

**COLORADO MESA UNIVERSITY**  
**Department of Health Sciences**  
**AAS Surgical Technology (ST)**  
**Program Application Checklist**

The Application for the AAS Surgical Technology and Transcript Request Form ***MUST*** be submitted directly via email to [healthscience@coloradomesa.edu](mailto:healthscience@coloradomesa.edu) with the subject line “**Surgical Tech Application.**”

This checklist is intended to help you meet the Surgical Tech Application requirements. *DO NOT submit this form*; it is a tool to help guide you through the Surgical Tech Application process.

The following items must be received in the Department of Health Sciences by **12pm (noon)** on the application deadline of **April 15**. You are encouraged to turn in the Application Form, and then turn in other items after they are completed.

**PLEASE NOTE:** Your application file will **NOT** be evaluated if it is incomplete by the deadline.

- 1) **Complete and submit the Application Form for the AAS, Surgical Technology Program**
  - ☐ Type all fields on the fillable PDF Application for the AAS Surgical Technology (ST) form.
  - ☐ Submit the Application Form directly as an email attachment from your CMU email to [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 to the applicant’s official CMU email address.

- 2) **Please read this Checklist and the Application Form carefully.** Your signature on the Application Form will give your permission and request the CMU Registrar Office to send a current Colorado Mesa University transcript, transcript(s) and/or 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 **AAS Surgical Technology Application Form** via email to [healthscience@coloradomesa.edu](mailto:healthscience@coloradomesa.edu). If you turn in your Application Form prior to the following being completed, the Registrar’s Office will send over incomplete transcripts/transcript evaluations to our office, thus making your application incomplete. Incomplete applications will not be reviewed or considered.

**It is the applicants’ responsibility to have all of the following completed by the application deadline:**

*List for current CMU Student Applicants:*

- ☐ Applicants must have a GPA of 2.5 or above to be eligible for the program.

- ❑ Must be an Associate or 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 Application Form directly to [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.

*List for non-Current CMU Student Applicants:*

- ❑ Applicants must have a GPA of 2.5 or above to be eligible for the program.
- ❑ Apply to CMU via the Admissions Office.
- ❑ Confirm your acceptance to CMU via Admissions as an Associate or Bachelor seeking student.
- ❑ *Please note, application and acceptance to CMU is a separate process from application to the Surgical Technology program. **To have a complete Surgical Technology application, you must complete both processes by the application deadline, which includes emailing your application to [healthscience@coloradomesa.edu](mailto:healthscience@coloradomesa.edu) from your CMU email address.***
- ❑ Confirm all transcripts from previously attended schools have been received by the Admissions Office/Registrar's 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.
- ❑ It is suggested that you submit the Application Form to [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) **ATI TEAS Test Exam Scores:**

- ❑ Prior AAS Surgical Technology applicants who've submitted the TEAS Test Exam scores during the most recent application process do not need to re-submit the scores; we will pull those scores forward to your new application.
- ❑ Prior Surgical Technology applicants whose most recent application to the Surgical Technology program was beyond the most recent application process will need to contact the testing center where their exam was taken and request the scores be sent directly to the Department of Health Sciences.
- ❑ **Currently enrolled CMU students or those who wish to take the ATI TEAS Exam at the CMU Testing Center** should visit the CMU Testing Center's website at: <https://www.coloradomesa.edu/testing/index.html> to schedule an exam date. You may take the test **ONCE** within a year's time.
- ❑ After taking the ATI TEAS Exam, request that the CMU Testing Center submit your scores directly to [healthscience@coloradomesa.edu](mailto:healthscience@coloradomesa.edu) (preferred), or mail (CMU Department of Health Sciences; 1100 North Avenue; Grand Junction, CO 81501). Exam score submissions sent to us by the applicant **WILL NOT**

be accepted.

- ❑ **Please Note:** If an applicant cannot take the ATI TEAS Exam at the CMU Testing Center, it is the applicant's responsibility to schedule the proctoring of this test 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 via email to [healthscience@coloradomesa.edu](mailto:healthscience@coloradomesa.edu), or mail (CMU Department of Health Sciences; 1100 North Avenue; Grand Junction, CO 81501).
- ❑ The ATI TEAS Exam can be taken **ONCE** within an application year.

4) **Professional Recommendation Letters:**

- ❑ Surgical Technology applicants **MUST** submit two (2) letters of professional recommendation as part of the application process. The letters of recommendation must be sent directly to [healthscience@coloradomesa.edu](mailto:healthscience@coloradomesa.edu) (emailed as a PDF attachment is preferred), or mail (CMU Department of Health Sciences; 1100 North Avenue; Grand Junction, CO 81501).
- ❑ Professional recommendation letters submitted directly from the applicant will **not** be accepted. Please have the recommenders send those directly to us.

**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 a confirmation email of receipt. If any forms or information is missing, the applicant will be contacted via their official CMU email listed on the Surgical Technology Application Form.*

**Timeline of the Application Process**

Application materials are accepted until 12pm (noon) on the application deadline (April 15).

Week 1 & 2 Post Application Deadline:

Admission Committee reviews all completed Surgical Technology application files

~Week 3 or 4 Post Application Deadline:

E-mail notifications sent to all Surgical Technology applicants (decline or invite to interview)

~Week 5 or 6 Post Application Deadline:

Surgical Technology interviews for selected applicants

~Week 7 Post Application Deadline:

E-mail notifications sent to all interview candidates (decline or acceptance)