

20



24

Fall 2024 Veterinary Technology

Portfolio

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

Portfolio Deadline

Portfolios Accepted: April 22, 2024 through June 20, 2024

Portfolio Deadline: Thursday, June 20, 2024 at 5:00 p.m.

All Admissions Decisions Sent on or about: Monday, July 8, 2024

All admissions decisions will be sent to the **student's RCSJ email address**. Applicants should ensure they have access to this email account **prior** to submission of portfolio. **All admissions decisions are final.**

To confirm acceptance, a \$100 non-refundable tuition deposit and evidence of a complete criminal history background check (CHBC) and urine drug screen will be due within two weeks after the notification date. The offer of acceptance will be rescinded if the deposit, CHBC and urine drug screen are not received by the due date.

How to Submit Your Complete Portfolio

All applicants to the Veterinary Technology program must review the Spring 2024 Veterinary Technology Admissions handbook **before** completing the Portfolio. The Admissions Handbook contains all current policies and procedures for submitting a complete portfolio.

Complete portfolios can be submitted either in-person at the Admissions office or by mail. Electronic submissions of portfolios are not accepted.

Once submitted, the portfolio is a final document and property of the College. Students cannot add, edit, or remove documentation from their portfolio after submission. 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
- Spring 2024 Veterinary Technology Portfolio
- Gloucester Campus

If mailing your portfolio, please use the address below:

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

Please allow extra time for mailed portfolios to be received!

Complete means that the Veterinary Technology 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 with any questions on whether a document needs to be included **prior** to submission of their Veterinary Technology portfolio.

Fall 2024 Veterinary Technology 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.

- Fall 2024 Portfolio Checklist
- Fall 2024 Veterinary Technology Application
- General Admission Completion Form – signed by both admissions and applicant
- Fall 2024 Veterinary Technology Portfolio Submission Agreement
- Student Acknowledgement of Program Status – signed by applicant
- Fall 2024 Veterinary Technology Information Session Proof of Attendance
Date Attended: _____
- Fall 2024 Veterinary Technology Admissions Ranking Scoresheet

Part II: Required Transcripts and Score Reports:

- Official HSRT-AD Score Report**
Must be in sealed envelope from Testing Center. Unofficial scores printed by the student are **not** acceptable.
Overall Score: _____ Date of Exam: _____
- Unofficial RCSJ Transcript**
Print directly from your RCSJ student portal.
 - N/A – I have never generated an academic record/taken a class at RCSJ. No transcript included.
- Official College Transcripts**
Write the name of each college where you generated an academic record and include an official transcript for each. 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 my most recent/current cumulative GPA is from a college or university. No high school transcript included.

Fall 2024 Veterinary Technology Application

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

Applicant Information:

RCSJ Student ID # _____

Legal Last Name: _____ First Name: _____

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

Date of Birth: ____/____/____ Sex: Male Female

RCSJ Email Address: _____

Address: _____

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

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

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

Education Information:

*Please list below all high schools, vocational/technical schools, and colleges/universities attended, **including RCSJ**. This section needs to match the information on the portfolio checklist **and** in the student's current RCSJ file.*

| Name of Institution: | Address: | Dates Attended: | Degree Received: |
|-----------------------------|------------|-----------------|------------------|
| High School | City/State | Month/Year | |
| Vocational/Technical School | City/State | Month/Year | |
| College/University | City/State | Month/Year | |
| College/University | City/State | Month/Year | |
| College/University | City/State | Month/Year | |
| College/University | City/State | Month/Year | |
| College/University | City/State | Month/Year | |
| College/University | City/State | Month/Year | |

The Board of Trustees is committed to providing a work and academic environment that maintains and promotes affirmative action and equal opportunity for all employees and students without discrimination on the basis of certain enumerated and protected categories. These categories are race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV-related illnesses. For questions concerning discrimination, contact Almarie J. Jones-Gloucester Campus, Special Assistant to the President, Diversity and Equity, Title IX and Compliance at 856-415-2154 ajones@rcsj.edu; Nathaniel Alridge-Cumberland Campus, Jr., J.D., Director, Diversity and Equity, Title IX, and Judicial Affairs at 856-498-9948 or nalridge@rcsj.edu. For disabilities, contact Carol Weinhardt-Gloucester Campus, Director Department of Special Services, ADAAA/504 Officer at 856-415-2247 or cweinhar@rcsj.edu Meredith Vicente-Cumberland Campus, Senior Director, Disability Support Services 856-200-4688 mvicent1@rcsj.edu.

RCSJ General Admission Completion Form

Directions:

1. Complete information requested in the Student Section (name, ID number, signature, and date.)
2. Request an Admissions Office Staff Member to review your form in either of the following ways:
 - a. In-person at Gloucester Campus admissions office window. *No appointment necessary!*
 - b. Scan the form and send it via email: *SelectiveAdmissions@rcsj.edu*
3. Admissions Office Staff will review, sign, and note successful completion with a colorful checkmark across the form.
4. Include completed form with checkmark in portfolio. **Requests made after the June 20, 2024 deadline will not be honored.**

Student Section:

Student Name: _____ RCSJ Student ID #: _____

I am submitting a portfolio for the **Spring 2024 Veterinary Technology program** at the Gloucester Campus.

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

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

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

Student Signature: _____ Date: _____

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

1. **General Application:** This applicant has a completed general admissions application to the campus designated in Applicant Section.

Yes No

2. **High School Completion Credentials:**

___ Preliminary high school transcript (*send final copy after graduation*)

___ Official high school transcript

___ Home school transcript

___ GED

___ Applicant is missing high school completion credentials.

3. **RCSJ Placement Test Status:** This applicant satisfied the RCSJ placement test or received a testing exemption in the following areas (*Note: all three must be satisfied to submit a portfolio*):

Reading

Writing

Math

Yes: _____

Yes: _____

Yes: _____

No: _____

No: _____

No: _____

Admissions Office Staff Member: _____ Date: _____

Portfolio Submission Agreement

Please read the following statements carefully

- I reviewed the Veterinary Technology Admission Handbook posted on the Selective Admissions website before completing my portfolio. I understand the contents of the document and adhere to all regulations, policies, and procedures contained within. I acknowledge and understand I am solely responsible for following the policies and procedures for the Selective Admissions process.
- I understand admission to the Veterinary Technology program is not guaranteed, even if I meet or exceed all admissions ranking requirements.
- I certify that all documents and information provided by me are true, accurate and complete. Any misleading or false information may result in actions including, but not limited to, discipline, dismissal, or denial of application to all selective admission programs. In addition, I realize my acceptance may be revoked if I engage in behavior that questions my honesty, integrity, maturity, or ethical character.
- I further understand that once I submit this portfolio to the RCSJ Admissions Office, it is a final document and property of the College. I understand failure to include any required documentation will result in an incomplete portfolio and I will be ineligible for admission to the Fall 2024 Veterinary Technology Program. This includes omission of any college transcript.
- The Buckley Amendment (Privacy Act) requires student permission before transferable college courses may be added to the student's academic record. I grant permission to the College to transfer any applicable courses and change my major course of study, should I be accepted to the program.
- I understand I am solely responsible for the contents and completion of this portfolio. My signature below confirms I understand and agree to the statements above.

Print Name: _____

Signature: _____

RCSJ Student ID Number: _____ Date: _____

Student Acknowledgement of Program Status

This statement is to acknowledge that I am aware of the pre-accreditation status of the Veterinary Technology program at Rowan College South Jersey, Gloucester Campus.

RCSJ will be applying to seek initial accreditation from The American Veterinary Medical Association Committee on Veterinary Technology Education and Activities (AVMA CVTEA). The submission and acceptance of our application does not guarantee accreditation, and applying for accreditation does not grant any temporary accreditation status.

Graduation from a veterinary technology program accredited by the American Veterinary Medical Association Committee on Veterinary Technology Education and Activities (AVMA CVTEA) is necessary for eligibility to sit for the Veterinary Technician National Examination (VTNE), which is required for credentialing of veterinary technicians in all states.

Students will be kept informed as to the status of accreditation. In the event accreditation is not achieved, students will be awarded an Associate of Applied Science degree in Technical Studies as a contingency. Upon successful appeal by the college to AVMA CVTEA for accreditation, students' degrees will then be conferred as A.A.S. in Veterinary Technology.

As the program is seeking accreditation, financial aid may not be available for students enrolled in the AAS Veterinary Technology program. Students will be kept informed of accreditation status as it pertains to Financial Aid.

The AVMA CVTEA can be contacted at following address and phone number:

1931 North Meacham Road, Suite 100
Schaumburg, IL 60173-4360
Phone: 800-248-2862
Fax: 847-925-1329

Please initial in the boxes below and sign this form.

This signed form must be included in your Fall 2024 Veterinary Technology portfolio.

- I fully understand that graduation from a veterinary technology program accredited by the American Veterinary Medical Association Committee on Veterinary Technology Education and Activities (AVMA CVTEA) is necessary for eligibility to sit for the Veterinary Technician National Examination (VTNE), which is required for credentialing of veterinary technicians in all states.
- I understand there is no guarantee that accreditation will be granted to Rowan College South Jersey, Gloucester Campus. Graduation from an accredited school is required to obtain credentials as a Certified Veterinary Technician (CVT) in New Jersey.
- I have attended a required Information Session and have had sufficient time to ask questions and receive responses to these questions regarding the accreditation status of the program.

Print Name: _____

Signature: _____

RCSJ Student ID Number: _____ Date: _____

Last Name: _____ First Name: _____ Student ID#: _____

Spring 2024 Veterinary Technology Admission Ranking Scoresheet

50% – HSRT-AD Exam Score

Minimum score of 72.

*Score report must be in a sealed envelope from the RCSJ Campus Testing Center where you took the exam.
Unofficial results printed by the student will result in an incomplete portfolio.*

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

50% – Cumulative GPA

Must be a 2.0 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: _____