



## DHS Undergraduate Nursing Application (includes: PN, AASN, and tBSN Programs) Application Procedure Check-off Form

This is **NOT** the application for individuals who already possess an LPN, who are seeking admission to the LPN-BSN program, nor an individual who possess an ASN/AASN RN seeking admission to the online RN-BSN program. Please visit our Department of Health Sciences' website for those applications.

### Application Deadlines and Submission Instructions:

- Fall Semester – tBSN Program Only:
  - **August 15<sup>th</sup> by 5pm (MST)**
    - Please submit this application via your CMU email address with the subject line:
      - “tBSN Application”.
- Spring Semester – tBSN, AASN, and/or PN Programs:
  - **January 15<sup>th</sup> by 5pm (MST)**
    - Please submit this application via your CMU email address with the subject line indicating your intent:
      - “tBSN Application”
      - “tBSN and AASN Application”
      - “tBSN and PN Application”
      - “tBSN, AASN, and PN Application”

**This check-off form is intended to help you meet the Undergraduate Nursing Application requirements. DO NOT submit this form, as it is a tool to help guide you through the process.**

**PLEASE NOTE:** Your application file will **NOT** be evaluated if it is not submitted by the deadlines listed above. You are encouraged to submit your application and supporting documents early.

### Application to Colorado Mesa University:

1. If you are not currently enrolled or accepted as a bachelor-seeking student (if applying to the tBSN program); associate-seeking (if applying to the AASN program); or certificate-seeking (if applying to the PN program) at Colorado Mesa University (CMU), you need to apply as soon as possible.
  - a. To check your status, log into MavZone. Your major is listed under your photo/name on the main landing page.
    - i. Your major does not need to be listed as a pre-BSN; pre-AASN or pre-PN to apply to these programs.
    - ii. However, you must be accepted to CMU at the appropriate level for the program you are applying for.
      1. Bachelor-seeking for the tBSN, AASN, and PN programs (any bachelor's major is acceptable).
      2. Associate-seeking for AASN and PN programs (any associate major is acceptable).
      3. Certificate-seeking for PN program (any certificate major is acceptable).
    - iii. If your current major is not at the level for the program you are applying for, you must contact IRIS to complete the appropriate paperwork to update your major-seeking level.



- b. Important: Submit all official transcripts from previous schools to the Registrar's Office as early as possible. Transcript evaluations can take several weeks to complete.

**General Application Directions:**

1. Open the application using Acrobat Adobe to ensure proper formatting.
  - a. Only **.pdf** files will be accepted.
  - b. Attach the file directly to your email – do not send a link.
  - c. Do not submit files in .jpeg, .tiff, or other formats.
2. Complete and electronically sign the application, then save it to your computer.
  - a. If you can't e-sign, print the form, sign it manually, then scan and save it as a .pdf.
3. Submit the completed application as a .pdf attachment from your CMU email to [healthscience@coloradomesa.edu](mailto:healthscience@coloradomesa.edu).
  - a. Applications received **after 5pm (MST)** on the deadline **WILL NOT** be considered.
  - b. Submit early to avoid technical or other issues.
  - c. Only include documents that are specifically requested, others will not be reviewed.
4. If accepted, additional documentation will be required. Refer to the BSN, AASN, and/or PN Handbook for full details.
  - a. Final acceptance requires completion of all prerequisites, essential learning, a background check, and drug screen.
  - b. Be prepared to provide documentation for the following:
    - i. Immunization/Vaccinations: MMR, Varicella, Hep B, COVID-19, Influenza, Tdap, TB Skin Test. You are encouraged to gain official proof of immunizations/vaccinations that you have completed.
    - ii. Do not submit these items now. Instructions for submitting them will be included in your acceptance letter.
    - iii. Start gathering official proof of your immunizations to avoid delays later.

***Timeline of the Application Process***

*(General timeline – actual dates may vary slightly)*

*Application Deadline: all materials **MUST** be received no later than 5pm (MST) on the listed deadline.*

***Late applications will NOT be accepted or processed.***

***~Week 1-2 Post Application Deadline:***

*Applicants will receive a personal confirmation email (not the automatic reply email).*

*If you haven't received this by the 10<sup>th</sup> business day, contact us at: [healthscience@coloradomesa.edu](mailto:healthscience@coloradomesa.edu).*

***~Week 2-4 Post Application Deadline:***

*Admission Committee reviews all completed applications, per program of application.*

***~Week 4-6 Post Application Deadline:***

*Decision letters sent to all applicants (decline or invite to interview), per program of application.*

***~Week 6-9 Post Application Deadline:***

*Interviews conducted for selected applicants, per program of application.*

***~Week 9-10 Post Application Deadline:***

*Final letters sent to all interviewees (decline or acceptance), per program of application.*