

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

Submit the Application for the RN-Bachelor of Science in Nursing and other supplementary items to Jennifer Barton as PDF attachments via email ([rn-bsn@coloradomesa.edu](mailto:rn-bsn@coloradomesa.edu)) with the subject line **RN-BSN Application – (your desired start date)**

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

The following items must be received in the Department of Health Sciences by 12pm (noon) on the application deadline. We have 5 start dates per year. Please see: <https://www.coloradomesa.edu/health-sciences/undergraduate/nursing/rn-bsn.html> for the current year's application deadlines.

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, or your application processing will be delayed, and you will not be able to start on your preferred start date.

- 1) *Please read all information on the Application Form and this Check-Off Form carefully.* Your signature on the RN-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 RN-BSN Program Application Form to Jennifer Barton via email ([rn-bsn@coloradomesa.edu](mailto:rn-bsn@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 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 ([rn-bsn@coloradomesa.edu](mailto:rn-bsn@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 RN-BSN Nursing Program in Health Sciences. To have a complete RN-BSN Program 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 ([rn-bsn@coloradomesa.edu](mailto:rn-bsn@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) *Submit the Application for the RN-Bachelor of Science in Nursing (RN-BSN):*
  - Type all fields on the fillable PDF Application for the RN-BSN Application form.

- ❑ Submit the Application Form for the RN-BSN Program directly to Jennifer Barton via email ([rn-bsn@coloradomesa.edu](mailto:rn-bsn@coloradomesa.edu)). *Incomplete applications will NOT be accepted or processed. Please complete ALL fields on the Application Form and include all required documentation with your application submission.*

**Applications must be sent via your CMU email only. Applications sent via non-CMU emails will not be processed.** 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) *RN Licensure:* Your RN License information is required on the Application Form. Your license must be current and unencumbered for you to be eligible for the RN-BSN Program, and for you to continue in the program. If you move to a new location while in the program, please make sure to email us your new license information (including name, state and RN license number) so we can update our records.
- 4) **Partner Health Care Facility Discount**  
CMU partners with various healthcare facilities to offer our top-quality RN-BSN at a \$1,000 discount. If you are employed by one of our partner healthcare facilities, a tuition discount is available. To find out if your employer is a participant, please email [rn-bsn@coloradomesa.edu](mailto:rn-bsn@coloradomesa.edu).
- 5) After the paperwork is submitted above, and you have received your confirmation email, please schedule a short introduction call with the RN-BSN Program Coordinator, Lori Ferguson at [lferguson@coloradomesa.edu](mailto:lferguson@coloradomesa.edu) or 970-248-1013.

## 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 RN-BSN Application Form.*

## Timeline of the Application Process

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

See this page for application deadlines:

<https://www.coloradomesa.edu/health-sciences/undergraduate/nursing/rn-bsn.html>.

### ***By Approx. Week 2-3 Post Application Deadline:***

Admission Committee reviews all completed RN-BSN application files for eligibility –

- Successful completion of up to 38 nursing credits
- Successful completion of Human Growth/Development/Anatomy and Physiology I and II, and Pathophysiology
- Minimum GPA of 2.5 on a 4.0 scale
- Graduation from a regionally accredited school, and a nursing program that is nationally accredited
- Successful completion of an associate degree or diploma program in nursing accredited by the Accreditation Commission in Nursing (ACEN)

### ***Approx. Week 4 Post Application Deadline:***

Letters sent to all RN-BSN applicants via email (decline or accept to program, and further steps)

For those accepted to the program:

1 week after letters sent out – completed acceptance forms due to [rn-bsn@coloradomesa.edu](mailto:rn-bsn@coloradomesa.edu)

2 weeks after letters sent out – background check and drug screen due via Castlebranch (see info in letter). Establish Typhon account and upload those 2 documents to that account.