

**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 and Transcript Request Form **MUST** be submitted via email to: [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 in the Department of Health Sciences 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).

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 Bachelor of Science in Nursing (BSN)*:
  - Type all fields on the fillable .pdf Application for the Bachelors of Science in Nursing (BSN) form.
  - Submit the Application for the Bachelors of Science in Nursing (BSN) form directly to Renae Phillips via email ([healthscience@coloradomesa.edu](mailto: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) *Bachelor of Science in Nursing 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 Bachelor of Science in Nursing Transcript Request Form to Renae Phillips via email ([healthscience@coloradomesa.edu](mailto: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 the Department of Health Sciences via email ([healthscience@coloradomesa.edu](mailto: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 the Department of Health Sciences via email ([healthscience@coloradomesa.edu](mailto: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) *Kaplan Nursing Entrance Exam Scores:*

- ❑ Prior BSN applicants who've submitted the Kaplan Nursing Entrance 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 BSN applicants whose most recent application to the BSN program beyond the most recent application process will need to contact the testing center the Kaplan Nursing Entrance 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 Kaplan Nursing Entrance 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 Kaplan Nursing Entrance Exam **ONE** time per application cycle.
- ❑ After taking the Kaplan Nursing Entrance Exam, request the CMU Testing Center to submit your scores directly to the Department of Health Sciences via email (healthscience@coloradomesa.edu). 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. Please request the testing center to submit the scores directly to the Department of Health Sciences via email (healthscience@coloradomesa.edu).
  
- ❑ The Kaplan Nursing Entrance Exam can be taken **ONE** time per application cycle.

## 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

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 2 & 3 Post Application Deadline:***

Admission Committee reviews all completed BSN application files

***~Week 4 or 5 Post Application Deadline:***

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

***~Week 6 or 7 Post Application Deadline:***

BSN interviews for selected applicants

***~Week 8 Post Application Deadline:***

Letters sent to all interview candidates (decline or acceptance)