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**) 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 BSN application and supporting items must be received via the email address listed above by **5pm** on the application deadline (**January 15th** for Fall Class Cohort and **August 15th** for the Spring Class Cohort).*

The submission of the BSN Application precipitates the admissions committee to pull supporting documents, such as DegreeWorks, Kaplan Nursing Entrance Exam scores, etc. So you are encouraged to turn in your application, **SOONER**, rather than LATER!

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 it is submitted 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: https://www.coloradomesa.edu/registrar/transfer-to-baccalaureate-form1.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 to CMU Registrar's Office 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)*:**

   You must DOWNLOAD the ADOBE application. Then fill out ALL fields on the fillable ADOBE Application for the Bachelors of Science in Nursing (BSN) form.

   Electronically sign the application. If you are unable to sign electronically, print the document, sign it, scan it as a .pdf, then submit it via your CMU email address (ONLY).

   Submit the Application for the Bachelors of Science in Nursing (BSN) form directly to the Department of Health Sciences email (healthscience@coloradomesa.edu) via your CMU email address. Paper and submissions received late (any time after 5:00pm on application deadline) *WILL NOT* be accepted/processed, no exceptions.

You should review the application in its entirety BEFORE you begin filling it out. There are instructions throughout the application that will help you fill it out appropriately. There are instructions on the final page, which helps explain how to properly input GPA grade points, so that the application properly calculates your GPA. So, please take the time to review the application and make sure to fill out ALL sections. An important rule of thumb: **IF YOU FILL OUT THE APPLICATION COMPLETELY AND ACCURATELY**, then you can be assured that you have met the application requirements.

Applications submitted via the REQUIRED email submission process should receive one "automatic" email confirmation of receipt of an email (i.e. your CMU email address), whether it included any attachments or not. We try to reset this "automatic" email weekly, but this may not always happen.

PLEASE NOTE: The processing of 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. Approximately 1-3 weeks post application deadline, 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/or 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)!

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: https://www.coloradomesa.edu/testing/index.html (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 have scheduled or have completed your Kaplan. Include all dates you took the exam, so that we can pull all results to utilize the best score 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:
        August 16th-January 12th for the January 15th application deadline cycle
    The Spring Cohort Application Cycle:
        January 16th-August 12th for the August 15th application deadline cycle

The CMU Testing Center does not provide Kaplan Nursing Entrance Exam dates 2-3 business days prior to deadline, so plan accordingly to complete it in a timely manner.

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 should be sent an automated confirmation email for the first time you submit an email. 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 **5pm** on the application deadline
(**January 15th** for Fall Class Cohort or **August 15th** for the Spring Class Cohort).

~Week 1 Post Application Deadline:
Candidate will receive an official receipt of BSN application documents email (not the same as the automatic reply email upon submission). If the candidate does not receive an email (by **January 22nd/August 22nd**, post deadline), please reach out directly to the Department of Health Sciences to inquire about the status of the application.

~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)