

20



27

Practical Nursing

Portfolio

Gloucester: 1400 Tanyard Road, Sewell, NJ 08080
Cumberland: 3322 College Drive, Vineland, NJ 08360
RCSJ.edu

Portfolio Deadline

Portfolios Will Be Accepted: January 4, 2027 – February 26, 2027

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

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

How to Submit Your Complete Portfolio

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

Complete Practical Nursing portfolios may be submitted at any time from January 4, 2027 through February 26, 2027 at 5 p.m. **Complete portfolios can be submitted either in-person at the Admissions office on your designated 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 the following on the front
of the manila envelope:**

- Student's Name
- RCSJ Student ID number
- 2027 PN Portfolio
- Selected Campus

**If mailing your 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

Cumberland Campus Portfolios
Rowan College South Jersey Admissions Office
ATTN: Selective Admissions Practical Nursing Portfolio
3322 College Drive, Vineland, NJ 08360

Please allow extra time for mailed portfolios to be received!

Complete means that the Practical Nursing portfolio contains all required documents listed on the checklist and all general and selective admission requirements have been satisfied. If these conditions are not fulfilled, your file will be incomplete and not considered for 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 Selective Admissions on their designated campus with any questions on whether a document needs to be included **prior** to submission of their Practical Nursing portfolio.

2027 Practical Nursing 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 Practical Nursing Application
- ☐ General Admission Completion Form – signed by *both* admissions and applicant.
- ☐ 2027 Practical Nursing Portfolio Submission Agreement
- ☐ 2027 Practical Nursing Information Session Proof of Attendance slip
Date Attended: _____
- ☐ 2027 Practical Nursing 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.
☐ 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** for each. **Copies of electronic transcripts printed by the applicant are not considered official copies.**
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.

- ☐ **Verification of Instruction Method Form, provided for:**
 - ☐ Anatomy & Physiology I
 - ☐ Anatomy & Physiology II
 - ☐ Both A&PI and A&PII are from RCSJ – Verification of Instruction Method Form not included
 - ☐ I have not taken college level Anatomy I and Anatomy II that are equivalent to RCSJ courses – Verification of Instruction Method Form not included

2027 Practical Nursing Application

This application is submitted only after you have completed the general admissions process as described in the handbook. Include this application as part of your completed portfolio. **Please type or print clearly.**

Application Information:

Legal Last Name: _____ Maiden/Other (If applicable): _____

First Name: _____ Middle Initial: _____ Date of Birth: ____/____/____

Sex: ☐ Male ☐ Female RCSJ ID Number: _____ RCSJ Email: _____

Address: _____

City: _____ State: _____ ZIP Code: _____ County: _____

Primary Phone Number: _____ Allow RCSJ to/Leave Message: ☐ Yes ☐ No

Alternate Phone Number: _____ Allow RCSJ to/Leave Message: ☐ Yes ☐ No

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:
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High School	City/State	Month/Year	
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Vocational/Technical School	City/State	Month/Year	
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College/University	City/State	Month/Year	
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College/University	City/State	Month/Year	
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College/University	City/State	Month/Year	
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College/University	City/State	Month/Year	
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College/University	City/State	Month/Year	
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The Board of Trustees is committed to providing a workplace 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/Senior Title IX Officer at 856-415-2154 or ajones@rcsj.edu; Nathaniel Alridge, J.D., Cumberland Campus, Executive Director, Threat Assessment Management, Title IX, Compliance 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.

2027 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 your intended campus's Admissions Office. *No appointment necessary!*
 - b. Scan the form and send it via email: *SelectiveAdmissions@rcsj.edu* (Gloucester) **or** *Admissions@cc.rcsj.edu* (Cumberland)
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 February 26, 2027 deadline will not be honored.**

Student Section:

Student Name: _____ RCSJ Student ID #: _____

I am submitting a portfolio for the **2027 Practical Nursing program** at the selected campus below:

☐ Cumberland Campus ☐ 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: _____

2027 Portfolio Submission Agreement

Please read the following statements carefully

- ☐ I reviewed the Practical Nursing Admission Portfolio information/instructions 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 certify this Practical Nursing portfolio is for one campus of the Practical Nursing Program at Rowan College South Jersey. I understand that if I submit a portfolio to both campuses of the Practical Nursing Programs, I will be disqualified for entry on both campuses for the Fall 2027 program.
- ☐ I understand admission to the Practical Nursing Program is not guaranteed, even if I meet or exceed all admissions ranking criteria.
- ☐ 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 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 Practical Nursing 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.

Last Name: _____ First Name: _____ RCSJ ID Number: _____

Applicant Signature: _____ Date: ____/____/____

2027 Practical Nursing Ranking Score Sheet

33.33% – HSRT-AD Exam Score

Minimum score of 77. 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

28.33% – 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 AND Lab Chemistry**

High school, college level, or a combination of the two.

College level BIO options: General Biology I, General Biology II, Human Biology, or equivalents

College level CHM options: General Chemistry I, General Chemistry II, Introductory Chemistry, or equivalents

Lab Biology

Course Name: _____ School/College: _____

Semester/Year Taken (ex: Fall 2024): _____ Final Letter Grade: _____

Lab Chemistry

Course Name: _____ School/College: _____

Semester/Year Taken (ex: Fall 2024): _____ Final Letter Grade: _____

☐ **Option II: Anatomy & Physiology I**

College level only, equivalent to RCSJ's BIOL 105

Course Name: _____ School/College: _____

Semester/Year Taken (ex: Fall 2024): _____ Final Letter Grade: _____

☐ **Option III: Anatomy & Physiology II**

College level only, equivalent to RCSJ's BIOL 106

Course Name: _____ School/College: _____

Semester/Year Taken (ex: Fall 2024): _____ Final Letter Grade: _____

5% – In-Person Science Course

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.

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.

33.34% – Cumulative GPA

Must be a 2.50 or higher from school of current/most recent attendance. High school seniors will use their weighted GPA if available. NO ROUNDING accepted. GPA is calculated to the hundredth digit.

Cumulative GPA: _____

School/College of current or most recent attendance: _____

Verification of Instruction Method Form

RCSJ or High School Science Courses – Do Not Include in Portfolio

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.

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

For the science course (Anatomy & Physiology I and/or Anatomy & Physiology II) taken **at another college**, please have this form completed by the instructor of the course or college registrar and include in your portfolio.

Student Section:

Student Name: _____ RCSJ Student ID #: _____

Course Code and Title: _____
(Example: BIOL 105, Anatomy & Physiology I)

Name of Institution: _____ Semester Taken: _____

Instructor Name: _____

Instructor/Registrar Section – to be completed by course instructor, department representative, or college registrar ONLY:

Class Format: ☐ Standard in-person Lecture/Lab Format

Please note class meeting times:

Lecture Days: ☐ M ☐ T ☐ W ☐ R ☐ F

Lab Days: ☐ M ☐ T ☐ W ☐ R ☐ F

I verify that the _____ above-named
applicant completed this course in a standard in-person Lecture/Lab Format.

☐ Lectures were held in-person and on campus

☐ Labs were held in-person and on campus

☐ All exams were given in-person and on campus.

Other Notes: _____

Instructor or Registrar Signature: _____ Date: _____