Portfolio Submission Guide

RCSJ Selective Admission Programs

To be used as a supplement to the Admission Handbook and information sessions for students creating a selective admissions portfolio

Helpful Hints for Portfolio Submission

This guide is to assist you with some common questions about the actual submission of your portfolio.
It acts as a supplement to the admissions packet and the information session for your program of choice – not a replacement.

Strongly Encouraged	Try to Avoid
What type of folder should I use for my portfolio?	
✓ Large Manila Envelope	x Bubble Mailers x File Folders x Binders x 2 Pocket Folders (even with prongs) x Letter-Sized Envelopes
What should I use to fill out Section III of my admissions packet?	
✓ Ballpoint Pen (black or blue ink) ✓ Typed with handwritten signatures	x Pens with colorful ink x Pencil x Sharpie or other felt-tip pens
Where should I send the copies of my transcripts I'll use for my portfolio?	
✓ Mail to your home address ✓ Pick up in-person at your college or high school ✓ Do not open – keep in sealed envelopes	x Send to campus admissions office – will not be added to your portfolio for you x *Printed copies of electronic transcripts (non-RCSJ) are prohibited*
How should I print non-transcript documents I need to include in my portfolio? *(Examples: proof of attendance email, proof of registration, unofficial RCSJ transcript)*	
✓ Print from a laptop or desktop computer ✓ Use Word, Pages, or PDF format for required documents ✓ All contents are easily readable ✓ One-sided printing is preferable	x Screenshots taken from a phone, laptop, or tablet x Printing double-sided, if possible
How should I submit my portfolio?	
✓ In-person at your designated campus's admissions office	x Sent via snail-mail x *Electronic submissions are prohibited*
When should I submit my portfolio?	
✓ After your final grades post to your transcript o Ex: Fall and/or Winter for a Spring Deadline; Summer for a Fall deadline ✓ Any time during the posted submission window ✓ After you've checked its contents multiple times and asked Selective Admissions for clarification (if needed) on required documents ✓ When it is totally complete per the checklists in the admissions packet	x Rushing to "be first" – it will not give you an edge or boost in program admission x After posted deadline (it's firm) x If you do not meet one or more general or selective admissions requirements, please avoid submitting a portfolio for that year.

Applicants should consult the admissions packet for their program of choice for all required portfolio materials.
Current admission packets can be found at http://www.rcsj.edu/selectiveadmissions

Verification of Instruction Method Examples

Student Examples:

- **Student A**: Took both Anatomy I (Fall 2020, online) and Anatomy II (Spring 2021, in-person) at Widener University
  - Documents Needed: Proof of Registration (both courses), Course Syllabus (both courses), Faculty Statement (Only for Anatomy I)
- **Student B:** Took Anatomy I at RCSJ (Spring 2021) online and Anatomy II (Fall 2021) at Camden County College, in-person
  - Documents Needed: Proof of Registration for only Anatomy II at Camden County College
- **Student C:** Took both Anatomy I (Fall 2021, online) and Anatomy II (Spring 2022, hybrid) at RCSJ
  - Documents Needed: None – just RCSJ Unofficial Transcript in portfolio

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Proof of Registration Examples:

ACCEPTABLE

Wagner, Samantha Fall 2010 Schedule

Classification: Freshman Level: Undergraduate
College: College of Arts & Sciences Major: History
Department:History
Major: Educ: Subj Matter Teaching
Department:Secondary Education

Title	Course Details	Credit Hours	CRN	Meeting Times
US HIST TO 1865-CLIO	HIST 05150 6	3.0	40115	09/01/2010 - 12/13/2010 Monday, Wednesday 12:15 PM - 01:30 PM Main, Bozorth Hall, 114 Blanck, Emily 12/15/2010 - 12/15/2010 Wednesday 02:45 PM - 04:45 PM Main, Bozorth Hall, 114 Blanck, Emily
Readings In Non-Western Literature	ENGL 02116 5	3.0	40830	09/01/2010 - 12/14/2010 Tuesday, Thursday 12:15 PM - 01:30 PM Main, Savitz Hall, 341 Rodriguez Navas, Ana 12/16/2010 - 12/16/2010 Thursday 02:45 PM - 04:45 PM Main, Savitz Hall, 341 Rodriguez Navas, Ana

- ✓ **All required student information is listed**
- ✓ **Meeting times clearly indicate what format class was taken (online, hybrid, in-person, etc.)**
- ✓ **Screenshot shows all information on one page – printed PDFs (not screenshots) are highly, highly encouraged**
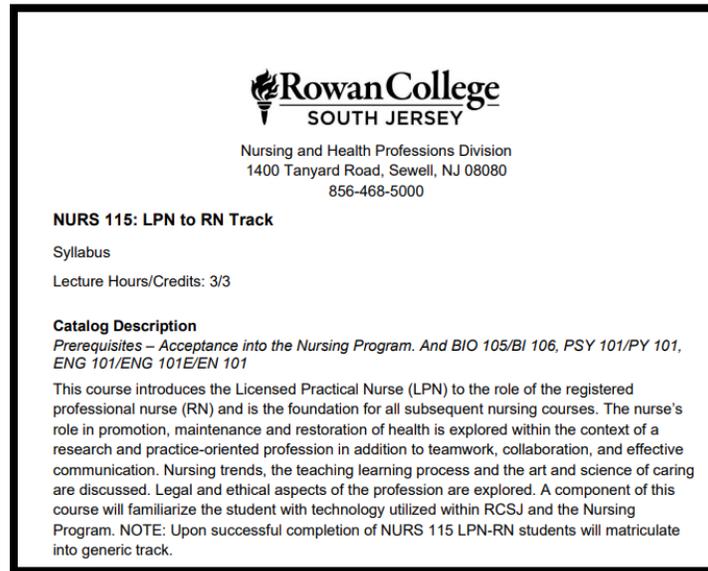
NOT ACCEPTABLE

Course Summary:

Date	Details	Due
Mon Jun 16, 2014	Benchmark I Orals	2pm to 7pm
Tue Jun 17, 2014	Benchmark Orals	1pm to 5:30pm
Wed Jun 18, 2014	Benchmark I Orals	2pm to 9pm
Thu Jun 19, 2014	Benchmark I Orals	2pm to 9pm
Tue Jan 19, 2016	Ed.D. Benchmark Oral Exams	3pm to 7pm
Wed Jan 20, 2016	Ed.D. Benchmark Oral Exams	4pm to 6pm
Thu Jan 21, 2016	Ed.D. Benchmark Oral Exams	3pm to 6pm

- x **Missing student information (name, course, etc)**
- x **No information about how and when class was held**
- x **Schedule of activities for a course – not registration information**

Course Syllabus Examples:

RowanCollege
SOUTH JERSEY

Nursing and Health Professions Division
1400 Tanyard Road, Sewell, NJ 08080
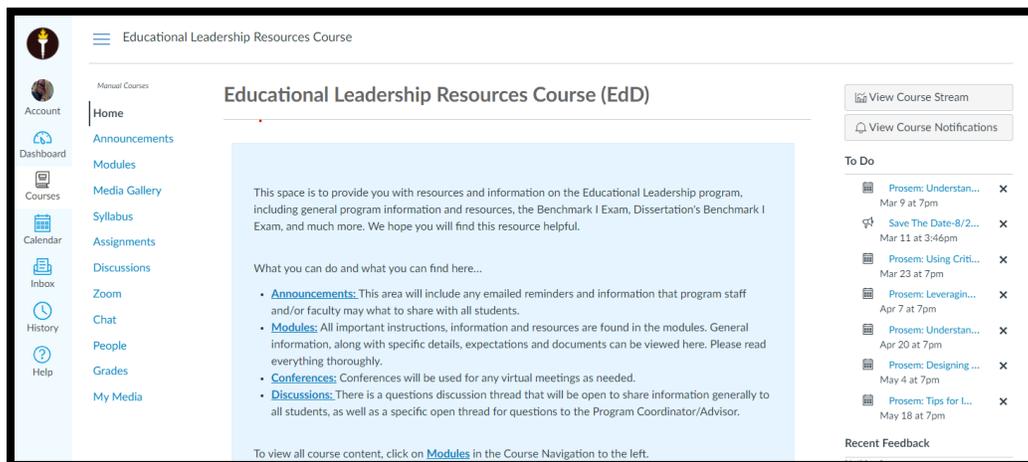856-468-5000

NURS 115: LPN to RN Track

Syllabus

Lecture Hours/Credits: 3/3

Catalog Description
Prerequisites – Acceptance into the Nursing Program. And BIO 105/BI 106, PSY 101/PY 101, ENG 101/ENG 101E/EN 101

This course introduces the Licensed Practical Nurse (LPN) to the role of the registered professional nurse (RN) and is the foundation for all subsequent nursing courses. The nurse's role in promotion, maintenance and restoration of health is explored within the context of a research and practice-oriented profession in addition to teamwork, collaboration, and effective communication. 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. NOTE: Upon successful completion of NURS 115 LPN-RN students will matriculate into generic track.

✓ **Master syllabus from college department**
✓ **Clearly shows college name, course title, credit distribution, prerequisites, etc.**
✓ **Clear course description**
✓ **Original syllabus would be more personalized**

Educational Leadership Resources Course

Manual Courses

Educational Leadership Resources Course (EdD)

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This space is to provide you with resources and information on the Educational Leadership program, including general program information and resources, the Benchmark I Exam, Dissertation's Benchmark I Exam, and much more. We hope you will find this resource helpful.

What you can do and what you can find here...

- **Announcements:** This area will include any emailed reminders and information that program staff and/or faculty may what to share with all students.
- **Modules:** All important instructions, information and resources are found in the modules. General information, along with specific details, expectations and documents can be viewed here. Please read everything thoroughly.
- **Conferences:** Conferences will be used for any virtual meetings as needed.
- **Discussions:** There is a questions discussion thread that will be open to share information generally to all students, as well as a specific open thread for questions to the Program Coordinator/Advisor.

To view all course content, click on Modules in the Course Navigation to the left.

To Do

Prosem: Understan... ✕
Mar 9 at 7pm

Save The Date-8/2... ✕
Mar 11 at 3:46pm

Prosem: Using Criti... ✕
Mar 23 at 7pm

Prosem: Leveragin... ✕
Apr 7 at 7pm

Prosem: Understan... ✕
Apr 20 at 7pm

Prosem: Designing ... ✕
May 4 at 7pm

Prosem: Tips for I... ✕
May 18 at 7pm

Recent Feedback

x **Screenshot of a Canvas portal, not a syllabus**
x **No information about credits, college name, no clear course description**

SAT/ACT Score Conversion Chart

Rowan College South Jersey, Gloucester Campus

Last Updated – June 2022

ACT SCORES	NEW SAT Scores	RECENTERED SAT SCORES	SAT SCORES
After October 28, 1989	After March 1, 2016 EB Reading & Writing & Math	After April 1, 1995 - Verbal & Math After March 1, 2005 - Critical Rdg & Math	Prior to April 1, 1995 Verbal & Math
36	1600	1600	1600
35	1560 - 1590	1570 - 1600	1500 - 1590
34	1520 - 1550	1510 - 1560	1440 - 1490
33	1490 - 1510	1450 - 1500	1370 - 1430
32	1450 - 1480	1390 - 1440	1320 - 1360
31	1420 - 1440	1350 - 1380	1280 - 1310
30	1390 - 1410	1310 - 1340	1230 - 1270
29	1350 - 1380	1270 - 1300	1180 - 1220
28	1310 - 1340	1230 - 1260	1140 - 1170
27	1280 - 1300	1200 - 1220	1110 - 1130
26	1240 - 1270	1160 - 1190	1070 - 1100
25	1200 - 1230	1120 - 1150	1030 - 1060
24 (DMS)	1160 - 1190	1090 - 1110	990 - 1020
23 (NMT)	1130 - 1150	1050 - 1080	950 - 980
22	1100 - 1120	1010 - 1040	910 - 940
21	1060 - 1090	970 - 1000	860 - 900
20	1020 - 1050	930 - 960	810 - 850
19	980 - 1010	890 - 920	770 - 800
18	940 - 9710	840 - 880	720 - 760
17	900 - 930	800 - 830	670 - 710
16	860 - 890	750 - 790	620
15	810 - 850	700 - 740	570
14	760 - 800	630 - 690	510
13	720 - 750	570 - 620	470
12	630 - 710	510 - 560	440
11	560 - 620	450 - 500	400