Concurrent Enrollment Program (CEP) Nursing
Frequently Asked Questions

How do I apply for the CEP Nursing Program?

You must apply through your local community college and its nursing program. Participating schools include Maricopa County Community Colleges and Pima County Community Colleges.

What are the eligibility requirements for the CEP Nursing Program?

Get full admission details from your local community college nursing program.
You may be required to:

- Be accepted into the nursing program at your community college.
- Complete all community college and NAU nursing prerequisite requirements.
- Maintain an average GPA of 3.0 in certain courses.
- Register for and attend a CEP Information Session.
- Register for and attend a CEP Application Session.
- Submit your application with copies of your completed checklist and HESL (at the Application Session).
- Submit Admission Assessment (A2) scores, and unofficial transcripts.
- Meet all health and safety requirements (after acceptance).

What is a Consortium Agreement?

A **Consortium Agreement** allows you to receive financial aid while attending NAU and a community college at the same time. You must be enrolled in community college courses to submit the Consortium Agreement to Financial Aid. You do not need to be enrolled in your NAU Nursing courses yet.

Click here to download the Consortium Agreement paperwork. The forms are under "Miscellaneous Forms." Note that there are separate forms for Maricopa and Pima for CEP students.

How do I complete the Agreement paperwork?

Please complete Sections A and C on the appropriate form. Then send the form via fax, email or postal service to the financial aid coordinator listed at the top of the form. **Deadlines are August 1 for the Fall semester** and **December 1 for the Spring semester**.

How often do I need to submit my Consortium Agreement?

You do not need to submit an agreement your first semester in the CEP program. After that, you must submit an agreement **every semester** you are dually enrolled, usually only Spring and Fall semesters.

How often do I need to send my community college transcripts to NAU?

You must submit your transcripts **every semester** after your grades are posted. Additionally, if you are receiving financial aid, the Office of Financial Aid may need to see your transcripts. Submit all official transcripts to:

Northern Arizona University
Undergraduate Admissions
PO Box 4084
Flagstaff, AZ 86011-4084

NOTE: To graduate from NAU with a BSN, you must have completed your AAS in Nursing from your community college, so don't wait to submit your official transcripts as you prepare to graduate.

Need help?
You can always contact our Student Service Center at:
1-800-426-8315 or **extended.campuses@nau.edu** with questions.

What if my employer will finance my education (i.e., third-party billing)?

This does not apply if you're receiving tuition reimbursement. If your employer is funding your education directly, it must send a purchase order, a Promise to Pay letter, or a check to:

NAU–Extended Campuses
ATTN: Special Billing
PO Box 4117
Flagstaff, AZ 86011-4117

Email: **EC.Billing@nau.edu**
Fax: 928-523-1169

The payment must include your name, the amount, the semester/term, and the classes/fees being paid for. A contract will then be set up with your employer and tuition balances removed from your account. This contract must be set prior to **payment deadlines**. Assume all paperwork and communication is your responsibility.

Enrollment & Classes

How do I enroll in my NAU classes?

Your NAU academic advisor will enroll you in your NAU courses every semester you are enrolled in the CEP program. However, you will still need to enroll in your community college nursing courses yourself.

When will I be enrolled in my NAU courses?

Approximately four weeks before the semester begins. An automated message may appear in your NAU Portal saying you missed your enrollment date. Don't worry. As a CEP student, your NAU advisor enrolls you in all your courses. You'll receive an email to your NAU account once you're enrolled and you can see your classes in LOUIE. You cannot be enrolled in classes if you have financial holds on your account.

Can I take courses ahead of time? What is my semester schedule?

The CEP Nursing Program is a cohort program, which means you take classes with an established group of students and follow a specific sequence of study. This is due to pre-requisites, licensure requirements, course availability, etc. **Contact your advisor** to confirm your cohort schedule.

What happens if I fail a Block or fail an NAU course?

If you fail two courses during the CEP Program, either at NAU or the community college, you will be automatically dismissed. You will also be dismissed if you fail NUR 330, the first course for the CEP Program. Let your advisor know immediately if you fail a course, as this will affect your cohort schedule.

What if I want to exit the program?

If you decide to withdraw from the CEP Program, you must inform both your community college and your NAU advisor. Withdrawing from just your community college will not suffice.

Miscellaneous Questions

How do I apply for graduation?

As your graduation gets closer, your advisor will send an email to your NAU account with step-by-step instructions on how to apply for graduation. Please ignore any automated notification from NAU saying you're ready to graduate. **Contact your advisor** with any questions.

How can I participate in the Sigma Theta Tau Honor Society?

If you have at least a 3.0 GPA and are in the top 35% of your class, you can participate in the **Nursing Honor Society**. Visit **http://www.nursingsociety.org** for a membership application.

Can I participate in Latin Honors?

NAU has temporarily approved CEP Nursing students for Latin Honors. Latin Honors is not awarded until your physical degree has been awarded and will not be printed in the commencement booklet during graduation. See **the GPA requirements for Latin Honors eligibility** upon graduation.

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