**LPN-RN Track**

2020 FACT SHEET

The LPN-RN track is for Licensed Practical Nurses who have an active LPN license in good standing and want to become Registered Nurses.

- This packet is exclusive for the LPN seeking admission into the Spring 2020 LPN-RN Track ONLY
- Application Deadline: **October 4, 2019**
- Science and Psychology of Human Development (PSY 211) courses MUST be taken from 2015 to present
- Science course transfer policy (see page 15)
  - Online science course instruction is not acceptable
- Applicants must be 18 years of age as of the first day of the Spring 2020 semester.

Information presented in this packet supersedes ALL other information obtained by the applicant.
Dear LPN-RN Applicant:

Thank you for your interest in the nursing program at Rowan College of South Jersey. Graduates from the nursing program at RCSJ earn an Associate degree in Science in Nursing and are eligible to apply to take the National Council Licensing Examination (NCLEX-RN) and to apply to a State Board of Nursing for licensure as a Registered Nurse.

Graduates from RCSJ have achieved an NCLEX pass rate of 94 percent and higher since 2000.* The nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and the New Jersey Board of Nursing.

Your educational and clinical experience is a valuable asset to the nursing profession. Continuing your education is commendable. The LPN-RN transition courses will guide your professional development as you enhance your knowledge. Applicants begin nursing courses in the winter semester, then progress to the second semester of the nursing program. This course of study is designed to be completed in three semesters.

Part of the admission requirement to the nursing 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 nursing 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,

Dr. S. Hall

Susan Hall, Ed.D, MSN, RN, CNE
Dean, Nursing and Allied Health

*Source: New Jersey State Board of Nursing
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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.
The information in this packet is effective for applicants planning to enter the:

LPN-RN Track beginning in January 2020

**Deadline** for submitting portfolios — **Friday, October 4, 2019**
**Notifications** mailed on or about — **Monday, October 28, 2019**

**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 lies solely with the applicant. Failure to do so will result in an incomplete portfolio.**

Applicants to the program must fulfill all listed admission criteria. While admission is competitive, acceptance depends on the size and qualifications of the applicant pool. Please note that meeting all the 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 make application, including those who have previously applied to or who currently are enrolled at Rowan College of South Jersey.

Applicants may contact RCSJ at 856-415-2209 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 2020 LPN-RN Track.

The information presented here supersedes all other information obtained by the applicant and is accurate at the time of publication.

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

is accredited by

**Division of Consumer Affairs**

**New Jersey Board of Nursing**

124 Halsey Street
P.O. Box 45010
Newark, NJ 07101

[njconsumeraffairs.gov/medical/nursing/htm](njconsumeraffairs.gov/medical/nursing/htm)

973-504-6430

and

**Accreditation Commission for Education in Nursing (ACEN)**

3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326

[acenursing.org](acenursing.org)

404-975-5000

**ACEN Accreditation Status:**

Initial Accreditation: December, 1972
Date of Most Recent Commission Action: July, 2017
Current Accreditation Status: Accredited
Accreditation Stipulations: None
Date of Last Visit: February 14-16, 2017
Next Site Visit: Spring 2025

The Middle States Commission on Higher Education’s (MSCHE) Standards for Accreditation and Requirements of Affiliation consist of seven standards and fifteen requirements of affiliation. Accreditation is a formal expression of confidence in an institution's performance in meeting both the Standards for Accreditation and the Requirements of Affiliation. Rowan College of South Jersey is accredited by the Middle States Commission on Higher Education, 3624 Market Street, 2nd Floor West, Philadelphia, PA 19104. Telephone: (267) 284-5000; E-mail: [info@msche.org](mailto:info@msche.org).
State Board of Nursing Requirements for Licensure

Applicants to the Nursing Program are advised that State Boards of Nursing regulate licensure for Registered 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-RN.

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, posted online current as of 10/26/15)

The New Jersey Board of Nursing requires information for licensure as a Registered 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. Status of student loans
5. Citizenship/Immigration status
6. Status of all professional licensures or certifications in any state or jurisdiction
7. Passing the NCLEX-RN Examination
8. Completed questionnaire on medical conditions, including the use of controlled substances within two years prior to applying for licensure

(Source: Information for Professional Nurse Licensure by Examination Application Process, May 2015)

The NJ 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
NJ Application for Licensure: 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 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 and the ACEN at their respective address.
Program Standards

Students must earn a grade of “C” or better in all nursing (NUR) and biological science (BIO) courses and Psychology of Human Development (PSY 211) and maintain a cumulative GPA of 2.0 to remain in the nursing program. Students must satisfactorily complete all 100-level nursing courses, Anatomy & Physiology I and II (BIO 105 and 106) to progress to 200-level nursing courses. All NUR 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 nursing program of study in order to advance through the nursing program. Course pre-requisites and co-requisites are specified in the RCSJ College Catalog. Students who register for college courses must complete pre-requisite course requirements before entering the 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 client safety. Students will be instructed and tested in dosage calculation each semester to remain in the program. Each semester, nursing students are required to demonstrate Math Competency. Once accepted into the nursing program, information on Math Competency will be provided during the Division Nursing Orientation sessions.

- One outcome of the 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 CD Rom drive and 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 physical examination, titers, immunizations, influenza vaccines, Mantoux screening (PPD) upon acceptance to the program. Health requirements are based on the recommendations of the Center for Disease (CDC) requirements for healthcare providers. The completed health packet is due to be submitted December 4, 2019. All blood work should be drawn by November 15, 2019. 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.

- Nursing students must maintain current CPR certification while in the nursing program. The level of CPR is Basic Life Support (BLS) for the Healthcare Professional and is ONLY acceptable through the American Heart Association. The RCSJ Workforce and Professional Development Institute offers CPR courses. Contact 856-415-2217 for more information.

- 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. 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 nursing program and referred to Student Services to explore other career options.
**Health Requirements**

Students who are accepted into the 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.
Rowan College of South Jersey Division of Nursing and Allied Health Graduation Control Sheet

Nursing
LPN - RN Track
Associate in Science (A.S.) — Transfer

This track combines general education with nursing courses to prepare currently Licensed Practical Nurses for entry-level registered nurse practice. Upon successful completion of the program, graduates are eligible to apply to take the National Council Licensing Examination (NCLEX-RN) and to apply to a Board of Nursing for licensure as a Registered Nurse. The Nursing program is accredited by the New Jersey Board of Nursing and the Accreditation Commission for Education in Nursing.

THE FOLLOWING FIVE COURSES MUST BE COMPLETED PRIOR TO STARTING THE LPN - RN TRACK

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>ENG 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>3</td>
<td>PSY 101</td>
<td>General Psychology</td>
</tr>
<tr>
<td>4</td>
<td>BIO 105*</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>4</td>
<td>BIO 106*</td>
<td>Anatomy and Physiology II</td>
</tr>
<tr>
<td>3</td>
<td>SOC 101</td>
<td>Principles of Sociology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL MINIMUM CREDITS: 17</td>
</tr>
</tbody>
</table>

Winter Semester

<table>
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<tr>
<th>Credits</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>NUR 123</td>
<td>LPN-RN Transition</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additional nursing credits granted upon completion of LPN-RN Transition course. 6</td>
</tr>
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</table>

Spring Semester

<table>
<thead>
<tr>
<th>Credits</th>
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<th>Course Title</th>
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<tr>
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<td>ENG 102</td>
<td>English Composition II</td>
</tr>
<tr>
<td>3</td>
<td>HPE 136</td>
<td>Nutrition</td>
</tr>
<tr>
<td>3</td>
<td>PSY 211</td>
<td>Psychology of Human Development</td>
</tr>
<tr>
<td>7</td>
<td>NUR 141</td>
<td>Nursing II</td>
</tr>
<tr>
<td>1</td>
<td>NUR 140</td>
<td>Nursing II Lab</td>
</tr>
<tr>
<td></td>
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<td>TOTAL MINIMUM CREDITS: 17</td>
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</table>

SECOND YEAR — Fall Semester

<table>
<thead>
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<th>Credits</th>
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<th>Course Title</th>
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<tbody>
<tr>
<td>4</td>
<td>BIO 215*</td>
<td>Microbiology</td>
</tr>
<tr>
<td>8</td>
<td>NUR 215</td>
<td>Nursing III</td>
</tr>
<tr>
<td>3</td>
<td>Humanities elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL MINIMUM CREDITS: 15</td>
</tr>
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</table>

Spring Semester

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>NUR 221</td>
<td>Nursing IV</td>
</tr>
<tr>
<td>3</td>
<td>NUR 220</td>
<td>Transition to Practice</td>
</tr>
<tr>
<td>1</td>
<td>NUR 207</td>
<td>Nursing Issues and Trends</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL MINIMUM CREDITS: 12</td>
</tr>
</tbody>
</table>

TOTAL MINIMUM CREDITS: 69

Nursing is a selective admission program. Students must be accepted to the program prior to registering for any NUR courses. Please contact the Enrollment Services Office for an admission packet.

Clinical agencies require criminal history background checks (CHBC) for all individuals engaged in patient care. All students must undergo a CHBC upon acceptance into the Nursing Program. CHBC results are sent to the clinical agencies, who have the sole discretion to decide if 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 the findings of the CHBC, the student will be dismissed from the Nursing Program.

Students must satisfactorily complete all 100-level nursing courses and Anatomy & Physiology I and II and Psychology 211 to progress to 200-level nursing courses. Students who do not meet pre-requisite and co-requisite course requirements, and/or grade requirements will not be able to progress in the Nursing program.

Students must complete the Nursing program in three years from the start of the first Nursing course. Students who do not complete the program within three years must wait five years before reapplying to the Nursing program. A minimum grade of “C” is required in all courses in the Nursing Program of Study including General Education and Science courses.

CONTROL SHEET EFFECTIVE FOR STUDENTS ENTERING 12/2017

*Refer to the College Catalog for pre/co-requisite requirements
Nursing (NUR) Course Descriptions

LPN - RN Transition NUR 123 ....................................................................................................................2 credits
This course introduces the Licensed Practical Nurse to the role of the Registered Professional Nurse and is the foundation of all subsequent nursing courses. The nurse’s role in promotion, maintenance and restoration of health is explored within the context of research and evidence based practice. Nursing trends, the teaching learning process and the art and science of caring are discussed. Legal and ethical aspects of the profession are explored. A component of this course will familiarize the student with technology utilized within RCSJ and the nursing program.

Nursing II NUR 141 ...................................................................................................................................7 credits
This course focuses on providing holistic care for clients with alterations requiring perioperative care and those with alterations in mobility. The course introduces the student to the care of clients with cancer. Students will also care for childbearing and childrearing families. Critical thinking is developed through the use of the nursing process. Clinical experiences occur in a variety of health care settings.

Nursing II Lab NUR 140 ..............................................................................................................................1 credit
This course focuses on the skills and behaviors necessary for nursing practice and is a continuation of Nursing I Lab. It is a compliment to Nursing II. Students will practice in the college lab.

Nursing Issues and Trends NUR 207 ........................................................................................................1 credit
This course emphasizes the associate degree nurse’s role in relation to the profession and health care team. Historical and current issues, legal and ethical aspects, nursing leadership and management are discussed.

Nursing III NUR 215 ...................................................................................................................................8 credits
This course focuses on caring for clients with mental health, cardiopulmonary, endocrine, and gastrointestinal alterations. Critical thinking is integrated into the nursing process. Therapeutic communication and professional development are emphasized. Clinical experiences occur in a variety of health care settings.

Nursing IV NUR 221 ...................................................................................................................................8 credits
This course focuses on providing holistic care for groups of clients with multisystem problems, including neurologic, endocrine, liver, biliary, pancreatic, urinary and renal alterations. Critical thinking is refined. Management, leadership and professional development are emphasized. Clinical experiences occur in a variety of health care settings.

Transition to Practice NUR 220 ..................................................................................................................3 credits
This course provides students with an opportunity for a concentrated Capstone clinical experience in a selected area with an individual Registered Nurse Preceptor. Learning through experience is emphasized while preparing students for transition to Registered Nurse practice. Focus is on integration of knowledge, continued development of critical thinking skills and life-long learning.
Application Process

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. In order to be considered for admission to the nursing program, applicants must complete the first step for general admission to RCSJ. Once this is complete, the applicant may then proceed to the second step for selective admission to the nursing program. Be certain to distinguish between general admission and selective admission.

Both application processes must be completed correctly in order for your nursing 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 nursing program. This process will provide students with acceptance to the College, but not to the nursing program. If there are questions regarding application status or an application is needed, contact the Admissions Office at 856-415-2209.

1. Complete and submit a general admission application to the Admissions Office. Indicate on the application the intention to apply to the nursing program. The student will be designated as a Health Science student and that will identify them as a potential nursing applicant. Designation as a Health Science student does not guarantee nor imply special consideration for acceptance to the nursing program.

2. Students must submit an official copy of their high school transcript documenting high school graduation (or earned GED) to the Admissions Office.

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

STEP 2
Selective Admission

Once having completed the general admission process, 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 as a completed portfolio. Once submitted, new documentation may NOT be added to your portfolio.

The portfolio consists of:

1. Portfolio Checklist (pages 17, 18)
2. LPN-RN Track Application (page 19)
3. RCSJ Placement Test/Admission Status Form (Signed by RCSJ Admissions) (see page 20)
4. HESI Admission Assessment Exam Test Scores (MUST request from the Testing Center and be in a sealed envelope)
5. 2020 Information Session Attendance Slip (Obtained at MANDATORY Information Session) (see page 10 for dates)
6. Proof of Delivery Method (If applicable) for A&P I and II (course schedule and syllabus) (see page 15)
7. Official transcripts from ALL colleges attended* including RCSJ (MUST obtain from each college and be in a sealed envelope) (see page 14)
8. Verification of GPA of at least 2.0 from last school of attendance (see page 13)
9. Official transcript to document successful completion of an LPN program.
10. Applicants MUST hold an active LPN license in good standing. DO NOT INCLUDE COPY OF LICENSE IN PORTFOLIO.

*Note: If accepted into the program, applicable college credits will automatically be transferred.
# Selective Admission Requirements

## LPN–RN Track

### HESI Admission Assessment Exam Requirement

**Academic Exams**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Minimum Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>70%</td>
</tr>
<tr>
<td>Biology</td>
<td>70%</td>
</tr>
<tr>
<td>Vocabulary &amp; General Knowledge</td>
<td>80%</td>
</tr>
<tr>
<td>Reading Comprehension</td>
<td>80%</td>
</tr>
<tr>
<td>Grammar</td>
<td>80%</td>
</tr>
<tr>
<td>Math</td>
<td>80%</td>
</tr>
</tbody>
</table>

**NO ROUNDING OF SCORES ACCEPTED**

### Critical Thinking

<table>
<thead>
<tr>
<th>Component</th>
<th>Minimum Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking Overall</td>
<td>700</td>
</tr>
</tbody>
</table>

### SCIENCE Course Requirement*

**MUST be taken from 2015 to present**

- **Anatomy and Physiology I with Lab**
  - College level only/equivalent to RCSJ’s BIO 105

  **OR**

- **Anatomy and Physiology II with Lab**
  - College level only/equivalent to RCSJ’s BIO 106

  College level, face-to-face format only and equivalent to RCSJ’s BIO 105 and BIO 106
  Provide proof of delivery method - course schedule and course syllabus
  Online course instruction not acceptable (see page 15)

  Final grade received must be equivalent to a C or better

  **The highest submitted science grade of C or better will be used for admission ranking**

  *Applicants may satisfy the science requirement by passing the *Excelsior* exam (see page 13)

The following courses must be successfully completed at the time of application:

- Anatomy and Physiology I
- English Composition I
- General Psychology

The following courses may be complete or in progress at the time of application **BUT** must be successfully completed prior to the start of NUR 141 in the Spring semester:

- Anatomy and Physiology II
- Principles of Sociology

Final grade received for all required course work must be equivalent to a C or better

### Required but not a ranking factor:

- **Attend one Information Session**
- **Submit official transcript to document successful completion of an LPN Program**
- **Hold an active LPN license in good standing**
- **Submit the following completed forms**
  - Portfolio Checklist
  - Nursing Application
  - RCSJ Placement Test/Admission Status Form
- **Submit ALL official transcripts** (in sealed envelopes)
  - Verification of required course work with **FINAL** grades of C or better
  - Verification of GPA of at least 2.0 from last school of attendance
  - ALL current and previous RCSJ students **MUST** submit official RCSJ transcript
  - Proof of delivery method for Anatomy and Physiology I and II (schedule and syllabus)
Information Sessions

Information Sessions are designed to explain in detail the two-step application process and give applicants an opportunity to ask questions. **Attendance is mandatory for all applicants** applying to the LPN-RN track before submitting their portfolios. Students are required to stay the entire length of the Information Session. Attendance slips will be given only to those who remain until the end of the Information Session. Students who leave early will NOT receive an attendance slip and will be required to attend a future Information Session. Please plan accordingly. Information session attendance slips will be distributed at the conclusion of the session and must be included as part of the portfolio.

A representative from Student Services will explain the application process and required pre-requisites. A representative from the Nursing Department will explain the nursing program requirements.

Since new material is covered every year, it is necessary to attend an information session held for the year they are applying. Please allow 1.5 to 2 hours to attend the session chosen; reservations are NOT required.

The information sessions will be held in the Nursing and Allied Health Center (NAH) Room 1001 on the following dates:

**LPN-RN Track Information Sessions**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 26, 2019</td>
<td>Tuesday</td>
<td>6:00 pm</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>April 26, 2019</td>
<td>Friday</td>
<td>10:00 am</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>May 28, 2019</td>
<td>Tuesday</td>
<td>6:00 pm</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>June 27, 2019</td>
<td>Thursday</td>
<td>3:00 pm</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>July 10, 2019</td>
<td>Wednesday</td>
<td>10:00 am</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>August 5, 2019</td>
<td>Monday</td>
<td>3:00 pm</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>September 24, 2019</td>
<td>Tuesday</td>
<td>6:00 pm</td>
<td>NAH Room 1001</td>
</tr>
</tbody>
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**IMPORTANT NOTE:** *Failure to attend a MANDATORY information session will result in an incomplete portfolio and will not be considered for acceptance.*

Doors will be closed five minutes after the start of each session and late arrivals will not be admitted and will not receive an attendance slip.

In case of inclement weather, check the RCSJ website [RCSJ.edu](http://RCSJ.edu) for re-scheduling information.

General Education Courses

An applicant may enroll in general education courses at the College prior to acceptance into the nursing program. 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 no previous experience with health care terminology should consider taking the one-credit course ALH-110 Basic Medical Terminology. A three-credit course in Medical Terminology, ALH-102 is available to students who prefer more than the one-credit course offering.

A student who has limited or no computer experience should consider taking one of the computer courses offered at the College which will provide you with knowledge of Microsoft Office Professional for Windows and experience with the internet.

Math skills, including algebraic equations, are essential to succeed in the nursing program. Students who have limited math skills should contact an advisor for suggested courses.
Testing Information

❖ HESI Admission Assessment Exam Criteria

The HESI Admission Assessment exam is designed to assess a student’s academic and personal readiness for higher education in a health care field.

The HESI Admission Assessment exam consists of six academic exams, a critical thinking exam and a personality profile that identifies the person’s learning style. The academic exams include chemistry, biology, vocabulary and general knowledge, reading comprehension, grammar and math skills.

To be considered for admission the following scores are required:

(NO ROUNDING OF SCORE ACCEPTED)

<table>
<thead>
<tr>
<th>Subject Area:</th>
<th>HESI Score Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>Minimum 70% or above</td>
</tr>
<tr>
<td>Biology</td>
<td>Minimum 70% or above</td>
</tr>
<tr>
<td>Vocabulary &amp; General Knowledge</td>
<td>Minimum 80% or above</td>
</tr>
<tr>
<td>Reading Comprehension</td>
<td>Minimum 80% or above</td>
</tr>
<tr>
<td>Grammar</td>
<td>Minimum 80% or above</td>
</tr>
<tr>
<td>Math</td>
<td>Minimum 80% or above</td>
</tr>
<tr>
<td>Critical Thinking Overall</td>
<td>Minimum 700 or above</td>
</tr>
</tbody>
</table>

An official sealed score report, to be used for your portfolio, may be obtained in the Testing Center.

- The HESI Admission Assessment exam may be taken an unlimited number of times per admission cycle.
- Test dates must be at least 60 days apart.
- Scores from only one exam will be accepted for admission requirement.
- ONLY the HESI Admission Assessment exam taken at RCSJ will be accepted for admission to the RCSJ LPN-RN Track.
- The HESI Admission Assessment exam is a computerized test. The maximum time allowed to complete the exam and personal profile is approximately five (5) hours.

NOTE: HESI scores submitted below the minimum required score will result in an incomplete portfolio and will not be considered for acceptance.

For additional information, contact the RCSJ Testing Center at 856-415-2268 or 856-681-6249.
### HESI Admission Assessment Exam Registration

- The cost of the HESI Admission Assessment exam is $73 (fee subject to change).
- A fee of $15 will be charged for late registration or rescheduling of test date.
- Registration **must** be done in person at the Testing Center.
- There is a minimum of 60 days between tests.
- Seating is limited; plan accordingly.
- Pay particular attention to the registration deadlines.
- **Test dates often fill up before the late deadline.**

<table>
<thead>
<tr>
<th>HESI Test Dates</th>
<th>Regular Deadline ($73)</th>
<th>Late Deadline ($88)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, February 2, 2019</td>
<td>Friday, January 18, 2019</td>
<td>Friday, February 1, 2019</td>
</tr>
<tr>
<td>Thursday, February 7, 2019</td>
<td>Thursday, January 24, 2019</td>
<td>Wednesday, February 6, 2019</td>
</tr>
<tr>
<td>Wednesday, February 13, 2019</td>
<td>Wednesday, January 30, 2019</td>
<td>Tuesday, February 12, 2019</td>
</tr>
<tr>
<td>Friday, February 15, 2019</td>
<td>Friday, February 1, 2019</td>
<td>Thursday, February 14, 2019</td>
</tr>
<tr>
<td>Tuesday, February 19, 2019</td>
<td>Tuesday, February 5, 2019</td>
<td>Monday, February 18, 2019</td>
</tr>
<tr>
<td>Wednesday, February 20, 2019</td>
<td>Wednesday, February 6, 2019</td>
<td>Tuesday, February 19, 2019</td>
</tr>
<tr>
<td>Thursday, February 21, 2019</td>
<td>Thursday, February 7, 2019</td>
<td>Wednesday, February 20, 2019</td>
</tr>
<tr>
<td>Friday, February 22, 2019</td>
<td>Friday, February 8, 2019</td>
<td>Thursday, February 21, 2019</td>
</tr>
<tr>
<td>Monday, March 25, 2019</td>
<td>Monday, March 11, 2019</td>
<td>Wednesday, March 20, 2019</td>
</tr>
<tr>
<td>Friday, March 29, 2019</td>
<td>Friday, March 15, 2019</td>
<td>Thursday, March 28, 2019</td>
</tr>
<tr>
<td>Tuesday, April 9, 2019</td>
<td>Tuesday, March 26, 2019</td>
<td>Monday, April 8, 2019</td>
</tr>
<tr>
<td>Wednesday, April 17, 2019</td>
<td>Wednesday, April 3, 2019</td>
<td>Tuesday, April 16, 2019</td>
</tr>
<tr>
<td>Thursday, April 25, 2019</td>
<td>Thursday, April 11, 2019</td>
<td>Wednesday, April 24, 2019</td>
</tr>
<tr>
<td>Friday, May 24, 2019</td>
<td>Friday, May 10, 2019</td>
<td>Thursday, May 23, 2019</td>
</tr>
<tr>
<td>Wednesday, May 29, 2019</td>
<td>Wednesday, May 15, 2019</td>
<td>Tuesday, May 28, 2019</td>
</tr>
<tr>
<td>Monday, June 10, 2019</td>
<td>Friday, May 24, 2019</td>
<td>Thursday, June 6, 2019</td>
</tr>
<tr>
<td>Tuesday, June 18, 2019</td>
<td>Tuesday, June 4, 2019</td>
<td>Monday, June 17, 2019</td>
</tr>
<tr>
<td>Thursday, June 27, 2019</td>
<td>Thursday, June 13, 2019</td>
<td>Wednesday, June 26, 2019</td>
</tr>
<tr>
<td>Thursday, July 25, 2019</td>
<td>Thursday, July 11, 2019</td>
<td>Wednesday, July 24, 2019</td>
</tr>
<tr>
<td>Tuesday, July 30, 2019</td>
<td>Tuesday, July 16, 2019</td>
<td>Monday, July 29, 2019</td>
</tr>
<tr>
<td>Monday, August 12, 2019</td>
<td>Monday, July 29, 2019</td>
<td>Thursday, August 8, 2019</td>
</tr>
<tr>
<td>Tuesday, August 20, 2019</td>
<td>Tuesday, August 6, 2019</td>
<td>Monday, August 19, 2019</td>
</tr>
<tr>
<td>Wednesday, August 28, 2019</td>
<td>Wednesday, August 14, 2019</td>
<td>Tuesday, August 27, 2019</td>
</tr>
<tr>
<td>Monday, September 23, 2019</td>
<td>Monday, September 9, 2019</td>
<td>Friday, September 20, 2019</td>
</tr>
<tr>
<td>Monday, September 30, 2019</td>
<td>Monday, September 16, 2019</td>
<td>Friday, September 27, 2019</td>
</tr>
<tr>
<td>Wednesday, October 2, 2019</td>
<td>Wednesday, September 18, 2019</td>
<td>Tuesday, October 1, 2019</td>
</tr>
</tbody>
</table>
Testing Information — continued

❖ Test Preparation for the HESI Admission Assessment Exam

This exam is used to evaluate candidates for admission into a competitive nursing program. Preparation for the HESI Admission Assessment exam is highly recommended. Rowan College of South Jersey is pleased to offer HESI Entrance Exam review courses to assist you with preparing for entrance into our nursing program.

Enroll in one or more HESI review courses to improve your chances of passing.

- HESI Math Review
- HESI Reading Comprehension Review
- HESI Chemistry Review
- HESI Biology Review

For complete information regarding dates offered and cost, please contact the Workforce and Professional Development Institute at 856-415-2216.

❖ Study Guide for the HESI Admission Assessment Exam

Preparation for the HESI Admission Assessment exam is highly recommended. The HESI Evolve Reach Admission Assessment Exam Review Study Guide is available in the College Bookstore for $44. The College Bookstore can be reached at 856-415-2249.

❖ RCSJ Placement Test

Applicants to the LPN-RN track must submit in their portfolio the RCSJ Placement Test/Admission Status Form (see page 20) enclosed in this packet. Both sections of this form must be completed before enclosing the form in your 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 your RCSJ Placement Test/Admission Status Form signed, call the Admissions Office at 856-415-2209.

❖ Excelsior College Testing

Applicants who have taken an acceptable college level, 4 credit lab, Anatomy and Physiology I and II and/or Microbiology courses with a grade of C or better from a regionally accredited school prior to 2015, have the option of meeting those requirements by taking the Excelsior College Examinations. For test center locations and additional information, contact the Excelsior College via email at testadmin@excelsior.edu or toll free at 888-647-2388.

GPA Verification

❖ GPA Verification

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

Attention RCSJ Students: Please be aware that your RCSJ cumulative GPA must be a 2.0 or higher to start the Nursing program. If at the time of application, prior coursework prevents your cumulative GPA at RCSJ from being a 2.0 or higher, please call 856-415-2197 and press option 1.

RCSJ.edu
Official transcripts from ALL colleges you attended that generated an academic record must be submitted in your portfolio.

Transcripts previously sent to RCSJ for the general admission file will not be added to the portfolio; therefore, students must resubmit all official transcripts in their portfolio.

All high school, college and/or vocational school transcripts, submitted in the portfolio must be official and sealed in an envelope. Transcripts not sealed in an envelope from the issuing institution or in an opened envelope are not considered official and will not be accepted. Please allow the issuing institution a minimum of four weeks for processing to ensure placement in portfolio.

Failure to include official transcripts from ALL colleges attended will result in an incomplete portfolio and it will not be considered for acceptance.

❖ RCSJ Students

ALL current and previous RCSJ students MUST submit an official RCSJ transcript in their portfolio. The RCSJ Admissions Office and Student Records Office are NOT responsible for placing RCSJ transcripts in students’ portfolios. It is the responsibility of the student to request his or her transcript in writing from the Student Records Office. There is no charge for the RCSJ transcript that is included in the portfolio. However, when requesting an RCSJ transcript, students must inform the staff that it is for the portfolio. Allow five working days to process the request. It is strongly recommended to request the RCSJ transcript once grades are posted. The deadline to request an RCSJ transcript is September 27, 2019. Requests made after this deadline will be charged a $5.00 fee.

❖ Transfer Students

It is the student’s responsibility to ensure that course work from other colleges, submitted in the portfolio for selective admission ranking purposes, is acceptable prior to submitting portfolio. Transfer students should have previous course work evaluated for transfer credit prior to submitting the portfolio. Students must submit official transcripts from each college to the Admissions Office and complete a Transfer of Credit Evaluation form. For more information, refer to the Transfer Credit Policy in the college catalog and on page 15 of this admission packet. Be aware that college level courses taken while in high school may have generated a college transcript.

❖ High School Transcripts

For general admission to RCSJ (STEP 1, page 8), submission of an official copy of the student’s high school transcript documenting high school graduation (or earned GED) is MANDATORY for all applicants. International high school transcripts MUST be evaluated and submitted to the Admissions Office.

❖ 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 your high school transcript and a course-by-course evaluation of your college transcript(s). Your transcripts must be evaluated by either of the following organizations: NACES (naces.org), IEEES, Inc. (edevals.com), FCSA (foreigncredentials.org) or WES (wes.org).

If you have any concerns or questions regarding transcripts, contact the Admissions Office at 856-415-2209.
Science Course Transfer Policy

Nursing and Allied Health programs will only accept, in transfer, Anatomy and Physiology I and II and Microbiology courses that have been completed successfully from a regionally accredited institution and in a face-to-face or hybrid format. Acceptable coursework not taken at RCSJ must have equivalent content, lecture, credit hours, face-to-face lab hours and provide a letter grade.

Students who are submitting grades from other colleges to meet program requirements for admission ranking in Anatomy and Physiology (I or II) are required to provide proof of course(s) delivery method.

- Students who have taken Anatomy and Physiology I or II successfully online BEFORE August 1, 2017 will be required to demonstrate competency by enrolling and successfully completing competency testing through the RCSJ STEM Division. Students should seek the guidance of their advisor.

- Students who have taken Anatomy and Physiology I or II successfully online AFTER August 1, 2017 will not have the option to test out through competency testing. Students should seek the guidance of their advisor.

Proof of Delivery Method

For admission ranking purposes, the following is required as proof of delivery method for Anatomy and Physiology I or II and must be included in portfolio:

- **Course Schedule**
  The schedule MUST include the students name, the semester and year course taken, course title and section number.

AND

- **Course Syllabus**
  The syllabus MUST include the semester and year course taken, course title and section number. This needs to match the information on the course schedule.

**NOTE:** Science courses taken at RCSJ do not require proof of delivery method. This only applies to Anatomy and Physiology (I or II) and Microbiology courses taken at other colleges.

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 8112 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
Portfolio Deadline

LPN-RN Track Deadline:  
Friday, October 4, 2019
Notifications mailed on or about:  
Monday, October 28, 2019

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.

How to Submit Your “Complete” Portfolio

Submit the complete portfolio in a large manila envelope; do not staple or use paper clips. “Complete” means that the 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 acceptance.

Write on the front of the envelope:  
- Student’s Name
- RCSJ Student ID Number
- The program to which you are applying

If mailing portfolio use the below address:

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

Complete Portfolios submitted in person or by mail must be received in the Admissions Office in the Student Services Building by 5 pm on Friday, October 4, 2019. Complete portfolios may be submitted any time prior to the published deadline. Once submitted, new documentation may NOT be added to the portfolio. Remember to allocate sufficient time to gather all documentation.

COMPLETE LPN-RN Track Portfolios MUST include ALL of the following:

1. Portfolio Checklist (pp. 17, 18)
2. LPN-RN Track Application (p. 19)
3. RCSJ Placement Test/Admission Status Form (Signed by RCSJ Admissions) (p. 20)
4. HESI Admission Assessment Exam Test Score  
   (Official score report in sealed envelope obtained from the Testing Center)
5. 2020 Information Session Attendance Slip (Original slip)
6. Official transcripts from ALL colleges attended*
7. Proof of Delivery Method for A&P I and II (If applicable) (course schedule and syllabus)  
   (see page 15)
8. Verification of GPA of at least 2.0 from last school of attendance (Official transcript)
9. Official transcript to document successful completion of an LPN program

* Note: If accepted into the program, applicable college credits will automatically be transferred.
RCSJ LPN-RN Track Portfolio Checklist (page 1 of 2)

Last Name ___________________________ First Name ___________ ID # ______________

Please check ☑ each box as you complete the corresponding requirement. All documents must be
enclosed in your portfolio and submitted to the RCSJ Admissions Office by: Friday, October 4, 2019

☐ Nursing Application

☐ RCSJ Placement Test/Admission Status Form Signed by applicant and RCSJ Admission Staff

☐ HESI Admission Assessment Exam Score Report (official score report in sealed envelope from the Testing Center)

NOTE: If HESI scores are BELOW minimum, your portfolio will be incomplete and not considered for admission.

Date of HESI Exam _________________ Fill in the score for each exam below:

Chemistry (minimum 70%) ____________
Biology (minimum 70%) ____________
Vocabulary & General Knowledge (minimum 80%) ____________
Reading Comprehension (minimum 80%) ____________
Grammar (minimum 80%) ____________
Math (minimum 80%) ____________
Critical Thinking Overall (minimum 700) ____________

☐ 2020 Information Session Attendance Slip (original only) Date of attendance _______________________

☐ LPN Transcript Include official transcript to document successful completion of an LPN program

☐ LPN License I certify that I hold an active LPN License in good standing.

Write state which you hold LPN License ________________________ Applicant’s Initials __________

☐ Proof of Delivery Method for Anatomy and Physiology I and II: Course schedule and syllabus

(not required for Anatomy and Physiology courses taken at RCSJ) (see page 15)

☐ College Transcripts List ALL colleges attended including RCSJ and include official transcript for each.

Verification of college attendance will be made through the National Clearing House and/or NSLDS

(1)__________________________ (4)__________________________
(2)__________________________ (5)__________________________
(3)__________________________ (6)__________________________

☐ I Acknowledge, if an offer of acceptance is made, omission of a transcript from any college
attended is grounds for rescinding the offer. Applicant’s Initials __________

☐ GPA Verification Include official transcript verifying cumulative grade point average of 2.0 or high-
er from last school of attendance

Write name of last school attended __________________________ GPA __________

PLEASE CONTINUE TO OTHER SIDE

RCSJ.edu 17 2020 LPN-RN
Complete the box below and sign at bottom.

The highest completed science grade of C or better submitted will be used for admission ranking.
Final grade received for all required course work must be equivalent to a C or better.

In spaces provided indicate college, semester, year taken and FINAL grade for the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>College</th>
<th>Semester</th>
<th>Year</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology I w/ lab</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>college level only/2015 to present</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUST BE COMPLETE WITH FINAL GRADE OF C OR BETTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROVIDE COURSE SCHEDULE AND SYLLABUS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Composition I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUST BE COMPLETE WITH FINAL GRADE OF C OR BETTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUST BE COMPLETE WITH FINAL GRADE OF C OR BETTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check the corresponding box □ to indicate complete or in-progress course work. In spaces provided indicate college, semester and year taken. Fill in final grade for completed course work.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>College</th>
<th>Semester</th>
<th>Year</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology II w/ lab</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>college level only/2015 to present</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Complete ☐ In-Progress</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final grade must be a C or better</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROVIDE COURSE SCHEDULE AND SYLLABUS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Sociology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Complete ☐ In-Progress</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final grade must be a C or better</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I understand that I am solely responsible for the contents of this portfolio. I also certify that I have read, understand and meet the admission requirements and that this portfolio is complete. I further understand that once I submit this portfolio to the RCSJ Admissions Office, I will not be permitted to submit additional documentation.

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.

The Buckley Amendment (Privacy Act) requires your permission before transferable college courses may be added to your academic record. If accepted into the program, permission is granted to transfer any applicable courses and change major by signing below.

Signature of Applicant __________________________ Date __________________
RCSJ — LPN-RN Track 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 complete portfolio.

Please type or print clearly.

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: (_____) __________________________

Email Address __________________________________________

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:

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Address:</th>
<th>Dates Attended:</th>
<th>Degree Received:</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>City/State</td>
<td>Month/Year</td>
<td></td>
</tr>
<tr>
<td>Vocational/Technical School</td>
<td>City/State</td>
<td>Month/Year</td>
<td></td>
</tr>
<tr>
<td>College/University</td>
<td>City/State</td>
<td>Month/Year</td>
<td></td>
</tr>
<tr>
<td>College/University</td>
<td>City/State</td>
<td>Month/Year</td>
<td></td>
</tr>
<tr>
<td>College/University</td>
<td>City/State</td>
<td>Month/Year</td>
<td></td>
</tr>
</tbody>
</table>

Equal Opportunity

The Board of Trustees is committed to providing an educational and workplace environment free from unlawful harassment and discrimination. All forms of employment and educational discrimination and harassment based upon race, creed, color, national origin, age, ancestry, nationality, marital or domestic partner or civil union status, sex, pregnancy, gender identity or expression, disability, liability for military service, affectional, or sexual orientation, atypical cellular or blood trait, genetic information (including refusal to submit to genetic testing) are prohibited and will not be tolerated. For questions concerning discrimination contact Almarie J. Jones, Executive Director, Diversity and Equity, Affirmative Action/Title IX Officer at 856-415-2154 or ajones@rcsj.edu. For disability issues, contact Dennis M. Cook, Director, Department of Special Services, ADAAA/504 Officer at 856-415-2265 or dcook@rcsj.edu.
### RCSJ Placement Test/Admission Status Form

1. Applicant completes *Applicant Section*.
2. Applicant submits form to the Admissions Office for signature **BEFORE** placing in his/her portfolio.
3. RCSJ Admissions Representative completes their section, signs and returns form to applicant.
4. Only **after** an Admissions Representative signs this form will it be considered complete and ready to be enclosed in the portfolio.

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

#### Applicant Section:

Applicant Name_____________________________________________  ID #______________________

I am an applicant for the Rowan College of South Jersey 2020 Selective Admission Program
(please check one):

- [ ] LPN-RN Track
- [ ] Generic Nursing Program
- [ ] Diagnostic Medical Sonography
- [ ] Nuclear Medicine Technology
- [ ] Physical Therapist Assistant

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:

**Admission Status**

- [ ] This applicant has satisfied the general admission requirements by providing the following document:
  - [ ] Official high school transcript
  - [ ] Home school transcript
  - [ ] GED

- [ ] This applicant has the following outstanding admission requirements and is **not eligible** to apply to the program:

  __________________________________________________________

**RCSJ Placement Test Status**

- [ ] This applicant has satisfied the RCSJ Placement Test requirements

- [ ] This applicant has taken the RCSJ Placement Test but still has the following outstanding remedial requirements and is **not eligible** to apply to the program:

  __________________________________________________________

Signature of RCSJ Admissions Representative __________________ Date ________________