

**COLORADO MESA UNIVERSITY**  
**Department of Health Sciences**  
**AAS Nursing Program**  
**Application Procedure Check-off Form**

The Application for the AAS Nursing Program *must* be submitted as a PDF attachment via email ([healthscience@coloradomesa.edu](mailto:healthscience@coloradomesa.edu)) with the subject line **AAS Nursing Application**.

*Applicants must use their official CMU email to submit application materials to [healthscience@coloradomesa.edu](mailto:healthscience@coloradomesa.edu). Documents received via non-CMU emails will not be processed.*

**This check-off form is intended to help you meet the AAS Nursing Application requirements. Do not submit this form; it is a tool to help guide you through the AAS Nursing Application process.**

The following items must be received in the Department of Health Sciences by **12pm (noon)** on the application deadline (**April 15**)

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 Nursing Program:**

- Enter the information into all the fields on the fillable PDF AAS-RN Application Form.
- Submit the Application for the AAS Nursing Program Form via email with the subject line AAS Nursing Application 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 via the applicant's official CMU email address.

**2) Make sure all your transcripts have been sent to the CMU Registrar:** Your signature on the Application Form will give us permission to request that the CMU Registrar's Office send a current Colorado Mesa University transcript, as well as transcript(s) and/or transcript evaluation for all colleges/universities attended, if applicable, directly to the Department of Health Sciences.

Please make sure you have had all transcripts from every school you have attended sent to the CMU Registrar's office before submitting the application. If any required courses are in-progress at the time of application and you are taking them outside of CMU, you must submit an official transcript to the CMU Registrar as soon as your final grades are posted.

Please complete the corresponding checklist below and confirm it is fully completed PRIOR to submitting your completed Application Form via email with the subject line **AAS Nursing Application** 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; thus, your application will not be considered. It is the applicant's responsibility that all of the following are complete by the deadline:

**Current CMU Student Applicants:**

- Must be at least an Associates Level seeking student, if you are unsure of your student status you can contact the CMU Registrar's Office (970-248-1555 or [registrar@coloradomesa.edu](mailto:registrar@coloradomesa.edu)) to confirm.
- Confirm all transcripts from previously attended schools have been received by the Admissions Office/Registrar's Office (970-248-1555).
- Confirm that your transcript evaluation has been completed by the Registrar's Office.
- Confirm with the Registrar's Office that you do not have any holds on your account.
- Submit the completed AAS Application Form via email with subject line **AAS Nursing Application** to ([healthscience@coloradomesa.edu](mailto:healthscience@coloradomesa.edu)) no later than two weeks prior to application deadline to ensure receipt of transcripts at 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 Associates Level or higher seeking student. ***PLEASE NOTE: Application and acceptance to CMU is a completely different process from the application process for the AAS Nursing Program. In order to have a complete application by the deadline and be considered for the next cohort, you must complete both processes.***
- 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.
- Submit the AAS Nursing Application Form via email with subject line **AAS Nursing Application** to (**healthscience@coloradomesa.edu**) no later than two weeks prior to application deadline to ensure receipt of transcripts at the CMU Registrar by the posted deadline.

**3) Kaplan Nursing Entrance Exam:**

- AAS Nursing Program applicants are **required** to take the Kaplan Nursing Entrance Exam. If you take the exam at the CMU Testing Center we will be able to access the scores directly. Currently enrolled CMU students or those who wish to take the Kaplan Nursing Entrance 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.
- If an applicant cannot take the Kaplan Nursing Entrance Exam at the CMU Testing Center, it is the applicant's responsibility to schedule the proctoring of the Kaplan Nursing School Entrance Exam at a testing center near them. Please request that the testing center submit the scores directly via email (**healthscience@coloradomesa.edu**), fax (970-248-1133) or mail (CMU Department of Health Sciences; 1100 North Avenue; Grand Junction, CO 81501).
- The Kaplan Nursing Entrance Exam can be taken ONCE per application period.
- The applicant must have taken the Kaplan Exam by the application deadline to be eligible.

**Special Note:**

*All applications submitted via the required email submission process will be sent a confirmation email. If any forms or information are missing the applicant will be contacted via the applicant's official CMU email listed on the AAS Nursing 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 AAS Nursing application files

***~Week 3 or 4 Post Application Deadline:***

Letters sent via e-mail to all candidates (decline or invite to interview)

***~Week 5 or 6 Post Application Deadline:***

AAS, Nursing interviews for selected applicants

***~Week 7 Post Application Deadline:***

Letters sent to all interview candidates via e-mail (decline or acceptance)