application Cycle:

September 16<sup>th</sup>-February 14<sup>th</sup> for the February 15<sup>th</sup> application deadline

The Spring Cohort Application Cycle:

February 16<sup>th</sup>-September 14<sup>th</sup> for the September 15<sup>th</sup> application deadline

### 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 an automated confirmation email for the first time you submit forms.*

*The Department of Health Sciences makes every attempt to start the processing of application materials by the application deadline. You may, or may not receive communication about your application prior to the deadline, however, you **WILL** receive a confirmation email once all of your documents have been processed. If any forms or information is missing, the applicant will be contacted via the applicant's official CMU email listed on the BSN application form.*

### Timeline of the Application Process

(This is a general timeline, as the applicants may hear sooner or later, depending on the application process.)

Application materials are accepted until **12pm (noon)** on the application deadline (**February 15<sup>th</sup>** for Fall Class Cohort or **September 15<sup>th</sup>** for the Spring Class Cohort).

#### ***Week 3-4 Post Application Deadline:***

Admission Committee reviews all completed BSN application files

#### ***~Week 4-6 Post Application Deadline:***

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

#### ***~Week 6-9 Post Application Deadline:***

BSN interviews for selected applicants

#### ***~Week 9-10 Post Application Deadline:***

Letters sent to all interview candidates (decline or acceptance)