Rowan College
GLOUCESTER COUNTY

NEW STUDENT ENROLLMENT CHECKLIST

*As you continue your educational journey, Rowan College at Gloucester County (RCGC) is here to help you every step of the way. **Complete the checklist** below to ensure a successful beginning to your new academic endeavor. The **Student Services** building is a one-stop shop for many of these items. If you have any questions during the enrollment process you can email **future@rcgc.edu** or call **856-681-6248**.*

☐ **1. Apply to RCGC**

Submit a **FREE** application online at **RCGC.edu/apply** or in person at the Admissions Office. Once complete obtain your **RCGC Student ID number** and **Portal login** by visiting the Information Center.

☐ **2. Submit Official Transcripts**

Request your **Official High School Transcript** or **GED** be sent to:

Rowan College at Gloucester County
Office of Admissions
1400 Tanyard Road, Sewell, NJ 08080

☐ **3. Immunization Record Form**

Have your doctor complete your **Immunization Record Form** before the beginning of the semester. Return it to the **Office of Admissions.**

☐ **4. Take the Accuplacer Exam**

All new students **must take the Accuplacer OR provide proof of exemption.** To review exemption criteria and schedule an appointment, visit **RCGC.edu/testing**.

☐ **5. Apply for Financial Aid**

Complete the **Free Application for Federal Student Aid (FAFSA)** online at **FAFSA.gov** using the **School Code 006901**. Don't forget to accept your Financial Aid award on the RCGC Portal! If you have questions contact the Financial Aid department by calling **856-415-2210** or email **financialaid@rcgc.edu**.

☐ **6. Register for Classes**

Participate in **Open Registration** or schedule a meeting with your **Academic Advisor** to register for courses. You can schedule an appointment by visiting **RCGC.edu/advisement**. Your **RCGC ID Number** will be required for an appointment.

☐ **7. Purchase Textbooks**

To find **textbooks**, visit your **Student Detailed Schedule.** At the bottom of the page, click on "**Order Textbooks**." You will be directed to a list of textbooks needed for each course. Textbooks can be purchased at our **Barnes and Noble** affiliated bookstore on campus or online.

☐ **8. Pay Your Bill**

Log on to your **RCGC Portal** to **view and pay your bill***. You can also set-up a **payment plan** here. For more information on costs, tuition and payment options, visit **RCGC.edu/PayingForCollege**.

*RCGC does NOT mail bills

☐ **9. Set-Up Your RCGC Email**

ALL communication from RCGC will take place through your **RCGC email.** Log on to the **Portal** and click on **webmail** to set up your RCGC email. Check your email regularly for **important instructions and updates**. **Your RCGC will be the primary method of communication**.

☐ **10. ID Card and Parking Pass**

After you register for classes, print your **Student Detail Schedule** and bring it to the Information Center. There you will obtain your **RCGC Photo ID** and **FREE Parking Pass**.

CONGRATULATIONS!
YOU ARE NOW AN RCGC STUDENT