



Rowan College of South Jersey

Administrative Procedure: 8101

ADMISSIONS (GENERAL, SELECTIVE, SPECIAL, AND INTERNATIONAL)

Interviews

Admission interviews for prospective students are not required, but are available to help evaluate the application for admission and assist students in selecting programs best suited to their abilities and interests. Appointments with outreach recruiters can be scheduled online at rcgc.edu/future.

Application Procedures

All new students **must** submit an application and an official high school transcript or a secondary-school completion credential for admission.

Application procedures and admission requirements may vary for certain selective programs; i.e., LPN-RN Nursing Track, Nursing, Diagnostic Medical Sonography, Nuclear Medicine Technology, Physical Therapist Assistant, and Automotive Technology. It is the student's responsibility to satisfy the selective admissions criteria for acceptance. See the section below titled, *Selective and Special Admissions*. Appointments with selective admission team members can be scheduled online at rcgc.edu/selectiveadmissions.

Immunization Requirements

All admitted students that enroll full-time (12 or more credits) must provide a valid record of immunization against measles, mumps, and rubella as required by New Jersey law ([N.J.A.C. 9:2-14](#); [N.J.S.A. 18A:61D-1](#)) by the end of the first semester as enrolled full-time students.

Individuals are exempt from this requirement:

- if they were born before 1957 or
- can provide documentation for exemption because of medical or religious reasons.

General Admissions

Full-time and Part-time Students

To be considered full-time, a student must enroll in a minimum of 12 credit hours during a semester. A student enrolled in fewer than 12 credits hours during a semester is considered part-time.

Matriculated and Non-matriculated Students

Students are classified as matriculated when they have been officially accepted to the College, are enrolled full or part-time and are working toward a degree or certificate. Students without a declared program of study are considered non-matriculated and are **not** eligible for financial aid.

Returning Students

Returning students are those who previously enrolled at the College, but have not attended classes for one or more semesters. Students whose last date of attendance was **three (3)** or more years ago **must** complete a new admission application before registering for classes. Returning students may also need to resubmit an official high school transcript showing graduation, or a secondary-school completion credential. Additionally, an Immunization Record Form may be required for all returning students. See the section titled: “Immunization Requirements”.

Individuals who previously applied to the College, but **never** enrolled for or attended classes must reapply for admission if it has been **three (3)** or more years since their last application.

Transfer Students

Students who attended other colleges or universities prior to applying to the College are considered transfer students. Transfer students must follow the same application procedures as first-time college applicants and satisfy the placement testing requirements or provide proof of exemption. Transfer students in any program who wish to have their previously earned college credits reviewed must follow the transfer credit procedures. See policy and administrative procedure, *8207 Transfer and Reverse Transfer Students*.

Non-high School / GED Students

Applicants to the College who do not have a high school diploma or a secondary-school completion credential may be provisionally accepted as a matriculating student on a full or part-time basis under the *30-Credit Plan*. Applicants must complete the “30-Credit Plan Intent Form”, take the basic skills placement test, and successfully complete a minimum of 30 general education credits in a degree program to apply to the state of New Jersey for a state-endorsed high school diploma. Applicants must meet with an academic advisor to select appropriate courses under the 30-Credit Plan. **Students are not eligible for federal/state aid while enrolled in the 30-Credit Plan.**

Homeschooled Students

Homeschooled students must follow the same steps for general admission as high school graduates including completion of the College’s basic skills placement test. In addition, homeschooled students must submit academic work documentation in transcript form, verifying the successful completion of the equivalent of a high school education. Homeschooled students

applying to selective admission programs are required to submit formal documentation to verify completion of course and testing prerequisites. See the section below titled, *Selective and Special Admissions*.

High School Option Program (HSOP)

The High School Option Program (HSOP) grants approved students the opportunity to earn college credits as a non-matriculated student while still in high school. The applicant must complete the “High School Participation Form”, which requires the signatures of a parent/guardian and high school official. Students can register for courses that take place on the College campus or at participating local high schools. General education courses can be applied toward a College degree program or transferred to another university upon graduation. An official College transcript can be requested for credit transfer. Students receive a sixty-five percent discount on tuition and per-credit fees applied to an unlimited number of courses. Textbooks or specialized material and lab fees are not included. **Students participating in the HSOP program are not eligible for federal/state aid programs.**

Participation requirements for the HSOP program are as follows:

- must be age 15 or older; and
- meet testing and prerequisites for all College courses for which they register.

All students planning to attend college at RCSJ after high school graduation must complete the College’s standard admissions application, satisfy placement test requirements, submit a high school transcript, and provide proof of immunization.

Dual Credit

Dual Credit is designed to provide high school students the opportunity to earn college credit for articulated high school course work. Dual Credit courses are taken in the high schools and taught by high school faculty members who meet the College’s adjunct standards. Students enrolled in the articulated course(s) at the high school and would like to be considered for college credit must submit a Dual Credit Activation and Registration Form and proper payment by the established deadlines. The deadline to submit forms and payments for full year and first semester courses is in October. The deadline for second semester courses is in February. Grades of B or better will be posted to the College transcript once official high school transcripts are submitted.

Selective and Special Admissions

Selective Admissions

LPN-RN Nursing Track, Nursing, Diagnostic Medical Sonography, Nuclear Medicine Technology, Physical Therapist Assistant and Automotive Technology are selective admission programs. In addition to the College’s standard application materials, applicants must obtain an admission packet for their program choice. Nursing and Health Professions applicants are

required to attend a mandatory information session as part of the application process. Automotive technology students are required to participate in a mandatory interview process with the head of the program as part of the application process.

Selective admission programs have a two-tiered application requirement. Applicants must first complete the general admission process. Once the general admission process is completed, candidates are required to complete the application process for their program as outlined in the admission packet specific to the program of choice. Applicants must use the packet for the year they request to apply.

For students who meet selective admissions program requirements, priority consideration will be given to residents of Gloucester/Cumberland Counties. Evidence of county residence will be required by presenting official government issued identification showing a residential address (not a post office box). Remaining seats will be awarded to qualified students based on the published criteria specific to each program regardless of county of residence.

Health Requirements for Nursing and Health Professions

Upon acceptance to the Nursing and Health Professions programs, students are required to submit a health packet provided by the College. Components of the health packet include a complete physical examination by the student's licensed health care provider. Students must provide documentation confirming immunizations and titers validating immunity for:

- Measles, Mumps and Rubella (MMR);
- Hepatitis B (series of three immunizations);
- Varicella;
- Tetanus Toxoid and annual Mantoux (TB);
- Influenza vaccine; and
- Laboratory tests including a complete blood count.

Students are responsible for all fees associated with health and clinical requirements.

Special Admissions

Health Science Pathways (Health Science-Nursing, Diagnostic Medical Sonography, Nuclear Medicine Technology), Technical Studies (Business, STEM) and Paralegal certificates have specific admission criteria that must be followed. Refer to the program of study guidelines for details. Study guidelines are available from the Information Center in Student Services.

Criminal History Background Checks

Criminal history background checks may be required of Selective and Special Admissions students when:

- Participating in College classes; or
- Pursuing subsequent employment depending on the major in which they are enrolled; or
- An employer hires them upon completion of their College work.

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Students who are enrolled in programs for which they may not be subsequently employable, due to their criminal history, **may** be counseled to transfer to another major **if** the criminal record becomes known. (See policy *8103 Criminal History Background Checks for Students*).

It is the responsibility of the student to understand the requirements for criminal history background checks. All costs for background checks or other such reviews or activities will be the student's responsibility. Details on necessary criminal history background checks for specific programs and the processes associated with them will be provided in accordance with Board policy and administrative procedures. (See policy and Administrative Procedure, *8103 Criminal Background Checks for Students*)

International Students

The College is authorized under federal law to enroll non-immigrant aliens as F-1 students. International students must attend on a full-time basis.

International applicants must submit the following credentials for evaluation before an acceptance letter and I-20 form can be issued; these credentials must be received by the Office of Admissions by July 15 for the fall-semester applicants and by November 15 for spring-semester applicants:

- A completed admission application;
- An official transcript of high school work including graduation status. International credentials must be translated and evaluated into English and certified as correct by an approved agency;
- Language proficiency is necessary as the College does not have an intensive English as a Second Language (ESL) program. A minimum *Test of English as a Foreign Language* (TOEFL) score [of 500 (paper), 173 (computerized) or 61 (internet-based)] or other acceptable documentation of English proficiency is required for admission of international students coming from countries where the primary language of education is other than English; and
- A notarized statement that a sponsor will be responsible for all financial needs of the student while he/she attends the College. This statement must be accompanied by the sponsor's tax records, bank statements, or letter from an employer. Otherwise, a bank statement supplement will be required.

International students are not eligible to apply for financial aid and therefore must enter the College with full financial support. Tuition is determined on the basis of the international student rate. There are currently no additional special fees for international students.

The estimated annual budget (academic year) for immigration purposes includes tuition and fees, books, supplies, and living expenses. Visit the website rcgc.edu/international for more information.

International students will be required to take the College's placement test and remediate any deficiencies. Students enrolled in a bilingual or ESL program should not be tested until they have completed such a program and taken the TOEFL.

Area: Student Services
Approved: 07/01/19

President's Authorization:

A handwritten signature in black ink, appearing to read "James Kealey". The signature is written in a cursive style with a large initial "J".

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *8101 Admissions (General, Selective, Special, and International)* and *8103 Criminal Background Checks for Students*

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