

# Nuclear Medicine Technology

**Admission Packet — 2023**

*Available on the Gloucester Campus only*



*RCSJ.edu*

 **Rowan College**  
SOUTH JERSEY

1400 Tanyard Road, Sewell, NJ 08080

# Nuclear Medicine Technology 2023 FACT SHEET

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**Portfolios Accepted: *January 3, 2023 – March 3, 2023***

**Portfolio Deadline: *March 3, 2023***

**All Admissions Decisions Sent: *April 3, 2023***

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**The Nuclear Medicine Technology program is for students who wish to enter the healthcare field as a Nuclear Medicine Technologist**

- Anatomy & Physiology courses **must** be taken from 2018 to present
- Midterm grades will be accepted for Fall 2023 admission
- Minimum acceptable ACT score\*: **23**  
*\*Advanced Degree holders and ARRT Certified Radiographers, see page 18 for options*
- Minimum acceptable SAT score taken after:
  - April 1, 1995 is **1050**  
*(Critical Reading and Math **only**)*
  - March 1, 2016 is **1130**  
*(Evidence Based Reading Writing and Math **only**)*
- Applicants may only apply to **one** selective admission program per year
- Applicants must be 18 years of age as of the first day of the Spring 2024 semester
- All students accepted to the NMT 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.***



Nursing and Health Professions

Dear NMT Applicant:

Thank you for your interest in the Nuclear Medicine Technology program at Rowan College of South Jersey. Graduates from the NMT program at RCSJ earn an Associate in Applied Science Degree in Nuclear Medicine Technology and are eligible to take national boards for NMT including ARRT and/or the NMTCB.

Prior to applying to the NMT program, please take time to research the profession of Nuclear Medicine and the opportunities that are available. NMT is very rewarding but also very demanding.

Part of the admission requirements to the NMT program at RCSJ 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 NMT program requirements will be explained and an opportunity for applicants to ask questions will be entertained.

Best wishes as you begin the process toward a successful future.

Sincerely,

*Laura MacAulay*

Mrs. Laura MacAulay, M.Ed., B.S., CNMT  
Program Director NMT

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Disclaimer – The content and requirements of this admission packet may be altered at any time at the discretion of the College. This packet was checked for accuracy at the time of printing but should not be considered a contract between the College and the student.



## **Section I:**

### **A.A.S. Nuclear Medicine Technology Program Information**

- Important Information
- Program Accreditation Status
- NMT Program Standards and Health Requirements
- A.A.S. Nuclear Medicine Technology Program of Study
- A.A.S. Nuclear Medicine Technology Course Descriptions
- General Education Courses, Math Requirement and GPA Requirement

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## Important Information

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The information in this packet is effective for applicants planning to enter the Nuclear Medicine Technology Program beginning in September 2023

**Portfolios Accepted: *January 3, 2023 – March 3, 2023***

**Portfolio Deadline: *Friday, March 3, 2023***

**All Admissions Decisions Sent on or about: *Monday, April 3, 2023***

### – IMPORTANT –

The College is not responsible for any applicant who does not follow the instructions printed in this packet. **Responsibility for correctly completing the Nuclear Medicine Technology 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, acceptance depends on the size and qualifications of the applicant pool. Please note that meeting or exceeding all admission criteria does not guarantee acceptance into the program.

Admission requirements for the program are subject to change each year. All applicants to the program are required to 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 [SelectiveAdmissions@rcsj.edu](mailto:SelectiveAdmissions@rcsj.edu) 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 2023 Nuclear Medicine Technology 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 Nuclear Medicine Technology Program**

is accredited by:

**Joint Review Committee On Educational Programs  
In Nuclear Medicine Technology**

*820 W. Danforth Road*

*#B1*

*Edmond, OK 73003*

*and*

**Bureau of X-Ray Compliance  
State of New Jersey**

**Department of Environmental Protection**

**Division of Environmental Safety, Health and Analytical Programs**

**Radiation Protection Programs**

*625 Arctic Parkway*

*PO Box 420 (mail code 25-01)*

*Trenton, NJ 08625-0420*

*609-984-5634*

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## Program Description

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The Nuclear Medicine Technology (*NMT*) program is designed to provide students with the knowledge necessary to safely use radioactive materials and sophisticated electronic scanning equipment for the diagnosis and treatment of certain suspected or known disorders of the human body.

The duration of the program is 23 months and encompasses five semesters including one summer session. The focus of the first year is completion of all core science, math and general education requirements. The NMT component begins in the summer between the first and second year. The majority of NMT courses are offered during the day, though some NMT courses may be offered in the evenings during the summer and fall semesters. Class format is hybrid, lab, face-to-face and online. Extensive participation in clinical rotations is mandatory in the fall and spring of the second year. Clinical rotations are generally scheduled for four days a week and didactic instruction on the remaining weekday over the 15 week semester.

Graduates of the program receive an Associate in Applied Science degree and are eligible to take the American Registry of Radiologic Technologists (*AART*) and/or the Nuclear Medicine Technology Certification Board (*NMTCB*) national licensure exams. Students and graduates of the program must adhere to the Ethical Standards set forth by the certification boards.

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## NMT Program Health Standards

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NMT students are required to meet specific health standards. NMT 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 (*CDC*) requirements for healthcare providers. The completed health packet is due to be submitted June 14, 2023. All blood work should be drawn by May 24, 2023. 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 health screening costs.

NMT students must maintain current CPR certification while in the NMT 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, HPE 105: Healthcare Provider Emergency Response with BLS Certification, that meets this requirement.

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 NMT program, students must complete the CHBC and the urine drug screen by the due date of April 19, 2023. 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.

If a student is denied the opportunity to participate in the clinical agency as a result of CHBC findings, the student will be dismissed from the NMT program and referred to Student Services to explore other career options.

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## NMT Program Technical Requirements

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Students in the Nuclear Medicine Technology program must meet the physical demands of the program. Technologists and students spend most of the day on their feet. They must be able to lift, turn and maneuver patients with disabilities such as obesity and musculoskeletal disorders. Visual requirements include the ability to distinguish subtle differences in image details, scan fields of data and control panels, and visually follow moving objects. Auditory requirements include a level of hearing to enable effective communication with patients and coworkers.

Clinical affiliates of the program require medical documentation of student fitness prior to placement at the facility and continued fitness throughout placement at the facility. If a physical condition renders the student unable to meet the minimum physical requirements for clinical placement, they may not report to their clinical site. Failure to fulfill the clinical requirements for the course may be grounds for failure of the course and inability to progress in the NMT program.

**Physical Requirements:**

- Stand and/or walk up to 6 ½–7 hours throughout the day.
- Lift and move a maximum of 290 pound patient in a 2–3 person transfer.
- Operate and manipulate all nuclear medicine equipment.
- Push a patient in a wheel chair or stretcher up to 500 feet or more.
- Move equipment weighing up to 45 pounds 30 times a day.
- Visually distinguish subtle changes in image detail.
- Possess a level of hearing sufficient to allow effective communication with patients and coworkers.

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## NMT Program Outcomes

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Year Graduated	Accepted	Graduated	Attrition	Employment at 6 months	% Passed Boards on first attempt.
2021	8	7	12.5%	5/7 (71%)	7/7 students (100%) CNMT 5/6 students (83%) ARRT
2020	N/A	N/A	N/A	N/A	N/A
2019	12	10	16.7%	6/10 (60%)	100%

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## Curriculum (Program of Study)

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Rowan College of South Jersey Division of Nursing and Health Professions Graduation Control Sheet

### Nuclear Medicine Technology (NMT) Associate in Applied Science (A.A.S.) – Career

Nuclear Medicine is the use of radioactive materials and sophisticated electronic scanning equipment for the diagnosis and treatment of certain suspected or known disorders of the human body. The three most common procedures are organ imaging, laboratory analysis and therapeutic administration.

The program is accredited by the Joint Review Committee on educational programs in Nuclear Medicine Technology and New Jersey Bureau of Radiologic Health. Upon successful completion of the NMT program requirements, graduates are eligible to apply for Board Certification, The American Registry of Radiologic Technologist and the Nuclear Medicine Technology Certification Board national certifying agencies.

NMT students must complete the minimum number of required hours of clinical instruction scheduled throughout the program in collaboration with clinical affiliates. Clinical hours occur during all College sessions.

FIRST YEAR – Fall Semester		Credits
___ ENG 101	English Composition I	3
___ BIO 105	Anatomy & Physiology I	4
___ CHM 111	General Chemistry I	4
___ PSY 101	General Psychology	3
		<b>14</b>
<b>Spring Semester</b>		
___ ENG 102	English Composition II	3
___ BIO 106	Anatomy & Physiology II	4
___ PHY 103	General Physics	4
___ ALH 107	Cross Sectional Anatomy	2
		<b>13</b>
<b>Summer Session I (first 7 weeks)</b>		
___ NMT 106	Radiation Safety and Biology	1
___ NMT 107	Radiation Physics	2
		<b>3</b>
<b>Summer Session II (second 7 weeks)</b>		
___ NMT 114	Clinical Imaging Procedures I	2
___ NMT 116	Basic Nuclear Medicine Procedures	2
		<b>4</b>
<b>SECOND YEAR – Fall Semester</b>		
___ NMT 205	Clinical Internship I	10
___ NMT 215	Radiopharmacy	2
___ NMT 210	Clinical Imaging Procedures II	1
		<b>13</b>
<b>Spring Semester</b>		
___ NMT 227	Clinical Internship II	10
___ NMT 230	Nuclear Instrumentation and Statistics	2
___ NMT 233	Clinical Imaging Procedures III	1
		<b>13</b>
	<b>Total Minimum Credits:</b>	<b>60</b>

*In order to progress through the NMT program, all students must maintain a Cumulative Grade Point Average (GPA) of 2.00 or higher and earn a grade of C or higher in all program required courses. All Anatomy and Physiology courses must have been completed within the 5 years period prior to the beginning of the first NMT course. Refer to course description section of this catalog for prerequisite/co requisite course requirements. All students applying to the NMT program are required to complete a criminal history background check.*

**CONTROL SHEET EFFECTIVE WITH CLASSES ENTERING 9/2019**

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# Nuclear Medicine Technology (NMT) Course Descriptions

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Please consult the RCSJ Academic Catalog for information on pre- and co-requisite courses.

**NMT 106: Radiation Safety and Biology .....1 credit**

This course provides instruction in all aspects of radiation safety. NRC regulations and radiation biology are also reviewed.

**NMT 107: Radiation Physics .....2 credits**

This course focuses on nuclear physics including the study of electromagnetic waves, the basis of radioactivity, converting units and terminology related to radioactivity

**NMT 114: Clinical Imaging Procedures I .....2 credits**

This course focuses on nuclear medicine procedures including radiopharmaceutical dose, patient preparation, route of administration, indications, contraindications, imaging criteria and scan interpretation

**NMT 116: Basic Nuclear Medicine Procedures .....2 credits**

This course is an introduction to clinical procedures including patient care, basic instrumentation, medical terminology, medical ethics and clinical imaging procedures. The laboratory component is designed to provide the student with the skill set needed to operate equipment commonly used in the field of Nuclear Medicine, and to provide patient-centered care and assessment related to Nuclear Medicine.

**NMT 205: Clinical Internship I ..... 10 credits**

This course introduces students into the clinical environment with directed practice in nuclear radiopharmacy, clinical imaging procedures and basic instrumentation.

**NMT 210: Clinical Imaging Procedures II ..... 1 credits**

This course examines scanning protocols for additional nuclear medicine procedures. Focus is on radiopharmaceutical dose, patient preparation, route of administration, indications, contraindications, imaging criteria and scan interpretation

**NMT 215: Radiopharmacy .....2 credits**

This course focuses on developing the didactic knowledge and laboratory practice of all aspects of nuclear pharmacology including radiopharmaceutical kit preparation, Department of Transportation radioactive package transportation guidelines, package receipt, monitoring, disposal and inventory

**NMT 227: Clinical Internship II ..... 10 credits**

This course completes the clinical component by providing clinical practice of advanced instrumentation procedures, clinical imaging procedures and radiopharmaceutical preparation and administration

**NMT 230: Nuclear Instrumentation and Statistics .....2 credits**

This course includes the study of the components, operating principles and quality control procedures of nuclear and fusion imaging instrumentation, including Computed Tomography. The laboratory component provides the student with the opportunity to analyze imaging and quality control statistical data to determine the most appropriate course of action.

**NMT 233: Clinical Imaging Procedures III .....1 credit**

This capture course completes the didactic instruction of NMT clinical imaging procedures

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# General Education Courses, GPA and Math Requirement

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## General Education Courses

An applicant may enroll in general education courses at the College prior to applying to the Nuclear Medicine Technology program. Please note that enrolling in general education courses does not guarantee acceptance into the NMT Program. Any general education course (*non-NMT Courses*) listed in the NMT Program of Study can be taken prior to program application.

Students interested in the Traditional Start track of the Nuclear Medicine Technology Program are encouraged to complete BIO 105 and MAT 105 before applying, if possible. It may also be helpful to complete MAT 110 prior to entering the program in the Traditional Start track.

Students interested in Early Start program eligibility should work with their academic advisor for proper course sequencing of all required general education courses.

Applicants may use the College Level Examination Program (*CLEP*) to meet the general education course work requirement as long as the total score is equal to or greater than the ACE Recommended Credit-Grading Score. For more information and arrangements to take a CLEP subject exam please contact the RCSJ Testing Center at 856-415-2268.

A student who has limited or no computer experience should consider taking one of the computer courses offered at the College which will provide knowledge of Microsoft Office Professional for Windows and experience with the internet. Gloucester campus students can take CIS 102, Introduction to Computers (*4 credits*).

## GPA Requirement

A cumulative grade point average of at least 2.0 is required for consideration for admission into the program. Verification of the student's cumulative GPA **must** be documented by submitting an official transcript from your last school of attendance.

**Attention Current RCSJ Students: Please be aware that the RCSJ student's cumulative GPA must be a 2.0 or higher to start the NMT program.** At the time of application, if prior coursework prevents the student's cumulative GPA at RCSJ from being a 2.0 or higher, please contact your academic advisor for options.

## Math Program Requirement

The Nuclear Medicine Technology program requires applicants have a strong grasp of algebraic functions to succeed in the demanding Physics courses included in the course curriculum.

Intermediate Algebra (*MAT 105*) and Algebra and Trigonometry (*MAT 110*) are prerequisites for General Physics I (*PHY 103*). General Physics I (*PHY 103*) must be taken before or during the spring semester of the first-year curriculum for Traditional Start track students. Students accepted to the Traditional Start track of the NMT program must complete MAT 105 prior to the start of the program.

Intermediate Algebra (*MAT 105*) or higher level college math course requirement may be satisfied by taking Algebra and Trigonometry (*MAT 110*), Pre-Calculus and Math Analysis (*MAT 107*) or Calculus I (*MAT 108*) at RCSJ or a transferrable-equivalent math course. Statistics or other liberal arts based math courses can not be used for this requirement.

Applicants are encouraged to work with their academic advisor to determine appropriate math course sequencing. Pre-requisite overrides and possible substitutions are student-specific and will vary on a case-by-case basis.



## **Section II:**

### **Admissions**

- Frequently Asked Questions
- General Admissions, Gloucester Campus
- Portfolio Requirements
- Early Start Option
- NMT Admissions Ranking Criteria
- 2023 Information Session Dates and Registration Information
- Testing Information
- Transcript Policies
- Transfer Credits
- Midterm Grades
- Verification of Instruction Method

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## Frequently Asked Questions

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**Q: How many students do we accept per year?**

A: NMT cohorts tend to be small. Acceptance depends on size and qualification of the applicant pool.

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

A: The portfolio deadline is firm – no portfolios are accepted after the posted deadline. All admissions decisions are made after the deadline.

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

A: The NMT program has two entry points: traditional start (*Fall*) and Early Start (*Summer*). Traditional start students must meet general and selective admissions ranking requirements at time of application; other outstanding general education courses can be completed in sequence per the NMT Program of Study.

Students who wish to be eligible for the Early Start option should aim to have all or most general education courses completed (*some can be in progress*) at time of application. More information on Early Start can be found on page 12 of this admissions packet.

**Q: Is there a separate application for Early Start? How can I tell admissions I am interested in that option?**

A: All complete NMT portfolios are automatically evaluated for Early Start eligibility during the portfolio review process—there is no separate application. The Early Start option is by invitation only, as space is limited each year.

**Q: What math courses are acceptable for admissions ranking?**

A: Algebra II or higher (*Trigonometry, PreCalculus, Calculus, etc.*) at the high school level OR Intermediate Algebra or higher (*Trigonometry, PreCalculus, Calculus, etc.*) at the college level. Statistics or other liberal arts math courses cannot be used for this requirement.

**Q: If I score below the minimum requirements/don't 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 all of my 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 and/or mathematics course to apply and/or the Admissions office does not have a copy on file.

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## Frequently Asked Questions

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**Q: Do I need to take the SAT or ACT exam if I have an advanced degree or have taken the HESI or TEAS?**

A: Applicants who have an earned associate degree, earned bachelor's degree or current licensure through the ARRT at time of portfolio submission do not have to take the SAT or ACT. All other students must take the SAT or ACT—there are no exceptions or substitutions for this testing requirement.

**Q: Should I take the SAT or ACT? Which exam is better for the program?**

A: There are subtle differences in the SAT and the ACT, but ultimately it is up to the applicant to decide which exam may be best for them. There is no preference in SAT or ACT scores in admissions ranking for the NMT program.

**Q: I am transferring from another school. Will you accept my credits?**

A: General education courses may be eligible to transfer to the NMT program. Transfer students should have their transfer credits evaluated prior to submitting an NMT portfolio. Please find more information on page 20 of this packet.

**Q: Is the time limit just on the lab science or does that also apply to general education classes?**

A: Anatomy & Physiology I and Anatomy & Physiology II must be no older than five years from point of entry to the NMT program. All other general education classes do not carry an expiration date.

**Q: How is the cumulative GPA calculated?**

A: The cumulative GPA is taken from the institution the applicant either currently attends or most recently attended. This is verified from inclusion of the student's official transcript in the portfolio. If the student attended more than one institution, the GPAs are not combined, and only the most recent cumulative GPA is used.

**Q: I met or exceeded all minimum requirements, so that means I am accepted, right?**

A: No. Admission to the NMT program is not guaranteed. All applicants are ranked objectively based on the published criteria (see page 13). Meeting or exceeding minimum requirements does not guarantee acceptance. Applicants should put their best foot forward when submitting their portfolio.

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# Application Process – Overview

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All 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.

**Both application processes must be completed correctly in order for the NMT application to be considered for acceptance. Failure to do so will result in an incomplete portfolio.**

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

## STEP 1 General Admission

General admission is the first step of application to the NMT program. This process will provide students with acceptance to the College, but not to the NMT program.

If there are questions regarding application status or an application is needed, contact the Admissions Office at 856-415-2209 or by email ([admissions@rcsj.edu](mailto:admissions@rcsj.edu))

1. Complete and submit a general admission application online at [RCSJ.edu/gc/Apply](https://rcsj.edu/gc/Apply)
2. Students must submit an official copy of their high school transcript documenting high school graduation (or earned GED) to the Admissions Office. This is required for **all** applicants, regardless of additional degrees earned.
3. Satisfy the RCSJ Placement Test requirement based on one of the following:
  - meet one of the exemption criteria
  - test above the remedial level in all areas
  - complete all required remediation

**Please see the next page for detailed information about completing the general admissions process for the Gloucester Campus.**

\*RCSJ transcript should be unofficial

## STEP 2 Selective Admission

Once the general admissions process is complete, students are ready to begin the second step in the application process: submission of the NMT portfolio.

Each NMT applicant is required to gather all documentation listed on the checklist and present it to the Gloucester Admissions office as a completed portfolio.

**Once submitted, the portfolio is a final document and property of the College. Students cannot add, remove or edit any documents in their portfolio.**

**A complete portfolio consists of the following documents:**

1. **Portfolio Checklist** (page 24)
2. **2023 NMT Application** (page 25)
3. **Information Session Proof of Attendance Email** (Email sent to students 1 – 2 business days after session) (see page 14 for dates)
4. **RCSJ Placement Test/Admission Status Form** (signed by both applicant and RCSJ Admissions office) (page 26)
5. **Signed Portfolio Submission Agreement**
6. **Completed Ranking Scoresheet**
7. **Standardized Test Score Requirement** (SAT/ACT scores and ARRT licensure can be photocopies, advanced degree holders must include the official transcript showing degree conferral)
8. **Official transcript from high school (If applicable)** (**must** obtain from high school and be in a sealed envelope) (see page 22)
9. **Verification of Instruction method (If applicable)** for A&P I and A&P II (see page 22, 24, and 30)
10. **Official transcripts from ALL colleges attended\*** (**must** obtain from each college and be in a sealed envelope) (see page 19 and 20)
11. **Submission of Midterm Grade Documentation (if applicable)** (pg. 21) Not required if applicant will use final letter grades for **both** math and science ranking requirements

**Note:** If accepted into the program, applicable college credits will automatically be transferred

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## General Admissions – Gloucester Campus

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**This section is for applicants who need to complete a general admissions application to the Gloucester Campus prior to submitting their NMT portfolio.**

### Step 1: Apply and Submit Official Documents

A. Complete the free online application at [RCSJ.edu/gc/Apply](https://www.rcsj.edu/gc/Apply)

- **New** students are recommended to declare A.A.S. Health Science, NMT Pathway as their major course of study.
- **Current** students do not need to reapply to the College, but should verify application status with Admissions Office and verify their personal information (*including mailing address, telephone number and email*) are current with the Student Records office.
- **Current Cumberland Campus** students will need to complete a new application to the Gloucester campus.
- **Graduating HSOP Students** (*class of 2023*) and **Visiting (Non-Matriculated) Students** will need to complete an application to the college as a new, degree-seeking student.
- Designation as a potential NMT applicant does not guarantee nor imply special consideration for acceptance to the NMT program.

B. Send official high school transcript or high school equivalency documents and any official college transcripts to the Gloucester Admissions Office via the office email address: [admissions@rcsj.edu](mailto:admissions@rcsj.edu). Transcripts must be issued directly from the institution.

### Step 2: Satisfy Placement Test Requirements

Students interested in applying to Selective Admissions programs (*like Nuclear Medicine Technology*) 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. Information about exemption criteria can be found on the Gloucester Campus Testing Center website: [RCSJ.edu/gc/Testing](https://www.rcsj.edu/gc/Testing).

Unless the applicant meets one of the exemption criteria or tests above the remedial level in all areas, they must complete all required remediation **before** applying to the NMT program. Per Administrative Procedure 8017, course work used for test exemption must be equivalent to a grade of "C" or better at RCSJ.

**General admission application status and placement test exemption status is verified through the RCSJ Placement Test/ Admissions Status form (page 26). This form must be completed and signed by an RCSJ admissions representative on the Gloucester Campus PRIOR to submitting the portfolio.**

### Contact Information

General Admissions Office: [RCSJ.edu/gc/Enroll](https://www.rcsj.edu/gc/Enroll)

Phone: 856-415-2209

Email: [admissions@rcsj.edu](mailto:admissions@rcsj.edu)

Testing Center: [RCSJ.edu/gc/Testing](https://www.rcsj.edu/gc/Testing)

Phone: 856-415-2268

Email: [ssc@rcsj.edu](mailto:ssc@rcsj.edu)

Selective Admissions, Gloucester:

[RCSJ.edu/gc/SelectiveAdmissions](https://www.rcsj.edu/gc/SelectiveAdmissions)

General Email: [SelectiveAdmissions@rcsj.edu](mailto:SelectiveAdmissions@rcsj.edu)

Samantha Wagner, Administrator, Selective Admissions

Phone: 856-468-5000, ext. 6474

Email: [swagne12@rcsj.edu](mailto:swagne12@rcsj.edu)

**Contact information is accurate at time of publication**

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# Selective Admission Portfolio Requirements

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Once the general admissions process is complete, students are ready to begin the second step in the application process: submission of the NMT portfolio.

Each NMT applicant is required to gather all documentation listed on the checklist (*page 24*) and present it to the Admissions Office of your designated campus as a completed portfolio. 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.

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**All documentation must be submitted in a large manila envelope to the Gloucester campus no later than March 3, 2023 at 5 p.m. Late submissions are not considered for admission.**

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## The following items are **REQUIRED** for all applicants to the Nuclear Medicine Technology Program at time of portfolio submission:

### 1. Completed General Application to Gloucester Campus

- General Application (*completed and submitted online at [RCSJ.edu/Apply](https://www.rcsj.edu/Apply)*)
- Submission of High School Transcript
- Satisfied Placement Test Requirements on Intended Campus

### 2. Attended one Information Session for the 2023 Nuclear Medicine Technology Program

- Proof of attendance email must be printed and included in portfolio

### 3. Standardized Test Score Requirement

- SAT/ACT Scores and ARRT Licensure options can be photocopies
- Advanced degree holders must include official transcript showing degree conferral

### 4. Completion of the following forms at the end of this packet:

- 2023 NMT Portfolio Checklist
- 2023 NMT Admissions Ranking Sheet
- 2023 NMT Application
- RCSJ Placement Test/Admission Status Form
- Portfolio Submission Agreement

### 5. Submission or Resubmission of ALL official college transcripts, if applicable

*(in sealed envelopes obtained from institution)*

- RCSJ Transcript should be unofficial
- Printed copies of electronic transcripts are not considered official

### 6. Submission or Resubmission of official high school transcript, if applicable *(in sealed envelope obtained from high school)*. Not required if official copy is on file with general admissions office **and** student will use a college level lab science and college level math course as their ranking requirement

### 7. Submission of Midterm Grade Documentation *(if applicable, see pg. 21)*

- Not required if applicant will use final letter grades for **both** math and science ranking requirements

### 8. Submission of Verification of Instruction Type *(if applicable, see page 25)*

- Not required for sciences taken at RCSJ or in high school

**Note:** *The portfolio is considered complete at the time of submission when all General and Selective Admissions requirements are satisfied.*

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## Early Start Option

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Students who have met all general and selective admission criteria and successfully completed all or most of the required general education classes prior to applying for the NMT program may be invited to enter an Early Start Option.

The Early Start Option allows selected students to begin the NMT component of the program in May of the application year and complete all NMT requirements by the following May.

Students are selected at the discretion of the College based on selective admission ranking. Students with prior certification in Radiology may be given priority. Limited seats are available for this option and admission is not guaranteed for Early Start.

All complete NMT portfolios are evaluated for Early Start eligibility during the regular review process – there is no separate application required. Applicants should work with their academic advisor for proper sequencing of NMT general education coursework if they are interested in the Early Start option.

Applicants who submit a transcript with in-progress coursework required for Early Start consideration should be advised their acceptance to Early Start will be **conditional**. Final acceptance will be contingent upon the final grade(s) in the in-progress courses.

**Applicants are required to have the following coursework completed with a final grade of “C” or better by the end of the Spring 2023 semester to be considered for Early Start:**

- English Composition I
- English Composition II
- Anatomy and Physiology I (*must be equivalent to BIO 105*)
- Anatomy and Physiology II (*must be equivalent to BIO 106*)
- General Chemistry I
- General Physics I
- Cross Sectional Anatomy

**The following courses can be taken concurrently with NMT 106 and NMT 107, if not completed at time of application:**

- General Psychology

## NMT Admissions Ranking Criteria

Value of Points Toward Admission Ranking	<p><b>– IMPORTANT –</b></p> <p>All applicants are ranked objectively based on the criteria below.</p> <p>Applicants are required to submit minimum qualifying scores in <b>all</b> areas to be considered eligible.</p> <p><b>Meeting or exceeding minimum requirements does <i>not</i> guarantee acceptance.</b></p>
<b>50%</b>	<p><b>ACT * or SAT Requirement</b></p> <p>ACT Minimum Composite <b>23</b>  SAT Minimum <b>950</b> before 4/1/95  SAT Minimum <b>1050</b> after 4/1/95  SAT Minimum <b>1130</b> after 3/1/16</p> <p><b>SAT based on Reading and Math Components only</b> (<i>Writing score not used</i>)  A photocopy of your score report is acceptable in the portfolio</p> <p><i>*Associate Degree holders can submit proof of degree for a composite score of 25 (see page 18)  Baccalaureate Degree and ARRT certificate holders can submit proof of degree/licensure for a composite score of 26 (see page 18)</i></p>
<b>25%</b>	<p><b>Science Course Requirement</b>  <b>Must be taken from 2018–present</b></p> <p><i>Final or midterm grade received must be equivalent to a C or better  The highest completed science grade of C or better submitted will be used for admission ranking</i></p> <p><b>Applicants will choose one of the following options for admissions ranking purposes:</b></p> <p><b>A. Lab Biology and Lab Chemistry</b>  High School: 1 year each or College-level: 1 semester each</p> <p style="text-align: center;"><b>OR</b></p> <p><b>B. Anatomy and Physiology I with Lab</b>  College level only/equivalent to RCSJ's BIO 105</p> <p style="text-align: center;"><b>OR</b></p> <p><b>C. Anatomy and Physiology II with Lab</b>  College level only/equivalent to RCSJ's BIO 106</p> <ul style="list-style-type: none"> <li>• Online instruction for Anatomy I and Anatomy II taken at another college is not acceptable prior to Spring 2020</li> <li>• Anatomy I and Anatomy II courses taken or in-progress at another college must include Verification of Instruction Type in the portfolio (<i>see pages 22 and 30</i>)</li> <li>• Applicants transferring Anatomy I, Anatomy II from another college should verify transferability well before submission of their portfolio</li> </ul>
<b>25%</b>	<p><b>Math Course Requirement</b></p> <p><b>High School Level: Algebra II or higher</b>  <i>Final or Midterm grade must be equal to a "C" or better</i></p> <p style="text-align: center;"><b>OR</b></p> <p><b>College Level: Intermediate Algebra or higher</b>  <i>equivalent to RCSJ's MAT 105 or higher level college math  Final or Midterm grade must be equal to a "C" or better</i></p>

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## Information Sessions

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**All NMT information sessions will be held through Zoom webinar.**

**Information Sessions are held annually for prospective applicants to learn about the current application procedures and to allow an opportunity for questions to be entertained.**

- Attendance at one information session is **mandatory** in order to apply to the 2023 NMT 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.
- **Advance registration is required for each information session.**
  - Links to register will open 2 weeks prior to the session date and close a half-hour prior to the session start time.
  - Please use an email address you check regularly to register for the session to ensure you receive the correct Zoom link.

**To register for an information session, please visit:  
[RCSJ.edu/SelectiveAdmissions/Gloucester/NMT](https://RCSJ.edu/SelectiveAdmissions/Gloucester/NMT)**

2023 NMT Program Information Sessions		
Tuesday	October 11, 2022	6:00 p.m.
Thursday	November 17, 2022	3:00 p.m.
Tuesday	December 6, 2022	6:00 p.m.
Thursday	January 26, 2023	3:00 p.m.
Tuesday	February 21, 2023*	6:00 p.m.

*\*This is the **final** information session for the 2023 NMT program.  
No additional information sessions will be offered after this date.*

*Information session dates and times are accurate at time of publication.  
Any and all updates will be posted on the Selective Admissions website.*

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## 2023 NMT Information Sessions (*continued*)

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### What to Expect at Your Information Session

#### Webinar Logistics

- Attendees are encouraged to review the Zoom website for the basics of joining a Zoom webinar before their information session: <https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-Zoom-Webinar>
- Each session will start promptly at the advertised time and will last about 1.5 to 2 hours.
- The Webinar will lock 10 minutes after the start of the session. Late entries are strictly prohibited. **Please plan accordingly!**
- Attendees are strongly recommended to join the webinar from a laptop or desktop computer for optimal viewing experience. Attendees who join the webinar from their cell phone or tablet do so at their own risk.

#### 3 Informational Segments

- **Admissions:** Representatives from the Admissions Office will review the two-step application process for the NMT program.
- **Program:** Representatives from the NMT program will review program information and other requirements.
- **Q&A:** Attendees will have an opportunity to ask and have questions answered by panelists in attendance. Questions can be typed in the chat box and will be answered either "live on-air" at the end of the information session or privately by one of the panelists in attendance.
  - Questions may also be submitted ahead of the session to [SelectiveAdmissions@rcsj.edu](mailto:SelectiveAdmissions@rcsj.edu)

#### Proof of Attendance

- Applicants are required to stay the entire length of the webinar to receive credit.
- Attendance is determined by registration and log-in data. Applicants who leave the session early will not receive credit for attending and will need to attend another session. **Plan ahead!**
- A receipt of attendance\* will be emailed directly to the student using the email address provided in the registration form. Applicants must print the receipt and include in their 2023 NMT portfolio.

*\*This email may arrive 48 – 72 hours after the session and may go to your junk/spam folder.*

#### Please Note!

**All applicants must attend one information session date for the 2023 NMT Program.**

New Student Orientation, individual appointments with Admissions staff or Advisement staff and the College's Open House do not count as valid information sessions.

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# Testing Information: ACT

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## About the Exam

The American College Testing Program (ACT) is a national college admissions examination that consists of subject area tests in English, mathematics, reading and science. The four subject areas are multiple-choice tests. There is an optional writing portion available, however, RCSJ does not use the writing portion for admissions consideration for the NMT program. Students who take the ACT receive a composite score of all four subject area tests in a range from 1-36.

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**Applicants submitting ACT scores must submit a minimum composite score of 23 to be eligible for the 2023 NMT program.**

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## Testing Logistics

Rowan College South Jersey is an approved Testing Center for both the Residual ACT and the National ACT. Students are not required to test at Rowan College South Jersey to apply to the NMT program. Students are required to allow 60 days in between attempts of the ACT exam, whether it is the Residual ACT or the National ACT. Photocopies of score reports are acceptable for inclusion in the NMT portfolio.

### The Residual ACT is proctored at the Rowan College South Jersey Testing Center.

- Scores from the Residual ACT cannot be sent to other colleges and universities.
- These exams are hand-scored and results are provided directly to the student. Duplicate copies of Residual ACT scores cannot be obtained from the ACT nor from RCSJ.
- Registration for the Residual ACT must be completed in-person at the RCSJ Testing Center on the Gloucester Campus (*Student Services Building, Room 1162*). **Registrations will not be accepted after the late deadline.**
- For more information, please call 856-415-2268 or 856-681-6249

Residual ACT Date 2022/2023 Test Date	Registration Deadline: \$93.00 (Regular Registration Fee)	Late Registration Deadline: \$108.00 (\$15.00 Late Fee Added)
September 17, 2022	September 2, 2022	September 16, 2022
December 3, 2022	November 18, 2022	December 2, 2022
February 4, 2023*	January 20, 2023	February 3, 2023

### The National ACT can be taken at any approved testing center provided by the ACT.

- Scores from the National ACT can be accessed in the student's profile typically 2 weeks after the testing date.
- All registration and payment for National ACT test dates must go through the ACT website ([Actstudent.org](http://Actstudent.org))

2022/2023 National ACT	Registration Deadline:	Late Registration Deadline:
September 10, 2022	August 5, 2022	August 19, 2022
October 22, 2022	September 16, 2022	September 30, 2022
December 10, 2022*	November 4, 2022	November 11, 2022
February 11, 2023	January 6, 2023	January 20, 2023
April 15, 2023^	March 10, 2023	March 24, 2023
June 10, 2023^	May 5, 2023	May 19, 2023
July 15, 2023^	June 16, 2023	June 23, 2023

*\*Final date to guarantee scores before March 3, 2023 deadline*

*^This test date is after the 2023 NMT portfolio deadline and score reports will not be accepted for the 2023 NMT program.*

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## Testing Information: SAT

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### About the Exam

Instead of ACT scores, SAT scores may be submitted in your NMT portfolio. The Scholastic Aptitude Test (SAT) is a national college admissions examination that consists of subject area tests in reading, writing & language and math. The three subject areas are multiple-choice tests.

RCSJ uses the critical reading and math portions only for NMT admissions consideration. Neither the writing portion nor the optional essay are calculated in your score for the NMT program. Students who take the SAT (*since 2016*) receive a composite score of all three subject area tests in a range from 400-1600.

Photocopies of test scores are acceptable, as well as scores noted on your official high school transcript. **The SAT scores on your high school transcript must appear from the official SAT label.** Typed or handwritten SAT scores on your high school transcript are not acceptable. Please contact your high school to verify that the official SAT label appears on your transcript.

**Please use the breakdown below for acceptable minimum SAT scores:**

SAT (taken before April 1, 1995)	Minimum Acceptable Score	950
SAT (taken after April 1, 1995)	Minimum Acceptable Score	1050
SAT (taken after March 1, 2005)	Minimum Acceptable Score	1050
SAT (taken after March 1, 2016)	Minimum Acceptable Score	1130

**Based on Reading and Math Components ONLY**  
(Writing score NOT used)

### Testing Logistics

- Students who wish to take the SAT for NMT admissions consideration must register through the College Board website (**CollegeBoard.org**). Anticipated dates are listed in the table below and can be subject to change – applicants must follow the dates listed on **CollegeBoard.org**.
- Scores typically become available on the student's online CollegeBoard account about 2 weeks from the test date.
- Students who need to request old scores for their portfolio must contact **CollegeBoard.org** at 866-756-7346. **It is the applicant's responsibility to obtain their older SAT scores (if applicable) for their portfolio.**

2022-2023 National SAT Dates (Tentative)	
August 27, 2022	March 11, 2023 <sup>^</sup>
October 1, 2022	May 6, 2023 <sup>^</sup>
November 5, 2022	June 3, 2023 <sup>^</sup>
December 3, 2022 <sup>*</sup>	

*\*Final date to guarantee scores before March 3, 2023 deadline*

*<sup>^</sup>This test date is after the 2023 NMT portfolio deadline and score reports will not be accepted for the 2023 NMT program.*

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## Differences Between SAT and ACT

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The differences between the ACT and SAT exam are subtle. The NMT program does not give preference to one exam for admissions consideration. It is the responsibility of the applicant to decide which exam best suits their test-taking style.

Comparisons between the two exams, as well as full-length practice tests and preparatory materials, can be found through websites like Princeton Review, Khan Academy, **CollegeBoard.org** and **ACTStudent.org**.

Preparation for either exam is highly recommended. Study guides are available at most area bookstores. The RCSJ bookstore (856-415-2249) has a selection of study guides available for purchase.

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## Testing Information *(continued)*

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### **Advanced Degree Holders**

Applicants who hold an advanced degree are eligible to have an equivalent ACT composite score assigned for their admissions evaluation. Applicants who qualify for this option must include an official transcript showing the degree conferral date in their portfolio. The degree must be conferred (*not in progress*) prior to portfolio submission for applicants who choose this option. Students may use previous SAT or ACT scores, if they would like.

**Associate Degree Holders** can be assigned an ACT composite score of 25

**Baccalaureate Degree Holders (or higher)** can be assigned an ACT composite score of 26

### **ARRT Certified Radiographer**

Applicants who are certified by the American Registry of Radiologic Technologists (*ARRT*) are eligible to have an ACT score of 26 assigned for their admissions evaluation. Include copy of license in portfolio. Students may use previous SAT or ACT scores, if they would like. **Note: It may be to the student's advantage to take the SAT or ACT to achieve a higher score.**

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## RCSJ Placement Test

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All applicants to the NMT program must demonstrate college-level placement in reading, writing and math prior to submission of a NMT portfolio.

Applicants will submit a completed RCSJ Placement Test/Admissions Status Form (*page 26*) to verify exemption from or fulfillment of placement test requirements. The form must be completed by the applicant and an admissions representative. Once both sections are completed and signed, the student can submit in the portfolio.

It is the applicant's responsibility to ensure they meet or exceed placement test requirements prior to submission of a NMT portfolio. Unless students meet one of the exemption criteria or tests 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.

Questions regarding the RCSJ Placement Test or registering for the test, contact the RCSJ Testing Center at 856-415-2268.

Any questions about exemption from taking the RCSJ Placement Test or getting the RCSJ Placement Test/Admission Status Form signed, contact the Admissions Office at 856-415-2209.

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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 for you; therefore, students must resubmit their official transcripts in their portfolio. Please follow the guidance below for information about which transcripts must be included in the portfolio.

Applicants are encouraged to contact the 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 NMT program.

## High School Transcripts

For general admission to RCSJ (*step 1, page 9*), submission of an official copy of the student's high school transcript documenting high school graduation (*or earned GED*) is **mandatory** for all applicants, including those who may have earned additional college degree(s).

Applicants submitting a high school level lab biology and/or lab chemistry and/or high school level math grade to satisfy the NMT selective admissions ranking requirement **must** include a sealed copy of the high school transcript in the portfolio. This transcript must be issued directly from the high school. 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 both the science and math requirements of NMT 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 Admissions Office prior to submission of the NMT portfolio.

## RCSJ Students

Applicants who have taken courses at RCSJ (*including High School Option Program and Visiting students*) will submit 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.

## 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 transcript(s). International transcripts must be evaluated by any of the following organizations:

- NACES  
([naces.org](http://naces.org))
- IEEES, Inc.  
([edevals.com](http://edevals.com))
- FCSA  
([foreigncredentials.org](http://foreigncredentials.org)),
- WES  
([wes.org](http://wes.org))
- SpanTran  
([SpanTran.com](http://SpanTran.com))

More information is available on the Gloucester campus international student website: [RCSJ.edu/gc/International](http://RCSJ.edu/gc/International). Students with questions about international transcripts can contact Ms. Christina Kulisek, Director, at [ckulisek@rcsj.edu](mailto:ckulisek@rcsj.edu) or 856-681-6273

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## Transcripts (*continued*)

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### Transfer Credits

#### Transfer Student Responsibilities

**It is the applicant's responsibility to ensure coursework submitted for NMT admission ranking requirements is acceptable prior to submission of the NMT portfolio.**

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

#### Courses Eligible for Transfer

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

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

#### 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, and students who took only one course at the college.

Transfer students who have already submitted official transcripts from their previous institution for the general admissions file must resubmit an official copy in their NMT 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 Selective Admissions well ahead of the portfolio deadline for guidance. **Do not assume exclusion of a physical transcript is permissible before submission of the portfolio.**

It is the applicant's responsibility, not the institution, to ensure transcripts are requested in time to be placed in the portfolio. Once submitted, no additional documents can be included in the portfolio. Omission of any official college transcript (*exception: RCSJ transcripts*) is grounds for an incomplete portfolio. **Incomplete portfolios are not considered for acceptance.**

**Please contact Selective Admissions with any questions about transcripts.**

Gloucester: 856-468-5000, ext. 6474

Email: [SelectiveAdmissions@rcsj.edu](mailto:SelectiveAdmissions@rcsj.edu)

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## Midterm Grades

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If you are submitting a midterm grade to satisfy the science and/or math course requirement, the official transcript **must** show course in-progress. It is recommended that you check with your school to verify that your in-progress course will appear on your transcript.

Applicants who submit a midterm grade for course work required for admission should be advised that based on midterm grades, acceptance in the program is **conditional**. Final acceptance will be contingent upon the final grade(s).

Official final transcripts must be submitted to Selective Admissions within two (2) weeks of course completion.\* Students who do not submit final transcripts within the required time will be dropped from the program. A final grade which is lower than the submitted midterm grade may have an adverse affect on your acceptance.

**High school students** must submit official transcripts showing midterm grades for Biology and Chemistry and/or the Math requirement.

**College students** who wish to submit a midterm grade must request this information from their course instructor. The instructor must include the following grade update information **on college letterhead**:

- Date
- Your name
- RCSJ student ID number
- Your letter grade
- Course name and number
- Start and end date of the course
- Signature and contact information of the instructor

Please allow adequate time for the instructor to process the midterm grade as close to the program deadline as possible. Notify the instructor the **first day of class** that you will require a midterm grade. It is the student's responsibility to obtain the correct document from the instructor to include in their portfolio. Emails from instructors are not acceptable.

**Note:** A midterm is defined as a grade that is calculated based upon completing 50% of the course.

*\*RCSJ Students do not have to resubmit an official transcript. Information will be provided to the student, if accepted.*

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## Science Course Transfer Policy

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Nursing and Health Professions programs will only accept, in transfer, Anatomy and Physiology I and II courses that have 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 I and/or Anatomy II courses taken at another college prior to Spring 2020.

### Verification of Instruction Method

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

Applicants taking Anatomy & Physiology I and/or Anatomy & Physiology II at another college must provide documents for Verification of Instruction Type 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:

#### Proof of Registration

- This shows the applicant registered for the course, including course format (*lecture, online, hybrid, etc.*)
- It must include the applicant's name, semester course was taken, section number, and course meeting times/location. This should also show dedicated lecture and lab hours for the course.
- Applicants should be able to access this information in their registration history or previous course schedules for that term. The weekly schedule of activities included in the syllabus does not meet the requirement
- A billing statement may be substituted for the proof of registration if all required information above is present on the statement.

**AND**

#### Statement of Instructor Verified Identity Form\* (*if applicable*)

*\*Only required for A&P courses taken online Spring 2020 – present at another college.*

- Students will need to submit a statement from their instructor detailing how their identity was verified in the online course in addition to the proof of registration and (*if applicable*) course syllabus.
- Courses taken online at RCSJ from Spring 2020 – present **do not** require this form.
- A standard form is available on page 30 of this admissions packet.

**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 to confirm with the Admissions Office that the information obtained is acceptable prior to submitting 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 856-681-6273.

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:**

### **Portfolio Submission**

- How to Submit a Complete Portfolio
- NMT Portfolio Checklist
- NMT Application
- RCSJ Placement Test Status Form
- Portfolio Submission Agreement
- NMT Admissions Ranking Sheet,
- Standard Faculty Verification Statement Form

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## Portfolio Deadline

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**Portfolios Accepted: January 3, 2023 – March 3, 2023**

**Portfolio Deadline: Friday, March 3, 2023 at 5 p.m.**

**All Admissions Decisions Sent on or about: Monday, April 3, 2023**

All admissions decisions will be sent to the student's official RCSJ email address. Applicants should ensure they have access to this email account prior to submission of portfolio. **All admissions decisions are final.**

To confirm acceptance, a \$100 non-refundable tuition deposit and evidence of a complete criminal history background check (CHBC) and urine drug screen will be due within two weeks after the notification date. The offer of acceptance will be rescinded if the deposit, CHBC and urine drug screen are not received by the due date.

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## How to Submit Your Complete Portfolio

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Complete NMT portfolios may be submitted at any time from January 3, 2023 through March 3, 2023. Complete portfolios can be submitted either in-person at the Gloucester Campus 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 (ex. *Walmart or Target*), and post offices.

**Do not staple pages together in the portfolio.**

**Write the following on the front of the manila envelope:**

- Student's Name
- RCSJ Student ID number
- 2023 NMT Portfolio
- Gloucester Campus

**If mailing your portfolio, please use the address below:**

Rowan College South Jersey  
Admissions Office  
ATTN: Selective Admissions Portfolio  
1400 Tanyard Road, Sewell, NJ 08080

***Please allow extra time for mailed portfolios to be received!***

Complete means that the NMT 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 page 24. If a requirement listed is not applicable to you, it does not need to be included in the portfolio.

Applicants should contact Selective Admissions at [SelectiveAdmissions@rcsj.edu](mailto:SelectiveAdmissions@rcsj.edu) with any questions on whether a document needs to be included **prior** to submission of their NMT portfolio.

**PLEASE SEE NEXT PAGE FOR PORTFOLIO SUBMISSION CHECKLIST**

# 2023 NMT Portfolio Checklist

**Please check the boxes as they apply to you and include each checked item in your portfolio.  
Failure to include one or more documents required will result in an incomplete portfolio.**

**Required for All Applicants:**

- Completed 2023 NMT Application (pg. 25)**
- 2023 NMT Information Session Proof of Attendance Email (pg. 15)**  
*Sent 1–3 business days following the session attended*  
Date of Information Session: \_\_\_\_\_
- Completed Placement Test/Status Form (pg. 26)**
- Signed Portfolio Agreement Page (pg. 27)**
- Completed 2023 NMT Admissions Ranking Sheet (pg. 28, 29)**
- Standardized Test Requirement (pg. 18)**  
*SAT/ACT Scores and ARRT licensure can be photocopies*  
*Advanced Degrees must include official transcript showing degree conferral*

**If applicable to you, include the following items in your portfolio:**

- Official high school transcript (pg. 19)** *Must be in a sealed envelope issued directly from your high school*
  - N/A – I am using a college level lab science **and** math course for admission ranking **and** the admissions office has a copy on file for me confirmed by my signed Placement Test/Status Form
- Midterm Grade Documentation (pg. 21)**
  - N/A – I am using final letter grades for **both** my math and science ranking requirements
- Official transcripts from all colleges where applicant generated an academic record (pg. 20)**  
*Must be in a sealed envelope issued directly from the institution*
  - N/A – Current high school senior (class of 2023) who has not generated an academic record at any college or university
  - N/A – RCSJ is my only college record. An unofficial transcript is included.
- Verification of Instruction Method for Anatomy I & Anatomy II (pg. 22, 23)**

Please complete the chart below if any core NMT science course (*either completed or in-progress*) at another college and provide proof of delivery method for each. Failure to include verification of instruction type for each core NMT science course taken at another college will result in an incomplete portfolio.

<b>Anatomy &amp; Physiology I</b> <b>College Level Only/Equivalent to BIO 105</b> <b>Taken from 2018 – present.</b>	<b>Anatomy &amp; Physiology II</b> <b>College Level Only/Equivalent to BIO 106</b> <b>Taken from 2018 – present</b>
Course Name: _____	Course Name: _____
College: _____	College: _____
Semester/Year Taken: _____ <input type="checkbox"/> In Progress	Semester/Year Taken: _____ <input type="checkbox"/> In Progress
Verification of Instruction Method: <input type="checkbox"/> Course Syllabus <input type="checkbox"/> Proof of Registration <input type="checkbox"/> Statement of Faculty Verified Identity Form <i>(required if taken online at another college from Spring 2020 – present)</i>	Verification of Instruction Method: <input type="checkbox"/> Course Syllabus <input type="checkbox"/> Proof of Registration <input type="checkbox"/> Statement of Faculty Verified Identity Form <i>(required if taken online at another college from Spring 2020 – present)</i>

# 2023 RCSJ NMT Application

**This application is not the same as the General Admissions application to RCSJ.  
Please see pages 9 and 10 for more information on the General Admissions Application.**

**Please type or print clearly.**

Student ID# \_\_\_\_\_

Legal Last Name: \_\_\_\_\_ Maiden Name (if applicable): \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

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

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

Home Phone: (\_\_\_\_) \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ Sex:  Male  Female

Cell Phone: (\_\_\_\_) \_\_\_\_\_ RCSJ Email Address: \_\_\_\_\_

**Please Note:** All admissions decisions will be sent to the student's RCSJ email account

Are you currently a student at Rowan College of South Jersey?  No  Yes

If no, have you ever attended Rowan College of South Jersey?  No  Yes, dates attended: \_\_\_\_\_

**Please list below all high schools, vocational/technical schools and colleges/universities attended and include a transcript for each (if applicable). Transcript policies are listed on pages 19 and 20 of the admissions packet.**

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	

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## RCSJ Placement Test/Admission Status Form

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**This form is used to verify the applicant has satisfied general admissions requirements to the Gloucester campus and must be signed *before* placing in the NMT portfolio.**

**Please follow these steps to complete this form:**

1. Complete the Applicant Section and submit to the Admissions Office on your designated campus **prior** to submitting your portfolio. Applicants may submit their forms in one of the following ways:
  - Email form to [SelectiveAdmissions@rcsj.edu](mailto:SelectiveAdmissions@rcsj.edu) (*reviewed and returned in 1-2 business days*)
  - Have form completed in-person at Gloucester Admissions Office
2. RCSJ Admissions Representative will complete their section, sign form and return to student.
3. Only **after** an Admissions Representative signs this form will it be considered complete and ready to be enclosed in the portfolio.

**Requests made after the March 3, 2023 deadline will not be honored.**

### **Applicant Section:**

Applicant Name: \_\_\_\_\_ ID # \_\_\_\_\_

I am an applicant for the 2023 Nuclear Medicine Technology Program at Rowan College South Jersey, Gloucester Campus.

I hereby request the Admissions Office to verify my admission status and RCSJ Placement Test status. I acknowledge that only **after** an Admissions Representative signs this form it will be considered complete and ready to be enclosed in the portfolio.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### **RCSJ Admissions Office Section:**

1. **General Application:** This applicant has a completed a general admissions application to the Gloucester campus.

Yes       No

2. **High School Completion Credentials:** This applicant has satisfied the general admission requirements 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 completion 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

Writing

Math

Yes: \_\_\_\_\_

Yes: \_\_\_\_\_

Yes: \_\_\_\_\_

No: \_\_\_\_\_

No: \_\_\_\_\_

No: \_\_\_\_\_

RCSJ Admissions Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note:** Successful completion of this form only verifies the applicant has completed Step 1, General Admissions. Applicants must follow the portfolio checklist to confirm completion of Step 2, Selective Admissions Requirements.

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## Portfolio Submission Agreement

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I certify that I have read and understood the information presented in this admissions packet. I understand admission to the Nuclear Medicine Technology 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 Admissions Office, it is a final document and property of the College. I understand failure to include any required documentation (*as stated on pages 9, 11 and 24*) will result in an incomplete portfolio and I will be ineligible for admission to the 2023 Nuclear Medicine Technology Program.

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.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

RCSJ Student ID Number: \_\_\_\_\_ Date: \_\_\_\_\_

# NMT Admissions Ranking Scoresheet

## 50% – Standardized Testing Requirement

Choose the highest score from one of the options below. If using an advanced degree, the degree **must** be conferred on your transcript at time of portfolio submission.

SAT	ACT	Advanced Degree or ARRT Certification
After 3/1/16: minimum 1130 ERW & Math After 4/1/95: 1050 Critical Reading & Math Before 4/1/95: 950 Verbal & Math <b>Include photocopy of scores in portfolio.</b>	Composite score Minimum: 23 <b>Include photocopy of scores in portfolio.</b>	Associate Degree = ACT Score of 25 Bachelor's and higher = ACT score of 26 ARRT Certification = ACT Score of 26 <b>Include photocopy of ARRT License (if applicable)</b>
Critical Reading Score: _____	Composite Score: _____	Degree Type: <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor's <input type="checkbox"/> Higher: _____
Math Score: _____	Test Date: _____	College: _____
Test Date (CR): _____		Degree Date (MM/YYYY): _____
Test Date (Math): _____		ARRT Certification Date: _____
Total Score: _____		

## 25% – Math Course Requirement

Choose **one** option below to use for admissions ranking. If more than one option is complete, the highest final grade will be used for admissions ranking. All letter grades will be verified on the official transcripts included in the portfolio.

<b>OPTION 1</b>	<b>Intermediate Algebra or Higher</b> Equivalent to MAT 105 or higher at RCSJ. <i>Examples: Intermediate Algebra, Algebra &amp; Trigonometry, PreCalculus, Calculus, etc.</i>
	Statistics <b>cannot</b> be used for this requirement   Midterm or Final grade <b>must</b> be a letter grade of a "C" or better
	Course Name: _____ School/College: _____ Semester/Year Taken: _____ Letter Grade: _____ <input type="checkbox"/> Final <input type="checkbox"/> Midterm <input type="checkbox"/> Official college transcript must be included if using this option.
<b>or</b>	
<b>OPTION 2</b>	<b>High School Algebra II or Higher</b> <i>Examples: Algebra II, Trigonometry, PreCalculus, Calculus, etc.</i>
	Statistics <b>cannot</b> be used for this requirement   Midterm or Final grade <b>must</b> be a letter grade of a "C" or better
	Course Name: _____ School/College: _____ Semester/Year Taken: _____ Letter Grade: _____ <input type="checkbox"/> Final <input type="checkbox"/> Midterm <input type="checkbox"/> If high school math, official transcript must be included in packet.

## NMT Admissions Ranking Scoresheet *(continued)*

### 25% – Lab Science Requirement

Choose **one** option below to use for admissions ranking. If more than one option is complete, the highest final grade will be used for admissions ranking. All letter grades will be verified on the official transcripts included in the portfolio.

<b>OPTION 1</b>	<b>Lab Biology</b>	<b>and</b>	<b>Lab Chemistry</b>
	Equiv. to BIO 101, BIO 102, BIO 107, or HS Biology taken from 2018 – present. “C” or higher midterm or final grade		Equiv. to CHM 111, CHM 112, CHM 107, or HS Chemistry taken from 2018 – present. “C” or higher midterm or final grade.
	Course Name: _____		Course Name: _____
	School/College: _____		School/College: _____
	Semester/Year Taken: _____		Semester/Year Taken: _____
Letter Grade: _____ <input type="checkbox"/> Final <input type="checkbox"/> Midterm	Letter Grade: _____ <input type="checkbox"/> Final <input type="checkbox"/> Midterm		
<input type="checkbox"/> If high school sciences, official transcript must be included in packet.		<input type="checkbox"/> If high school sciences, official transcript must be included in packet.	
<b>or</b>			
<b>OPTION 2</b>	<b>Anatomy &amp; Physiology I</b>		
	College level only/equivalent to BIO 105. Taken from 2018 – present. “C” or higher midterm or final grade. Online instruction not acceptable at another college/university before spring 2020.		
	Course Name: _____	School/College: _____	
	Semester/Year Taken: _____	Letter Grade: _____	<input type="checkbox"/> Final <input type="checkbox"/> Midterm   Taken at RCSJ? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>If taken at RCSJ</b> , verification of instruction method is not required in packet. <b>If taken at another college/university</b> , verification of instruction method is required in packet.		
	<b>Verification of Instruction Method for Science Transfer Credit</b>		
	<input type="checkbox"/> Course Syllabus <i>(If from out of State school)</i> . <input type="checkbox"/> Proof of Registration		
<input type="checkbox"/> Statement of Faculty Verified Identity Form <i>(required if taken online at another college from spring 2020 – present)</i>			
<b>or</b>			
<b>OPTION 3</b>	<b>Anatomy &amp; Physiology II</b>		
	College level only/equivalent to BIO 106. Taken from 2018 – present. “C” or higher midterm or final grade. Online instruction not acceptable at another college/university before spring 2020.		
	Course Name: _____	School/College: _____	
	Semester/Year Taken: _____	Letter Grade: _____	<input type="checkbox"/> Final <input type="checkbox"/> Midterm   Taken at RCSJ? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>If taken at RCSJ</b> , verification of instruction method is not required in packet. <b>If taken at another college/university</b> , verification of instruction method is required in packet.		
	<b>Verification of Instruction Method for Science Transfer Credit</b>		
	<input type="checkbox"/> Course Syllabus <i>(If from out of State school)</i> . <input type="checkbox"/> Proof of Registration		
<input type="checkbox"/> Statement of Faculty Verified Identity Form <i>(required if taken online at another college from spring 2020 – present)</i>			

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## Statement of Faculty Verified Identity

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Nursing and Health Professions programs will only accept, in transfer, Anatomy and Physiology I and II courses that have 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.**

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Online instruction for Anatomy & Physiology I and Anatomy & Physiology II  
at another college is **not** acceptable **prior to Spring 2020**

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

Applicants with Anatomy & Physiology I and/or Anatomy & Physiology II completed or in -progress at another college must provide documentation for Verification of Instruction Method in their portfolio for applicable courses at time of portfolio submission.

For each NMT science course (Anatomy & Physiology I and/or Anatomy & Physiology II) taken online at another college since Spring 2020, please have this form completed by the instructor of the course. Signed statements must be included in the portfolio as part of verification of instruction method. RCSJ science courses do not require completion of this form.

Applicant Name: \_\_\_\_\_ RCSJ ID# \_\_\_\_\_

Course Code and Title: \_\_\_\_\_  
(Example: BIO 105, Anatomy & Physiology I)     Proof of Registration Included     Syllabus Included (if applicable)

Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_

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

This course was taken by the applicant in an online format at the institution and during the semester listed above. I verified 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Notes

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