Nursing

Admission Packet — 2022

RCSJ.edu

Rowan College
SOUTH JERSEY

Gloucester Campus — 1400 Tanyard Road, Sewell, NJ 08080
Cumberland Campus — 3322 College Drive, Vineland, NJ 08360

Generic Nursing

2022
FACT SHEET

Portfolio Deadline: March 4, 2022

All Admissions Decisions Sent: April 4, 2022

The Generic Nursing Programs is for students who wish to enter the health care field as a Registered Nurse.

- This packet is exclusive for applicants seeking admission into the Fall 2022 Generic Nursing Programs on either the Gloucester or Cumberland Campus
- Applicants may only apply to **one** selective admission program per year
- Applicants may only submit a Nursing Programs portfolio to one campus
- Applicants must be 18 years of age as of the first day of the Fall 2022 semester
- All science courses must be from 2017-present
  Online course instruction not acceptable prior to Spring 2020
- Mandatory Nursing Orientation for the accepted Fall 2022 Nursing students: August 23, 24, & 25, 2022; 8:00 a.m. — 4:00 p.m.
  Students MUST attend all three days to maintain their seat in the program.
- Students who do not complete the program within three years must wait five years before reapplying to the Nursing Programs.

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

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Rowan College SOUTH JERSEY

Nursing and Health Professions

Dear Nursing Applicant:

Thank you for your interest in the Nursing Programs at Rowan College of South Jersey. Since the early days of Cumberland County College and Gloucester County College, the Nursing Programs have educated thousands of Registered Nurses and have supported the needs of the health care community. Both college Nursing Programs have been in good standing with the New Jersey Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN). NCLEX-RN pass rates have been above the national passing average.

On July 1, 2019 the former Cumberland County College and Rowan College of Gloucester County merged to become Rowan College of South Jersey. Due to the merger, the New Jersey Board of Nursing has required the two programs to join and create one unified curriculum.

The Board of Nursing approved the new curriculum in fall of 2020, with the first cohort admitted in fall 2021. The curriculum is delivered on both the Cumberland and Gloucester campuses. Applicants will choose one campus to complete their Nursing courses.

Prior to applying to the Nursing Programs please take time to research the profession of Nursing and the opportunities that are available. Nursing is very rewarding but also very demanding. Information from licensed nurses can enlighten you as to the rigors of the Nursing Programs as well as the professional responsibilities.

Part of the admission requirements to the Nursing Programs 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 Programs requirements will be explained and an opportunity for applicants to ask questions will be entertained.

Graduates from the Nursing Programs at RCSJ earn an Associate in Applied Science degree 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.

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 Health Professions
Cumberland and Gloucester Campuses

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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.

Rowan College
SOUTH JERSEY

Section I:

AAS Nursing Program Information

- Important Information
- Program Accreditation Status
- Campus Merger Statement
- State Board of Nursing Requirements for Licensure
- Nursing Programs Standards
- Health Requirements
- Curriculum (AAS Nursing Programs of Study)
- Nursing (NURS) Course Descriptions
- General Education Courses
- GPA Requirement
- Letter Grades

Important Information

The information in this packet is effective for applicants planning to enter the
Generic Nursing Programs beginning in September 2022

Portfolio Deadline — *Friday, March 4, 2022*

All Admissions Decisions Sent on or about — *Monday, April 4, 2022*

— IMPORTANT —

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

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

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

Applicants may contact RCSJ at 856-468-5000, ext. 6474 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 2022 Generic Nursing Programs.

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

The Rowan College of South Jersey Nursing Programs
are approved by

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

and accredited by:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
aceNursing.org
404-975-5000

ACEN Accreditation Status:
Initial Accreditation: December, 1972 *(Gloucester)*; 1969 *(Cumberland)*
Date of Most Recent Commission Action: July, 2017 *(Gloucester)*; October 2020 *(Cumberland)*
Current Accreditation Status: Accredited
Accreditation Stipulations: None
Date of Last Visit: February 14-16, 2017 *(Gloucester)*; February 26-29, 2019 *(Cumberland)*
Next Site Visit: Fall 2021

Campus Merger Statement

On July 1, 2019 the former Cumberland County College and Rowan College of Gloucester County, merged to become Rowan College of South Jersey. Due to the merger, the New Jersey Board of Nursing has required the two programs to join and create one unified curriculum.

The Board of Nursing approved the new curriculum in fall of 2020, with the first cohort admitted in fall 2021. The curriculum will be delivered on both the Cumberland and Gloucester campuses.

Students can complete general education courses *(non-NURS courses)* at either the Gloucester or Cumberland campus, or transfer the courses from another institution.

However, students must choose one campus to complete their NURS course requirements. Applicants will designate their campus choice on the Nursing Application.

Admission to the Nursing Programs is highly competitive across both campuses. There is no guarantee of admission, even if an applicant exceeds minimum admissions criteria in one or more areas. Applicants who submit a portfolio to both campuses for the 2022 Generic Nursing Programs will be disqualified for entry on both campuses.

Course schedules may vary between campuses and are subject to change each semester. Applicants should take travel time to class and clinical sites into consideration when choosing a campus.

Students are required to provide their own transportation for clinical experiences. Clinical placements can be located within a 90-minute radius from Rowan College South Jersey.

State Board of Nursing Requirements for Licensure

Applicants to the Nursing Programs 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, revised online 10/26/15 current as of 11/3/20)

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. Passing the NCLEX-RN Examination
5. Completed questionnaire on medical conditions, including the use of controlled substances within two years prior to applying for licensure

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

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

For complete information, contact:

NJ Board of Nursing: ***www.njconsumeraffairs.gov/nur/Pages/default.aspx***

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.

Nursing Programs Standards

Students must complete the Nursing Programs 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 Programs. A minimum grade of "C+" is required in all courses in the Nursing Programs of Study including General Education and Science courses and students must maintain a cumulative GPA of 2.5 to remain in the Nursing Programs. Students must satisfactorily complete all 100-level Nursing courses and Anatomy & Physiology I and II *(BIO 105/BI 106 and BIO 106/BI 107)* to progress to 200-level Nursing courses. All NURS 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 Programs of study in order to advance through the Nursing Programs. Course pre-requisites and co-requisites are specified in the RCSJ Academic Catalog. Students who register for college courses must complete pre-requisite course requirements before entering the Nursing Programs. 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 Programs.

Medication administration is one responsibility of the student and professional nurse. Students are required to demonstrate competency in calculating medication dosages to ensure safe administration. Errors in calculating dosages pose a threat to patient safety. Students will be instructed and tested in dosage calculation each semester to remain in the program. Each semester, Nursing students are required to demonstrate Math Competency. Once accepted into the Nursing Programs, information on math competency will be provided during the Division Nursing orientation sessions.

- One outcome of the Nursing Programs is that graduates will use technology and information systems appropriately and effectively. To fulfill this outcome, students will demonstrate computer literacy and apply technology to meet course requirements. It is recommended that students have access to a computer with internet. ***(Note: AOL is NOT compatible with many of the applications)*** Computers are available to students on the RCSJ campus.

- Nursing students are required to meet specific health standards. **Nursing applicants are notified of comprehensive health requirements upon acceptance to the program.** Health requirements are based on the recommendations of the Center for Disease *(CDC)* requirements for healthcare providers. The completed health packet is due to be submitted **June 15, 2022**. All blood work should be drawn by **May 25, 2022**. Failure to submit a completed health packet will result in forfeiting the acceptance offer. Clinical agencies reserve the right to require additional health screenings. Students are responsible for all health screening costs.

- Nursing students must maintain current CPR certification while in the Nursing Programs. 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 Nursing Programs, students must complete the **CHBC and the urine drug screen by the due date of April 18th, 2022.** Students are responsible to pay all fees associated with the CHBC.

- CHBC results are sent to the clinical agencies who have sole discretion to determine whether the student may engage in patient care at the agency. *(Source: Rowan College South Jersey's Administrative Rule/Regulation: 8103)*

- 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 Programs and referred to Student Services to explore other career options.

Health Requirements

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

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

Curriculum

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

Nursing Generic Program — Gloucester/Cumberland Campuses

Associate in Applied Science (A.A.S.)

This program combines general education with Nursing courses to prepare students for entry-level Nursing 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 Programs are approved by the New Jersey Board of Nursing and accredited by ACEN.

FIRST YEAR — Fall Semester		Credits
_____ ENG 101 / EN 101	English Composition I	3
_____ BIO 105 / BI 106	Anatomy & Physiology I	4
_____ PSY 101 / PY 101	General Psychology	3
_____ NURS 110	Nursing I	6
_____ NURS 111	Nursing 1 Lab	1
		17
Spring Semester		
_____ ENG 102 / EN 102	English Composition II	3
_____ BIO 106 / BI 107	Anatomy & Physiology II	4
_____ NURS 120	Nursing II	9
_____ NURS 121	Nursing II Lab	1
		17
SECOND YEAR – Fall Semester		
_____ BIO 215 / BI 203	Microbiology	4
_____ NURS 230	Nursing III	8
_____ NURS 231	Nursing III Lab	1
		13
Spring Semester		
_____ NURS 240	Nursing IV	7
_____ NURS 245	Transition to Practice	4
_____ NURS 210	Nursing Global Issues and Trends	2
		13
	Total Minimum Credits:	**60**

Nursing is a selective admission program. Students must be accepted to the program prior to registering for any NURS courses. Admissions packets are available online on the Selective Admissions website.

Clinical agencies require criminal history background checks *(CHBC)* and urine drug screening *(UDS)* for all individuals engaged in patient care. All students must undergo a CHBC and UDS upon acceptance into the Nursing Programs. CHBC and UDS 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 and UDS, the student will be dismissed from the Nursing Programs.

Students must satisfactorily complete all 100-level Nursing courses and Anatomy & Physiology I and II 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 Programs.

Students must complete the Nursing Programs 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 Programs. A minimum grade of "C+" is required in all courses in the Nursing Programs of Study including General Education and Science courses.

CONTROL SHEET EFFECTIVE FOR STUDENTS ENTERING 9/2021

Nursing *(NURS)* Course Descriptions

Nursing I NURS 110 ..... 6 credits

This course serves as the foundation for health and wellness promotion and disease prevention in beginning Nursing practice. Focus will be on the concepts related to health across the lifespan and an introduction in the delivery of competent, quality, safe patient centered care. Concepts from pharmacology, nutrition, pathophysiology and safety across the lifespan are utilized to provide care in a variety of healthcare settings.

Nursing I Lab NURS 111 ..... 1 credit

This course focuses on health and physical assessment across the lifespan and basic clinical Nursing skills. Development of knowledge, skills and attitudes for beginning Nursing practice will be integrated. Laboratory exercises incorporate real world situational experience with healthcare professionals on the College campus.

Nursing II NURS 120 ..... 9 credits

This course builds on previously acquired knowledge and learned behaviors of health, wellness promotion and disease prevention. Students will implement evidence-based practice to provide safe and effective care to adults and childbearing and childrearing families. Concepts from pharmacology, nutrition, pathophysiology and safety across the lifespan are utilized to provide care in a variety of healthcare settings.

Nursing II Lab NURS 121 ..... 1 credit

This course builds on acquired knowledge and learned behaviors and requires the demonstration of clinical Nursing skills necessary for student progression. Laboratory exercises incorporate real world situational experience with healthcare professionals on the College campus.

Nursing III NURS 230 ..... 8 credits

This course builds on previously acquired knowledge and learned behaviors of health, wellness promotion and disease prevention. Students will collaborate with a variety of healthcare team members to provide safe and effective care to patients across the lifespan and includes an emphasis on mental and behavioral well-being. Concepts from pharmacology, nutrition, pathophysiology and safety across the lifespan are incorporated to provide care in a variety of healthcare settings.

Nursing III Lab NURS 231 ..... 1 credit

This course focuses on the performance of complex advanced Nursing skills necessary for student progression. The expansion of knowledge and behaviors is integrated. Laboratory exercises incorporate real world situational experience with healthcare professionals on the College campus.

Nursing Global Issues and Trends NURS 210 ..... 2 credits

This course focuses on current Nursing issues and trends with a global perspective. Topics include the evolution of Nursing practice, leadership strategies and clinical decision-making skills based on ethical and legal principles of care.

Nursing IV NURS 240 ..... 7 credits

This course incorporates all concepts of previously acquired knowledge and learned behaviors of health, wellness promotion and disease prevention. The student learns to analyze, synthesize and evaluate complex and advanced concepts from pharmacology, nutrition, pathophysiology and safety across the lifespan. Clinical activities are in a variety of healthcare settings.

Transition to Practice NURS 245 ..... 4 credits

This course focuses on integration of knowledge, continued development of clinical judgment and life-long learning. It 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.

General Education Courses, GPA and Letter Grades

General Education Courses

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

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

A student who has no previous experience with health care terminology may consider taking one of the courses offered at the College to increase their competency in this area. Gloucester campus students can take ALH 102, Medical Terminology *(3 credits)*, and Cumberland campus students can take HS 103, Medical Terminology *(2 credits)*. Both courses provide students with a working vocabulary of medical terms.

A student who has limited or no computer experience should consider taking one of the computer courses offered at the College which will provide you with knowledge of Microsoft Office Professional for Windows and experience with the internet. Gloucester campus students can take CIS 102, Introduction to Computers *(4 credits)*, and Cumberland campus students can take CS 101, Introduction to Microcomputers *(3 credits)*.

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

GPA Requirement

A cumulative grade point average of at least 2.5 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 2.5 or higher to start the Nursing Programs. At the time of application, if prior coursework prevents the student's cumulative GPA at RCSJ from being a 2.5 or higher, please contact your Academic Advisor for options.

Letter Grades

Some colleges do not operate on the plus or minus grading scale. Students transferring coursework from a college that does not use a plus or minus grading scale will need to earn a letter grade of B or better for coursework in the Generic Nursing Programs that requires a minimum grade of "C+." This also applies to students who will use Excelsior College to update the content of their expired A&P or Microbiology courses. For more clarification on this policy, students can contact 856-468-5000, ext. 6474.

Rowan College
SOUTH JERSEY

Section II:

Admissions

- Frequently Asked Questions
- General Admissions, Gloucester & Cumberland Campuses
- Portfolio Requirements
- Selective Admissions Ranking Criteria
- 2022 Information Session Dates and Registration Information
- HSRT-AD Exam Information and Registration Information
- Transcript Policies
- Transfer Students
- Science Course Transfer Policies & Proof of Delivery Method

Frequently Asked Questions

Q: How many students do we accept per year?

A: The number of seats at both campuses varies per year based on clinical site availability and faculty availability. There is no set number of seats per year for either the Gloucester or Cumberland Campus.

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: Can I apply to both campuses for Nursing?

A: **No**. Students must choose **one** campus to submit their portfolio. Students who submit a portfolio to both campuses for the 2022 Generic Nursing Programs will be immediately disqualified for entry on both campuses.

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

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

Q: If I 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 to apply and/or the Admissions office does not have a copy on file.

Q: I finished all of the general education courses in the AAS Nursing curriculum. Does this mean I can finish the program sooner?

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

Q: I want to apply for the 3+1 program. Do I have to fill out another application or am I automatically applying for it?

A: 3+1 is a track of Rowan University's RN-BSN program. Students become eligible for the program when they are accepted to the AAS Nursing Programs. Enrollment in 3+1 usually starts in the student's third or fourth semester of the Nursing Programs.

Frequently Asked Questions *(cont'd)*

Q: Do I need to take the HSRT-AD exam if I have an advanced degree or have taken the HESI or TEAS?

A: The HSRT-AD exam is required for all applicants and is non-negotiable. Previous HESI and TEAS scores are not considered nor accepted for admissions ranking. Previous HSRT-AD scores do not carry an expiration date for the 2022 Generic Nursing Programs.

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

A: General education courses may be eligible to transfer to the Nursing Programs. Students transferring from another Nursing Program should be advised that Nursing courses cannot transfer from school to school. Transfer students should have their transfer credits evaluated prior to submitting a Nursing portfolio. Please find more information on page 22 and 23 of this packet.

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

A: Science courses must be no older than five years from point of entry to the Nursing Programs. All other general education classes do not carry an expiration date.

Q: How is the cumulative GPA calculated?

A: The cumulative GPA for selective admissions ranking purposes 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 Generic Nursing Programs is not guaranteed. All applicants are ranked objectively based on the published criteria (see page 15). Meeting or exceeding minimum requirements does not guarantee acceptance. All applicants should put their best foot forward when submitting their portfolio.

Application Process — Overview

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 at the designated campus 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 Programs. This process will provide students with acceptance to the College, but not to the Nursing Programs. Students must complete a General Admission application for the campus they wish to attend to complete the Nursing Programs **prior** to submitting a Nursing portfolio.

If there are questions regarding application status or an application is needed, contact the Admissions Office on your designated campus:

Gloucester: 856-415-2209

Cumberland: 856-200-4660

1. Complete and submit a general admission application to your designated campus online at ***RCSJ.edu/Apply***. Indicate on the application the intention to apply to the Nursing Programs.
   - Gloucester Campus applicants should declare ***AAS Health Science, Nursing Pathway*** as their intended major
   - Cumberland Campus applicants should declare ***AS Biological Science/Health Science*** as their intended major

   Designation as a potential Nursing applicant does not guarantee nor imply special consideration for acceptance to the Nursing Programs.
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 **mandatory** 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

STEP 2
Selective Admission

Once the general admission process is complete, students are ready to begin the second step in the application process: submission of the Nursing portfolio. Each Nursing applicant is required to gather all documentation listed on the checklist and present it to the Admissions Office of your designated campus as a completed portfolio. Once submitted, new documentation may **not** be added to your portfolio.

The portfolio consists of:

1. **Portfolio Checklist** *(pages 26 & 27)*
2. **Nursing Application** *(page 28)*
3. **RCSJ Placement Test/Admission Status Form** *(Signed by RCSJ Admissions) (page 29)*
4. **HSRT-AD Test Scores** *(in sealed envelope) (MUST request from the Testing Center campus where you tested)*
5. **Information Session Proof of Attendance Email** *(Email sent to students 1-2 business days after session) (see page 16 for dates)*
6. **Official transcript from high school** *(If applicable) (MUST obtain from high school and be in a sealed envelope) (see page 22)*
7. **Proof of Delivery Method** *(If applicable)* for A&P I, A&P II, and/or Microbiology *(see page 24 & 30)*
8. **Official transcripts from ALL colleges attended*** including RCSJ *(MUST obtain from each college and be in a sealed envelope) (see page 23)*
9. **Verification of GPA** of at least 2.5 from last school of attendance

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

**RCSJ transcript can be unofficial*

General Admissions — Gloucester Campus

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

Step 1: Apply and Submit Official Documents

A. Complete the free online application at ***RCSJ.edu/gc/Apply***

- **New** students are recommended to declare **AAS Health Science, Nursing Pathway** as their course of study.
- **Current** students do not need to reapply to the College, but should verify application status with the Admissions Office and verify their contact 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 2022)* and **Visiting *(Non-Matriculated)* Students** will need to complete a new application to the College as a degree-seeking student
- Designation as a potential Nursing applicant does not guarantee nor imply special consideration for acceptance to the Nursing Programs.

B. Send official high school transcript or high school equivalency documents and any college transcripts to the Gloucester Admissions Office via the office email address: *admissions@rcsj.edu*. Transcripts must be issued directly from the institution. High school completion credentials are **mandatory** for all applicants.

Step 2: Satisfy Placement Test Requirements

Due to the COVID-19 outbreak, Rowan College South Jersey has made placement testing optional for general admissions programs. Students interested in applying to Selective Admissions programs *(like Generic Nursing)* must satisfy the College's traditional placement testing requirements.

Applicants may be exempt from the College's placement exam if they meet certain exemption criteria. Information about exemption criteria can be found on the Gloucester Campus Testing Center website: ***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 program. Per Administrative Procedure 8017, course work used for test exemption must be equivalent to a grade of "C" or better at RCSJ.

Please Note: Applicants must fulfill placement test requirements to their intended campus, as test exemption criteria may vary. Responsibility for completing general placement testing requirements lies with the applicant.

General admission application status and placement test exemption status is verified through the RCSJ Placement Test/ Admissions Status form *(page 30)*. This form must be completed and signed by an RCSJ admissions representative on your intended campus PRIOR to submitting the portfolio.

Contact Information

General Admissions Office: ***RCSJ.edu/gc/Enroll***

Phone: 856-415-2209

Email: *admissions@rcsj.edu*

Testing Center: ***RCSJ.edu/gc/Testing***

Phone: 856-415-2268

Email: *ssc@rcsj.edu*

Selective Admissions, Gloucester: ***RCSJ.edu/gc/SelectiveAdmissions***

General Email: *SelectiveAdmissions@rcsj.edu*

Samantha Wagner, *Administrator, Selective Admissions*

Phone: 856-468-5000, ext. 6474

Email: *swagne12@rcsj.edu*

Contact information is accurate at time of publication

General Admissions — Cumberland Campus

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

Step 1: Apply and Submit Official Documents

A. Complete the free online application at ***RCSJ.edu/Apply/Cumberland/Becoming-a-cumberland-student***

- **New** students are recommended to declare **AS Biological Science/Health Science** as their major.
- **Current** students may not need to reapply to the College, but should check with the Admissions Office to ensure application is up-to-date.
- **Current Gloucester Campus** students will need to complete a new application to the Cumberland campus.
- **Graduating HSOP Students** *(class of 2022)* and **Visiting *(Non-Matriculated)* Students** will need to complete a new application to the college as a degree-seeking student
- Designation as a potential Nursing applicant does not guarantee nor imply special consideration for acceptance to the Nursing Programs.

B. Send official high school transcript or high school equivalency documents and any college transcripts to the Cumberland Admissions Office via the office email address: *admissions@cc.rcsj.edu*. Transcripts must be issued directly from the institution.

Step 2: Satisfy Placement Test Requirements

Due to the COVID-19 outbreak, Rowan College of South Jersey has made placement testing optional for general admissions programs. Students interested in applying to Selective Admissions programs *(e.g. Nursing)* must satisfy the College's traditional placement testing requirements.

Applicants may be exempt from the College's placement exam if they meet certain exemption criteria. A full list of exemption criteria can be found on the Cumberland Campus Testing Center website: ***RCSJ.edu/cc/Testing***

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

Please Note: Applicants must complete the test requirements for their intended campus, as test exemption criteria may vary. Completion of general placement testing requirements is the applicant's responsibility.

General admission application status and placement test exemption status is verified through the RCSJ Placement Test/ Admissions Status form (page 30). This form must be completed and signed by an RCSJ admissions representative at their intended campus PRIOR to submitting the portfolio.

Contact Information

General Admissions Office: ***RCSJ.edu/Apply/Cumberland/ Becoming-a-cumberland-student***

Phone: 856-200-4848

Email: *admissions@cc.rcsj.edu*

Testing Center: ***RCSJ.edu/cc/Testing***

Phone: 856-200-4648

Email: *testing@cc.rcsj.edu*

Contact information is accurate at time of publication

Selective Admission Portfolio Requirements

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

Each Nursing applicant is required to gather all documentation listed on the checklist *(page 26-27)* and present it to the Admissions Office of your designated campus as a completed portfolio. Once submitted, new documentation may **not** be added to your portfolio.

All documentation must be submitted in a large manila envelope to the intended campus no later than March 4, 2022 at 5 p.m. Late submissions are not considered for admission.

The following items are REQUIRED for all applicants to the Generic Nursing Programs at time of portfolio submission:

1. Completed General Application to Intended Campus

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

2. Attended one Information Session for the 2022 Generic Nursing Programs

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

3. Submission of official HSRT-AD Exam scores *(must be in sealed envelope from Testing Center where you took the exam)*

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

- 2022 Generic Nursing Portfolio Checklist
- 2022 Generic Nursing Application
- RCSJ Placement Test/Admission Status Form
- Statement of Faculty Verified Identity *(if applicable)*

5. Submission or Resubmission of ALL official college transcripts, if applicable *(in sealed envelopes obtained from institution)*

- RCSJ Transcript can 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 as their ranking requirement*

7. Verification of GPA of at least 2.5 from last school of attendance *(verified from submission of official transcript)*

8. Submission of Proof of Delivery Method *(if applicable, see page 24)*

- Not required for RCSJ lab science courses

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

Selective Admission Ranking Criteria

Value of Points Toward Acceptance	**— IMPORTANT —** All applicants are ranked objectively based on the criteria below. Applicants are required to submit minimum qualifying scores in **all** areas to be considered eligible. **Meeting or exceeding minimum requirements does *not* guarantee acceptance.**
33.33%	**Health Science Reasoning Test—Associate Degree (HSRT-AD) Exam** Previous HESI and TEAS scores **not accepted.** ***No Rounding of Scores Accepted.*** Scores from only one attempt may be submitted for admission. **Minimum Composite Score: 72**
33.33%	**Science Course Requirement** Must be taken from 2017–present Final 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* **Applicants will choose one of the following options:** **Lab Biology *and* Lab Chemistry** High School: 1 year each *or* College Level: 1 semester each **OR** **Anatomy and Physiology I with Lab** College level, face-to-face format only/equivalent to RCSJ's BIO 105/BI 106 Provide proof of delivery method — course schedule and course syllabus *(**not required** if taken at RCSJ)* Online course instruction prior to Spring 2020 is not acceptable *(see pages 23-24)* **OR** **Anatomy and Physiology II with Lab** College level, face-to-face format only/equivalent to RCSJ's BIO 106/BI 107 Provide proof of delivery method — course schedule and course syllabus *(**not required** if taken at RCSJ)* Online course instruction prior to Spring 2020 is not acceptable *(see pages 23-24)* Applicants with expired science courses may use the Excelsior College exam *(see page 21)* Transfer students are encouraged to confirm their Anatomy I and/or II is equivalent to RCSJ coursework **prior** to submitting their portfolio.
33.34%	**Cumulative GPA Requirement** **Minimum Cumulative GPA: 2.50** Verified from official transcript from school the applicant currently attends or most recently attended at time of application ***No Rounding of GPA Accepted.*** **GPA will be calculated to the hundredth digit.** **High school seniors will use their weighted GPA, if available.**

Generic Nursing Information Sessions

At this time, all Generic Nursing Programs information sessions will be held through Zoom webinar.

- Attendance at one information session is **mandatory** in order to apply to the 2022 Generic Nursing Programs and must be completed prior to submission of the portfolio.
- Portfolios submitted without proof of attendance are marked as incomplete and not considered for admission.
- Information sessions expire annually. Applicants must attend a new information session for the year in which they apply.
- **Registration is required for each information session.** 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 either website:

RCSJ.edu/SelectiveAdmissions/Gloucester/Nursing

OR

RCSJ.edu/cc/SelectiveAdmissions

2022 Generic Nursing Programs Information Sessions		
Wednesday	September 15, 2021	3:00 p.m.
Thursday	October 14, 2021	3:00 p.m.
Wednesday	November 10, 2021	10:00 a.m.
Tuesday	December 7, 2021	6:00 p.m.
Wednesday	January 5, 2022	3:00 p.m.
Monday	February 28, 2022*	6:00 p.m.

**This is the FINAL information session for the 2022 Generic Nursing Program. Additional information sessions will not be scheduled 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 for both campuses.

Generic Nursing Information Sessions *(cont'd)*

What to Expect at Your Information Session

Each session will start promptly at the advertised time and will last about 1.5 – 2 hours. The webinar will lock 10 minutes after the start of the session and late entries are prohibited. Please plan accordingly!

3 Informational Segments

- **Admissions:** Representatives from both Gloucester and Cumberland campuses will review the two-step application process for the Generic Nursing Programs
- **Program:** Representatives from the Generic Nursing Programs will review Generic Nursing Programs 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 Ms. Samantha Wagner, Administrator, Selective Admissions at *swagne12@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 2022 Nursing 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 2022 Generic Nursing Programs.

Information sessions for the Cumberland Campus LPN program are not valid for the Generic Nursing Programs.

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

Health Science Reasoning Test *(Associate Degree)* — HSRT-AD

About the Exam

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

HSRT-AD questions ask test takers to apply their skills in order to:

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

All applicants are required to earn a minimum score of 72 to apply to the 2022 Generic Nursing Programs

Note: *HSRT-AD scores submitted below the minimum required score will result in an incomplete portfolio. Incomplete portfolios are not considered for acceptance.*

Students can prepare by accessing sample questions. Sample questions are available using a mobile app called Critical Thinking Insight by Insight Assessment — be sure to choose the "Sample Reasoning Skills Questions."

Sample questions are also available at: ***Insightassessment.com/article/sample-thinking-skills-questions***

HSRT-AD Testing Logistics

- Test dates must be at least 60 days apart.
- The HSRT-AD is computerized and timed *(will not exceed an hour)*.
- The cost of the HSRT-AD is $40 *(fee subject to change)*.
- A fee of $15 will be charged for late registration or rescheduling of test date.
- Proof of payment is required for registration.
- Seating is limited; plan accordingly.
- Pay particular attention to the registration deadlines!
- Test dates often fill up before the late deadline.
- All applicants will need to provide an official score report in a sealed envelope issued by the Testing Center where they took they exam in their Nursing portfolio.

HSRT-AD Testing Locations

Applicants must take the HSRT-AD at either the Gloucester or Cumberland campus. Exams taken at another institution will not be acceptable for admission.

Testing dates may vary at each campus. It is the applicant's responsibility to confirm their registration and payment at the Testing Center offering their selected test date.

RCSJ's Testing Centers

Cumberland Campus
3322 College Drive
Vineland, NJ 08360
testing@cc.rcsj.edu
RCSJ.edu/cc/Testing

Gloucester Campus
1400 Tanyard Road
Sewell, NJ 08080
ssc@rcsj.edu
RCSJ.edu/gc/Testing

HSRT-AD Registration — Gloucester Campus

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

Gloucester Campus HSRT-AD Dates '21–'22		
Date of Test	**Regular Deadline ($40)**	**Late Deadline ($55)**
7/13/2021 *(Tuesday)*	6/29/2021 *(Tuesday)*	7/12/2021 *(Monday)*
7/28/2021 *(Wednesday)*	7/14/2021 *(Wednesday)*	7/27/2021 *(Tuesday)*
8/12/2021 *(Wednesday)*	7/29/2021 *(Wednesday)*	8/11/2021 *(Tuesday)*
8/19/2021 *(Thursday)*	8/5/2021 *(Thursday)*	8/18/2021 *(Wednesday)*
9/20/2021 *(Monday)*	9/3/2021 *(Friday)*	9/17/2021 *(Friday)*
9/29/2021 *(Wednesday)*	9/15/2021 *(Wednesday)*	9/28/2021 *(Tuesday)*
10/12/2021 *(Tuesday)*	9/28/2021 *(Tuesday)*	10/11/2021 *(Monday)*
10/29/2021 *(Friday)*	10/15/2021 *(Friday)*	10/28/2021 *(Thursday)*
11/22/2021 *(Monday)*	11/8/2021 *(Monday)*	11/19/2021 *(Friday)*
11/29/2021 *(Monday)*	11/15/2021 *(Monday)*	11/24/2021 *(Wednesday)*
12/11/2021 *(Saturday)*	11/24/2021 *(Wednesday)*	12/10/2021 *(Friday)*
12/16/2021 *(Thursday)*	12/2/2021 *(Thursday)*	12/15/2021 *(Wednesday)*
12/21/2021 *(Tuesday)*	12/7/2021 *(Tuesday)*	12/20/2021 *(Monday)*
1/11/2022 *(Tuesday)*	12/23/2021 *(Thursday)*	1/10/2022 *(Monday)*
1/28/2022 *(Friday)*	1/14/2022 *(Friday)*	1/27/2022 *(Thursday)*
2/15/2022 *(Tuesday)*	2/1/2022 *(Tuesday)*	2/14/2022 *(Monday)*
2/17/2022 *(Thursday)*	2/3/2022 *(Thursday)*	2/16/2022 *(Wednesday)*
2/19/2022 *(Saturday)*	2/4/2022 *(Friday)*	2/18/2022 *(Friday)*
2/21/2022 *(Monday)*	2/7/2022 *(Monday)*	2/18/2022 *(Friday)*
2/22/2022 *(Tuesday)*	2/8/2022 *(Tuesday)*	2/21/2022 *(Monday)*
2/24/2022 *(Thursday)*	2/10/2022 *(Thursday)*	2/23/2022 *(Wednesday)*
2/25/2022 *(Friday)*	2/11/2022 *(Friday)*	2/24/2022 *(Thursday)*
2/28/2022 *(Monday)*	2/14/2022 *(Monday)*	2/25/2022 *(Friday)*
3/1/2022 *(Tuesday)*	2/21/2022 *(Tuesday)*	2/28/2022 *(Monday)*

HSRT-AD Registration — Cumberland Campus

- Applicants will need to provide payment to the campus where they test at the time of registration.
- Registration for a Cumberland campus date may be completed in-person at the Testing Center or by emailing *testing@cc.rcsj.edu.*
- Cumberland Campus Testing Center is located in the Academic Building, 1st floor, ASL Lab.
- Official score report is available for next-day pickup, with proof of ID.
- Only qualifying score reports will be issued.

Cumberland Campus HSRT-AD Dates '21–'22		
Date of Test	**Regular Deadline ($40)**	**Late Deadline ($55)**
7/28/2021 *(Wednesday)*	7/14/2021	7/27/2021
7/29/2021 *(Thursday)*	7/15/2021	7/27/2021
8/25/2021 *(Wednesday)*	8/11/2021	8/24/2021
8/26/2021 *(Thursday)*	8/12/2021	8/25/2021
9/29/2021 *(Wednesday)*	9/15/2021	9/28/2021
9/30/2021 *(Thursday)*	9/16/2021	9/29/2021
10/27/2021 *(Wednesday)*	10/13/2021	10/26/2021
10/28/2021 *(Thursday)*	10/14/2021	10/27/2021
11/3/2021 *(Wednesday)*	10/20/2021	11/2/2021
11/4/2021 *(Thursday)*	10/21/2021	11/3/2021
12/1/2021 *(Wednesday)*	11/17/2021	11/30/2021
12/2/2021 *(Thursday)*	11/18/2021	12/1/2021
1/26/2022 *(Wednesday)*	1/12/2022	1/25/2022
1/27/2022 *(Thursday)*	1/13/2022	1/26/2022
2/2/2022 *(Wednesday)*	1/19/2022	2/1/2022
2/3/2022 *(Thursday)*	1/20/2022	2/2/2022
2/9/2022 *(Wednesday)*	1/26/2022	2/8/2022
2/10/2022 *(Thursday)*	1/27/2022	2/9/2022
2/17/2022 *(Thursday)*	2/3/2022	2/16/2022
2/23/2022 *(Wednesday)*	2/9/2022	2/22/2022
2/24/2022 *(Thursday)*	2/10/2022	2/23/2022
3/2/2022 *(Wednesday)*	2/16/2022	3/1/2022

Contact Information *(Cumberland Campus)* • Address: 3322 College Drive, Vineland, NJ 08360 • Academic Building, 1st Floor, ASL Lab
Email: *testing@cc.rcsj.edu* • Phone: 856-200-4648

RCSJ Placement Test

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

Applicants will submit a completed RCSJ Placement Test/Admissions Status Form *(page 30)* to verify exemption from or completion of placement test requirements. The form must be completed by the applicant and an admissions representative from the student's intended campus *(ex: a Gloucester Nursing form will need to be signed by a Gloucester admissions representative)*. Once both sections are completed and signed, the student can submit in the portfolio.

Placement test exemption criteria may vary between campuses. It is the applicant's responsibility to ensure they meet or exceed placement test requirements on their intended campus prior to submission of a Nursing 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 *(Gloucester)* or 856-200-4648 *(Cumberland)*.

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 *(Gloucester)* or 856-200-4660 *(Cumberland)*

Excelsior College Testing

Applicants who have taken an acceptable, college-level Anatomy and Physiology I *and* II and/or Microbiology courses with a grade of "C+" or better from a regionally accredited school **prior to 2017 or completed the course online prior to Spring 2020** have the option of meeting those requirements by taking the Excelsior College Examinations.

The exams administered through Excelsior College will demonstrate the applicant's competency in the subject. Students who have not yet taken an acceptable Anatomy & Physiology I, Anatomy & Physiology II, and/or Microbiology cannot use the Excelsior Exam to satisfy those course requirements.

The exam will generate a transcript through Excelsior College and an official, physical copy must be included in the portfolio at time of submission. Applicants who wish to use the Excelsior College exam to update their science courses must receive a letter grade of a "B" or better on the exam.

Rowan College South Jersey accepts credit for the following exams through Excelsior College for the Generic Nursing Programs:

- Human Anatomy and Physiology *(BIOX210)*: credit for both BIO 105 & BIO 106 *(Gloucester)* or BI 106 & BI 107 *(Cumberland)*
- Microbiology *(BIOX220)*: credit for BIO 215 *(Gloucester)* or BI 213 *(Cumberland)*

Applicants are encouraged to verify transferability with Admissions PRIOR to taking the exam.

All registration information is available through the Excelsior College website: ***Excelsior.edu/exams/choose-your-exam***. Costs for the exam, preparatory materials, and transcript request are the sole responsibility of the applicant.

Applicants with questions about Excelsior may contact Samantha Wagner, Administrator, Selective Admissions at 856-468-5000, ext. 6474 or *swagne12@rcsj.edu*.

Transcripts

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

High School Transcripts

For general admission to RCSJ *(STEP 1, page 11)*, 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 grade to satisfy the science course requirement for Nursing admissions ranking **must** include a sealed copy of the high school transcript, obtained from the high school, in the portfolio. RCSJ uses the final letter or number grade listed on the transcript for admissions consideration, regardless of course weight *(honors, Advanced Placement, etc.)*

Be aware that college-level courses taken while in high school through dual credit programs may have generated a college transcript. It is the student's responsibility to confer with their high school counselor about dual credit agreements with other institutions and request official college transcripts for their dual credit courses.

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

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

Current RCSJ students planning to apply to the other campus (ex. a Gloucester campus student submitting a Nursing portfolio to Cumberland campus) may be asked to provide an official copy of their transcript if accepted to the program for transfer credit evaluation purposes.

International Transcripts

Transcripts from other countries must be translated into English and evaluated before they can be included in the portfolio. Students must request a general evaluation of their high school transcript and a course-by-course evaluation of their college transcript (s). International transcripts must be evaluated by any of the following organizations:

- NACES ***(naces.org)***
- IEEES, Inc. ***(edevals.com)***
- FCSA ***(foreigncredentials.org)***,
- WES ***(wes.org)***
- SpanTran ***(SpanTran.com)***

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

Transcripts *(cont'd)*

Transfer Student Responsibilities

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

Applicants should have prior coursework evaluated for transfer credit before submission of the Nursing portfolio by submitting an official transcript(s) from their previous institution(s) and completing a Transfer of College Credit Request Form through the Admissions Office website: ***RCSJ.edu/gc/Transfer*** *(Gloucester)* or ***RCSJ.edu/cc/Transfer*** *(Cumberland)*.

Courses Eligible for Transfer

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

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

Letter Grades

Some colleges do not operate on the plus or minus grading scale. Students transferring coursework from a college that does not use a plus or minus grading scale will need to earn a letter grade of "B" or better for coursework in the Generic Nursing Programs that requires a minimum grade of "C+." This also applies to students who will use Excelsior College to update the content of their expired A&P or Microbiology courses. For more clarification on this policy, students can contact 856-468-5000, ext. 6474.

Transcript Submission and Resubmission

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

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

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

In the event a college no longer sends physical copies of transcripts due to the COVID-19 pandemic, students should contact Selective Admissions well ahead of the portfolio deadline for guidance. **Do not assume exclusion is permissible before submission of the portfolio.**

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

Please contact the Admissions Office on your intended campus with any questions about transcripts.

Gloucester: 856-468-5000, ext. 6474 Cumberland: 856-200-4848

Science Course Transfer Policy

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 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.

Online instruction is not acceptable for Anatomy I and/or Anatomy II and/or Microbiology courses taken prior to Spring 2020.

Please follow the guidance below if your Anatomy courses were taken in Spring 2020 to present:

- RCSJ Students: Anatomy I and/or Anatomy II courses with an online delivery method *(either 100% online or Live Online formats)* are acceptable for selective admission program requirements and do not require additional proof of delivery method.
- Transfer Students: Students will need to provide documentation from their professor on how their identity was verified in the course in addition to their course syllabus and schedule. A standard form is available on page 32.

Excelsior College Testing

For admission ranking purposes, the following is **required** as proof of delivery method for Anatomy and Physiology I and/or II, and/or Microbiology courses taken at another institution.

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.*

Course Schedule

The schedule **must** include the students name, the semester and year course taken, course title and section number.

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.

Statement of Instructor Verified Identity

Only required for A&P courses taken in Spring 2020—present at another institution
Students will need to submit a statement from their instructor detailing how their identity was verified in the online course. Sciences taken at RCSJ do not require this form. A standard form is available in this packet on page 32.

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***

Rowan College
SOUTH JERSEY

Section III:

Portfolio Submission

- How to Submit a Complete Portfolio
- 2022 Generic Nursing Portfolio Checklist
- 2022 Generic Nursing Application
- RCSJ Placement Test/Status Form
- Standard Faculty Verification Statement Form

Portfolio Deadline

Generic Nursing Programs Deadline: ***Friday, March 4, 2022***

All Admissions Decisions Sent: ***Monday, April 4, 2022***

All admissions decisions will be sent to the student's 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.

How to Submit Your Complete Portfolio

Submit the complete portfolio in a large manila envelope. Complete means that the Nursing portfolio contains all required documents listed on the checklist and all general and selective admission requirements have been satisfied. If these conditions are not fulfilled, your file will be incomplete and not considered for acceptance.

Write on the front of the manila envelope:

- **Student's Name**
- **RCSJ Student ID number**
- **The program to which you are applying**
- **The campus to which you are applying**

If mailing portfolio, please use the address below:

Gloucester Campus Portfolios	Cumberland Campus Portfolios
Rowan College South Jersey Admissions Office ATTN: Selective Admissions Portfolio 1400 Tanyard Road, Sewell, NJ 08080	Rowan College South Jersey Admissions Office ATTN: Selective Admissions Portfolio 3322 College Drive, Vineland, NJ 08360

Complete Portfolios submitted in person or by mail must be received in the Admissions Office on the intended campus by 5 p.m. on Friday, March 4, 2022. Complete Nursing portfolios may be submitted any time prior to the published deadline. Once submitted, new documentation may **not** be added to the portfolio. Portfolios will not be reviewed by RCSJ staff for completion prior to submission.

COMPLETE Nursing Portfolio MUST include ALL of the following:

1. 2022 Portfolio Checklist *(pp. 26 & 27)*
2. 2022 Generic Nursing Application *(p. 28)*
3. RCSJ Placement Test/Admission Status Form *(p. 30) (Signed by RCSJ Admissions office on the intended campus)*
4. HSRT-AD Test Score *(Obtain official score report in sealed envelope from the Testing Center campus where you tested)*
5. Information Session Proof of Attendance *(email sent 1-2 business days after session)*
6. Official transcript from high school *(If applicable) (see page 22) (In a sealed envelope obtained from high school)*
7. Official transcripts from ALL colleges attended* *(see page 23)*
8. Proof of Delivery Method for A&P I, A&P II, and/or Microbiology** *(If applicable) (course schedule and syllabus) (see page 24 & 30)*
9. Verification of GPA of at least 2.5 from last school of attendance *(Official transcript)*

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

*RCSJ transcript can be unofficial	**Not required for RCSJ lab science courses

2022 RCSJ Nursing 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 on your intended campus by Friday, March 4, 2022.

☐ **Submitted General RCSJ College Application**

☐ **Nursing Application**

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

☐ **HSRT-AD Score Report** ***(official score report in sealed envelope from the Testing Center Campus where you took the test)***

Note: *If your HSRT-AD score is BELOW the minimum, your portfolio will be incomplete and not considered for admission.*

Fill in your composite score: _____ *(minimum 72% required)* Date of HSRT-AD Test: _____

Check the campus where you took the test: ☐ Gloucester ☐ Cumberland

☐ **2022 Information Session Proof of Attendance** Date of attendance: _____

☐ **High School Transcript** *(if applicable)* Include official high school transcript in sealed envelope obtained from the high school *(see page 22)*

☐ **Proof of Delivery Method** for Anatomy and Physiology I, Anatomy & Physiology II, and Microbiology *(if applicable, see page 24, 30)*

☐ **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)_____ (5)_____

(2)_____ (6)_____

(3)_____ (7)_____

(4)_____ (8)_____

☐ **Cumulative GPA Verification** *(2.5 or higher from school most recently attended/currently attend)*

Write name of last school attended: _____

GPA: _____ *(will be verified on official transcript submitted for portfolio)*

☐ **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: _____

☐ **I Acknowledge** this application is for one campus of the Generic Nursing Programs at RCSJ, as designated on the Nursing Application (see page 28). Applicant's Initials: _____

*RCSJ Transcript can be unofficial

PLEASE CONTINUE TO OTHER SIDE

2022 RCSJ Nursing Portfolio Checklist — continued *(page 2 of 2)*

Last Name: _____ First Name: _____ ID # _____

Choose ONE science option below to use for admissions ranking.

If more than one box is completed below, the highest final grade of a "C+" or better will be used for admissions ranking.

Mid-term grades are NOT accepted.

Check one science requirement option that meets the submission criteria for evaluation (✓)

Write the name of the school/college, semester *(fall, spring, summer)* and year taken and final grade received equivalent to a "C+" or better. Grades shown on the transcript will be used for admission consideration.

Science Course Requirement *Must be Complete With Final Grade*	**School/College**	**Semester**	**Year** *2017 – present*	**Final Grade** *"C+" or better*
☐ Lab Biology 2017 to present				
and				
☐ Lab Chemistry 2017 to present				
OR				
☐ Anatomy & Physiology I w/lab college level only/2017 to present Must be equivalent to BIO 105/ BI 106 **Provide Course Schedule and Syllabus** *(if applicable)*				
OR				
☐ Anatomy& Physiology II w/lab college level only/2017 to present Must be equivalent to BIO 106/BI 107 **Provide Course Schedule and Syllabus** *(if applicable)*				

I understand that I am solely responsible for the contents of this portfolio. I also certify that I have read and understood the information presented in this admissions packet 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.

I certify this Nursing portfolio is for one campus of the Nursing Programs, as I designated on page 28. I understand that if I submit a portfolio to both campuses of the Nursing Programs, I will be disqualified for entry on both campuses.

The Buckley Amendment (Privacy Act) requires student permission before transferable college courses may be added to the student's 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:** _____

2022 RCSJ Generic Nursing Application

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

Please type or print clearly.

Select Campus: ☐ Gloucester ☐ Cumberland 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: _____

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

If yes, check campus: ☐ Gloucester ☐ Cumberland

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:

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

The Board of Trustees is committed to providing a work and academic environment that maintains and promotes affirmative action and equal opportunity for all employees and students without discrimination on the basis of certain enumerated and protected categories. These categories are race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV-related illnesses. For questions concerning discrimination, contact Almarie J. Jones-Gloucester Campus, Special Assistant to the President, Diversity and Equity, Title IX and Compliance at 856-415-2154 ajones@rcsj.edu; Nathaniel Alridge-Cumberland Campus, Jr., J.D., Director, Diversity and Equity, Title IX, and Judicial Affairs at 856-498-9948 or nalridge@rcsj.edu. For disabilities, contact Carol Weinhardt-Gloucester Campus, Director Department of Special Services, ADAAA/504 Officer at 856-415-2247 or cweinhar@rcsj.edu Meredith Vicente-Cumberland Campus, Senior Director, Disability Support Services 856-200-4688 mvicent1@rcsj.edu.

RCSJ Placement Test/Admission Status Form

This form is used to verify the applicant has satisfied general admissions requirements to their designated campus and must be signed *BEFORE* placing in the 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 either in person or through email.
   - **Gloucester Campus:** *SelectiveAdmissions@rcsj.edu*
   - **Cumberland Campus:** *Admissions@cc.rcsj.edu*
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.

Applicant Section:

Applicant Name: _____ ID # _____

I am an applicant for the 2022 Generic Nursing Programs on the following campus:

☐ Gloucester Campus ☐ Cumberland 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 general admissions application to the campus designated in Applicant Section.

   ☐ 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.*

Statement of Faculty Verified Identity

Nursing and Health Professions programs at RCSJ 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.

Online instruction is **not** acceptable for Anatomy I and/or Anatomy II and/or Microbiology courses taken **prior to Spring 2020**.

Please follow the guidance below if your Anatomy courses were taken in Spring 2020 to present:

- RCSJ Students: Anatomy I and/or Anatomy II courses with an online delivery method (either 100% online or Live Online formats) are acceptable for selective admission program requirements and do not require additional proof of delivery method.
- Transfer Students: Students will need to provide documentation from their professor on how their identity was verified in the course in addition to their course syllabus and schedule.

For each science course taken **at an outside institution 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 proof of delivery 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)

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

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

_____

_____

_____

_____

Instructor Signature: _____ Date: _____