

COLORADO MESA UNIVERSITY
Department of Health Sciences
AAS Surgical Technology (ST) Program
Application Procedure Check-off Form

The Application for the AAS Surgical Technology and Transcript Request Form **MUST** be submitted directly via email **healthscience@coloradomesa.edu** with the subject line of **Surgical Tech Application**

This check-off form is intended to help you meet the Surgical Tech Application requirements. DO NOT submit this form, as 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 May 1st.

You are encouraged to turn in your application, and then turn in other items as you complete them.

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

- 1) Submit the *Application for the AAS Surgical Technology (ST)*:
 - Type all fields on the fillable .pdf Application for the AAS Surgical Technology (ST) form.
 - Submit the Application for the AAS Surgical Technology (ST) form directly emailed to 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 via the applicant's official CMU email address, once the application is processed.

- 2) *AAS Surgical Technology Transcript Request Form*: This form will give permission and request the CMU Registrar Office to send a current Colorado Mesa University transcript, 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 AAS Surgical Technology Transcript Request Form via email to healthscience@coloradomesa.edu. If you turn in your Transcript Request 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. Incomplete applications will not be reviewed, thus your application will not be considered. It is the applicant's responsibility that all of the following is complete by the deadline:

Current CMU Student Applicants:

- 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.
- It is suggested that you submit the Transcript Request Form directly to 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 an Associate or Bachelor seeking student.
- 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 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 Transcript Request Form to 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) *Test of Essential Academic Skills V for Allied Health (TEAS V for AH) Exam Scores:*
- Prior AAS Surgical Technology applicants who've submitted the TEAS V for AH Exam scores during the most recent application process do not need to re-submit the scores, as we will pull those scores forward to your new application. Prior Surgical Technology applicants whose most recent application to the Surgical Technology program beyond the most recent application process will need to contact the testing center the TEAS V for AH Exam was taken and request the scores be submitted directly to the Department of Health Sciences.
 - Currently enrolled CMU students or those who wish to take the TEAS V for AH Exam at the CMU Testing Center* should visit the CMU Testing Center's website at: <http://www.coloradomesa.edu/testing/index.html> (CMU Testing Center) to schedule an exam date. You may take the TEAS V for AH Exam **ONCE** within a year's time.
 - After taking the TEAS V for AH Exam, request the CMU Testing Center to submit your scores directly to healthscience@coloradomesa.edu (preferred), fax (970-248-1133) or mail (CMU Department of Health Sciences; 1100 North Avenue; Grand Junction, CO 81501). Submissions by the applicant **WILL NOT** be accepted.
 - Please Note:** If an applicant cannot take the TEAS V for AH Exam at the CMU Testing Center, it is the applicant's responsibility to schedule the proctoring of the TEAS V for AH Exam 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 healthscience@coloradomesa.edu, fax (970-248-1133) or mail (CMU Department of Health Sciences; 1100 North Avenue; Grand Junction, CO 81501).
 - The TEAS V for AH Exam can be taken **ONCE** within an application year, (i.e. April 1st-March 31st).
- 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 (preferred), fax (970-248-1133) or mail (CMU Department of Health Sciences; 1100 North Avenue; Grand Junction, CO 81501).
- 5) "Request of Grade Status" Form(s):
- Type all fields on the fillable .pdf Request of Grade Status Form, print and sign the form.
 - Submit a Request of Grade Status Form to your instructor for any pre-requisite course in progress.
 - Request your instructor complete the form by dating, signing and indicating current grade in the course.
 - Request your instructor to return the Request of Grade Status Form directly to healthscience@coloradomesa.edu, fax (970-248-1133) or mail (CMU Department of Health Sciences; 1100 North Avenue; Grand Junction, CO 81501).
 - Submissions by the applicant **WILL NOT** be accepted.

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, once the application is processed. If any forms or information is missing the applicant will be contacted via the applicant's 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 (May 1st).

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)