2027

Rowan College SOUTH JERSEY



Certified Clinical Medical Assistant

Portfolio

1400 Tanyard Road, Sewell, NJ 08080 | RCSJ.edu

Portfolio Deadline

Portfolios Will Be Accepted: *April 19, 2027 — June 17, 2027*

Portfolio Deadline: *Thursday, June 17, 2027 at 5 p.m.*

All Admissions Decisions Sent on or about: *Thursday, July 8, 2027*

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 The offer of acceptance will be rescinded if the deposit, CHBC and urine drug screen are not received by the due date.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

All applicants to the CCMA program must review the 2027 CCMA Admissions Handbook **before** completing the Portfolio. The Admissions Handbook contains all current policies and procedures for submitting a complete portfolio.

Complete CCMA portfolios may be submitted at any time from April 19, 2027 through June 17, 2027 at 5 p.m. **Complete portfolios can be submitted either in-person at the Admissions office on the Gloucester Campus or by mail. Electronic submissions of portfolios are not accepted.**

Students cannot add, edit, or remove documentation from their portfolio after submission.

Once submitted, the portfolio is a final document and property of the College. Portfolios will not be reviewed by RCSJ Staff for completion prior to submission.

Compile all required documentation and secure in a large manila envelope. Do not use file folders, binders, folders with sheet protectors, or mailing envelopes. Your portfolio should be able to be sealed with all documents inside. Manila envelopes can be found at most stationery stores, wholesale retailers (ex. Walmart or Target), and post offices.

Write on the front of the manila envelope:

- **Student's Name**
- **RCSJ Student ID number**
- **2027 CCMA Portfolio**
- **Gloucester Campus**

If mailing portfolio, please use the address below:

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

Complete means that the CCMA portfolio contains all required documents listed on the checklist and all general and selective admission requirements have been satisfied. If these conditions are not fulfilled, your file will be incomplete and not considered for admission to the program.

The document order of the portfolio should follow the document order of the checklist, on the next page. If a requirement listed is not applicable to you, it does not need to be included in the portfolio.

Applicants should contact the Gloucester Selective Admissions Office with any questions on whether a document needs to be included **prior** to submission of their CCMA portfolio.

2027 CCMA Portfolio Checklist

Complete the following sections and include each document in your large manila envelope. Check each box as you include the document. The order of the portfolio should match the order of the checklist. ***Do not*** *staple, paper clip, or binder clip pages together. Please type or print clearly.* ***Use blue or black ink if handwriting application****.*

Part I: Required Forms:

All forms must be completed and signed (where necessary) by the applicant before submission.

- ☐ **2027 Portfolio Checklist**
- ☐ **2027 CCMA Application**
- ☐ **General Admission Completion Form – signed by *both* admissions and applicant**
- ☐ **2027 CCMA Portfolio Submission Agreement**
- ☐ **2027 CCMA Information Session Proof of Attendance**
  Date Attended: _____
- ☐ **2027 CCMA Admissions Ranking Scoresheet**

Part II: Required Transcripts and Score Reports:

- ☐ **Official HSRT-AD Score Report**
  Must be in sealed envelope from Testing Center. Unofficial scores printed by the student are ***not*** *acceptable.*

  Overall Score: _____ **Date of Exam:** _____
- ☐ **Unofficial RCSJ Transcript**
  Print directly from your RCSJ student portal.
  - ☐ N/A – I have never generated an academic record/taken a class at RCSJ. No transcript included.
- ☐ **Official College Transcripts**
  Write the name of each college where you generated an academic record and include an ***official physical transcript*** *in your portfolio for each.* ***Copies of electronic transcripts printed by the applicant are not considered official*****.**
  Do not include RCSJ on this list.
  - ☐ _____
  - ☐ _____
  - ☐ _____
  - ☐ _____
  - ☐ _____
  - ☐ _____
- ☐ **Official High School Transcript**
  - ☐ N/A – My high school transcript is on file with the admissions office AND I am using college level lab science(s) for admission ranking. No high school transcript included.

2027 CCMA Application

*This application is **not** the same as your general admissions application.*
*Please type or print clearly. **Use blue or black ink if handwriting application.***

Applicant Information:

RCSJ Student ID # _____

Legal Last Name: _____ First Name: _____

Maiden Name *(if applicable)*: _____ Middle Initial: _____

Date of Birth: _____/_____/_____ Sex: ☐ Male ☐ Female

RCSJ Email Address: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Primary Phone Number: (____) _____ ☐ Cell Phone ☐ Home Phone ☐ Work Phone
☐ Can leave a message/text ☐ Don't leave a message/text

Alternate Phone Number: (____) _____ ☐ Cell Phone ☐ Home Phone ☐ Work Phone
☐ Can leave a message/text ☐ Don't leave a message/text

Education Information:
*Please list below all high schools, vocational/technical schools, and colleges/universities attended, **including RCSJ.***
*This section needs to match the information on the portfolio checklist **and** in the student's current RCSJ file. Applicants must include an **official, physical transcript** from any college or university where they created an academic record **in** their portfolio.*

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, Vice President, Chief Compliance Officer, Title IX Officer at 856-415-2154 or ajones@rcsj.edu; Nathaniel Alridge Jr, J.D, Executive Director, Threat Assessment Management, Compliance, 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, Accessibility and Support Services 856-200-4688 or mvicent1@rcsj.edu.

RCSJ General Admission Completion Form

Directions:

1. Complete information requested in the Student Section (name, ID number, signature, and date.)
2. Request an Admissions Office Staff Member to review your form in either of the following ways:
   a. In-person at Gloucester Campus admissions office. *No appointment necessary!*
   b. Scan the form and send it via email: *SelectiveAdmissions@rcsj.edu*
3. Admissions Office Staff will review, sign, and note successful completion with a colorful checkmark across the form.
4. Include completed form with checkmark in portfolio. **Requests made after the June 17, 2027 deadline will not be honored.**

Student Section:

Student Name: _____ RCSJ Student ID #: _____

I am submitting a portfolio for the **2027 Certified Clinical Medical Assistant Program** at the Gloucester Campus.

I request the Admissions Office to verify my general admission application (including application, high school completion credentials, and college level placement in reading, writing, and math) is complete.

I acknowledge that only **after** an Admissions Office Staff Member signs this form it will be ready to be enclosed in the portfolio.

My signature acknowledges that I, the applicant to the program named above, am solely responsible for ensuring I meet the general admission requirements **before** submitting a portfolio.

Student Signature: _____ Date: _____

RCSJ Admissions Office Section: DO NOT COMPLETE – For Admissions Office Staff ONLY

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:**
   ☐ 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: _____

Admissions Office Staff Member: _____ Date: _____

Portfolio Submission Agreement

Please read the following statements carefully

☐ **I reviewed the CCMA Admission Handbook posted on the Selective Admissions website before completing my portfolio.** I understand the contents of the document and adhere to all regulations, policies, and procedures contained within. I acknowledge and understand I am solely responsible for following the policies and procedures for the Selective Admissions process.

☐ I understand admission to the CCMA program is not guaranteed, even if I meet or exceed all admissions ranking requirements.

☐ I certify that all documents and information provided by me are true, accurate and complete. Any misleading or false information may result in actions including, but not limited to, discipline, dismissal or denial of application to all selective admission programs. In addition, I realize my acceptance may be revoked if I engage in behavior that questions my honesty, integrity, maturity or ethical character.

☐ I further understand that once I submit this portfolio to the RCSJ Admissions Office, it is a final document and property of the College. I understand failure to include any required documentation will result in an incomplete portfolio and I will be ineligible for admission to the 2027 CCMA Program. This includes omission of any college transcript.

☐ The Buckley Amendment (Privacy Act) requires student permission before transferable college courses may be added to the student's academic record. I grant permission to the College to transfer any applicable courses and change my major course of study, should I be accepted to the program.

☐ I understand I am solely responsible for the contents and completion of this portfolio. My signature below confirms I understand and agree to the statements above.

Print Name: _____

Signature: _____

RCSJ Student ID Number: _____ Date: _____

2027 CCMA Admission Ranking Scoresheet

50% — HSRT-AD Exam Score
Minimum score of 72. Score report must be in a sealed envelope from the RCSJ Campus Testing Center where you took the exam. Unofficial results printed by the student will result in an incomplete portfolio.

Overall Score: _____ **Date of Exam:** _____ **Campus:** ☐ Gloucester ☐ Cumberland

50% — Lab Science Requirement
Choose **one** science option below to use for admission ranking. Must be taken from **2023-present**, with a final letter grade of a "C" or higher. All letter grades will be verified on the official transcripts included in the portfolio.

☐ **Option I: Lab Biology**
High school or college level acceptable
College level BIO options: General Biology I, Human Biology, or equivalents

Lab Biology

Course Name: _____ School/College: _____

Semester/Year Taken (ex: Fall 2023): _____ Final Letter Grade: _____

☐ **Option II: Anatomy & Physiology I**
College level only, equivalent to BIOL 105

Course Name: _____ School/College: _____

Semester/Year Taken (ex: Fall 2023): _____ Final Letter Grade: _____

☐ **Option III: Anatomy & Physiology II**
College level only, equivalent to BIOL 106

Course Name: _____ School/College: _____

Semester/Year Taken (ex: Fall 2023): _____ Final Letter Grade: _____

CONTINUED ON THE NEXT PAGE

2027 CCMA Admission Ranking Scoresheet *(continued)*

Non-Ranking Academic Requirements
These requirements do not contribute to overall admissions ranking for the CCMA program but are required to make a complete portfolio.

Required Pre-Requisite Courses
Please complete the following form below to indicate completion of required prerequisite courses for the CCMA Program. Final grades will be verified through inclusion of transcripts in the portfolio.

Required Prerequisite Course	**Course Status:** ☐ Complete ☐ In-Progress ☐ Not Taken	**Course Code** (ex. ENG 101) If not taken, write "N/A"	**Course Name** (ex. English Composition I) If not taken, write "N/A	**College Name** (where you completed the course) If not taken, write "N/A"	**Semester and Year Taken** (ex. Spring 2023) If not taken, write "N/A"	**Final Letter Grade** (If in-progress, write "IP") (If not taken, write "N/A")
English Composition I						

Cumulative GPA Verification
Must be a 2.00 or higher from school of current/most recent attendance. NO ROUNDING accepted. GPA is calculated to the hundredth digit. High school seniors (class of 2027) will use their weighted GPA, if available.

Cumulative GPA: _____

School of current or most recent attendance: _____