

# Practical Nursing

## Admissions Handbook — 2027



*RCSJ.edu*



1400 Tanyard Road, Sewell, NJ 08080  
3322 College Drive, Vineland, NJ 08360

# Practical Nursing 2026 FACT SHEET

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

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

**Admission Decisions Sent: April 19, 2027**

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**The Practical Nursing Program is for students who wish to enter the healthcare field as a Licensed Practical Nurse.**

- This packet is exclusive to applicants seeking admission into the Fall 2027 Practical Nursing Program on the Cumberland and Gloucester Campuses.
- Applicants may only apply to one selective admission program per application cycle.
- Applicants may only submit the Practical Nursing Program Portfolio to one Campus.
- Applicants must be 18 years of age by the first day of the Fall 2027 semester.
- Practical Nursing Program science courses and science courses used for application ranking must be taken from 2023-present.
- Mandatory Nursing Orientation for the accepted Fall 2027 Practical Nursing students: August 17, 18, and 19 2027; 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 2 years must wait two years before reapplying to the PN Program.

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



Nursing and Health Professions

Dear Practical Nursing Applicant:

Thank you for your interest in the Practical Nursing Program at Rowan College of South Jersey. The college has graduated many Practical Nurses who support the needs of the healthcare community. The Practical Nursing Program has been in good standing with the New Jersey Board of Nursing. NCLEX-PN pass rates have been above the national passing average.

Applicants will choose one campus to complete the Practical Nursing program. The Program on both campuses is approved by the New Jersey Board of Nursing.

Prior to applying to the Practical Nursing Program please take time to research the profession of Practical 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 Practical Nursing Program as well as the professional responsibilities.

Part of the admission requirements to the Practical Nursing Program at RCSJ is attendance at an information session. This is a critical part of not only the application process but success in the program should you be accepted. The Practical Nursing Program requirements will be explained and an opportunity for applicants to ask and have questions answered.

Graduates from the Practical Nursing Program at RCSJ earn an Academic Certificate in Practical Nursing and are eligible to apply to take the National Council Licensing Examination (NCLEX-PN) and to apply to a State Board of Nursing for licensure as a Licensed Practical 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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## **Section I:**

### **AC Practical Nursing Information**

- Important Information
- Program Accreditation Status
- State Board of Nursing Requirements  
for Licensure
- Nursing Program Standards
- Health Requirements
- Curriculum Sequence  
(AC Practical Nursing)
- Practical Nursing Course Descriptions
- General Education Courses
- GPA Requirements
- Letter Grades

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## Important Information

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The information in this packet is applicable to applicants planning to enter the  
Practical Nursing 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*  
**to the applicant's RCSJ student email.**

### — 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, acceptance depends on the size and qualifications of the applicant pool. Please note that meeting or exceeding all admission criteria does not guarantee acceptance into the program.

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

Applicants may contact RCSJ at [SelectiveAdmissions@rcsj.edu](mailto: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 Practical Nursing 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 Practical Nursing Program**  
is approved by:

**Division of Consumer Affairs New Jersey State Board of Nursing**  
124 Halsey Street, P.O. Box 45010  
Newark, NJ 07101  
(973) 504-6430  
[njconsumeraffairs.gov/nur/pages/default.aspx](http://njconsumeraffairs.gov/nur/pages/default.aspx)

**New Jersey Board of Nursing granted Approval until 2030**  
Last Evaluation: June 2022  
Next Evaluation: June 2030

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## State Board of Nursing Requirements for Licensure

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Applicants to the Nursing Programs are advised that State Boards of Nursing regulate licensure for Practical 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-PN.

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 there from."

*(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 06/28/24)*

The New Jersey Board of Nursing requires information for licensure as a Practical 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-PN 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 06/28/2024.*

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](http://www.njconsumeraffairs.gov/nur/Pages/default.aspx)

NJ Application for Licensure:

[www.njconsumeraffairs.gov/nur/Pages/applications.aspx](http://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](http://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 at the respective address.

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# Practical Nursing Program Standards

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Students must complete the Practical Nursing Program in two years from the start of the first Practical Nursing course. Students who do not complete the program within two years must wait two years before reapplying to the Nursing Program. A minimum grade of “C+” is required in all PRAC and science courses and students must maintain a cumulative GPA of 2.5 to remain in the Practical Nursing Program. **All PRAC 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 Practical Nursing Program of Study to advance through the Practical Nursing Program. Course pre-requisites and co-requisites are specified in the RCSJ Academic Catalog. Students who register for college courses must complete prerequisite course requirements before entering the Practical Nursing Program. Students who do not meet the pre-requisite and co-requisite course requirements, the required course sequence, and/or grade requirements will not be able to progress in the Practical Nursing Program.

Medication administration is one responsibility of the student and professional nurse. Students are required to demonstrate competency in calculating medication dosages to ensure safe administration. Errors in calculating dosages pose a threat to patient safety. Once accepted into the Nursing Program, information on math competency will be provided during the Division Nursing Orientation sessions.

- One outcome of the Practical Nursing Program is that graduates will use technology and information systems appropriately and effectively. To fulfill this outcome, students will demonstrate computer literacy and apply technology to meet course requirements. It is recommended that students have access to a computer with internet. (Note: AOL is **not** compatible with many of the applications.) Laptops with web cam capability are a College requirement. Laptops are available for purchase through the bookstore: [RCSJ.edu/laptop](http://RCSJ.edu/laptop).

RCSJ has a Student Laptop Loan Program. For the laptop loaner program, please visit

RCSJ Laptop webpage: [RCSJ.edu/laptop](http://RCSJ.edu/laptop).

Chromebooks, iPads or MacBooks are NOT recommended.

- 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 Control and Prevention (CDC) requirements for healthcare providers. **The completed health packet is due no later than Wednesday, June 23, 2027, at 12 p.m.** All blood work should be drawn by **Wednesday, 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.
- Nursing students must maintain current CPR certification while in the Practical Nursing 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. Both Gloucester Campus students and Cumberland Campus students can take 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 Nursing Program, students must complete the **CHBC and the urine drug screen by the due date of Monday, 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 of South Jersey's Administrative Rule/Regulation: 8103). **If a student is denied the opportunity to participate in the clinical agency CHBC findings, the student will be dismissed from the Nursing Program and referred to Student Services to explore other career options.**

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## Health Requirements

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

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

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# Curriculum

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ROWAN COLLEGE OF SOUTH JERSEY  
**Academic Certificate in Practical Nursing**  
**Division of Nursing & Health Professions (A.C.)**

This program combines general education with practical nursing courses to prepare students for entry-level practice. Upon successful completion of the program, graduates are eligible to apply to take the National Council Licensing Examination (NCLEX-PN) and to apply to a Board of Nursing for licensure as a Licensed Practical Nurse. The Nursing program is accredited by the New Jersey Board of Nursing.

## Two Semester Sequence of Courses

| <u>First Semester</u>   |                         | <u>Credits</u> |
|-------------------------|-------------------------|----------------|
| <b>Part A: 7 weeks</b>  |                         |                |
| BIOL 105                | Anatomy & Physiology I  | 4              |
| ENGL 101                | English Composition I   | 3              |
| PRAC 110                | Practical Nursing I     | 4              |
| PRAC 111                | Practical Nursing Lab   | 1              |
| <b>Part B: 7 weeks</b>  |                         |                |
| PRAC 120                | Practical Nursing II    | <u>3</u><br>15 |
| <b>Second Semester</b>  |                         |                |
| <b>Part A: 5 weeks</b>  |                         |                |
| PRAC 130                | Practical Nursing III   | 3              |
| <b>Part B: 10 weeks</b> |                         |                |
| BIOL 106                | Anatomy & Physiology II | 4              |
| PSYC 101                | General Psychology      | 3              |
| PRAC 140                | Practical Nursing IV    | <u>5</u><br>15 |
| Total Minimum Credits   |                         | 30             |

**Practical Nursing is a selective admission program. Students must be accepted to the program prior to registering for any PRAC courses.**

Admission packets can be found on the College website.

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

Students who do not meet pre-requisite and co-requisite course requirements and/or grade requirements will not be able to progress in the Practical Nursing program.

**Students must complete the Practical Nursing program in two years from the start of the first Practical Nursing course.**

**CONTROL SHEET EFFECTIVE WITH CLASSES ENTERING 9/2025**

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## Practical Nursing Course Descriptions

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**PRAC 110 Practical Nursing I.....4 credits**

This course provides an introduction to the role of the practical nurse and the integration into the healthcare team. Hands-on practice occurs in a variety of clinical settings off campus with diverse patient populations.

**PRAC 111 Practical Nursing Lab..... 1 credits**

This course provides the practical nursing student the opportunity to practice and demonstrate skills in a simulated setting associated with theory and clinical activities. All experiences take place on the college campus.

**PRAC 120 Practical Nursing II ..... 3 credits**

This course provides an overview of the role of the practical nurse as part of the healthcare team in childbearing and child rearing experiences. Hands-on practice occurs in a variety of clinical settings off campus with diverse patient populations.

**PRAC 130 Practical Nursing III..... 3 credits**

This course provides an overview of the role of the practical nurse in the care of diverse patients requiring emotional, social, and behavioral support. Hands-on practice occurs in a variety of clinical settings within the community.

**PRAC 140 Practical Nursing IV..... 3 credits**

This course prepares the practical nursing student to be an integral part of the healthcare team in delivering safe competent care to a diverse population. Hands -on practice occurs in a variety of clinical settings off campus.

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## General Education Courses, GPA, and Letter Grades

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An applicant may enroll in general education courses at the College prior to acceptance into the Nursing Program. Please note enrollment in general education courses at the College does not guarantee acceptance to the Practical Nursing Program. Any general education (*non-PRAC*) 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. The total score must be 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](mailto:ssc@rcsj.edu) or 856-200-4648 or email [testing@cc.rcsj.edu](mailto: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. Cumberland Campus students and Gloucester Campus students can take HPRF 102 Medical Terminology (3 credits), which will 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 the student with knowledge of Microsoft Office Professional for Windows and experience with the internet. Students should consult with their academic advisor for course suggestions.

Math skills, including algebraic equations, are essential to succeed in the Nursing 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 Practical Nursing 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 2026*) 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 College Board'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 Practical Nursing 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 higher for coursework in the Practical Nursing Program that requires a minimum grade of "C+." For more clarification on this policy, students can contact [SelectiveAdmissions@rcsj.edu](mailto:SelectiveAdmissions@rcsj.edu)



## **Section II:**

### **Admissions**

- Frequently Asked Questions
- Step 1: General Admissions
- Portfolio Requirements
- Selective Admissions Ranking Criteria
- 2027 Information Session Dates and Registration Information
- HSRT-AD Exam and Registration Information
- Transcript Policies
- Transfer Students
- Science Course Transfer Policies
- Verification of Instruction Method Information

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## Frequently Asked Questions

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**Q: How many students are accepted into the program per year?**

A: The number of program seats varies each year based on clinical site availability and faculty availability. There is no set number of seats per year.

**Q: Do you have a rolling deadline?**

A: The Practical Nursing Portfolio deadline is firm — no portfolios are accepted after the posted deadline. All admissions decisions are final after the deadline.

**Q: Can I apply to Gloucester and Cumberland Campuses for Practical Nursing?**

A: **No.** Students must choose one campus to submit their portfolio. Students who submit a portfolio to both campuses for the 2027 Practical Nursing program will be immediately disqualified for entry on both campuses.

**Q: Do I have to have all general education elective courses completed before applying?**

A: RCSJ does not have a set list of prerequisite courses to apply to the AC Practical Nursing Program. Students must meet all general and selective admissions criteria to apply to the program. Remaining general education courses can be taken concurrently with Practical Nursing courses as listed on the Program of Study. A minimum grade of "C+" is required in all PRAC and science courses and students must maintain a cumulative GPA of 2.5 to remain in the Practical Nursing Program.

**Q: If I do not have the minimum HSRT-AD score nor meet the criteria 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 my high school and college/university 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 completed the general education courses in the AC Practical Nursing Curriculum. Does this mean I can complete the program sooner than outlined in the Program of Study?**

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

**Q: Do I have to take in-person (not hybrid or online) Science Courses to apply to the Program?**

A: **No.** Applicants are not required to take their Science Courses in an in-person format to apply to the Nursing Program. Online Science Courses can still be used to apply to the Program. Applicants are just highly encouraged to complete their Science Courses in-person.

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## Application Process Overview

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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. To be considered for admission to the Practical Nursing Program, applicants must complete the first step for general admissions to RCSJ. Once Step 1 is complete, the applicant may then proceed to the second step for selective admissions to the Practical Nursing Program. Please note general admissions and selective admissions are two distinct processes.

**Note: Personal letters of recommendation and character references are not considered towards admission.**

| Step 1<br>General Admission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Step 2<br>Selective Admission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>General Admission is the first step of application to the Practical Nursing Program. This process will provide a student with acceptance to the College, but not the Practical Nursing Program. A student must complete a General Admission application for the Cumberland or Gloucester Campus or be a current student <b>prior to</b> submitting a Practical Nursing Portfolio. If there are questions regarding application status, please contact <a href="mailto:SelectiveAdmissions@rcsj.edu">SelectiveAdmissions@rcsj.edu</a>.</p> <ol style="list-style-type: none"><li>1. Complete and submit a general admission application to the Cumberland or Gloucester Campus online at <a href="https://rcsj.edu/Apply">RCSJ.edu/Apply</a> and select the A.A.S. Health Science. Designation as potential Practical Nursing applicant does not guarantee nor imply special consideration for acceptance to the Practical Nursing Program.</li><li>2. Students must submit an official copy of their high school transcript documenting high school graduation (or earned GED) to the Admissions Office of intended campus. This is mandatory for all applicants, regardless of additional degrees earned.</li><li>3. Satisfy the RCSJ Placement Test requirement based on the following:<ul style="list-style-type: none"><li>• Meet one of the exemption criteria</li><li>• Test above the remedial level in all areas</li><li>• Complete all required remediation</li></ul></li></ol> <p><b>Note: If accepted into the program, applicable college credits will be automatically transferred.</b></p> | <p>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. <b>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:</b></p> <ol style="list-style-type: none"><li>1. <b>Practical Nursing Portfolio Checklist</b></li><li>2. <b>Practical Nursing Program Application</b></li><li>3. <b>General Admissions Completion Form (Signed by RCSJ Admissions)</b></li><li>4. <b>Verification of Instruction Method Form</b> (if applicable)</li><li>5. <b>HSRT – AD Test Score</b> Report in sealed envelope (Must be requested from the RCSJ Campus Test Center where you tested.)</li><li>6. <b>Information Session Proof of Attendance Email</b> (Email is sent to students 1-3 business days after each session.)</li><li>7. <b>Official transcript in sealed envelope from student's high school</b> (must obtain from high school and be in a sealed envelope).</li><li>8. <b>Official physical transcripts from All colleges attended</b> (Must obtain from each college and be in a sealed envelope from the institution). RCSJ transcripts can be unofficial.</li><li>9. <b>Verification of GPA</b> of at least 2.5 from Currently attending/last school/college attended.</li></ol> |

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## Step 1: General Admissions – Gloucester Campus

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

### Step 1: Apply and Submit Official Documents

- A. Complete the free online application at [RCSJ.edu/Apply](https://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 1+ 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 Practical Nursing applicant does not guarantee nor imply special consideration for acceptance to the Practical Nursing 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](mailto: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 Practical 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/Testing](https://RCSJ.edu/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. 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/Enroll](https://RCSJ.edu/Enroll)  
Phone: 856-415-2209  
Email: [admissions@rcsj.edu](mailto:admissions@rcsj.edu)

Testing Center: [RCSJ.edu/Testing](https://RCSJ.edu/Testing)  
Phone: 856-415-2268  
Email: [ssc@rcsj.edu](mailto:ssc@rcsj.edu)

Selective Admissions, Gloucester:  
[RCSJ.edu/SelectiveAdmissions](https://RCSJ.edu/SelectiveAdmissions)

General Email: [SelectiveAdmissions@rcsj.edu](mailto:SelectiveAdmissions@rcsj.edu)

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# Step 1: General Admissions – Cumberland Campus

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

## Step 1: Apply and Submit Official Documents

A. Complete the free online application at [RCSJ.edu/Apply](https://www.rcsj.edu/Apply)

- **New** students are recommended to declare **A.A.S. 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.
- **Returning** students who have not attended the college in 1+ year or recently earned 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 Practical Nursing applicant does not guarantee nor imply special consideration for acceptance to the Practical Nursing Program.

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](mailto:admissions@cc.rcsj.edu). Transcripts must be issued directly from the institution.

## Step 2: Satisfy Placement Test Requirements

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/Testing](https://www.rcsj.edu/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 General Admissions Completion Form. 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](https://www.rcsj.edu/Apply)

Phone: 856-200-4669

Email: [admissions@cc.rcsj.edu](mailto:admissions@cc.rcsj.edu)

Testing Center: [RCSJ.edu/cc/Testing](https://www.rcsj.edu/cc/Testing)

Phone: 856-200-4648

Email: [testing@cc.rcsj.edu](mailto:testing@cc.rcsj.edu)

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## Step 2: Selective Admission – Practical Nursing

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This section is for applicants who need to complete a general admission application to the Gloucester or Cumberland Campus **prior** to Once the general admissions process is complete, students are ready to begin the second step in the application process: submission of the Practical Nursing Portfolio.

Each Nursing applicant is required to gather **all documentation** listed on the checklist and present it to the Admissions Office as a completed portfolio in a **large manila envelope**. 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.**

The items listed below are **REQUIRED** for all applicants to the Practical Nursing Program at the time of portfolio submission. **Note:** The portfolio is considered complete at the time of submission when all General Admissions and Selective Admissions Practical Nursing Program Application Requirements are satisfied.

1. Completed general application to the intended Campus
  - General Application completed and submitted online at [RCSJ.edu/Apply](https://RCSJ.edu/Apply)
  - Submitted Official High School Transcript
  - Satisfied Placement Test Requirements on Intended Campus
2. Attended one mandatory 2027 Practical Nursing Information Session
  - RCSJ Proof of Attendance email printed and included in the PRAC Portfolio
3. Submission of official HSRT-AD Exam scores
  - Must be in a sealed envelope from the RCSJ Testing Center where the exam was taken.
4. Completion of the 2027 Practical Nursing Portfolio, available for PDF download:
  - 2027 Practical Nursing Portfolio Checklist
  - 2027 Practical Nursing Admissions Ranking Sheet
  - 2027 Practical Nursing Application
  - General Admission Completion Form
  - Portfolio Submission Agreement
  - Verification of Instruction Method Form, **if applicable** (if in-person A&P courses were completed at another College)
5. Submission or resubmission of **all official college and technical school transcripts** if applicable (In sealed envelope obtained from the 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 factor.

## Practical Nursing Admission Ranking Criteria

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Value of Points Toward Admission Ranking | <p style="text-align: center;"><b>— IMPORTANT —</b></p> <p>All applicants are ranked objectively based on the criteria below.</p> <p>Applicants are required to submit minimum qualifying scores in <b>all</b> areas to be considered eligible.</p> <p><b>Meeting or exceeding minimum criteria does <i>not</i> guarantee acceptance.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>33.33%</b>                            | <p style="text-align: center;"><b>Health Science Reasoning Test—Associate Degree (HSRT-AD) Exam</b></p> <p>Previous HESI and TEAS scores <b>not accepted</b>.<br/> <b>No Rounding of Scores Accepted.</b></p> <p>Scores from only one attempt may be submitted for admission.</p> <p style="text-align: center;"><b>Minimum Composite Score: 77</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>28.33%</b>                            | <p style="text-align: center;"><b>Science Course Requirement</b></p> <p>Must be taken from 2023–present</p> <p>Final grade received must be equivalent to a “C+” or better<br/> <i>The highest completed science grade of “C+” or better submitted will be used for admission ranking</i></p> <p><b>Applicants will choose one of the following options for admissions ranking purposes:</b></p> <p style="text-align: center;"><b>A. Lab Biology and Lab Chemistry</b></p> <p>High School: 1 year each or College Level: 1 semester each</p> <p>Acceptable BIO class options: <i>BIOL 107, BIOL 101, BIOL 102, high school Biology</i></p> <p>Acceptable CHM class options: <i>CHEM 100, CHEM 101, CHEM 102, high school Chemistry</i></p> <p style="text-align: center;"><b>OR</b></p> <p style="text-align: center;"><b>B. Anatomy and Physiology I with Lab</b></p> <p>College level only/equivalent to RCSJ’s BIOL 105</p> <p style="text-align: center;"><b>OR</b></p> <p style="text-align: center;"><b>C. Anatomy and Physiology II with Lab</b></p> <p>College level only/equivalent to RCSJ’s BIOL 106</p> <ul style="list-style-type: none"> <li>• Applicants transferring Anatomy I, Anatomy II, and/or Microbiology from another college should verify transferability well before submission of their portfolio</li> </ul> |
| <b>5%</b>                                | <p style="text-align: center;"><b>In-Person Science Course</b></p> <p><i>Only applicable for Anatomy &amp; Physiology I and Anatomy &amp; Physiology II</i></p> <p>Applicants are <b>not required</b> but <b>highly encouraged</b> to complete Anatomy I and/or Anatomy II in an in-person format.</p> <p>Must be taken from 2023–present</p> <p>Must be fully face-to-face (no hybrid)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>33.34%</b>                            | <p style="text-align: center;"><b>Cumulative GPA Requirement</b></p> <p style="text-align: center;"><b>Minimum Cumulative GPA: 2.50</b></p> <p>Verified from official transcript from school the applicant currently attends or most recently attended at time of portfolio submission.</p> <p style="text-align: center;"><b>No Rounding of GPA Accepted.</b></p> <p style="text-align: center;"><b>GPA will be calculated to the hundredth digit.</b></p> <p style="text-align: center;"><b>High school seniors will use their weighted GPA, if available.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

# Practical Nursing Information Session

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All 2027 Practical Nursing Program information sessions will be held via Zoom.

- Attendance at one information session is mandatory to apply to the 2027 Practical Nursing Program 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. Please register for the session with a regularly checked email to ensure receipt of the correct session Zoom link.
- To register for an information session, go to: [rcsj.edu/SelectiveAdmissions](https://rcsj.edu/SelectiveAdmissions).
- Information sessions are held annually for prospective applicants to learn about the current application process, 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 hours.
- Attendees must be registered for the session, and late entries are **prohibited. Please plan ahead!**

## ***Practical Nursing Information Session Dates and Times***

| Day       | Date       | Time       |
|-----------|------------|------------|
| Friday    | 9/18/2026  | 3:00 p.m.  |
| Thursday  | 10/08/2026 | 6:00 p.m.  |
| Wednesday | 11/11/2026 | 10:00 a.m. |
| Thursday  | 12/10/2026 | 6:00 p.m.  |
| Friday    | 1/08/2027  | 3:00 p.m.  |
| Tuesday   | 2/16/2027  | 10:00 a.m. |

## **Information Session Segments**

- **Admissions:** Representatives from the Admissions Office will review the two-step application process for the Practical Nursing Program.
- **Program:** Representatives from the Practical Nursing 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.

### ***Proof of Attendance***

- Applicants must have proof of attendance at one information session is mandatory to apply to the 2027 Practical Nursing program.
- Applicants are required to stay for the entire length of the information session to receive attendance credit. Attendees who leave before the completion of the program information will not receive credit for attending and will need to attend a new session.
- Information session attendees will receive a proof of attendance email 1-3 business days following their information session.

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## Health Science Reasoning Test - Associate Degree

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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 to:

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

**Note:** All applicants are required to earn a minimum HSRT score of 77 to apply to the 2027 Practical Nursing Program. 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 for the HSRT-AD exam by accessing sample questions available at:

***[Insightassessment.com/article/sample-thinking-skills-questions](https://insightassessment.com/article/sample-thinking-skills-questions)***.

### HSRT-AD Testing Logistics

- Students are not permitted to test more than three times per application cycle. The application cycle for the Fall 2027 Program runs from March 1, 2026 to February 26, 2027.
- HSRT-AD scores do not expire.
- 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 Practical 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 RCSJ Testing Center offering their selected test date.

Test Center  
Cumberland Campus  
3322 College Drive  
Vineland, NJ 08360  
[Testing@cc.rcsj.edu](mailto:Testing@cc.rcsj.edu)  
[Rcsj.edu/Testing/Cumberland](https://Rcsj.edu/Testing/Cumberland)

Test Center  
Gloucester Campus  
1400 Tanyard Rd  
Sewell, NJ 08080  
856-415-2268  
[ssc@rcsj.edu](mailto:ssc@rcsj.edu)  
[Rcsj.edu/Testing/Gloucester](https://Rcsj.edu/Testing/Gloucester)

## 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             |
| Thursday                                       | 6/11/2026  | Thursday, May 28, 2026         | Wednesday, June 10, 2026       |
| Tuesday                                        | 6/16/2026  | Tuesday, June 2, 2026          | Monday, June 15, 2026          |
|                                                |            |                                |                                |
| Tuesday                                        | 7/7/2026   | Tuesday, June 23, 2026         | Monday, July 6, 2026           |
| Thursday                                       | 7/23/2026  | Thursday, July 9th, 2026       | Wednesday, July 22, 2026       |
|                                                |            |                                |                                |
| Wednesday                                      | 8/12/2026  | Wednesday, July 29th, 2026     | Tuesday, August 11, 2026       |
|                                                |            |                                |                                |
| Wednesday                                      | 9/9/2026   | Wednesday, August 26th, 2026   | Tuesday, September 8th, 2026   |
| Thursday                                       | 9/10/2026  | Thursday, August 27th, 2026    | Wednesday, September 9th, 2026 |
|                                                |            |                                |                                |
| Friday                                         | 10/2/2026  | Friday, September 18th, 2026   | Thursday, October 1st, 2026    |
| Tuesday                                        | 10/20/2026 | Tuesday, October 6th, 2026     | Monday, October 19th, 2026     |
|                                                |            |                                |                                |
| 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!**

1400 Tanyard Rd, Sewell, NJ 08080 • Student Services Building, Room 1162 Email: [ssc@rcsj.edu](mailto: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](mailto: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.

| <b>Cumberland HSRT - Test Dates 2026-2027 @ 9am &amp; 11am</b>                                         |            |                                                                      |
|--------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------|
| <i>*Regular deadline is 2 weeks before the exam date. Add \$15 to the exam fee after the deadline.</i> |            |                                                                      |
| <i>*There is a \$15 rescheduling fee.</i>                                                              |            |                                                                      |
| <b>Date of Test</b>                                                                                    |            | <b>Regular Deadline (\$50) *Add \$15 to exam fee after this date</b> |
| Thursday                                                                                               | 6/4/2026   | 5/21/2026                                                            |
|                                                                                                        |            |                                                                      |
| Thursday                                                                                               | 7/30/2026  | 7/16/2026                                                            |
|                                                                                                        |            |                                                                      |
| Wednesday                                                                                              | 8/19/2026  | 8/5/2026                                                             |
| Thursday                                                                                               | 8/20/2026  | 8/6/2026                                                             |
|                                                                                                        |            |                                                                      |
| Wednesday                                                                                              | 9/23/2026  | 9/9/2026                                                             |
| Thursday                                                                                               | 9/24/2026  | 9/10/2026                                                            |
|                                                                                                        |            |                                                                      |
| Wednesday                                                                                              | 10/28/2026 | 10/14/2026                                                           |
| Thursday                                                                                               | 10/29/2026 | 10/15/2026                                                           |
|                                                                                                        |            |                                                                      |
| 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!**

3322 College Drive, Vineland, NJ 08360 • Arpino Building, 1st Floor, ASL Lab • Email: [testing@cc.rcsj.edu](mailto:testing@cc.rcsj.edu) • Phone: 856-200-4648

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# Transcripts

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**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 Practical Nursing 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 Practical Nursing Program.

## High School Transcripts

For general admission to RCSJ (*STEP 1, page 11*), submission of an official copy of the student's official high school transcript documenting high school graduation (*or earned GED*) is **mandatory** for all applicants, including those who may have earned additional college degrees.

Applicants submitting a high school level lab biology and/or lab chemistry grade to satisfy the science course requirement for Practical 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 Practical 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 Cumberland or Gloucester Campus Admissions Office prior to submitting the Practical Nursing 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.

Current RCSJ students planning to submit a Practical Nursing Portfolio to the college may be asked to provide an official copy of their transcript. If accepted to the program, the transcript may be needed 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/university transcript(s). For more information go to: [rscj.edu/International](https://rscj.edu/International). The international transcript(s) must be evaluated by one of the following organizations:

-NACES  
(naces.org)

-IEES, Inc.  
(edevals.com)

-FCSA  
(foreigncredentials.org)

-WES  
(wes.org)

-SpanTran  
(SpanTran.com)

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## Transcripts (*Continued*)

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### Transfer Student Responsibility

**It is the applicant's responsibility to ensure coursework submitted for Practical Nursing Submission ranking criteria 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 Gloucester Admissions Office: [RCSJ.edu/Transfer/Gloucester](https://www.rcsj.edu/Transfer/Gloucester) or Cumberland Admissions Office: [RCSJ.edu/cc/Transfer](https://www.rcsj.edu/cc/Transfer).

### Courses Eligible for Transfer

Only general education courses from other colleges and universities may be eligible for transfer to the Practical Nursing Program. Applicants who are currently enrolled or were previously enrolled in another college's Nursing Program should be advised that those Nursing courses cannot transfer to the RCSJ Practical Nursing 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 that **may not be equivalent** to the Anatomy and Physiology course at RCSJ. Applicants are highly encouraged to contact Selective Admissions for questions on science course equivalency **well in advance** 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 Practical Nursing 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 course. For more clarification on this policy, students can contact selective admissions.

### Transcript Submission and Resubmission

**Applicants must include a transcript from any college, university and technical school 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 Practical Nursing Portfolio.** The transcripts must be official physical copies generated directly from the institution.

Applicants requesting transcripts from colleges, universities or technical schools 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, students should contact Admissions well in advance of the portfolio deadline for guidance. **Please contact the Cumberland Admissions Office at 856-200-4669 or the Gloucester Admissions Office at [selectiveadmissions@rcsj.edu](mailto:selectiveadmissions@rcsj.edu) with any questions regarding transcripts.** Omission of any official college transcript (*exception: RCSJ transcripts*) is grounds for an incomplete portfolio. **Incomplete portfolios are not considered for acceptance.**

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.

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## Science Course Transfer Policy

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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.

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### Verification of Instruction Method

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**Applicants who use a fully in-person (not hybrid or online) Anatomy & Physiology 1 or Anatomy & Physiology 2 course for Nursing admissions ranking purposes will receive an extra point when being ranked.**

**Students taking Anatomy & Physiology I and/or Anatomy & Physiology II at either campus of Rowan College South Jersey do not include Verification of Instruction Method in their portfolio.** Admissions Staff will be able to verify the format of courses completed at RCSJ through the RCSJ Registrar Office.

**Students who choose to use online or hybrid courses for admissions ranking purposes do not include Verification of Instruction Method in their portfolio**

Applicants with Anatomy & Physiology I and/or Anatomy & Physiology II completed at another college must provide documents for Verification of Instruction Method in their portfolio for applicable courses at time of portfolio submission.

#### **Verification of Instruction Method Form\* (if applicable)**

*\*Only required for A&P courses taken at another college.*

- For students who took Anatomy I and/or II at another college
- Completed by instructor of the course or college representative (registrar, department head, etc.)
- Confirms in-person delivery method of course

**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. The extra point for admissions ranking purposes will not be awarded if this information is not included.

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](http://njtransfer.org)