

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

Submit the Application for the LPN-Bachelor of Science in Nursing and other supplementary items to Jennifer Barton as PDF attachments via email (healthscience@coloradomesa.edu) with the subject line **LPN-BSN Application**.

This check-off form is intended to help you meet the LPN-BSN Application requirements. You do not need to submit this form; it is a tool to help guide you through the LPN-BSN Application process.

The following items must be received in the Department of Health Sciences by the application deadline (**September 15**).

You are encouraged to start early on this process (at least 2 weeks early) and submit items as you complete them. If you are not a current CMU student, we suggest you allow yourself at least 2 weeks to submit the CMU application, and make sure you are admitted to CMU, before submitting the LPN-BSN Application to Health Sciences.

Please make sure your application file is complete by the deadline. Incomplete applications will not be accepted or move forward in the process.

- 1) *Please read all information on the LPN-BSN Application and this Check-Off Form carefully.* Your signature on the LPN-BSN Program Application Form will give permission to the CMU Registrar's Office to send your current Colorado Mesa University transcript, any other 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 LPN-BSN Program Application Form to Jennifer Barton via email (healthscience@coloradomesa.edu). If you turn in your Application 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. Please make sure that you complete all of the following by the deadline:

Current CMU Student Applicants:

- Must be a Bachelor seeking student; if you are unsure of your student status you can contact the Registrar (970-248-1555) to confirm.
- Confirm with the Registrar Office (970-248-1555) that you do not have any holds on your account.
- Submit the completed Application Form to Jennifer Barton 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 seeking student. *Please note: application and acceptance to CMU is a completely separate process from the application process for the LPN-BSN Program. In order to have a complete LPN-BSN Application, you must complete both processes.*
- 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's Office.
- Confirm with the Registrar's Office (970-248-1555) that you do not have any holds on your account.
- Submit the completed Application Form to Jennifer Barton 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.

- 2) *Complete and submit the Application for the LPN-Bachelor of Science in Nursing (LPN-BSN):*
- Type all fields on the fillable PDF Application for the LPN-BSN form.
 - Submit the Application for the LPN-BSN Form directly to Jennifer Barton via email, using your CMU email. Send it to (**healthscience@coloradomesa.edu**).

All applications submitted via the REQUIRED email submission process will receive an email confirmation of receipt via the applicant's official CMU email address.

- 3) *Licensure and Certification Proof:* Please submit copies of the following documentation by email as PDF attachments directly to Jennifer Barton (**healthscience@coloradomesa.edu**).

LPN License

IV Certification

Special Note

All applications submitted via the required email submission process will be sent a confirmation email. If any information or forms are missing the applicant will be contacted via the applicant's official CMU email listed on the LPN-BSN Application Form.

Timeline of the Application Process

Application materials are accepted until the end of the day on the application deadline (**September 15**).

By Week 3 Post Application Deadline:

Admission Committee reviews all completed LPN-BSN application files

Approx. Week 3 or 4 Post Application Deadline:

Letters sent to all LPN-BSN applicants via email (decline or invite to interview)

Approx. Week 5 or 6 Post Application Deadline:

LPN-BSN interviews for selected applicants

By Week 7 Post Application Deadline:

Letters sent to all interview candidates via email with acceptance or decline decision