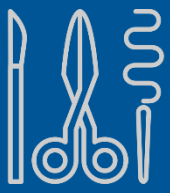
Surgical Technology

Admissions Handbook — 2027

Available on the Gloucester Campus only



RCSJ.edu

Rowan College
SOUTH JERSEY
1400 Tanyard Road, Sewell, NJ 08080

Surgical Technology
2027
FACT SHEET

Portfolios accepted: January 4, 2027 – February 26, 2027

Portfolio Deadline: February 26, 2027, 5:00 p.m.

All Admission Decisions Sent: April 19, 2027

The Surgical Technology Program is for students who wish to enter the health care field as a Surgical Technologist.

- This packet is exclusive for applicants seeking admission into the Summer 2027 Surgical Technology Program on the Gloucester Campus
- Applicants may only apply to **one** selective admission program per year.
- Applicants must be 18 years of age as of the first day of the Fall 2027 semester.
- All science courses must be taken from 2023 - present.
- Mandatory Orientation for the accepted Summer 2027 Surgical Technology students: August 18 and 19, 2027; 8:00 a.m. 4:00 p.m.

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

Rowan College SOUTH JERSEY

Nursing and Health Professions

Dear Surgical Technology Applicant:

Thank you for your interest in the Surgical Technology Program at Rowan College of South Jersey. We are excited that you are considering a career in surgical technology—a vital and rewarding profession within the healthcare team.

Surgical technologists play a critical role in patient care by supporting surgeons, nurses, and anesthesia providers before, during, and after surgical procedures. The Surgical Technology Program at Rowan College of South Jersey is designed to prepare students with the knowledge, technical skills, and professional behaviors necessary to succeed in the operating room environment.

The program combines rigorous academic coursework, hands-on laboratory instruction, and supervised clinical experiences to ensure graduates are well prepared to enter the workforce. Upon successful completion of the program, graduates are eligible to apply to sit for the Certified Surgical Technologist (CST®) examination, a nationally recognized credential that may be required or preferred by many healthcare employers.

Admission to the Surgical Technology Program is selective. Applicants are strongly encouraged to review all program requirements carefully and to attend an information session, as these sessions provide valuable insight into the admissions process, program expectations, and the demands of the profession. Attendance also allows prospective students the opportunity to ask questions and gain a clearer understanding of the commitment required for success in the program.

Prior to applying, you are encouraged to take time to research the profession of surgical technology and reflect on whether this career path aligns with your interests, abilities, and professional goals. The program is challenging, fast-paced, and highly structured, but it is also extremely rewarding for those who are committed to excellence in patient care.

We wish you success as you begin the application process and look forward to reviewing your application. Thank you for your interest in Rowan College of South Jersey and in the Surgical Technology profession.

Sincerely,

Adina Wercoch

Adina Wercoch, MBA, CST
Program Director, Surgical Technology
Gloucester Campus

Table of Contents

Section I: A.A.S. Surgical Technology Program Information

1. Important Information 1
2. State Board of Surgical Technology Requirements for Certification 2
3. Surgical Technology Program Standards 3
4. Health Requirements 4
5. Curriculum (A.A.S. Surgical Technology Programs of Study) 5
6. Surgical Technology (SURG) Course Descriptions 6-7
7. General Education Courses 8
9 GPA Requirement 8
10. Letter Grades 8

Section II: Admissions

1. Frequently Asked Questions 9-10
2. Application Process — Overview 11
3. General Admissions, Gloucester Campus 12
4. 2027 Surgical Technology Portfolio Requirements 13
5. 2027 Surgical Technology Admissions Ranking Criteria 14
6. 2027 Surgical Technology Information Sessions 15-16
7. Health Science Reasoning Test, Associate Degree (HSRT-AD) 17
    - 7.1 Gloucester Campus HSRT-AD Dates 18
    - 7.2 Cumberland Campus HSRT-AD Dates 19
8. RCSJ Placement Test 20
9. Transcripts 21
10. Transfer Students 22
11. Science Course Transfer Policy 23

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:

A.A.S. Surgical Technology Program Information

- Important Information
- Program Accreditation Status
- State Board of Surgical Technology Requirements for Certification
- Surgical Technology Program Standards
- Health Requirements
- Curriculum (A.A.S. Surgical Technology Program of Study)
- Surgical Technology (SURG) Course Descriptions
- General Education Courses
- GPA Requirement
- Letter Grades

Important Information

The information in this packet is effective for applicants planning to enter the
Surgical Technology Program beginning in September 2027

Portfolios Accepted: *January 4, 2027 — February 26, 2027*

Portfolio Deadline: *Friday, February 26, 2027 at 5:00 p.m.*

All Admissions Decisions Sent on or about: *Monday, April 19, 2027*

Admissions decisions will be sent to the applicant's RCSJ email account

— IMPORTANT —

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

Applicants to the program must fulfill all listed admission criteria for both general and selective admissions. 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 *SelectiveAdmissions@rcsj.edu* for answers to general questions about the process described in this packet. Information in this packet reflects policies and procedures which must be followed to be considered for admission into the 2027 Surgical Technology Program.

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

The Rowan College of South Jersey Surgical Technology Program
has applied for accreditation consideration:
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33764
(727) 210-2350
http://www.caahep.org

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)
19751 East Mainstreet, Suite 339
Parker, CO 80138
(303) 694-9262
https://www.arcsta.org

State Board of Surgical Technology Requirements for Certification

State & National Certification Requirements for Surgical Technology

Graduates of this program are eligible to sit for the Certified Surgical Technologist (CST®) examination, which is administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Certification Requirements – Certified Surgical Technologist (CST®)

1. Graduation from a Surgical Technology program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).
2. Successful completion of all program requirements, including didactic coursework, laboratory competencies, and required clinical case experiences.
3. Submission of a completed application to the NBSTSA, including required documentation and applicable fees.
4. Successful completion and passing of the CST® examination.

Certification Maintenance

Certified Surgical Technologists are required to maintain certification through the NBSTSA. Maintenance requirements include completion of continuing education credits or successful completion of a CST® recertification examination in accordance with NBSTSA policies.

State Employment Considerations

The State of New Jersey does not currently require state licensure for surgical technologists. However, many healthcare employers require or strongly prefer national certification as a condition of employment. Certification and employment requirements may vary by state, employer, or healthcare facility.

Students are encouraged to verify certification and employment requirements in the state(s) where they intend to practice.

Additional Information

National Board of Surgical Technology and Surgical Assisting (NBSTSA)
https://www.nbstsa.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
https://www.caahep.org

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)
https://www.arcstsa.org

**RCSJ will be applying to seek initial accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). The submission and acceptance of our application does not guarantee accreditation, and applying for accreditation does not grant any temporary accreditation status.*

Graduation from a surgical technology program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) is necessary for eligibility to sit for the Certified Surgical Technologist (CST®) examination, which is required for credentialing of surgical technologists in all states.

Students will be kept informed as to the status of accreditation. In the event accreditation is not achieved, students will be awarded an Associate of Applied Science degree in Health Science as a contingency. Upon successful appeal by the college to CAAHEP and ARC/STSA for accreditation, students' degrees will then be conferred as A.A.S. in Surgical Technology.

Surgical Technology Program Standards

Students must complete the Surgical Technology Program in three years from the start of the first Surgical Technology course. Students who do not complete the program within three years must wait three years before reapplying to the Surgical Technology Program. A minimum grade of "C+" is required in all SURG courses and Science courses and students must maintain a cumulative GPA of 2.5 to remain in the Surgical Technology Program. Students must satisfactorily complete all 100-level Surgical Technology courses and Anatomy & Physiology I and II *(BIOL 105 and BIOL 106)* to progress to 200-level Surgical Technology courses. All SURG courses must be taken in sequence.

Surgical Technology students must meet all pre-requisite, co-requisite, and grade requirements for each college course listed in the Surgical Technology Program of study in order to advance through the Surgical Technology Program. Students who register for college courses must complete pre-requisite course requirements before entering the Surgical Technology Program. Students who do not meet the pre-requisite and co-requisite course requirements, the required course sequence, and/or grade requirements will not be able to progress in the Surgical Technology Program.

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

- Surgical Technology students are required to meet specific health standards. **Surgical Technology 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 23, 2027 at 12:00 p.m.** All blood work should be drawn by **June 2, 2027**. 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.

- Surgical Technology students must maintain current CPR certification while in the Surgical Technology Program. The level of CPR is **Basic Life Support (BLS) for the Healthcare Professional** and is ONLY acceptable through the American Heart Association. **RCSJ offers a one credit course, Healthcare Provider Emergency Response with BLS Certification on both campuses to meet this requirement. This course's code is EXSI 105.**

- 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 Surgical Technology Program, students must complete the **CHBC and the urine drug screen by the due date of May 3, 2027.** 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 Surgical Technology Program and referred to Student Services to explore other career options.

Health Requirements

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

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

Curriculum

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

Surgical Technology Program — Gloucester Campus

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

The Surgical Technology Program prepares students to work safely and confidently in the operating room as part of the surgical team. Students learn sterile technique, instrumentation and step-by-step process of surgical procedures through classroom teaching, hands-on lab practice, and clinical experiences with our partnering facilities. The program is designed to build strong technical skills, good judgement, and professionalism so graduates can support surgeons and nurses during surgical procedures. Graduates will be ready for entry-level employment and eligible for the national certification exam in surgical technology.

First Semester - Summer		**Credits**
_____ENGL 101	English Composition I **OR**	
_____ENGL 101E	Enhanced English Composition I	3 - 4
_____BIOL 105	Anatomy & Physiology I	4
		Total: 7-8
Second Semester - Fall		
_____BIOL 106	Anatomy & Physiology II	4
_____PSYC 101	General Psychology	3
_____SURG 108	Surgical Technology I	5
_____SURG 110	Surgical Technology I Lab	1
		Total: 13
Third Semester- Spring		
_____BIOL 203	Microbiology	4
_____ENGL 102	English Composition II	3
_____SURG 149	Surgical Technology II	6
_____SURG 151	Surgical Technology II Lab	1
		Total: 14
Fourth Semester- Fall		
_____SPEH 101	Effective Speech	3
_____SURG 201	Surgical Technology III	10
		Total: 13
Fifth Semester-Spring		
_____SURG 203	Surgical Technology IV	10
_____SURG 200	Surgical Technology Management	1
_____SURG 206	Surgical Technology Capstone	2
		Total: 13
	Total Minimum Credits:	**60**

Surgical Technology is a selective admission program. Students must be accepted to the program prior to registering for any SURG courses.

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 Surgical Technology Program. 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 Surgical Technology Program.

A minimum grade of "C+" is required in all science courses and SURG courses.

**RCSJ will be applying to seek initial accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). The submission and acceptance of our application does not guarantee accreditation, and applying for accreditation does not grant any temporary accreditation status. Graduation from a surgical technology program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) is necessary for eligibility to sit for the Certified Surgical Technologist (CST®) examination, which is required for credentialing of surgical technologists in all states. Students will be kept informed as to the status of accreditation. In the event accreditation is not achieved, students will be awarded an Associate of Applied Science degree in Health Science as a contingency. Upon successful appeal by the college to CAAHEP and ARC/STSA for accreditation, students' degrees will then be conferred as A.A.S. in Surgical Technology.*

CONTROL SHEET EFFECTIVE FOR STUDENTS ENTERING 9/2027

Surgical Technology *(SURG)* Course Descriptions

Surgical Technology I SURG 108 ..... **5 credits**

This course provides an overview of the responsibilities of the Surgical Technologist. Students learn the fundamental principles of aseptic technique, basic instrumentation, and the preparation of the surgical suite for basic procedures. Hands-on practice occurs in a variety of clinical settings off campus with diverse patient populations. Students must earn a C+ or better in all SURG courses to remain in the program.

Surgical Technology I Lab SURG 110 ..... **1 credit**

This course provides hands-on practice for the safe handling of instrumentation and equipment in the surgical setting. Students will practice infection prevention techniques. Organization of the surgical suite will be introduced. All experiences will take place on the college campus. Students must earn a C+ or better in all SURG courses to remain in the program.

Surgical Technology II SURG 149 ..... **6 credits**

This course expands on the responsibilities of the surgical technologist. Students continue to develop proficiency in principles of aseptic technique, instrumentation, and the preparation of the surgical suite for procedures. Hands-on practice occurs in a variety of clinical settings off campus with diverse patient populations. Students must earn a C+ or better in all SURG courses to remain in the program.

Surgical Technology II Lab SURG 151 ..... **1 credit**

This course provides hands-on practice for creating complete surgical setups. Students will practice handling and passing instruments safely. All experiences take place on the college campus. Students must earn a C+ or better in all SURG courses to remain in the program.

Surgical Technology III SURG 201 ..... **10 credits**

This course introduces students to advanced operative specialties. Students learn complex instrumentation and advanced sterile field management. Hands-on practice occurs in a variety of clinical settings off campus with diverse patient populations. Students must earn a C+ or better in all SURG courses to remain in the program.

Surgical Technology IV SURG 203 ..... **10 credits**

This course strengthens the full range of intraoperative skills required for the surgical technologist. Emphasis will be placed on complex instrumentation and adapting to changing clinical needs I the surgical suite. Hands-on practice occurs in a variety of clinical settings off campus with diverse patient populations. Students must earn a C+ or better in all SURG courses to remain in the program.

Surgical Technology *(SURG)* Course Descriptions (continued)

Surgical Technology Management SURG 200……1 credit

This course examines the operational and administrative components of a surgical services department. Students will learn about scheduling, inventory, oversight, regulatory compliance, and quality improvement processes. Basic leadership principles will be introduced as it pertains to surgical services. Students must earn a C+ or better in all SURG courses to remain in the program.

Surgical Technology Capstone SURG 206 ……2 credits

This capstone course supports the transition from the student role to the entry-level surgical technologist. Students will complete a professional portfolio showcasing their technical abilities and academic growth. Students must earn a C+ or better in all SURG courses to remain in the program.

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 Surgical Technology Program. Please note enrollment in general education courses at the College does not guarantee acceptance to the Surgical Technology Program. Any general education *(non-SURG)* 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*.

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 CISM 101, Introduction to Computers *(4 credits)*.

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

GPA Requirement

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

There is no rounding of the cumulative GPA. The cumulative GPA is calculated to the hundredth digit. High school seniors *(class of 2027)* will use their weighted GPA, if available.

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

Attention Current RCSJ Students: Please be aware that the RCSJ student's cumulative GPA must be a 2.50 or higher to start the Surgical Technology Program. At the time of application, if prior coursework prevents the student's cumulative GPA at RCSJ from being a 2.50 or higher, please contact your Academic Advisor for 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 Surgical Technology Program that requires a minimum grade of "C+." For more clarification on this policy, students can contact *SelectiveAdmissions@rcsj.edu*

Rowan College
SOUTH JERSEY

Section II:

Admissions

- Frequently Asked Questions
- General Admissions, Gloucester Campus
- Portfolio Requirements
- Selective Admissions Ranking Criteria
- 2027 Information Session Dates and Registration Information
- HSRT-AD Exam Information and Registration Information
- Transcript Policies
- Transfer Students
- Science Course Transfer Policies

Frequently Asked Questions

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: 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 A.A.S. Surgical Technology curriculum. Does this mean I can finish the program sooner?

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

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

A: No. Admission to the Surgical Technology Program 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.

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 A.A.S. Surgical Technology Program. Students must meet all general and selective admissions criteria to apply to the program. Remaining general education courses can be taken concurrently with Surgical Technology courses as listed on the Program of Study.

Frequently Asked Questions *(continued)*

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.

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

A: General education courses may be eligible to transfer to the Surgical Technology Program. Students transferring from another Surgical Technology Program should be advised that Surgical Technology courses cannot transfer from school to school. Transfer students should have their transfer credits evaluated prior to submitting a Surgical Technology 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 four years from point of entry to the Surgical Technology Program. 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.

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 Surgical Technology 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 Surgical Technology Program. This process will provide students with acceptance to the College, but not to the Surgical Technology Program. Students must complete a General Admission application for the Gloucester campus **prior** to submitting a Surgical Technology portfolio.

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

Gloucester: 856-415-2209

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

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

STEP 2
Selective Admission Portfolio

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

Each Surgical Technology applicant is required to gather all documentation listed on the checklist and present it to the Admissions Office as a completed portfolio.

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

A complete portfolio consists of the following documents:

1. **Portfolio Checklist**
2. **2027 Surgical Technology Application**
3. **2027 Information Session Proof of Attendance Email** *(Email sent to students 1-2 business days after session) (see page 16 for dates)*
4. **General Admission Completion Form** *(Signed by RCSJ Admissions)*
5. **Signed Portfolio Submission Agreement**
6. **Signed Student Acknowledgement of Program Status**
7. **Completed Ranking Scoresheet**
8. **HSRT-AD Test Scores** *(in sealed envelope) (**must** request from the Testing Center campus where you tested)*
9. **Official transcript from high school** *(If applicable) (**must** obtain from high school and be in a sealed envelope) (see page 22)*
10. **Official physical transcripts from ALL colleges where the applicant generated an academic record*** *(**must** obtain from each college and be in a sealed envelope) (see page 23)*

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

**RCSJ transcript can be unofficial*

General Admission — Gloucester Campus

Step 1: Apply and Submit Official Documents

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

- **New** students are recommended to declare **A.A.S. Health Science** 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.
- **Returning** students who have not attended the college in over a year or recently graduated with a degree from RCSJ must reapply to the College.
- **Graduating HSOP Students** *(class of 2027)* and **Visiting *(Non-Matriculated)* Students** will need to complete an application to the College as a new, degree seeking student.
- Designation as a potential Surgical Technology applicant does not guarantee nor imply special consideration for acceptance to the Surgical Technology Program.

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

Students interested in applying to Selective Admissions programs *(like Surgical Technology)* must satisfy the College's traditional placement testing requirements.

Applicants may be exempt from the College's placement exam if they meet certain exemption criteria. Information about exemption criteria can be found on the Testing Center website: ***RCSJ.edu/student-services/campus-services/testing-services/***.

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.

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

Contact Information

General Admissions Office: ***RCSJ.edu***
Phone: 856-415-2209
Email: *admissions@rcsj.edu*

Testing Center: ***RCSJ.edu***
Phone: 856-415-2268
Email: *ssc@rcsj.edu*

Selective Admissions, Gloucester:
RCSJ.edu/SelectiveAdmissions
General Email: SelectiveAdmissions@rcsj.edu

Contact information is accurate at time of publication

Surgical Technology Portfolio Requirements

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

Each Surgical Technology applicant is required to gather all documentation listed on the checklist and present it to the Admissions Office as a completed portfolio. Once submitted, the portfolio is a final document and property of the College. Applicants may not add, remove or edit their portfolio once submitted to the College.

All documentation must be submitted in a large manila envelope no later than February 26, 2027, at 5 p.m. Late submissions are not considered for admission.

The following items are REQUIRED for all applicants to the Surgical Technology Program at time of portfolio submission:

1. Completed General Application

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

2. Attended one Information Session for the 2027 Surgical Technology Program

- 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 2027 Surgical Technology Portfolio, available for PDF download at *RCSJ.edu/SelectiveAdmissions*:

- 2027 Surgical Technology Portfolio Checklist
- 2027 Surgical Technology Admissions Ranking Sheet
- 2027 Surgical Technology Application
- General Admission Completion Form
- Portfolio Submission Agreement
- Student Acknowledgement of Program Status Form

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

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

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

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 Admission Ranking	— 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.**
30%	**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**
30%	**Science Course Requirement** Must be taken from 2023–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 for admissions ranking purposes:** **A. Lab Biology *and* Lab Chemistry** High School: 1 year each *or* College Level: 1 semester each Acceptable BIO class options: *BIOL 107, BIOL 101, BIOL 102, high school Biology* Acceptable CHM class options: *CHEM 100, CHEM 101, CHEM 102, high school Chemistry* **OR** **B. Anatomy and Physiology I with Lab** College level only/equivalent to RCSJ's BIOL 105 **OR** **C. Anatomy and Physiology II with Lab** College level only/equivalent to RCSJ's BIOL 106 • Applicants transferring Anatomy I or Anatomy II from another college should verify transferability well before submission of their portfolio
30%	**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 portfolio submission. ***No Rounding of GPA Accepted.*** **GPA will be calculated to the hundredth digit.** **High school seniors will use their weighted GPA, if available.**
10%	**Medical Terminology Course Requirement** Must be taken from 2023 to present Applicants MUST have Medical Terminology completed prior to submission of a Surgical Technology portfolio. This course needs to be college-level and equivalent to RCSJ's HPRF 102 with a grade of "B" of better.

2027 Surgical Technology Program Information Sessions

Information sessions are held annually for prospective applicants to learn about the current application processes and to allow an opportunity to ask and have questions answered.

Each information session will start promptly at the scheduled time and will last about 1.5-2 hours. Attendees will be denied entry if they are 10 or more minutes late, as late entries are **prohibited. Plan ahead!**

Attendance at one information session is mandatory to apply to the 2027 Surgical Technology Program and must be completed prior to submission of the portfolio.

What to Expect at Your Information Session

3 Informational Segments

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

Information Session Format: Zoom Webinar

- All sessions will be offered via Zoom Webinar. Attendees will join in using a unique link sent to their email accounts after they register. Attendees will listen to the presentation and will be able to type their questions in a Q&A box for panelists to answer.

Proof of Attendance

- Applicants must have proof of attendance at one information session is mandatory to apply to the 2027 Surgical Technology program.
- Applicants are required to stay for the entire length of the information session to receive attendance credit. Those who leave before dismissal is announced will not receive credit for attending and will need to attend a new session.
    - Attendees at a Zoom webinar information session will receive a proof of attendance email 1-3 business days following their information session.
- Information sessions expire annually. Applicants must attend a new information session for the year in which they apply.

2027 Surgical Technology Program Information Sessions *(continued)*

Registration Information

Advance registration is required for all information sessions.

- Links to register for each information session will be posted one month before the scheduled session date.
- Attendees will receive information about their information session to the email address used at registration. It is **imperative** that attendees use an email address they check regularly to register!

To register for an information session, please visit:

https://www.rcsj.edu/admissions-aid/steps-to-enroll/selective-admissions/surgical-technology-selective-admissions

2026-20267 Surgical Technology Information Session Dates			
Date		**Time**	**Location**
Wednesday	November 18, 2026	6:00 p.m.	*Zoom Webinar*
Monday	December 14, 2026	3:00 p.m.	Zoom Webinar
Tuesday	January 12, 2027	10:00 a.m.	Zoom Webinar
Wednesday	February 17, 2027*	6:00 p.m.	Zoom Webinar

This is the FINAL information session for the 2027 Surgical Technology Program. Additional information sessions will not be scheduled after this date

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

Please Note!

All applicants must attend one information session date for the 2027 Surgical Technology Program.

New Student Orientation and individual appointments with Admissions staff or Advisement staff **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 2027 Surgical Technology Programs

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

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

HSRT-AD Testing Logistics

- Students are not permitted to test more than three times per application cycle.
- There is no required waiting period between the three HSRT-AD attempts during an application cycle.
- The HSRT-AD is computerized and timed *(will not exceed an hour).*
- The cost of the HSRT-AD is $50 *(fee subject to change)*.
- A fee of $15 will be charged for late registration or rescheduling of test date.
- Proof of payment is required for registration.
- Seating is limited; plan accordingly.
- Pay particular attention to the registration deadlines!
- Test dates often fill up before the late deadline.
- All applicants will need to provide an official score report in a sealed envelope issued by the Testing Center where they took the exam in their Surgical Technology 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

Gloucester Campus
1400 Tanyard Road
Sewell, NJ 08080
ssc@rcsj.edu

HSRT-AD Registration — Gloucester Campus

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

Gloucester Campus HSRT-AD Test Dates 2026-2027			
Date of Test		**Regular Deadline $50**	**Late Deadline $65**
Monday	11/9/2026	Monday, October 26th, 2026	Friday, November 6th, 2026
Thursday	11/19/2026	Thursday, November 5th, 2026	Wednesday, November 18th, 2026
Wednesday	12/2/2026	Wednesday, November 18th, 2026	Tuesday, December 1st, 2026
Tuesday	12/15/2026	Tuesday, December 1st, 2026	Monday, December 14th, 2026
Friday	1/15/2027	Wednesday, December 23, 2026	Thursday, January 14th, 2027
Monday	1/25/2027	Monday, January 11th, 2027	Friday, January 22, 2027
Tuesday	2/9/2027	Tuesday, January 26th, 2027	Monday, February 8th, 2027
Wednesday	2/17/2027	Wednesday, February 3rd, 2027	Tuesday, February 16th, 2027
Friday	2/19/2027	Friday, February 5th, 2027	Thursday, February 18th, 2027
Monday	2/22/2027	Monday, February 8th, 2027	Friday, February 19th, 2027
Wednesday	2/24/2027	Wednesday, February 10th, 2027	Tuesday, February 23rd, 2027

***All Fees are Subject to Change!**

Contact Information *(Gloucester Campus)* • Address: 1400 Tanyard Rd, Sewell, NJ 08080 • Student Services Building, Room 1162
Email: ssc@rcsj.edu • Phone: 856-415-2268

HSRT-AD Registration — Cumberland Campus

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

Cumberland Campus HSRT-AD Test Dates 2026-2027		
**Fees subject to change based on company pricing.*		
**Dates subject to change due to Development Days, emergency college closures, etc.*		
**Regular deadline is 2 weeks before the exam date. Add $15 to the exam fee after the deadline.*		
**There is a $15 rescheduling fee.*		
Date of Test		**Regular Deadline ($50) *Add $15 to exam fee after this date**
Wednesday	11/4/2026	10/21/2026
Thursday	11/5/2026	10/22/2026
Wednesday	12/2/2026	11/18/2026
Thursday	12/3/2026	11/19/2026
Wednesday	1/27/2027	1/13/2027
Thursday	1/28/2027	1/14/2027
Wednesday	2/17/2027	2/3/2027
Thursday	2/18/2027	2/4/2027
Wednesday	2/24/2027	2/10/2027
Thursday	2/25/2027	2/11/2027

***All Fees are Subject to Change!**

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

RCSJ Placement Test

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

Applicants will submit a completed General Admissions Completion Form to verify exemption from or completion of placement test requirements. The form must be completed by the applicant and an admissions representative from the Gloucester Campus. Once both sections are completed and signed, the student can submit in the portfolio.

Applicants are responsible for ensuring they meet or exceed placement test requirements prior to submission of a Surgical Technology portfolio. Unless students meet one of the exemption criteria or tests above the remedial level in all areas, they must complete all required remediation before applying to the program. Per Administrative Procedure 8017, course work used for test exemption must be equivalent to a grade of “C” or better at RCSJ.

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

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

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 Surgical Technology Program.**

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 Surgical Technology 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 Surgical Technology 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 Surgical Technology portfolio.

RCSJ Students

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

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/admissions-aid/future-students/international-students/***.Students with questions about international transcripts can contact Christina Kulisek, Executive Director, at *ckulisek@rcsj.edu* or 856-681-6273

Transcripts *(continued)*

Transfer Student Responsibilities

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

Applicants should have prior coursework evaluated for transfer credit before submission of the Surgical Technology 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/admissions-aid/future-students/transferring-to-rcsj/**

Courses Eligible for Transfer

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

Applicants should take note of their science courses completed at other institutions. Some colleges and universities offer a "Basic" or "Fundamental" version of both Anatomy and Physiology 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 Surgical Technology Program that requires a minimum grade of "C+." This also applies to students who used Excelsior College to update the content of their expired A&P 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 physical official 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 Surgical Technology 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.**

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. Acceptable coursework not taken at RCSJ must have equivalent content, lecture, credit hours, face-to-face lab hours and provide a letter grade.

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***