

# Ottawa University Nursing Concurrent Enrollment Program (CEP)

## ***OU Student Application Requirements Checklist***

All Ottawa University (OU) prospective Concurrent Enrollment Program (CEP) NURSING student applicants must complete and submit the following documentation:

Please scan or fax documents to: [kim.staples@ottawa.edu](mailto:kim.staples@ottawa.edu) Fax: 1-913-273-1700

***(PLEASE BE SURE TO KEEP YOUR OWN COPIES OF WHAT IS SENT)***

✓	Requirement	Deadline	Renewal (if appropriate)
<input type="checkbox"/>	Completed CEP Application submitted to community college nursing advisor for signature. Advisor will fax/email to Ottawa University for review.	No later than 2 weeks prior to start of term (unless otherwise instructed); the earlier, the better	N/A
<input type="checkbox"/>	<p>Completed OU student application for admission  <b>APPLICATION INFORMATION:</b>            Apply to Ottawa University using the online application  <a href="http://www.ottawa.edu/apply">www.ottawa.edu/apply</a>            (Exit when prompted for payment)</p> <p>Request to have all your official transcript(s) from every college or university you have attended sent to OU at:</p> <p style="text-align: center;">Ottawa University            Office of the Registrar            1001 South Cedar, Box 5            Ottawa, KS 66067-3399            Or            Official E-Transcripts can be sent directly to:  <a href="mailto:outranscripts@ottawa.edu">outranscripts@ottawa.edu</a></p>	No later than 2 weeks prior to start of term (unless otherwise instructed); the earlier, the better <b>(application fee waived)</b>	N/A
<input type="checkbox"/>	Signed Acknowledgement of: OU Nursing Program CEP Accountability Form	<b>Must be completed prior to enrollment in first OU Course</b>	N/A
<b><i>OU Enrollment Advisor to Submit above documents to OU Director of Nursing</i></b>			