

# Practical Nursing

Program Application — 2024



*RCSJ.edu*



3322 College Drive, Vineland, NJ 08360

# Practical Nursing

## 2024

### FACT SHEET

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**Portfolios accepted: October 2, 2023 – February 2, 2024**

**Portfolio Deadline: February 2, 2024, 5:00 p.m.**

**Admission Decisions Sent: March 4, 2024**

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**The Practical Nursing Program is for students who wish to enter the healthcare field as a Licensed Practical Nurse.**

- This packet is exclusive to applicants seeking admission into the Summer 2024 Practical Nursing Program on the Cumberland Campus.
- Applicants may only apply to **one** selective admission program per application cycle.
- Applicants may only submit the Practical Nursing Program Portfolio to the Cumberland Admissions Office.
- Applicants must be 18 years of age by the first day of the Summer 2024 semester.
- Practical Nursing Program science courses and science courses used for application ranking must be taken from 2019-present. *Online course instruction for Anatomy and Physiology I is not acceptable at another college prior to Spring 2020.*
- Mandatory Nursing Orientation for accepted Summer 2024 PN students. Notification will be sent to RCSJ – Cumberland student email. *Students **must** attend to maintain their seat in the program.*
- Students who do not complete the program within 3 years must wait 3 years before reapplying to the PN Program.
- *All students accepted to the Nursing Program **must** be vaccinated for COVID-19*

***Information presented in this packet supersedes ALL other information obtained by the applicant and is accurate at the time of publication.***

Dear Practical Nursing Applicant:

Thank you for your interest in the Practical Nursing Program at Rowan College South Jersey. For several years, the Practical Nursing Program has graduated many Licensed Practical Nurses who support the needs of the healthcare community. The Practical Nursing Program has been in good standing with the New Jersey Board of Nursing. NCLEX-PN pass rates have been above the national passing average.

Prior to applying to the Practical Nursing Program, please take time to research the profession of Practical Nursing and the opportunities that are available. Practical Nursing is very rewarding but also a demanding career.

Part of the admission requirements to the RCSJ Practical Nursing Program is your attendance at an information session. This is a critical part of not only the application process but your success in the program should you be accepted. The Practical Nursing Program requirement will be explained at the information session and an opportunity for applicants to ask and have questions answered.

Graduates from the Practical Nursing Program at RCSJ earn an Academic Certificate in Practical Nursing and are eligible to apply to take the National Council Licensure Exam (NCLEX-PN) and to apply to a state Board of Nursing for licensure as a Licensed Practical Nurse. Best wishes as you begin the process toward a successful future.

Sincerely,

*Catherine Clark*

Catherine Clark, MSN, RN  
Program Coordinator, Practical Nursing Program  
Rowan College of South Jersey, Cumberland Campus

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## Section I: AC Practical Nursing Information

- Important Information
- Program Accreditation Status
- Campus Merger Statement
- State Board of Nursing Requirements  
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- Nursing Program Standards
- Health Requirements
- Curriculum Sequence  
(AC Practical Nursing)
- Practical Nursing Course Descriptions
- General Education Courses
- GPA Requirements
- Letter Grades

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# Important Information

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**The information in this packet is applicable to applicants planning to enter the Practical Nursing Program beginning May 2024**

**Portfolios Accepted: October 2, 2023 — February 2, 2024**

**Portfolio Deadline: Friday, February 2, 2024, 5:00 p.m.**

**All Admission Decisions Sent on or about: March 4, 2024 to the applicant's**

**RCSJ Cumberland Campus student email.**

**— IMPORTANT —**

The College is not responsible for any applicant who does not follow the instructions printed in this packet. **Responsibility for correctly completing the Nursing application process, both general and selective admissions, lies with the applicant. Failure to do so will result in an incomplete portfolio.**

Applicants to the program must fulfill all listed admission criteria for both general and selective admissions. While admission is competitive on both campuses, acceptance depends on the size and qualifications of the applicant pool. Please note that meeting or exceeding all admission criteria does not guarantee acceptance to the program.

Admission requirements for the program are subject to change each year. All applicants to the program must meet the requirements of the year in which they apply, including those who have previously applied to or who currently are enrolled at Rowan College of South Jersey.

Applicants may contact RCSJ at 856-200-4669 or text 856-200-4848 for answers to general questions about the process described in this packet. Information in this packet reflects policies and procedures which must be followed to be considered for admission into the 2024 Practical Nursing Program.

**The information presented in this packet supersedes all other information obtained by the applicant and is accurate at the time of publication.**

**The Rowan College of South Jersey Nursing Program**

Is approved by:

**Division of Consumer Affairs  
New Jersey State Board of Nursing**  
124 Halsey Street, P.O. Box 45010  
Newark, NJ 07101  
973-504-6430

[njconsumeraffairs.gov/nur/pages/default.aspx](http://njconsumeraffairs.gov/nur/pages/default.aspx)

**2021 New Jersey Board of Nursing granted approval until 2030**

**Continuing Accreditation:**

Last Evaluation Visit: October 5–7, 2022

Most Recent Action: April 2022

Next Evaluation Visit: Spring 2025

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## Campus Merger Statement

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On July 1, 2019 the former Cumberland County College and Rowan College of Gloucester County, merged to become Rowan College of South Jersey. Due to the merger, the New Jersey Board of Nursing has required the two programs to join and create one unified curriculum. The Board of Nursing approved the new curriculum in fall of 2020, with the first cohort admitted in fall 2021. The same curriculum is offered on both the Cumberland and Gloucester campuses.

Students can complete general education courses (*non-PN courses*) at either the Gloucester or Cumberland campus or transfer the courses from another institution. However, Practical Nursing Program students must complete their PN course requirements on the Cumberland Campus.

Admission to the Practical Nursing Program is highly competitive. There is no guarantee of admission, even if an applicant exceeds minimum program admission criteria in one or more areas.

Course schedules may vary and are subject to change each semester. Students are required to provide their own transportation for clinical experiences. Clinical placements can be located within a 90-minute radius from Rowan College South Jersey.

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## State Board of Nursing Requirements for Licensure

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Applicants to the Nursing Programs are advised that State Boards of Nursing regulate licensure for Practical Nurses. Requirements established by the Board of Nursing in the state where the person is seeking licensure must be met before the state will issue a license to practice. To be considered for licensure, all applicants must pass NCLEX-PN.

The New Jersey Board of Nursing Statute N.J.S.A 45:11-26 states, "An applicant for license to practice professional nursing shall submit to the board evidence in such form as the board may prescribe that said applicant: (1) has attained his or her eighteenth birthday; (2) is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded nolo contendere, non vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs; (3) holds a diploma from an accredited 4-year high school or the equivalent thereof as determined by the New Jersey State Department of Education; (4) has completed a course of professional Nursing study in an accredited school of professional Nursing as defined by the board and holds a diploma therefrom."

*(Source: Laws and Regulations, New Jersey Board of Nursing, Division of Consumer Affairs, N.J. Department of Law & Public Safety, revised online 10/26/15 current as of 11/3/20)*

The New Jersey Board of Nursing requires information for licensure as a Practical Nurse in New Jersey:

1. Graduation from an approved school of professional Nursing
2. Criminal History Background Check clearance (N.J.S.A. 45:1-30 et seq)
3. Status of child support
4. Passing the NCLEX-PN Examination
5. Completed questionnaire on medical conditions, including the use of controlled substances within two years prior to applying for licensure.

*Source: Confirmed by NJ Board of Nursing communication dated 11/4/2020.*

The New Jersey Board of Nursing is located at 124 Halsey Street, 6th Floor, Newark, NJ. The mailing address is P.O. Box 45010, Newark, NJ 07101.

For complete information, contact NJ Board of Nursing: [www.njconsumeraffairs.gov/nur/Pages/default.aspx](http://www.njconsumeraffairs.gov/nur/Pages/default.aspx)

NJ Application for Licensure:  
[www.njconsumeraffairs.gov/nur/Pages/applications.aspx](http://www.njconsumeraffairs.gov/nur/Pages/applications.aspx)

Additional information on all State Boards of Nursing is available through the National Council of State Boards of Nursing website: [ncsbn.org](http://ncsbn.org) on the Nursing Registration link.

Each state Board of Nursing has the right to deny or defer licensure if the applicant does not fulfill all requirements **for licensure.**

Complaints may be addressed to the Board of Nursing at their respective address.



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# Practical Nursing Program Standards

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Students must complete the Practical Nursing Program in three years from the start of the first Practical Nursing course. Students who do not complete the program within three years must wait three years before reapplying to the Nursing Program. A minimum grade of “C+” is required in all PN and science courses and students must maintain a cumulative GPA of 2.5 to remain in the Practical Nursing Program. **All PN courses must be taken in sequence.**

Nursing students must meet all pre-requisite, co-requisite, and grade requirements for each college course listed in the Practical Nursing Program of Study to advance through the Nursing Program. Course pre-requisites and co-requisites are specified in the RCSJ Academic Catalog. Students who register for college courses must complete prerequisite course requirements before entering the Practical Nursing Program. Students who do not meet the pre-requisite and co-requisite course requirements, the required course sequence, and/or grade requirements will not be able to progress in the Nursing Program.

Medication administration is one responsibility of the student and professional nurse. Students are required to demonstrate competency in calculating medication dosages to ensure safe administration. Errors in calculating dosages pose a threat to patient safety. Students will be instructed and tested in dosage calculation in semesters 2, 3, and 4 to remain in the program. Once accepted into the Nursing Program, information on math competency will be provided during the Division Nursing Orientation sessions.

- One outcome of the Practical Nursing Program is that graduates will use technology and information systems appropriately and effectively. To fulfill this outcome, students will demonstrate computer literacy and apply technology to meet course requirements. It is recommended that students have access to a computer with internet. (Note: AOL is **not** compatible with many of the applications.) Computers are available to students on the RCSJ campus.
- Nursing students are required to meet specific health standards. **Nursing applicants are notified of comprehensive health requirements upon acceptance to the program.** Health requirements are based on the recommendations of the Center for Disease Control and Prevention (CDC) requirements for healthcare providers. **The completed health packet is due no later than Thursday, May 2, 2024, at 12 p.m.** All blood work should be drawn by **April 11, 2024.** Failure to submit a completed health packet will result in forfeiting the acceptance offer. Clinical agencies reserve the right to require additional health screenings. Students are responsible for all health screening costs.
- Nursing students must maintain current CPR certification while in the Practical Nursing Program. The level of CPR is **Basic Life Support (BLS) for the Healthcare Professional** and is **ONLY** acceptable through the American Heart Association. **RCSJ offers a one credit course, Healthcare Provider Emergency Response with BLS Certification on both campuses to meet this requirement. Gloucester Campus can take HPE 105, and Cumberland Campus students can take HS 106.**
- Clinical agencies require criminal history background checks (CHBC) for all individuals engaged in patient care. A component of the CHBC includes a urine drug screen. Upon acceptance into the Nursing Program, students must complete the **CHBC and the urine drug screen by the due date of Friday, March 22, 2024.** Students are responsible to pay all fees associated with the CHBC.
- CHBC results are sent to the clinical agencies who have sole discretion to determine whether the student may engage in patient care at the agency. (Source: Rowan College of South Jersey’s Administrative Rule/Regulation: 8103). **If a student is denied the opportunity to participate in the clinical agency CHBC findings, the student will be dismissed from the Nursing Program and referred to Student Services to explore other career options.**

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## Health Requirements

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Students who are accepted into the Practical Nursing Program will be required to complete a health packet. The packet consists of medical clearance from a licensed health care provider. The clearance will attest that the provider is stating that the student may participate in all clinical activities without restriction. Activities include but are not limited to:

- Satisfactory cognitive and emotional functioning to ensure patient safety and exercise independent judgment and discretion in performing assigned responsibilities.
- Ability to stand for long periods of time and safely move immobile patients.
- Ability to bend, stoop and lift to deliver safe patient care.
- Sufficient bilateral finger movement to manipulate medical equipment.
- Ability to communicate effectively in a timely manner related to speaking, writing, and reading.
- Sufficient hearing to communicate with patients, the healthcare team and to monitor medical equipment pertaining to patient care.
- Sufficient eyesight to observe patients in low lighting, read medical records, perform computer tasks and manipulate medical equipment.

# Curriculum Sequence

## NURSING AND HEALTH PROFESSIONS

### Degree Offered

Academic Certificate  
Practical Nursing

**Curriculum Code: PN.AC**  
**CIP 51.3901**

### Program Information

The Academic Certificate program in Practical Nursing is designed for students who plan to become Licensed Practical Nurses. This program has selective admission criteria.

Individuals who are at college level and who are eligible to take English 101, and Anatomy and Physiology I, may consider this Practical Nursing program. The Practical Nursing Program can be completed in one calendar year. Graduates are awarded an Academic Certificate in Practical Nursing. Cumberland's Practical Nursing Program is accredited by the New Jersey Board of Nursing, 124 Halsey Street, Newark, NJ 07102, 1-973- 504-6430. Upon completion of the program, graduates qualify to take the National Council of Licensure Examination for licensure as a Practical Nurse.

### When You Graduate

This Certificate program provides a career and degree pathway for those individuals who plan on receiving a practical nurse license. It also provides the opportunity for students to progress into a Registered Nurse Program.

*RCSJ.edu*

*Practical Nursing, AC*

*This program has selective admissions. Please see Allied Health Activation page of the college's website for details.*

Program Requirements (34credits)  
Credits

### Year I, Summer Semester

|   |    |
|---|----|
| <input type="checkbox"/> BI 106 Anatomy and Physiology I                  | 4  |
| <input type="checkbox"/> EN 101 English Composition I                     | 3  |
| <input type="checkbox"/> PN 101 Foundations of Practical Nursing Practice | 7  |
|   | 14 |

### Year I, Fall Semester

|  |    |
|--|----|
| <input type="checkbox"/> HS 115 Basic Nutrition                    | 3  |
| <input type="checkbox"/> PN 102 Medical Surgical Practical Nursing | 7  |
| <input type="checkbox"/> PY 101 General Psychology                 | 3  |
|  | 13 |

### Year I, Spring Semester

|  |   |
|--|---|
| <input type="checkbox"/> PN 103 Advanced Concepts in Practical Nursing | 2 |
|--|---|

### Year I, Spring Semester

|  |   |
|--|---|
| <input type="checkbox"/> PN 104 Family-Centered Nursing Practice | 5 |
|--|---|

**Total Credits 34**

At completion of this program of study, the student will demonstrate:

- Clinical competence at a novice graduate nurse level on the clinical evaluation tool and the comprehensive examination.
- Application of critical thinking principles using the nursing process to attain an optimal level of client functioning in all nursing courses.
- Effective collaboration with the Registered Nurse in the assessment, planning, implementation, and evaluation of client care.
- Effective communication with the client, significant others, healthcare providers, and community agencies to provide holistic care.
- Participation in educational opportunities to foster competence in evidence-based nursing practice.
- Technology use for research, information processing and communication using the correct use of information literacy.

Gainful Employment Link  
[RCSJ.edu/cc/gainfulemployment](https://www.rcsj.edu/cc/gainfulemployment)

Employment Opportunities  
Licensed Practical Nurse

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# Practical Nursing Course Descriptions

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## **PN 101 Foundations of Practical Nursing.....7 credits**

Foundations of Practical Nursing Practice include an introduction to nursing theory, legal and ethical concepts, cultural influences on health care, technical skills, and clinical components. Concurrent lab and clinical experiences facilitate the application of theory to the principles of client assessment and management of care. Using the concepts of professionalism, holism, nursing process, optimal functioning, and community-based practice; students will provide basic care to selected adult clients who require nursing support.

## **PN 102 Medical Surgical Practical Nursing.....7 credits**

Medical Surgical Practical Nursing builds on PN 101 to include application of human Biology into the concepts of pathophysiology, technical skills, and clinical components. Concurrent lab and clinical experiences facilitate the application of theory to the principles of client assessment and management of care. Using the concepts of professionalism, holism, nursing process, optimal functioning, and community-based practice; students will provide medical surgical care to selected adult clients in acute care facilities.

## **PN 103 Advanced Concepts in Practical Nursing.....2 credits**

Advanced Concepts in Practical Nursing is a capstone course that will allow the student to integrate theory and clinical experiences in the care of the acute care medical surgical patient. Concurrent clinical experiences facilitate the application of theory to the principles of client assessment and management of care for the acute medical surgical patient. Using the concepts of professionalism, holism, nursing process, optimal functioning and community-based practice students will provide basic care to selected acute care medical surgical clients who require nursing support.

## **PN 104 Family Centered Practical Nursing.....5 credits**

Family Centered Practical Nursing includes theory, lab skill and clinical experiences to explore the care of women during all phases of pregnancy, the newborn to age eight, and clients with a mental health diagnosis. This course will focus on the application of theory to the principles of family centered nursing care. In addition, this course will explore areas where social problems and mental health issues impact the members within the family at all developmental stages. The learner will become aware of the causes, symptoms, treatments and long-term effects of stress, substance abuse and emotional crisis on the family members. Concurrent clinical experiences facilitate the application of theory to the principles of client assessment and management of care. Using the concepts of professionalism, holism, nursing process, optimal functioning, and community-based practice; students will provide basic care to selected adult, newborn and pediatric clients who require nursing support.

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## General Education Courses, GPA, and Letter Grades

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An applicant may enroll in general education courses at the College prior to acceptance into the Nursing Program. Please note enrollment in general education courses at the College does not guarantee acceptance to the Practical Nursing Program. Any general education (*non-PN*) courses can be taken prior to program application.

Applicants may use the College Level Examination Program (CLEP) to meet the general education course work requirement. The total score must be equal to or greater than the ACE Recommended Credit-Granting Score. For more information and arrangements to take a CLEP subject exam please contact the RCSJ Testing Center at 856-415-2268 (*Gloucester*) or email [ssc@rcsj.edu](mailto:ssc@rcsj.edu) or 856-200-4648 or email [testing@cc.rcsj.edu](mailto:testing@cc.rcsj.edu) (*Cumberland*).

A student who has no previous experience with health care terminology may consider taking one of the courses offered at the College to increase their competency in this area. Cumberland Campus students can take HS 102 Medical Terminology (3 credits) which will provide students with a working vocabulary of medical terms.

A student who has limited or no computer experience should consider taking one of the computer courses offered at the College which will provide the student with knowledge of Microsoft Office Professional for Windows and experience with the internet. Cumberland Campus students can take CS 101 Introduction to Microcomputers (3 credits).

Math skills, including algebraic equations, are essential to succeed in the Nursing Program. Students interested in taking additional math courses to improve their skills should consult with their academic advisor for course suggestions.

### GPA Requirement

A cumulative grade point average of at least 2.50 is required for consideration for admission into the Practical Nursing Program. Verification of the student's cumulative GPA must be documented by submitting an official transcript from your last school of attendance.

**There is no rounding of the cumulative GPA.** The cumulative GPA is calculated to the hundredth digit. High school seniors (*class of 2023*) will use their weighted GPA, if available.

- **Example:** a 2.49 GPA is not considered a 2.50
- **Example:** a 2.578 GPA will be a 2.57
- Students with a high school GPA in the 0–100 scale are encouraged to consult College Board's GPA conversion table for assistance in converting their GPA to a 4.0 scale.

**Attention Current RCSJ Students: Please be aware that the RCSJ student's cumulative GPA must be a 2.50 or higher to start the Practical Nursing Program.** At the time of application, if prior coursework prevents the student's cumulative GPA at RCSJ from being a 2.50 or higher, please contact your Academic Advisor for [advisement@cc.rcsj.edu](mailto:advisement@cc.rcsj.edu) for options.

### Letter Grades

Some colleges do not operate on the plus or minus grading scale. Students transferring coursework from a college that does not use a plus or minus grading scale will need to earn a letter grade of "B" or higher for coursework in the Practical Nursing Program that requires a minimum grade of "C+." For more clarification on this policy, students can contact [SelectiveAdmissions@rcsj.edu](mailto>SelectiveAdmissions@rcsj.edu)



## Section II: Admissions

- Frequently Asked Questions
- Step I: General Admissions, Cumberland Campus
- Portfolio Requirements
- Selective Admissions Ranking Criteria
- 2024 Information Session Dates and Registration Information
- HSRT-AD Exam and Registration Information
- Transcript Policies
- Transfer Students
- Science Course Transfer Policies and Verification of Instruction Method (For Anatomy and Physiology)

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## Frequently Asked Questions

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**Q: How many students are accepted into the program per year?**

A: The number of program seats varies each year based on clinical site availability and faculty availability. There is no set number of seats per year for the Cumberland Campus.

**Q: Do you have a rolling deadline?**

A: The practical Nursing Portfolio deadline is firm — no portfolios are accepted after the posted deadline. All admissions decisions are final after the deadline.

**Q: Can I apply to Gloucester and Cumberland Campuses for Practical Nursing?**

A: **No.** The Practical Nursing Program is specific to the Cumberland Campus. The 2024 Practical Nursing Program Portfolio must be submitted to the Cumberland Campus for admission consideration.

**Q: Do I have to have all prerequisite courses completed before applying?**

A: RCSJ does not have a set list of prerequisite courses to apply to the AC Practical Nursing Program. Students must meet all general and selective admissions criteria to apply to the program. Remaining general education courses can be taken concurrently with Nursing courses as listed on the Program of Study.

**Q: If I do not have the minimum HSRT-AD score nor meet the requirements outlined, can I still apply & be accepted?**

A: No. All applicants must meet minimum general and selective admissions criteria at time of portfolio submission. Students who do not meet the minimum qualifications will be marked as incomplete and not eligible for the program.

**Q: Admissions has my high school and college/university transcripts on file, is it necessary to include them in my portfolio?**

A: Yes, all official college transcripts must be resubmitted in the portfolio. Students must resubmit a high school transcript **only** if they are using a high school lab science to apply and/or the Admissions Office does not have a copy on file.

**Q: I completed the general education courses in the AC Practical Nursing Curriculum. Does this mean I can complete the program sooner than outlined in the Program of Study?**

A: **No.** The program takes four semesters of coursework and cannot be accelerated or decelerated in any way.

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# Application Process Overview

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Selective admission programs at Rowan College of South Jersey have a unique, two step application process that is necessary due to the College's open general admission policy. To be considered for admission to the Practical Nursing Program, applicants must complete the first step for general admissions to RCSJ. Once Step 1 is complete, the applicant may then proceed to the second step for selective admissions to the Practical Nursing Program. Please note general admissions and selective admissions are two distinct processes.

**Note: Personal letters of recommendation and character references are not considered towards admission.**

| <b>Step 1<br/>General Admission</b>  | <b>Step 2<br/>Selective Admission</b>  |
|--|--|
| <p>General Admission is the first step of application to the Practical Nursing Program. This process will provide a student with acceptance to the College, but not the Practical Nursing Program. A student must complete a General Admission application for the Cumberland Campus or be a current student <b>prior to</b> submitting a Practical Nursing Portfolio. If there are questions regarding application status or an application is needed, please contact the Admissions Office at 856-200-4669.</p> <ol style="list-style-type: none"><li>1. Complete and submit a general admission application to the Cumberland Campus online at <b>RCSJ.edu/Apply</b> and select the AS in Biological Science/Health Science degree program to designate potential interest in the Practical Nursing Program. Designation as a potential Practical Nursing applicant does not guarantee nor imply special consideration for acceptance to the Practical Nursing Program.</li><li>2. Students must submit an official copy of their high school transcript documenting high school graduation (or earned GED) to the Admissions Office.</li><li>3. Satisfy the RCSJ Placement Test requirement based on the following:<ul style="list-style-type: none"><li>• Meet one of the exemption criteria</li><li>• Test above the remedial level in all areas</li><li>• Complete all required remediation</li></ul></li></ol> <p><b>Note: If accepted into the program, applicable college credits will be automatically transferred.</b></p> | <p>Once the general admission process is complete, students are ready to begin the second step in the application process: submission of the nursing portfolio. Each nursing applicant is required to gather all documentation listed on the checklist and present it to the Admissions Office at the Cumberland Campus as a completed portfolio. Once submitted, new documentation may <b>NOT</b> be added to the portfolio. <b>The following minimum requirements must be met and included in your portfolio for program admission consideration:</b></p> <ol style="list-style-type: none"><li>1. <b>Practical Nursing Portfolio Checklist</b></li><li>2. <b>Practical Nursing Application</b></li><li>3. <b>RCSJ Placement/Admissions Status Form (Signed by Cumberland Admissions)</b></li><li>4. <b>HSRT – AD Test Score</b> Report in sealed envelope (Must be requested from the RCSJ Campus Test Center where you tested.)</li><li>5. <b>Information Session Proof of Attendance Email</b> (Email is sent to students 1-2 business days after each session.)</li><li>6. <b>Official transcript in sealed envelope from student's high school</b> (if applicable).</li><li>7. <b>Verification of Instruction method for A&amp;P I</b> (course registration; course schedule; and verification of identity if applicable).</li><li>8. <b>Official transcripts from All colleges attended</b> (Must obtain from each college and be in a sealed envelope from the institution). RCSJ transcripts can be unofficial.</li><li>9. <b>Verification of GPA</b> of at least 2.5 from Currently attending/last school/college attended.</li></ol> |



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# Step I: General Admission – Cumberland Campus

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This section is for applicants who need to complete a general admission application to the Cumberland Campus **prior** to submitting their Cumberland Campus Practical Nursing Portfolio.

## Apply and Submit Official Documents

- A. Complete the free online application at [rcsj.edu/apply/Cumberland](https://rcsj.edu/apply/Cumberland)
- New students are recommended to declare AS Biological Science/Health Science as their major.
  - Current students may not need to reapply to the College but should check with the Admissions Office to ensure application is up to date.
  - Returning students who have not attended the college in 3 or more years or recently earned a degree from RCSJ must reapply to the College.
  - Current Gloucester Campus students will need to complete a new application to the Cumberland Campus.
  - Graduating HSOP Students (class of 2024) and Visiting (Non-Matriculated) Students will need to complete an application to the College as a new, degree-seeking student.
  - Designation as a potential Nursing applicant does not guarantee nor imply special consideration for acceptance to the Practical Nursing Program.
- B. Send official high school transcript or high school equivalency documents and any college transcripts to the Cumberland Admissions Office.
- Transcripts must be issued directly from the institution.

## Satisfy Placement Test Requirements

- A. Students interested in applying to Selective Admissions Programs (e.g., Practical Nursing) must satisfy the College's traditional placement testing requirements.
- Applicants may be exempt from the College's placement exam if they meet certain exemption criteria. A full list of exemption criteria can be found on the Cumberland Campus Testing Center website: [RCSJ.edu/Testing/Exemptions](https://rcsj.edu/Testing/Exemptions).
  - Unless students meet one of the exemption criteria or test above the remedial level in all areas, they must complete all required remediation before applying to the program.
  - Per Administrative Procedure 8017, course work used for test exemption must be equivalent to a grade of "C" or better at RCSJ.
  - **Please Note:** Practical Nursing applicants must complete the test requirements for the Cumberland campus; test exemption criteria may vary by campus. Completion of general placement testing requirements is the applicant's responsibility.
  - General admission application status and placement test exemption status is verified with the 2024 RCSJ General Admissions Completion Form (page 24). This form must be completed and signed by an RCSJ Cumberland Admissions PRIOR to submitting the Practical Nursing Portfolio.

## Contact Information

Rowan College of South Jersey  
Cumberland Campus  
3322 College Drive  
Vineland, NJ 08360  
Phone: 856-200-4669  
Email: [admissions@cc.rcsj.edu](mailto:admissions@cc.rcsj.edu)

Rowan College of South Jersey  
Cumberland Campus  
3322 College Drive  
Vineland, NJ 08360  
Phone: 856-200-4668  
Email: [testing@cc.rcsj.edu](mailto:testing@cc.rcsj.edu)

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## Step 2: Selective Admission – Practical Nursing

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This section is for applicants who need to complete a general admission application to the Cumberland Campus **prior** to Once the general admissions process is complete, students are ready to begin the second step in the application process: submission of the Practical Nursing Portfolio.

Each Nursing applicant is required to gather **all documentation** listed on the checklist (page 22) and present it to the Cumberland Admissions Office as a completed portfolio in a **large manila envelope**. Once submitted, the portfolio is a final document and property of the College. Applicants may not add, remove, or edit their portfolio once submitted to the College.

**The items listed below are REQUIRED for all applicants to the Practical Nursing Program at the time of portfolio submission. Note: The portfolio is considered complete at the time of submission when all General Admissions and Selective Admissions Practical Nursing Program Application Requirements are satisfied.**

1. Completed general application to the Cumberland Campus
  - Completed and submitted the free online application at [rcsj.edu/apply/Cumberland](https://rcsj.edu/apply/Cumberland)
  - Submitted Official High School Transcript to Cumberland Admissions
  - Satisfied Cumberland Campus Placement Test Requirements
2. Attended one mandatory Cumberland Campus 2024 Practical Nursing Information Session
  - RCSJ Proof of Attendance email printed and included in the PN Portfolio
3. Submission of official HSRT-AD Exam scores
  - Must be in a sealed envelope from the RCSJ Testing Center where you took the exam
4. Completion of the following forms:
  - 2024 Practical Nursing Portfolio Checklist
  - 2024 Practical Nursing Admissions Ranking Sheet
  - 2024 Practical Nursing Application
  - General Admission Completion Form
  - Portfolio Submission Agreement
5. Submission or resubmission of **all official college transcripts** if applicable (In sealed envelope obtained from the institution)
  - RCSJ transcript should be unofficial.
  - Electronic transcripts sent directly to the [student](#) for printing are not considered official.
6. Submission or resubmission of **official high school transcript**
  - Official high school transcript is not required in the portfolio if Cumberland Admissions verified they have copy on file ([admission@cc.rcsj.edu](mailto:admission@cc.rcsj.edu)) for general admission.
  - Official high school transcript is required in the portfolio if Cumberland Admissions does not have a copy on file for general admission.
  - **Official high school transcript is required in the portfolio if you are using high school sciences (2019 – present) for application ranking requirement.**
7. Submission of the 2024 RCSJ Verification of Instruction Method Form (If applicable, see page 27)
  - Not required for sciences taken at RCSJ or for the Biology and Chemistry taken in high school.

## Step 2: Selective Admission – PN Ranking Criteria

### IMPORTANT!

All applicants are ranked objectively based on the criteria below. Applicants are required to submit minimum qualifying scores in ALL areas to be considered eligible. **Meeting or exceeding minimum requirements does NOT guarantee acceptance in the program.**

|                                  |  |
|----------------------------------|--|
| <b>Requirement One: 33%</b>      | <b>Health Science Reasoning Test - Associate Degree (HSRT-AD) Exam</b><br><b>Minimum Composite Score: 72</b>   |
|                                  | <ul style="list-style-type: none"> <li>• Previous HESI and TEAS scores <b>not accepted</b>.</li> <li>• <b>No rounding of scores accepted.</b></li> <li>• Score report from only one attempt may be submitted for admission.</li> </ul>   |
| <b>Requirement Two: 33.33%</b>   | <b>Science Course(s)</b><br><b>Must be taken from 2019-present</b>   |
|                                  | <ul style="list-style-type: none"> <li>• Final grade must be equivalent to a C+ or higher; course(s) cannot be in progress.</li> <li>• <b>The highest completed science grade of C+ or higher on the submitted official transcript will be considered for admission ranking.</b></li> <li>• Applicants will choose one of the following science options for admission ranking: <ul style="list-style-type: none"> <li><b>A. General Lab Biology and General Lab Chemistry</b> <ul style="list-style-type: none"> <li>• High School: 1 year each OR College Level: 1 semester each</li> <li>• Acceptable BIO class options: BIO 107, BIO 101, BIO 102, high school Biology</li> <li>• Acceptable CHM class options: CHM 107, CHM 111, CHM 112, high school Chemistry</li> </ul> </li> </ul> </li> </ul> |
|                                  | <b>OR</b>  |
|                                  | <ul style="list-style-type: none"> <li><b>B. Anatomy and Physiology I with Lab</b> <ul style="list-style-type: none"> <li>• Online instruction for Anatomy and Physiology I taken at another college is not acceptable prior to Spring 2020</li> <li>• Anatomy and Physiology I course taken at another college must include Verification of Instruction Method in the portfolio (see page 27)</li> <li>• Applicants transferring Anatomy and Physiology I from another college should verify transferability well before submission of their Practical Nursing portfolio.</li> </ul> </li> </ul>  |
| <b>Requirement Three: 33.34%</b> | <b>Cumulative GPA</b><br><b>Minimum Cumulative GPA: 2.50</b>   |
|                                  | <ul style="list-style-type: none"> <li>• Verified from official transcript from school the applicant currently attends or most recently attended at time of program application.</li> <li>• <b>No Rounding of GPA accepted.</b></li> <li>• GPA will be calculated to the hundredth digit.</li> <li>• High school seniors will use their weighted GPA, if available.</li> </ul>   |

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# Practical Nursing Information Session

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All 2024 Practical Nursing Program information sessions will be held via Zoom.

- Attendance at one information session is mandatory to apply to the 2024 Practical Nursing Program and must be completed **prior to submission of the portfolio**.
- Portfolios submitted **without proof of attendance** are marked as incomplete and not considered for admission.
- Information sessions expire **annually**. Applicants must attend a new information session for the year in which they apply.
- Registration is **required** for each information session. Please register for the session with a regularly checked email to ensure receipt of the correct session Zoom link.
- To register for an information session, go to: [rscj.edu/SelectiveAdmissions/Cumberland](https://rscj.edu/SelectiveAdmissions/Cumberland).
- Information sessions are held annually for prospective applicants to learn about the current application process and to allow an opportunity to ask and have questions answered.
- Each information session will start promptly at the scheduled time and will last about 1.5 hours.
- Attendees must be registered for the session, and late entries are **prohibited**. **Please plan ahead!**

## Practical Nursing Information Session Dates and Times

| Day       | Date       | Time       |
|-----------|------------|------------|
| Thursday  | 9/21/2023  | 3:00 p.m.  |
| Tuesday   | 10/10/2023 | 10:00 a.m. |
| Wednesday | 11/8/2023  | 6:00 p.m.  |
| Wednesday | 12/13/2023 | 3:00 p.m.  |
| Friday    | 1/26/2024  | 3:00 p.m.  |

## Information Session Segments

- **Admissions:** Representatives from the Admissions Office will review the two-step application process for the Practical Nursing Program.
- **Program:** Representatives from the Practical Nursing Program will review information about the program, including health packet requirements, course schedules, and resources available for accepted students
- **Q&A:** Attendees will have an opportunity to ask and have questions answered by panelists in attendance. Questions should be general in nature about the program and the application process.

## Proof of Attendance

- Applicants must have proof of attendance at one information session is mandatory to apply to the 2024 Practical Nursing program.
- Applicants are required to stay for the entire length of the information session to receive attendance credit. Attendees who leave before the completion of the program information will not receive credit for attending and will need to attend a new session.
- Information session attendees will receive a proof of attendance email 1-2 business days following their information session.
- Information sessions expire annually. Applicants must attend a new information session for the year in which they apply.

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# Health Science Reasoning Test - Associate Degree

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The Health Science Reasoning Test –Associates Degree (HSRT-AD) is a multiple-choice test specifically designed for two-year and certificate programs. The HSRT-AD is an online test administered in a timed setting and measures critical thinking as well as quantitative reasoning skills. The HSRT-AD presents a variety of scenarios in clinical and professional practice contexts with information provided in text-based and diagrammatic formats. HSRT-AD questions ask test takers to apply their skills to:

- Make interpretations
- Analyze information
- Draw inferences and warranted inferences
- Identify claims and reasons
- Evaluate the quality of arguments

**Note:** All applicants are required to earn a minimum HSRT score of 72 to apply to the 2024 Practical Nursing Program. HSRT-AD scores submitted below the minimum required score will result in an incomplete portfolio. Incomplete portfolios **are not** considered for acceptance.

Students can prepare for the HSRT-AD exam by accessing sample questions using a mobile app called Critical Thinking Insight by Insight Assessment — Select “Sample Reasoning Skills Questions.” Sample questions are also available at: [insightassessment.com/article/sample-thinking-skills-questions](https://insightassessment.com/article/sample-thinking-skills-questions).

## HSRT-AD Testing Logistics

- Test dates must be at least 60 days apart.
- The HSRT-AD is computerized and timed (*will not exceed an hour*).
- The cost of the HSRT-AD is \$47 (*fee subject to change*).
- A fee of \$15 will be charged for late registration or rescheduling of test date.
- Proof of payment is required for registration.
- Seating is limited, plan accordingly.
- Pay particular attention to the registration deadlines!
- Test dates often fill up before the late deadline.
- All applicants will need to provide an official score report in a sealed envelope issued by the Testing Center where they took the exam in their Practical Nursing portfolio.

## HSRT-AD Testing Locations

Applicants must take the HSRT-AD at either the Gloucester or Cumberland Campus. Exams taken at another institution will not be acceptable for admission. Testing dates may vary at each campus. It is the applicant’s responsibility to confirm their registration and payment at the RCSJ Testing Center offering their selected test date.

Test Center  
Cumberland Campus  
3322 College Drive  
Vineland, NJ 08360  
[Testing@cc.rcsj.edu](mailto:Testing@cc.rcsj.edu)  
[Rcsj.edu/Testing/Cumberland](https://Rcsj.edu/Testing/Cumberland)

Test Center  
Gloucester Campus  
1400 Tanyard Rd  
Sewell, NJ 08080  
856-415-2268  
[Rcsj.edu/Testing/Gloucester](https://Rcsj.edu/Testing/Gloucester)

## HSRT-AD Registration – Gloucester Campus

- Registration must be completed in-person at the Testing Center where you plan to take the exam.
- Gloucester Campus Testing Center is in the Student Services Building, Room 1162.
- Applicants will need to provide payment at time of registration.
- Official score report is available for next-day pickup, with proof of ID. Testers will receive instructions for score pickup after test completion.
- Only qualifying score reports will be issued.

| Gloucester Campus HSRT-AD Test Dates 2023-2024 |               |                         |                        |
|--|---------------|-------------------------|------------------------|
| Date of Test                                   | 60 days later | Regular Deadline (\$47) | Late Deadline (\$62)   |
| 7/12/2023 (Wednesday)                          | 9/10/2023     | 6/28/2023 (Wednesday)   | 7/11/2023 (Tuesday)    |
| 7/25/2023 (Tuesday)                            | 9/23/2023     | 7/11/2023 (Tuesday)     | 7/24/2023 (Monday)     |
| 8/17/2023 (Thursday)                           | 10/16/2023    | 8/3/2023 (Thursday)     | 8/16/2023 (Wednesday)  |
| 8/29/2023 (Tuesday)                            | 10/28/2023    | 8/15/2023 (Tuesday)     | 8/28/2023 (Monday)     |
| 9/6/2023 (Wednesday)                           | 11/5/2023     | 8/23/2023 (Wednesday)   | 9/5/2023 (Tuesday)     |
| 9/7/2023 (Thursday)                            | 11/6/2023     | 8/24/2023 (Thursday)    | 9/6/2023 (Wednesday)   |
| 9/11/2023 (Monday)                             | 11/10/2023    | 8/28/2023 (Monday)      | 9/8/2023 (Friday)      |
| 9/13/2023 (Wednesday)                          | 11/12/2023    | 8/30/2023 (Wednesday)   | 9/12/2023 (Tuesday)    |
| 10/6/2023 (Friday)                             | 12/5/2023     | 9/22/2023 (Friday)      | 10/5/2023 (Thursday)   |
| 10/19/2023 (Thursday)                          | 12/18/2023    | 10/5/2023 (Thursday)    | 10/18/2023 (Wednesday) |
| 10/30/2023 (Monday)                            | 12/29/2023    | 10/16/2023 (Monday)     | 10/27/2023 (Friday)    |
| 11/2/2023 (Thursday)                           | 1/1/2024      | 10/19/2023 (Thursday)   | 11/1/2023 (Wednesday)  |
| 11/10/2023 (Friday)                            | 1/9/2024      | 10/27/2023 (Friday)     | 11/9/2023 (Thursday)   |
| 11/28/2023 (Tuesday)                           | 1/27/2024     | 11/14/2023 (Tuesday)    | 11/27/2023 (Monday)    |
| 12/9/2023 (Saturday)                           | 2/7/2024      | 11/22/2023 (Wednesday)  | 12/8/2023 (Friday)     |
| 12/19/2023 (Tuesday)                           | 2/17/2024     | 12/5/2023 (Tuesday)     | 12/18/2023 (Monday)    |
| 1/17/2024 (Wednesday)                          | 3/17/2024     | 1/3/2024 (Wednesday)    | 1/16/2024 (Tuesday)    |
| 1/29/2024 (Monday)                             | 3/29/2024     | 1/12/2024 (Friday)      | 1/26/2024 (Friday)     |
| 2/13/2024 (Tuesday)                            | 4/13/2024     | 1/30/2024 (Tuesday)     | 2/12/2024 (Monday)     |
| 2/15/2024 (Thursday)                           | 4/15/2024     | 2/1/2024 (Thursday)     | 2/14/2024 (Wednesday)  |
| 2/21/2024 (Wednesday)                          | 4/21/2024     | 2/7/2024 (Wednesday)    | 2/20/2024 (Tuesday)    |
| 2/23/2024 (Friday)                             | 4/23/2024     | 2/9/2024 (Friday)       | 2/22/2024 (Thursday)   |
| 2/24/2024 (Saturday)                           | 4/24/2024     | 2/9/2024 (Friday)       | 2/23/2024 (Friday)     |
| 2/26/2024 (Monday)                             | 4/26/2024     | 2/12/2024 (Monday)      | 2/23/2024 (Friday)     |
| 2/27/2024 (Tuesday)                            | 4/27/2024     | 2/13/2024 (Tuesday)     | 2/26/2024 (Monday)     |
| 2/29/2024 (Thursday)                           | 4/29/2024     | 2/15/2024 (Thursday)    | 2/28/2024 (Wednesday)  |

1400 Tanyard Rd, Sewell, NJ 08080 • Student Services Building, Room 1162 Email: [ssc@rcsj.edu](mailto:ssc@rcsj.edu) • Phone: 856-415-2268

## HSRT-AD Registration – Cumberland Campus

- Registration for a Cumberland Campus date may be completed in-person at the Testing Center or by emailing [testing@cc.rcsj.edu](mailto:testing@cc.rcsj.edu).
- Cumberland Campus Testing Center is in Arpino Education and Humanities Building, 1st Floor, Testing Lab (#2 on Campus Map)
- Applicants will need to provide payment at time of registration.
- Official score report is available for next-day pickup, with proof of ID. Testers will receive instructions for score pickup after test completion.
- Only qualifying score reports will be issued.

| Cumberland HSRT-AD Test Dates '23-'24 |                         |                      |
|---------------------------------------|-------------------------|----------------------|
| Date of Test                          | Regular Deadline (\$47) | Late Deadline (\$62) |
| 4/26/2023 (Wednesday)                 | 4/12/2023               | 4/25/2023            |
| 5/31/2023 (Wednesday)                 | 5/17/2023               | 5/30/2023            |
| 6/28/2023 (Wednesday)                 | 6/14/2023               | 6/27/2023            |
| 7/26/2023 (Wednesday)                 | 7/12/2023               | 7/25/2023            |
| 7/27/2023 (Thursday)                  | 7/13/2023               | 7/26/2023            |
| 8/30/2023 (Wednesday)                 | 8/16/2023               | 8/29/2023            |
| 8/31/2023 (Thursday)                  | 8/17/2023               | 8/30/2023            |
| 9/6/2023 (Wednesday)                  | 8/23/2023               | 9/5/2023             |
| 9/7/2023 (Thursday)                   | 8/24/2023               | 9/6/2023             |
| 10/25/2023 (Wednesday)                | 10/11/2023              | 10/24/2023           |
| 10/26/2023 (Thursday)                 | 10/12/2023              | 10/25/2023           |
| 11/29/2023 (Wednesday)                | 11/15/2023              | 11/28/2023           |
| 11/30/2023 (Thursday)                 | 11/16/2023              | 11/29/2023           |
| 12/6/2023 (Wednesday)                 | 11/22/2023              | 12/5/2023            |
| 12/7/2023 (Thursday)                  | 11/23/2023              | 12/6/2023            |
| 1/31/2024 (Wednesday)                 | 1/17/2024               | 1/30/2024            |
| 2/1/2024 (Thursday)                   | 1/18/2024               | 1/31/2024            |
| 2/7/2024 (Wednesday)                  | 1/24/2024               | 2/6/2024             |
| 2/8/2024 (Thursday)                   | 1/25/2024               | 2/7/2024             |
| 2/14/2024 (Wednesday)                 | 1/31/2024               | 2/13/2024            |
| 2/15/2024 (Thursday)                  | 2/1/2024                | 2/14/2024            |
| 2/21/2024 (Wednesday)                 | 2/7/2024                | 2/20/2024            |
| 2/22/2024 (Thursday)                  | 2/8/2024                | 2/21/2024            |
| 2/28/2024 (Wednesday)                 | 2/14/2024               | 2/27/2024            |

3322 College Drive, Vineland, NJ 08360 • Arpino Building, 1st Floor, ASL Lab • Email: [testing@cc.rcsj.edu](mailto:testing@cc.rcsj.edu) • Phone: 856-200-4648

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# Transcripts

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**Transcripts previously sent to RCSJ for the general admission file will not be added to the portfolio;** therefore, students must resubmit their official transcripts in their Practical Nursing Portfolio. Please follow the guidance below for information about which transcripts must be included in the portfolio.

Applicants are encouraged to contact the Cumberland Admissions Office for clarification on which transcripts may need to be submitted or resubmitted. Failure to submit or resubmit required transcripts will result in an incomplete portfolio. Incomplete portfolios are not considered for acceptance to the Practical Nursing Program.

## High School Transcripts

For general admission to RCSJ (*STEP 1, page 11*), submission of an official copy of the student's official high school transcript documenting high school graduation (*or earned GED*) is **mandatory** for all applicants, including those who may have earned additional college degrees.

Applicants submitting a high school level lab biology and/or lab chemistry grade to satisfy the science course requirement for Practical Nursing admissions ranking **must** include a sealed copy of the high school transcript, obtained from the high school, in the portfolio. RCSJ uses the final letter or number grade listed on the transcript for admissions consideration, regardless of course weight (*honors, Advanced Placement, etc.*) Be aware that college-level courses taken while in high school through dual credit programs may have generated a college transcript. It is the student's responsibility to confer with their high school counselor about dual credit agreements with other institutions and request official college transcripts for their dual credit courses.

Applicants who plan to use college-level course(s) for Practical Nursing admissions ranking and have already submitted their official high school transcript to the Admissions Office, **do not need** to resubmit their high school transcript in the portfolio.

International high school transcripts **must** be evaluated and submitted to the Cumberland Admissions Office prior to submitting the Practical Nursing Portfolio.

## RCSJ Students

Applicants who have taken courses at RCSJ (including High School Option Program and Visiting students) will include an *unofficial* RCSJ transcript in their portfolio. The RCSJ transcript is the **only** transcript allowed to be unofficial. Students may place an official copy of their RCSJ transcript in the portfolio if desired; however, it is not required and any additional fees incurred for transcripts are the sole responsibility of the student.

Current RCSJ Gloucester students planning to submit a Practical Nursing Portfolio to the Cumberland Campus may be asked to provide an official copy of their transcript. If accepted to the program, the transcript may be needed for transfer credit evaluation purposes.

## International Transcripts

Transcripts from other countries must be translated into English and evaluated before they can be included in the portfolio. Students must request a general evaluation of their high school transcript, and a course-by-course evaluation of their college/university transcript(s). For more information go to: [rcsj.edu/International](https://rcsj.edu/International). The international transcript(s) must be evaluated by one of the following organizations:

• NACES  
(naces.org)

• IEES, Inc.  
(edevals.com)

• FCSA  
(foreigncredentials.org)

• WES  
(wes.org)

• SpanTran  
(SpanTran.com)



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## Transcripts (Continued)

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### Transfer Student Responsibility

**It is the applicant's responsibility to ensure coursework submitted for Practical Nursing Submission ranking requirements is acceptable prior to submission of the Nursing Portfolio.**

Applicants should have prior coursework evaluated for transfer credit before submission of the Nursing Portfolio by submitting an official transcript(s) from their previous institution(s) and completing a Transfer of College Credit Request Form through the Cumberland Admissions Office: [RCSJ.edu/cc/Transfer](https://www.rcsj.edu/cc/Transfer).

### Courses Eligible for Transfer

Only general education courses from other colleges and universities may be eligible for transfer to the Practical Nursing Program. Applicants who are currently enrolled or were previously enrolled in another college's Nursing Program should be advised that those Nursing courses cannot transfer to the RCSJ Practical Nursing Program.

Applicants should take note of their science courses completed at other institutions. Some colleges and universities offer a "Basic" or "Fundamental" version of both Anatomy and Physiology that **may not be equivalent** to the Anatomy and Physiology course at RCSJ. Applicants are highly encouraged to contact Selective Admissions for questions on science course equivalency **well in advance** of the portfolio deadline.

### Letter Grades

Some colleges do not operate on the plus or minus grading scale. Students transferring coursework from a college that does not use a plus or minus grading scale will need to earn a letter grade of "B" or better for coursework in the Practical Nursing Program that requires a minimum grade of "C+." This also applies to students who used Excelsior College to update the content of their expired A&P course. For more clarification on this policy, students can contact 856-200-4670.

### Transcript Submission and Resubmission

Applicants must include a transcript from any college or university where they created an academic record. This can include students who registered for courses and then withdrew, students who are guests/visiting students at another institution, students who took only one course at the college, and students enrolled in high school dual credit programs.

Transfer students who have already submitted official transcripts from their previous institution for the general admissions file must resubmit an official copy in their Nursing Portfolio. The transcripts must be official physical copies generated directly from the institution.

Applicants requesting transcripts from colleges or universities who use an electronic transcript delivery service (*National Student Clearinghouse, Parchment, etc.*) must request a physical copy be mailed to their personal address, not RCSJ to place in the portfolio. Copies of electronic transcripts printed by the applicant are not considered official copies.

In the event a college no longer sends physical copies of transcripts due to the COVID-19 pandemic, students should contact Cumberland Admissions well in advance of the portfolio deadline for guidance. **Please contact the Cumberland Admissions Office at 856-200-4669 with any questions regarding transcripts.** Omission of any official college transcript (*exception: RCSJ transcripts*) is grounds for an incomplete portfolio. **Incomplete portfolios are not considered for acceptance.**

It is the applicant's responsibility, not the institution's, to ensure transcripts are requested in time to be placed in the portfolio. Once submitted, no additional documents can be included in the portfolio.

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## Science Course Transfer Policy

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Nursing and Health Professions Programs will only accept, in transfer, an Anatomy and Physiology I that has been completed successfully from a regionally accredited institution. Acceptable coursework not taken at RCSJ must have equivalent content, lecture, credit hours, face-to-face lab hours and provide a letter grade.

**Online instruction is not acceptable for Anatomy and Physiology courses I and/or II courses taken at another college prior to Spring 2020**

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## Verification of Instruction Method

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Students taking Anatomy & Physiology I at either campus of Rowan College South Jersey **do not** include Verification of Instruction Method in their portfolio. The unofficial transcript from RCSJ included in the portfolio will satisfy this requirement.

Applicants with Anatomy & Physiology I completed or in-progress at another college must provide documents for Verification of Instruction Method in their portfolio for applicable courses at time of portfolio submission. Please read the following items carefully to determine which may need to be included in the portfolio:

### Verification of Instruction Method Form

- For students who took Anatomy and Physiology I at another college (or have the course in-progress).
- Completed by instructor of the course or college representative (registrar, department head, etc.).
- Confirms delivery method of course (in-person, online, hybrid, etc.).
- Instructor verifies how student identity was verified in an online or hybrid course.

**AND**

### Course Syllabus\* (if applicable)

*\*Only required for A&P courses taken outside the State of New Jersey*

- The syllabus **must** include the semester and year course taken, course title and section number.
- This needs to match the information on the proof of registration/course schedule.
- If the original syllabus cannot be obtained, a master syllabus from the academic department is acceptable, so long as the course has not been revised since the applicant took the course.

It is the student's responsibility to obtain this information and provide it in the portfolio. **It is highly recommended** that students confirm with the Admissions Office that the information obtained is acceptable prior to submitting the portfolio. Failure to include this information could result in an incomplete portfolio and your portfolio will not be considered for admission.

For more information, or if you have any questions regarding this Science Course Transfer Policy, refer to Administrative Procedure 8207 or call 856-200-4697. NJ Transfer can assist you by providing course equivalencies for courses taken at a New Jersey college. Visit the NJ Transfer website at [njtransfer.org](http://njtransfer.org)



## Section III Practical Nursing Program Portfolio

- **Part I: Required Forms**
  - 2024 Practical Nursing Portfolio Checklist
  - 2024 Practical Nursing Application
  - General Admission Completion Form
  - 2024 Practical Nursing Portfolio Submission Agreement
  - 2024 Practical Nursing Information Session Proof of Attendance
  - 2024 Practical Nursing Admissions Ranking Score Sheet
- **Part II: Required Forms**
  - 2024 HSRT Score Report
  - Official College Transcript(s)
  - Official High School Transcript
  - Verification of Instruction Method Form (if applicable)

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## How to Submit Your Complete Portfolio

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All applicants to the Practical Nursing program must review the 2024 Practical Nursing Admissions handbook **before** completing the Portfolio. The Admissions Handbook contains all current policies and procedures for submitting a complete portfolio.

Complete Nursing portfolios may be submitted at any time from October 2, 2023 through February 2, 2024 at 5:00 p.m. **Complete portfolios can be submitted either in-person to the Cumberland Admissions Office or by mail. Electronic submissions of portfolios are not accepted.**

Once submitted, the portfolio is a final document and property of the College. Students cannot add, edit, or remove documentation from their portfolio after submission. Portfolios will not be reviewed by RCSJ Staff for completion prior to submission.

Compile all required documentation and secure in a large manila envelope. Do not use file folders, binders, folders with sheet protectors or mailing envelopes. Your portfolio should be able to be sealed with all documents inside. Manila envelopes can be found at most stationery stores, wholesale retailers, and post offices.

A complete portfolio means that the Practical Nursing portfolio contains all required documents listed on the checklist and all general and selective admission requirements have been satisfied. **If these conditions are not fulfilled, your file will be incomplete and not considered for admission to the program.**

The document order of the portfolio should follow the document order of the checklist, on the next page. If a requirement listed is not applicable to you, it does not need to be included in the portfolio.

### On Campus Submission

Rowan College of South Jersey  
Cumberland Campus  
The Office of Admissions  
Attn: Selective Admissions - PN  
Student Name & RCSJ Cumberland ID#

### Mailing

Rowan College of South Jersey  
Cumberland campus  
The Office of Admissions  
Attn: Selective Admissions – PN  
3322 College Drive  
Vineland, NJ 08360

Applicants should contact the Cumberland Admissions Office ([admissions@cc.rcsj.edu](mailto:admissions@cc.rcsj.edu)) with any questions on whether a document needs to be included **prior** to submission of their Practical Nursing Portfolio.

**Complete Practical Nursing Portfolios submitted in person or by mail must be received in the Admissions Office on the Cumberland Campus by 5:00 p.m. on February 2, 2024.**

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## 2024 RCSJ – Cumberland Practical Nursing Portfolio Checklist

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ ID \_\_\_\_\_

Complete the following sections and include each document in your large manila envelope. Check each box as you include the document. The order of the portfolio should match the order of the checklist. **Do not** staple, paper clip, or binder clip pages together. Please type or print clearly. **Use blue or black ink if handwriting application.**

### Part I: Required Forms:

All forms must be completed and signed (where necessary) by the applicant before submission.

- 2024 Portfolio Checklist
- 2024 Practical Nursing Application
- General Admission Completion Form – signed by both admissions and applicant.
- 2024 Practical Nursing Portfolio Submission Agreement
- 2024 Practical Nursing Information Session Proof of Attendance Date Attended: \_\_\_\_/\_\_\_\_/\_\_\_\_
- 2024 Practical Nursing Admissions Ranking Scoresheet

### Part II: Required Transcripts and Score Reports:

- Official HSRT-AD Score Report  
Must be in sealed envelope from Testing Center. Unofficial scores printed by the student are not acceptable.  
Overall Score: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Exam: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Unofficial RCSJ Transcript  
Print directly from your RCSJ .
- N/A – I have never generated an academic record/taken a class at RCSJ. No transcript included.**
- Official College Transcripts  
Write the name of each college where you generated an academic record and include an official transcript for each.  
Do not include RCSJ on this list.  

|                                |                                |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
- Official High School Transcript
  - N/A – My high school transcript is on file with the admissions office AND I am using college level lab science(s) for admission ranking. No high school transcript included.
  - Verification of Instruction Method Form, provided for:**
    - Anatomy & Physiology I
    - A&P I is from RCSJ – Verification of Instruction Method Form not included.
    - I have not taken college level Anatomy I that is equivalent to the RCSJ course.  
(Verification of Instruction Method Form not included.)

# 2024 RCSJ – Cumberland Practical Nursing Application

This application is submitted only after you have completed the general admissions process as described in this packet.  
Include this application as part of your completed portfolio.

**Please type or print clearly.**

Legal Last Name: \_\_\_\_\_ Maiden/Other (If applicable): \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Sex:  Male  Female RCSJ Cumberland ID Number: \_\_\_\_\_ RCSJ Cumberland Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_ County: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Allow RCSJ to/Leave Message: Yes  No

Alternate Phone Number: \_\_\_\_\_ Allow RCSJ to/Leave Message: Yes  No

Have you applied to the Rowan College of South Jersey Practical Nursing Program within the last 3 years? Yes  No

**Note: Communication regarding your admission status will be communicated ONLY through your RCSJ - Cumberland Student Gmail account.**

**Education Information:**

Please list below all high schools, vocational/technical schools, and colleges/universities attended, **including RCSJ**. This section needs to match the information on the portfolio checklist **and** in the student's current RCSJ file.

| Name of Institution:        | Address:   | Dates Attended: | Degree Received: |
|-----------------------------|------------|-----------------|------------------|
| High School                 | City/State | Month/Year      |                  |
| Vocational/Technical School | City/State | Month/Year      |                  |
| College/University          | City/State | Month/Year      |                  |
| College/University          | City/State | Month/Year      |                  |

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# 2024 RCSJ - General Admission Completion Form

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**NOTE:** It is highly recommended that applicants submit this form to the Admissions Office well in advance of turning in the portfolio to ensure sufficient time for processing.

## Directions:

1. Complete the Applicant Section and submit to the Admissions Office on the Cumberland Campus **PRIOR** to submitting the portfolio.
2. Request that an Admissions Office staff member review the form:
  - a. In-person in the Cumberland Student Services Building next to the One-Stop
  - b. Email the scanned form to: [admissions@cc.rcsj.edu](mailto:admissions@cc.rcsj.edu)
3. RCSJ Admissions will complete their section, sign form, and return to student.
4. Only **after** an Admissions Representative signs this form will it be considered complete and ready to be enclosed in the portfolio.

### Applicant Section

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ ID \_\_\_\_\_

I am an applicant for the Rowan College of South Jersey 2024 Selective Admissions Practical Nursing Program.

I request the Admissions Office to verify my general admission application to the Cumberland Campus (including College application, high school completion credentials, and college-level placement in reading, writing, and math) is complete.

I acknowledge this form will be considered complete and ready to be enclosed in the portfolio only after it is signed by the applicant an RCSJ Admissions Representative.

Student signature (required): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### RCSJ Cumberland Admission Office Section

1. **General Application:** This applicant has a completed general admissions application to the Cumberland Campus. Yes  No  Needs to apply to the Cumberland Campus.
2. **High School Completion Credentials:** This applicant has satisfied the **general admission** requirement by providing the following document:
  - Preliminary high school transcript (send final copy after graduation)
  - Official high school transcript
  - Home School Transcript
  - GED
  - Applicant is missing high school credentials.
3. **RCSJ Placement Test Status:** This applicant satisfied the RCSJ placement test **or** received a testing exemption in the following areas (**Note:** all three must be satisfied to submit a portfolio.):

Reading:  Yes  No      Writing:  Yes  No      Math:  Yes  No

Placement: \_\_\_\_\_      Placement: \_\_\_\_\_      Placement: \_\_\_\_\_

Student signature (required): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## General Admission Completion Form

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I downloaded and reviewed the Practical Nursing Admission Portfolio information/instructions on the Selective Admissions website before completing my portfolio. I understand the contents of the document and adhere to all regulations, policies, and procedures contained within.

I acknowledge and understand I am solely responsible for following the policies and procedures for the Selective Admissions process.

I certify that the Practical Nursing Program is specific to the Cumberland Campus and the Portfolio must be submitted to Rowan College South Jersey – Cumberland Campus Admissions Office.

I understand admission to the Practical Nursing Program is not guaranteed, even if I meet or exceed all admissions ranking requirements.

I certify that all documents and information provided by me are true, accurate and complete. Any misleading or false information may result in actions including, but not limited to, discipline, dismissal, or denial of application to all selective admission programs. In addition, I realize my acceptance may be revoked if I engage in behavior that questions my honesty, integrity, maturity, or ethical character.

I further understand that once I submit this portfolio to the RCSJ Cumberland Admissions Office, it is a final document and property of the College. I understand failure to include any required documentation will result in an incomplete portfolio and I will be ineligible for admission to the 2024 Practical Nursing Program. This includes omission of any college transcript.

The Buckley Amendment (Privacy Act) requires student permission before transferable college courses may be added to the student's academic record. I grant permission to the College to transfer any applicable courses and change my major course of study, should I be accepted to the program.

I understand I am solely responsible for the contents and completion of this portfolio. My signature below confirms I understand and agree to the statements above.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ RCSJ ID Number: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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# 2024 Practical Nursing Ranking Score Sheet

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## 33.33% — HSRT-AD Exam Score

Minimum score of 72. Score report must be in a sealed envelope from the RCSJ Campus Testing Center where you took the exam. Unofficial results printed by the student will result in an incomplete portfolio.

Overall Score: \_\_\_\_\_ Date of Exam: \_\_\_\_\_ Campus:  Gloucester  Cumberland

## 33.33% — Lab Science Requirement

Choose **one** science option below to use for admission ranking. Must be taken from 2019-present, with a final letter grade of a “C+” or higher. All letter grades will be verified with the official transcripts included in the portfolio.

**Option I: Lab Biology AND Lab Chemistry**

*High school, college level, or a combination of the two.*

*College level BIO options: General Biology I, General Biology II, Human Biology, or equivalent*

*College level CHM options: General Chemistry I, General Chemistry II, Introductory Chemistry, or equivalent*

### Lab Biology

Course Name: \_\_\_\_\_ School/College: \_\_\_\_\_

Semester/Year Taken (ex: Fall 2023): \_\_\_\_\_ Final Letter Grade: \_\_\_\_\_

### Lab Chemistry

Course Name: \_\_\_\_\_ School/College: \_\_\_\_\_

Semester/Year Taken (ex: Fall 2023): \_\_\_\_\_ Final Letter Grade: \_\_\_\_\_

### Option II: Anatomy & Physiology I

*College level only, equivalent to BIO 105 (Gloucester) or BI 106 (Cumberland)*

*A&P courses taken at another college require Verification of Instruction Method form in the portfolio.*

Course Name: \_\_\_\_\_ School/College: \_\_\_\_\_

Semester/ Taken (ex: Fall 2023): \_\_\_\_\_ Final Letter Grade: \_\_\_\_\_

## 33.34% — Cumulative GPA

*Must be a 2.50 or higher from school of current/most recent attendance. High school seniors will use their weighted GPA if available. NO ROUNDING accepted. GPA is calculated to the hundredth digit.*

Cumulative GPA: \_\_\_\_\_

School/College of current or most recent attendance: \_\_\_\_\_

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# 2024 Verification of Instruction Method Form

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**Do Not Include this form in your Portfolio if you are using RCSJ or high School science courses.**

Nursing and Health Professions programs will only accept, in transfer, Anatomy and Physiology I course completed successfully from a regionally accredited institution. **Acceptable coursework not taken at RCSJ must have equivalent content, lecture, credit hours, face-to-face lab hours** and provide a letter grade.

**Online instruction is not acceptable for Anatomy and Physiology I course taken at another college prior to Spring 2020.**

Applicants taking Anatomy & Physiology I at another college must provide documents for Verification of Instruction Method in their portfolio for applicable courses at time of portfolio submission. For each Nursing science course (Anatomy & Physiology I) taken **at another college** please have this form completed by the instructor of the course or college registrar. Signed statements must be included in the portfolio, **even if the course is currently in-progress at time of portfolio submission.**

## Student Section:

Student Name: \_\_\_\_\_ RCSJ D#: \_\_\_\_\_

Course Code & Title: \_\_\_\_\_

Name of Institution: \_\_\_\_\_ Semester Taken: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

## Instructor/Registrar Section – to be completed by course instructor, department representative, or college registrar **ONLY**:

Class Format:                       Online                       Hybrid                       Standard Lecture/Lab  
Format

*If hybrid or standard lecture/lab format, please note class meeting times:*

Lecture Days:    M    T    W    R    F    Remote Lecture

Lab Days:         M    T    W    R    F    Remote Lab

### **If course was online or hybrid, please complete the statement below:**

*I verify it was the above-named applicant who completed their course assignments using one or more of the following methods (check all that apply):*

- All course communication took place through the institution's learning management system.  
(Blackboard, Canvas, Sakai, etc.) or through college provided email address.
- Applicant submitted photos of lab assignments done at home.
- Exams were monitored using proctored browser (ProctorU, Respondus, etc.)
- Cameras were required to be on during virtual class time.
- Other:

Instructor or Registrar Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

