



Accepted  
Students  
Packet





# Introduction

Thank you for choosing Rowan College of South Jersey. This is an important decision in pursuing your academic goals. In an effort to make the transition to college as smooth as possible, the Admissions Department has provided this guide to assist students on their academic path. This guide includes information on enrollment and how to navigate through each step of the process.

The checklist below outlines the important steps necessary to finalize your acceptance.

REQUIREMENT	DUE DATE	COMPLETED
<i>Placement Testing:</i> All incoming students are required to take the Placement Exam or provide proof of exemption. Please see page 1 for more information.	Before priority registration	_____
<i>High School Transcripts and Test Scores:</i> As a priority admissions student, transcripts and test scores are sent to RCSJ automatically. Please check with your high school guidance office for more information.	By the first day of class	_____
<i>Advancement Placement (AP) Examinations/College Credits:</i> To receive credit, submit your AP score report and/or official college transcripts to the Office of Admissions. You will also need to complete and submit a Transfer of College Credits Request Form to the Office of Admissions for evaluation.	Optional	_____
<i>Health Immunization Form:</i> Please complete and return the form to the Office of Admissions.	August 1	_____
<i>Apply for Financial Aid:</i>		_____
Federal via FAFSA	May 1	_____
State via HESAA	May 1	_____
Scholarships	November through May	_____
<i>Priority Registration:</i> After satisfying Placement requirements, please schedule an appointment to meet with an academic advisor and register for classes.	Starting in April* * As a priority admissions student, you are able to register for classes before incoming freshmen.	_____

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# 1. Admissions Requirements

## 1.1 PLACEMENT TESTING

Before signing up for classes, new students must take the Placement Exam or provide the office of Admissions with proof of exemption. There are three sections on the Placement — reading, writing and mathematics. Scores assess skill abilities and determine course placement. Scores are current at time of printing. To review scores that will award Placement Testing Exemptions, please refer to [RCSJ.edu/Testing-site/Gloucester-site](https://RCSJ.edu/Testing-site/Gloucester-site)



## 1.2 HIGH SCHOOL TRANSCRIPTS

All incoming students are required to submit their official high school transcript to the Office of Admissions. Failure to do so will result in an incomplete Admissions File and prevent Financial Aid from paying to your account. As a priority admissions student, transcripts are automatically sent to RCSJ. Please check with your high school guidance office to ensure your transcripts are sent.

The Transcript Release Form, provided at [RCSJ.edu/Apply/](http://RCSJ.edu/Apply/) should be mailed to your high school (with any required fee) to have your transcript sent directly to RCSJ.

If transcripts are sent in PDF format, they need to come directly from the school's email address and cannot be taken from a non-secure email account. For those who plan to mail transcripts, please send to: Admissions, Rowan College of South Jersey, 1400 Tanyard Road, Sewell, NJ 08080.

## 1.3 EARNING ADVANCED PLACEMENT (AP) CREDIT/DUAL CREDIT

Students can earn up to 16-college credits by successfully completing CollegeBoard™ Advanced Placement (AP) examinations. To receive credit, you must score 4 or 5 and provide the RCSJ Office of Admissions with an official AP score report. Please note that college credits awarded via this AP program will appear on college transcripts as transfer credit. Transfer grades are not included in the RCSJ cumulative Grade Point Average (GPA). Visit [apstudent.collegeboard.org/apcourse](http://apstudent.collegeboard.org/apcourse) to learn more about exam offerings and sending scores.

All AP exam score reports must be submitted to Rowan College of South Jersey upon completion of the course.

RCSJ now has the Dual Credit program. Please check with the Guidance Office for program participation. Visit [RCSJ.edu/DesignYourFuture](http://RCSJ.edu/DesignYourFuture) for more information.

## 1.4 COLLEGE TRANSCRIPTS

Students who wish to transfer credits to RCSJ must submit official college transcripts to the Office of Admissions. Included with your acceptance letter is the Transcript Release form. Mail this form to your college (with any required fee) to have your transcript sent directly to: Office of Admissions, Rowan College of South Jersey, 1400 Tanyard Road, Sewell, NJ 08080.

To transfer credits into RCSJ, students must complete and submit a transfer of college credit request form to the Office of Admissions. Please contact the Office of Admissions at 856-415-2209, regarding any questions on the form.

All foreign transcripts must be translated into English, and evaluated by one of the following services:

- SpanTran
- National Association of Credential Evaluating Services (NACES)
- World Education Services (WES)

## **1.5 IMMUNIZATION REQUIREMENTS**

New Jersey State law (18A:61D-1 to 10), as a condition of admission or continued enrollment, requires all newly-admitted students to submit a valid immunization record to the institution they are attending. This record documents the administration of all required immunizations against vaccine-preventable diseases, or laboratory evidence of protective immunity from these diseases, in accordance with regulations promulgated by the State Department of Health.

Students are exempt if they present a written signed statement from their physician stating that immunization is medically contraindicated for a specific period of time (the expiration date for the period must be stated and failing to be immunized thereafter will preclude further enrollment), and setting forth the reason(s) for the medical contraindication.

The Immunization Records Release form can be found at ***RCSJ.edu/Apply/Gloucester/complete-all-requirements***. Students must submit this form to Rowan College of South Jersey by the first day of class.

## **1.6 BUSINESS OFFICE**

The Rowan College Business Office processes all tuition and fee payments made by cash, check or credit card. In addition, the College offers a convenient payment plan to make education financing as manageable as possible. For more information on payment options, visit ***RCSJ.edu/BusinessOffice***.

## 2. Financial Aid

Earning a college degree is one of the best investments a person can make; however, it is crucial to monitor this investment. Although Rowan College of South Jersey provides one of the best values in education today, there are still many sources of additional funding to make the education even more affordable.

### 2.1 APPLYING FOR FINANCIAL AID

Students who wish to receive financial aid to assist with their college expenses must apply online at [fafsa.gov](http://fafsa.gov). All New Jersey residents should create an account for state aid at [njfams.hesaa.org](http://njfams.hesaa.org).

As an RCSJ student, you must list RCSJ on the Free Application for Federal Student Aid (FAFSA). List Rowan College of South Jersey as the first school of choice to prevent any delays in determining eligibility for New Jersey state aid programs. Please use the following school code when completing the FAFSA.

#### **ROWAN COLLEGE OF SOUTH JERSEY FAFSA SCHOOL CODE: 006901**

RCSJ encourages all students applying for financial aid to use the IRS Data Retrieval Tool when completing the FAFSA. This tool allows students and their parents to import all required tax return information into their FAFSA form and simplifies the application process.

RCSJ's Office of Financial Aid will communicate important information via email. Students need to monitor the email address reported as the "student's email address" on the FAFSA. These exchanges will explain how to log into the RCSJ Portal to view any required information needed to complete the financial aid file. All students have the option to request communications to be sent via U.S. mail.

Students are recommended to file the FAFSA and New Jersey Higher Education Assistance Authority (HESAA) forms by *May 1*.

### 2.2 FEDERAL PROGRAMS

The information supplied on the FAFSA will allow RCSJ to award students federal and state aid. Federal aid programs offered through RCSJ are:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study
- Federal Direct Loans
- Federal Direct Parent Plus Loans



## 2.3 NEW JERSEY STATE PROGRAMS

New Jersey state aid programs are only available for residents of the state of New Jersey. Students may have to complete additional requirements with the New Jersey Higher Education Student Assistance Authority (HESAA).

HESAA communicates with students by the United States Postal Service and has its own requirements and deadlines. It is the student's responsibility to respond to these requests in a timely manner. State-offered programs are:

- New Jersey Tuition Aid Grant (TAG)
- New Jersey STARS
- Educational Opportunity Fund (EOF)
- New Jersey Gear-Up

## 2.4 FEDERAL WORK-STUDY PROGRAM

Any student who is interested in participating in the Federal Work-Study (FWS) program must sign up in person at the RCSJ Office of Financial Aid. Please note that it is the student's responsibility to sign up, complete all required FWS forms and be placed into a position. All students employed through the FWS program are required to complete a background check.

## 2.5 SCHOLARSHIPS

Students should seek as many scholarship opportunities as possible to make their education more affordable and to reduce potential loan debt. The Rowan College Foundation awards numerous scholarships to qualified students. The required criteria for each award varies depending on the scholarship classification and program of study pursued by the student. Visit ***RCSJ.edu/Scholarships*** for more information and scholarship availability. *Applications for scholarships are accepted from January through May.*

In addition to the RCSJ Foundation, external scholarships may prove essential to completing a degree with as little debt as possible. Following are some helpful suggestions and resources:

- Community/volunteer program
- Private companies
- ***collegeboard.org***
- ***fastweb.com***
- ***scholarships.com***

## 2.6 ALTERNATIVE LOANS

In addition to the federal and state aid programs listed on page 5, RCSJ will also process any alternative loans for which students apply and does not have a preferred lender list.

Alternative loans are not the same as federally-backed Direct Loans. These loans normally carry higher interest rates and have different repayment plans. It is extremely important that students who are exploring alternative loans research and compare the various options to make sure they are making a smart choice for their lifestyle. Please note that as a first-time college student, they will most likely need to have a co-signer when applying for an alternative loan. Additional information about alternative loans are available online at **RCSJ.edu**.

## 2.7 FREQUENTLY ASKED QUESTIONS

### 1) *Whose information should be included on the FAFSA if students have parents who are divorced?*

For those who have parents that are divorced or separated, answer the questions about the parent they have lived with more during the past 12 months (*if they did not live with one parent more than the other, give answers about the parent who provided more financial support during the past 12 months or during the most recent year that they actually received support from a parent*). If this parent is remarried as of today, answer the questions about that parent and their stepparent.

### 2) *What should students do if they do not have contact with their parents?*

Students who do not have contact with their parents and do not know where they live, or students who have left home due to an abusive situation, should fill out the FAFSA and then immediately contact the Office of Financial Aid. A financial aid administrator can explain the dependency override process and what steps students will need to take.

### 3) *If students are emancipated from their parents, do they need their information on the FAFSA?*

The state of New Jersey does not recognize the designation of an emancipated minor. The term “emancipated minor” in Family Court orders is a term which has relevance only as it relates to the computation of certain child custody and child support obligations of the parties governed by the specific order.

### 4) *What can students do if the financial status of their parents has changed since applying for aid?*

The students should contact the Office of Financial Aid. The following are examples of a financial situation that could change:

- Death or disability of an income provider
- Divorce
- Unemployment resulting from layoff or business closing
- Loss of income or expiring employment benefits
- Unusually high medical expenses not reimbursed by insurance
- Other situations that arise on a case-by-case basis

**5) *If students withdrawal from a course(s), what will happen to their financial aid?***

Students wishing to withdrawal from a course(s) will begin and end the process in the RCSJ Student Services building prior to the announced end of the withdrawal period. Students who officially withdrawals from a course(s) will receive a “W” grade, which will not affect their GPA, but will affect the quantitative component for financial aid purposes. RCSJ’s Satisfactory Academic Progress Policy is available for students to review online and paper copies are available in the Office of Financial Aid. Withdrawal are not permitted after the withdrawal period. In accordance with federal government regulations, when federal financial aid recipients withdrawal from all classes during a term, it is RCSJ’s responsibility to determine the withdrawal date and the amount of financial aid students have earned. This may result in an overpayment of financial aid funds and a bill owed to the College.

Federal financial aid awards are based on the assumption that students will complete the entire term for which the award is processed. If a student withdrawals from all their courses during a term, federal regulations require the Office of Financial Aid to apply a formula established by the U.S. Department of Education to determine the amount of federal financial aid earned as of the official withdrawal date from RCSJ. The amount of federal financial aid earned is determined by the percentage of time spent in academic attendance and has no relationship to the institutional charges students may have incurred. Once 60 percent of the semester has passed, students have earned 100 percent of the federal financial aid awarded to them. Title IV funds that are considered for the calculation include, Pell Grant, SEOG, Direct Loan (Subsidized and Unsubsidized) and Parent PLUS Loans.

**6) *Can students repeat a course they previously attempted?***

Regulations permit students to retake any previously passed courses one additional time. If students are on the second retake (third enrollment) of a previously passed course, financial aid will **not** count that class in their enrollment for the term and financial aid could be adjusted to reflect the lower enrollment. “Passed” means a course was completed with a grade of D- or P and higher. Students can repeat a course they failed. RCSJ’s Satisfactory Academic Progress Policy is available for students to review online, and paper copies are available in the Office of Financial Aid.

**7) *Can students ever lose their financial aid eligibility?***

Yes. Students are required to maintain minimum standards of progress to continue to receive financial aid funding. RCSJ’s Satisfactory Academic Progress Policy is available for students to review online, and paper copies are available in the Office of Financial Aid. In addition to satisfactory progress, students should also be aware that they have a Pell Grant Lifetime Eligibility Used (Pell LEU), and a Direct Subsidized Loan Lifetime Eligibly.

**Pell Grant Lifetime Eligibility**

The Pell Grant Lifetime Eligibility Used includes all awards received prior to the year; some students will be ineligible at the start of the year. Others will have some eligibility, but not enough to receive 100 percent of their award. Lifetime eligibility includes any Pell Grant award received at any school that the student attended. There are no exceptions and it is not possible to appeal Pell lifetime eligibility. The limit is six years of full-time attendance. The grant is prorated for part-time students and is calculated based on 600 percent of a student’s annual awards. When students are awarded a Pell Grant, they are given a maximum annual Pell Grant award.

### **Direct Subsidized Loan Lifetime Eligibility**

There is a limit on the maximum period of time (measured in academic years) that students can receive Direct Subsidized Loans. In general, students may not receive Direct Subsidized Loans for more than 150 percent of the published length of their program. This is called their “maximum eligibility period.” Students can usually find the published length of any program of study in their school’s catalog. Their maximum eligibility period is based on the published length of their current program. This means that their maximum eligibility period can change if they change programs. Also, if students receive Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans they received for the earlier program will generally count against their new maximum eligibility period.

### **8) *Will financial aid pay for any course I take?***

Financial aid will only pay for courses required in a student’s program of study.

Students should refer to their academic advisor, if they have any questions on the courses required towards their program curriculum.



### 3. Priority Student Registration

Priority Admissions students who have taken the Placement Exam or provided the Office of Admissions with proof of exemption have the unique opportunity to participate in priority registration. During priority registration, students will meet with an academic advisor and sign up for classes before incoming freshmen.

It is strongly encouraged that students take advantage of this highly supportive process, and do not delay in signing up for classes or wait until the summer to register. To learn more about Priority Registration and registration events, visit [RCSJ.edu/Priority](https://RCSJ.edu/Priority).

Academic advisors assist students in developing degree pathways, transfer options and exploring career goals. Students are assigned an academic advisor based on their program of study (major). A listing of academic advisors and the cohorts they oversee are listed on the website, [RCSJ.edu/Advisement](https://RCSJ.edu/Advisement).

In the event students miss the chance to participate in priority registration, they can schedule an appointment to meet with an academic advisor by visiting [RCSJ.edu/Advisement](https://RCSJ.edu/Advisement) or come in during open registration hours to see an academic advisor without an appointment. For open registration hours, call 856-415-2197 and select option 1.

RCSJ advisors offices are located in the Student Services Building. The day students come to register, they should check in at the Information Center, located in the Student Services Building, for further assistance. A photo ID is required.

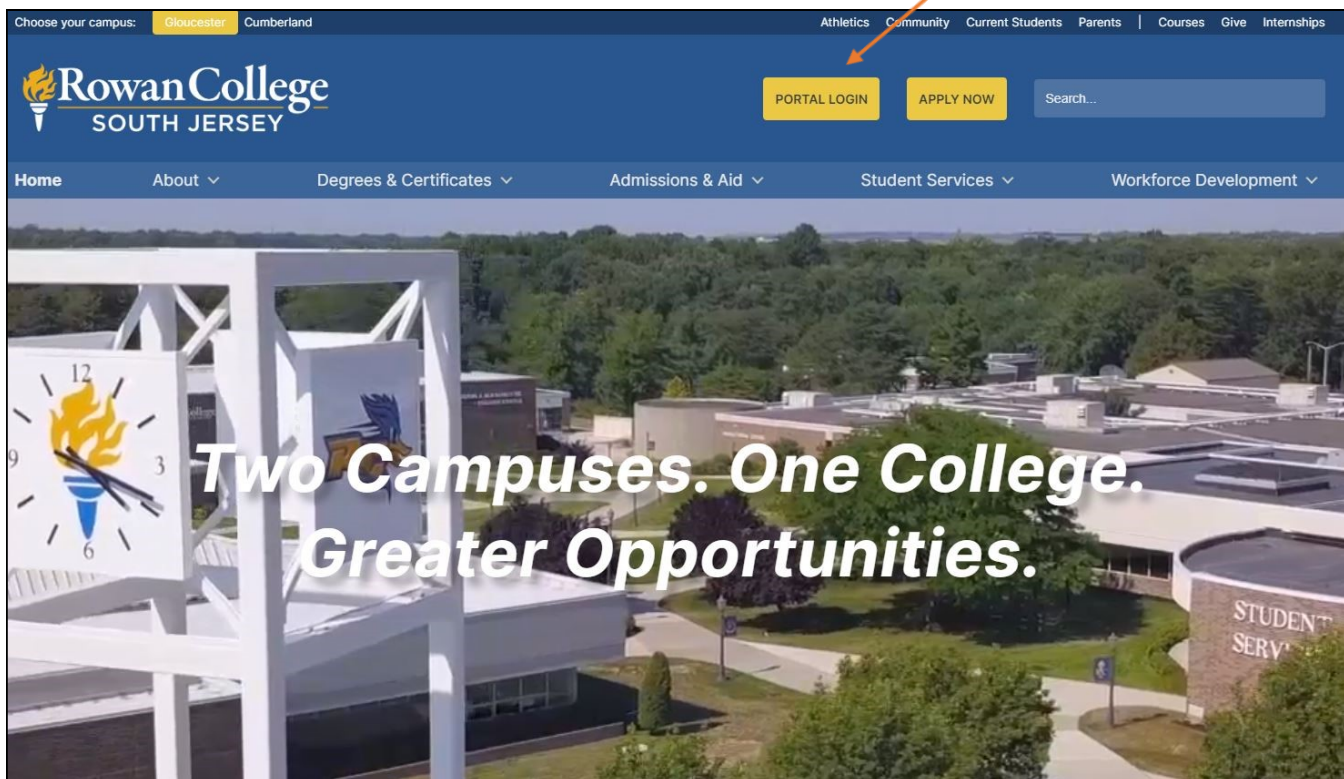


## 4. Technology Overview

### 4.1 STUDENT PORTAL

Your acceptance letter includes a personal login with a username to the RCSJ portal.

The RCSJ portal account provides students access to check their student schedule, semester bill, financial aid status and more. To access the portal, visit **RCSJ.edu** and select Portal Login. Enter username and password and then click login.



Enter your RCGC Username & Password

\_\_\_\_\_

Password

\_\_\_\_\_

Sign in

Need Help?  
Contact Technical Support or (856) 415-2298  
Forgot Password

← In the event you need another copy of your login information, please visit the Information Center, located in the Student Services Building. A photo ID is required.

## 4.2 EMAIL AND MASS COMMUNICATION

The left-hand side of the portal under menu, includes links to the essential RCSJ services. By clicking My Campus, instruction and academic support are provided by RCSJ. This includes library services, tutoring assistance, academic advisement and financial aid counseling.

The IT support tab can be used for technical assistance. In the portal are important icons. Students can click on the menu to access the student account, campus life or IT support. They can also access their webmail, eLearning or Self-Serv under My Applications, which are services students will need to use for day-to-day operations. Students will use their RCSJ credentials when accessing these resources.

As an RCSJ student, email is the primary means of communication. Select the Webmail link under My Applications. Please check your email account frequently for all college correspondence to stay up-to-date on all college events.

The screenshot shows the RCSJ My Campus portal home page. At the top left, there is a 'Menu' icon with an orange arrow pointing to it. Below the menu, the page is organized into several sections:

- My Alerts:** A yellow warning box for 'Stopped-Out Update APP 3-yrs' dated 02/21/2019.
- My Applications:** A section with several links: eLearning, Contact eLearning Support, Office 365, Self-Serv, and Email. An orange arrow points to this section. Below these links is an 'Important notice about your student email'.
- View or Pay My Bill:** Links for Term Bill and Account Summary by Term.
- Financial Aid Awards:** A section at the bottom left.
- Student Profile:** A section for viewing student ID, registered courses, and other information.
- Registration Tools:** Links for Registration, Add, Drop, Audit & Withdrawal dates, Registration Calendar, View Current & Past Schedules, Registration Guide, and Waitlist.
- Graduation Tools:** Links for Unofficial Transcript, Degree Evaluation, and Apply to Graduate.
- Campus Links:** A section with various campus-related links.
- Campus Announcements:** A section with news items like 'Free Coffee' and 'Art Gallery Opening'.
- My Grades:** A section showing the current term (Spring 2015 - RCGC) and GPA (Term GPA: 4.00, Cumulative GPA: 3.67).

A search bar is located at the top right of the page.

## 4.3 EMERGENCY ALERT SYSTEM

RCSJ has an emergency outreach system for students and employees. In the event of an emergency, students will be contacted by phone, email and/or text message in a timely manner to ensure their safety as required by federal regulations. RCSJ encourages all students to register to assure timely communication of emergency information. To register for the RCSJ alert, students will be asked to provide emergency contact information when first logging onto the RCSJ portal. They will then follow the prompts to subscribe.

## 5. 3+1 Program

### 5.1 3+1 PROGRAM INFORMATION

RCSJ and premier partner Rowan University are working together to make earning a four-year college degree more affordable. The “3+1” option enables students to attend three years at RC and their senior year at Rowan University to complete a bachelor’s degree.

Eligible programs include:

- Law and Justice
- Nursing
- Psychology
- Radio, Television and Film
- Exercise Science
- Inclusive Education

Visit [RCSJ.edu/3plus1/Gloucester](https://www.rcsj.edu/3plus1/Gloucester) for more information or updates on this program.



## 6. Contact Information

### 6.1 CONTACT INFORMATION

For more information on the enrollment process or a particular department, please direct questions to the following emails:

<b>Admissions</b>	<i>admissions@rcsj.edu</i>
<b>Selective Admissions</b>	<i>ckulisek@rcsj.edu</i>
<b>International Students</b>	<i>ckulisek@rcsj.edu</i>
<b>Transfer Credits</b>	<i>bmurtau1@rcsj.edu</i>
<b>Priority Admissions Program</b>	<i>priorityadmissions@rcsj.edu</i>
<b>Financial Aid</b>	<i>financialaid@rcsj.edu</i>
<b>NJ Stars</b>	<i>NJSTARS@rcsj.edu</i>
<b>Scholarship</b>	<i>dkane4@rcsj.edu</i>
<b>EOF (Educational Opportunity Fund)</b>	<i>twilli51@rcsj.edu</i>

*For additional questions, please visit: [RCSJ.edu/Future](https://www.rcsj.edu/future)*

# NOTES





**Office of Admissions**  
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*RCSJ.edu*