

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 12pm (noon) on the application deadline (September 15).

You are encouraged to turn in your application, and then turn in other items as you complete them.
Please make sure your application file is complete by the deadline.

- 1) *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 (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.

- 2) *Please read all information on the 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 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 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.

- 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 12pm (noon) 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