The Generic Nursing Program is for students who wish to
enter the health care field as a Registered Nurse.

- This packet is exclusive for applicants seeking admission into the
  Fall 2018 Generic Nursing Program

- Application Deadline: **March 2, 2018**

- Science and Psychology of Human Development (PSY 211)
courses MUST be taken from 2011 to present

- NEW Science course transfer policy (see page 15)
  Online science course instruction is not acceptable

- Students who do not complete the program within three years
  must wait five years before reapplying to the Nursing program.
  (If you were enrolled in the RCGC Nursing program prior to Fall 2013 you
  are eligible to reapply)

- Applicants may only apply to ONE selective admission program
  per year

- Mandatory Nursing Orientation for the accepted Fall 2018
  Nursing students: August 21, 22 & 23, 2018
  Students MUST attend all three days to maintain their seat in the program.

- Applicants must be 18 years of age as of the first day of
  the Fall 2018 semester

- Nursing/Allied Health Open House **October 19, 2017**
  4:30pm—8:00pm in the Nursing and Allied Health Center

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

Thank you for your interest in the nursing program at Rowan College at Gloucester County. Graduates from the nursing program at RCGC earn an Associate degree in Science in Nursing and are eligible to apply to take the National Council Licensing Examination (NCLEX-RN) and to apply to a State Board of Nursing for licensure as a Registered Nurse.

Graduates from RCGC have achieved an NCLEX pass rate of 94 percent and higher since 2000.* The nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and the New Jersey Board of Nursing.

Prior to applying to the nursing program please take time to research the profession of 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 nursing program as well as the professional responsibilities.

Part of the admission requirements to the nursing program at RCGC is your attendance at an information session. This is a critical part of not only the application process but your success in the program should you be accepted. The nursing program requirements will be explained and an opportunity for applicants to ask questions will be entertained.

Best wishes as you begin the process toward a successful future.

Sincerely,

Dr. S. Hall

Susan Hall, Ed.D., MSN, RN
Dean, Nursing and Allied Health

*Source: New Jersey State Board of Nursing
http://www.state.nj.us/lps/ca/nursing/apps/NCLEX-RN.pdf
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Disclaimer – The content and requirements of this admission packet may be altered at any time at the discretion of the College. This packet was checked for accuracy at the time of printing but should not be considered a contract between the College and the student.
Review the Following Information CAREFULLY

The information in this packet is effective for applicants planning to enter the:

Generic Nursing Program beginning in September 2018

**Deadline** for submitting portfolios — **Friday, March 2, 2018**
**Notifications** mailed on or about — **Monday, April 2, 2018**

**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 lies with the applicant.** Failure to do so will result in an incomplete portfolio.

Applicants to the program must fulfill all listed admission criteria. While admission is competitive, acceptance depends on the size and qualifications of the applicant pool. Please note that meeting all the 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 make application, including those who have previously applied to or who currently are enrolled at Rowan College at Gloucester County.

Applicants may contact RCGC at 856-415-2209 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 2018 nursing program. **The information presented in this packet supersedes all other information obtained by the applicant and is accurate at the time of publication.**

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The Rowan College at Gloucester County Nursing Program

is accredited by

**Division of Consumer Affairs**
**New Jersey State Board of Nursing**
124 Halsey Street, P.O. Box 45010
Newark, NJ 07101

[ njconsumeraffairs.gov/medical/nursing.htm ](http://njconsumeraffairs.gov/medical/nursing.htm)
973-504-6430

and

**Accreditation Commission for Education in Nursing (ACEN)**
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
[ acenursing.org ](http://acenursing.org)
404-975-5000

**ACEN Accreditation Status:**
Initial Accreditation: December, 1972
Date of Most Recent Commission Action: July, 2017
Current Accreditation Status: Accredited
Accreditation Stipulations: None
Date of Last Visit: February 14-16, 2017
Next Site Visit: Spring 2025
Applicants to the nursing program are advised that State Boards of Nursing regulate licensure for Registered 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-RN.

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 therefrom.”

(Source: Laws and Regulations, New Jersey Board of Nursing, Division of Consumer Affairs, N.J. Department of Law & Public Safety, posted online 2011 current as of 10/2015)

The New Jersey Board of Nursing requires information for licensure as a Registered 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. Status of student loans
5. Citizenship/Immigration status
6. Status of all professional licensures or certifications in any state or jurisdiction
7. Passing the NCLEX-RN Examination
8. Completed questionnaire on medical conditions, including the use of controlled substances within two years prior to applying for licensure

(Source: Information for Professional Nurse Licensure by Examination Application Process, May 2015)

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


Additional information on all State Boards of Nursing is available through the National Council of State Boards of Nursing website: 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 and the ACEN at their respective address.
Students must complete the Nursing program in three years from the start of the first Nursing course. Students who do not complete the program within three years must wait five years before reapplying to the Nursing program. A minimum grade of "C" is required in all courses in the Nursing Program of Study including General Education and Science courses and maintain a cumulative GPA of 2.0 to remain in the nursing program. Students must satisfactorily complete all 100-level nursing courses, Anatomy & Physiology I and II (BIO 105 and 106) to progress to 200-level nursing courses. All NUR 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 nursing program of study in order to advance through the nursing program. Course pre-requisites and co-requisites are specified in the RCGC College Catalog. Students who register for college courses must complete pre-requisite course requirements before entering the 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 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 client safety. Students will be instructed and tested in dosage calculation each semester to remain in the program. Each semester, nursing students are required to demonstrate Math Competency. Once accepted into the nursing program, information on Math Competency will be provided during the Division Nursing Orientation sessions.

- One outcome of the 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 CD Rom drive and internet. (Note: AOL is NOT compatible with many of the applications) Computers are available to students on the RCGC campus.

- Nursing students are required to meet specific health standards. Nursing applicants are notified of physical examination, titers, immunizations, influenza vaccines, Mantoux screening (PPD) upon acceptance to the program. Health requirements are based on the recommendations of the Center for Disease (CDC) requirements for healthcare providers. The completed health packet is due to be submitted June 19, 2018. All blood work should be drawn by June 8, 2018. 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 health screening costs.

- Nursing students must maintain current CPR certification while in the nursing program. The level of CPR is Basic Life Support (BLS) for the Healthcare Professional and is ONLY acceptable through the American Heart Association. The RCGC Workforce and Professional Development Institute offers CPR courses. Contact 856-415-2217 for more information.

- 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. 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.

- If a student is denied the opportunity to participate in the clinical agency as a result of CHBC findings, the student will be dismissed from the nursing program and referred to Student Services to explore other career options.
Health Requirements

Students who are accepted into the 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.
Rowan College at Gloucester County Division of Nursing and Allied Health Graduation Control Sheet

Generic Nursing Program
Associate in Science (A.S.) — Transfer

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

<table>
<thead>
<tr>
<th>FIRST YEAR — Fall Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 105* Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>NUR 131 Nursing I</td>
<td>7</td>
</tr>
<tr>
<td>NUR 130 Nursing I Lab</td>
<td>1</td>
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<td></td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>HPE 136 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 211 Psychology of Human Development</td>
<td>3</td>
</tr>
<tr>
<td>BIO 106* Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>NUR 141 Nursing II</td>
<td>7</td>
</tr>
<tr>
<td>NUR 140 Nursing II Lab</td>
<td>1</td>
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<tr>
<td></td>
<td>18</td>
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<table>
<thead>
<tr>
<th>SECOND YEAR — Fall Semester</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 215* Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>NUR 215 Nursing III</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>18</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 221 Nursing IV</td>
<td>8</td>
</tr>
<tr>
<td>NUR 220 Transition to Practice</td>
<td>3</td>
</tr>
<tr>
<td>NUR 207 Nursing Issues and Trends</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

TOTAL MINIMUM CREDITS: 69

Nursing is a selective admission program. Students must be accepted to the program prior to registering for any NUR courses. Please contact the Enrollment Services Office for an admission packet.

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 Nursing program. CHBC results are sent to the clinical agencies, who have the 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 Nursing program.

Students must satisfactorily complete all 100-level nursing courses and Anatomy & Physiology I and II and Psychology 211 to progress to 200-level nursing courses. Students who do not meet pre-requisite and co-requisite course requirements, and/or grade requirements will not be able to progress in the Nursing program.

Students must complete the Nursing program in three years from the start of the first Nursing course. Students who do not complete the program within three years must wait five years before reapplying to the Nursing program. A minimum grade of “C” is required in all courses in the Nursing Program of Study including General Education and Science courses.

CONTROL SHEET EFFECTIVE FOR STUDENTS ENTERING 9/2017
Nursing I NUR 131 .................................................................................................................................................. 7 credits
This course serves as a foundation for understanding health and providing care across the lifespan. The student is introduced to concepts and techniques used in healthcare. Critical thinking is integrated into the nursing process. Clinical experiences occur in a variety of health care settings.

Nursing I Lab NUR 130 .............................................................................................................................................. 1 credit
This course focuses on the skills and behaviors necessary for beginning nursing practice. It is a compliment to Nursing I. Students will practice in the college lab.

Nursing II NUR 141 .................................................................................................................................................. 7 credits
This course focuses on providing holistic care for clients with alterations requiring perioperative care and those with alterations in mobility. The course introduces the student to the care of clients with cancer. Students will also care for childbearing and childrearing families. Critical thinking is developed through the use of the nursing process. Clinical experiences occur in a variety of health care settings.

Nursing II Lab NUR 140 .............................................................................................................................................. 1 credit
This course focuses on the skills and behaviors necessary for nursing practice and is a continuation of Nursing I Lab. It is a compliment to Nursing II. Students will practice in the college lab.

Nursing Issues and Trends NUR 207 ....................................................................................................................... 1 credit
This course emphasizes the associate degree nurse’s role in relation to the profession and health care team. Historical and current issues, legal and ethical aspects, nursing leadership and management are discussed.

Nursing III NUR 215 .................................................................................................................................................. 8 credits
This course focuses on caring for clients with mental health, cardiopulmonary, endocrine, and gastrointestinal alterations. Critical thinking is integrated into the nursing process. Therapeutic communication and professional development are emphasized. Clinical experiences occur in a variety of health care settings.

Nursing IV NUR 221 .................................................................................................................................................. 8 credits
This course focuses on providing holistic care for groups of clients with multisystem problems, including neurologic, endocrine, liver, biliary, pancreatic, urinary and renal alterations. Critical thinking is refined. Management, leadership and professional development are emphasized. Clinical experiences occur in a variety of health care settings.

Transition to Practice NUR 220 .................................................................................................................................. 3 credits
This course provides students with an opportunity for a concentrated Capstone clinical experience in a selected area with an individual Registered Nurse Preceptor. Learning through experience is emphasized while preparing students for transition to Registered Nurse practice. Focus is on integration of knowledge, continued development of critical thinking skills and life-long learning.
All selective admission programs at Rowan College at Gloucester County have a unique, two-step application process that is necessary due to the College’s open general admission policy. In order to be considered for admission to the nursing program, applicants must complete the first step for general admission to RCGC. Once this is complete, the applicant may then proceed to the second step for selective admission to the nursing program. Be certain to distinguish between general admission and selective admission.

Both application processes must be completed correctly in order for your nursing application to be considered for acceptance. Failure to do so will result in an incomplete portfolio.

NOTE: Personal letters of recommendation and character references are not considered toward admission.

**STEP 1**

**General Admission**

General Admission is the first step of application to the nursing program. This process will provide students with acceptance to the College, but not to the nursing program. If there are questions regarding application status or an application is needed, contact the Admissions Office at 856-415-2209.

1. Complete and submit a general admission application to the Admissions Office. Indicate on the application the intention to apply to the nursing program. The student will be designated as a Health Science student and that will identify them as a potential nursing applicant. Designation as a Health Science student does not guarantee nor imply special consideration for acceptance to the nursing program.

2. Students must submit an official copy of their high school transcript documenting high school graduation (or earned GED) to the Admissions Office.

3. Satisfy the RCGC Placement Test requirement based on one of the following:
   - meet one of the exemption criteria
   - test above the remedial level in all areas
   - complete all required remediation

**STEP 2**

**Selective Admission**

Once having completed the general admission process, 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 as a completed portfolio. Once submitted, new documentation may NOT be added to your portfolio.

The portfolio consists of:

1. **Portfolio Checklist** (see pages 16,17)
2. **Nursing Application** (see page 18)
3. **RCGC Placement Test/Admission Status Form (Signed by RCGC Admissions)** (see page 19)
4. **HESI Admission Assessment Exam Test Scores** *(MUST request from the Testing Center and be in a sealed envelope)*
5. **2018 Information Session Attendance Slip** *(Obtained at MANDATORY Information Session)* (see page 10 for dates)
6. **Official transcript from high school** *(If applicable) (MUST obtain from high school and be in a sealed envelope)* (see page 14)
7. **Proof of Delivery Method** *(If applicable)* for A&P I and II (course schedule and syllabus) (see page 15)
8. **Official transcripts from ALL colleges** attended* including RCGC *(MUST obtain from each college and be in a sealed envelope)* (see page 14)
9. **Verification of GPA** of at least 2.0 from last school of attendance (see page 13)

*Note: If accepted into the program, applicable college credits will automatically be transferred.
## Selective Admission Requirements

<table>
<thead>
<tr>
<th>Value of % points toward Acceptance</th>
<th>Generic Nursing Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HESI Admission Assessment Requirement</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Academic Exams</strong></td>
<td>NO ROUNDING OF SCORE ACCEPTED</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Minimum 70%</td>
</tr>
<tr>
<td>Biology</td>
<td>Minimum 70%</td>
</tr>
<tr>
<td>Vocabulary &amp; General Knowledge</td>
<td>Minimum 80%</td>
</tr>
<tr>
<td>Reading Comprehension</td>
<td>Minimum 80%</td>
</tr>
<tr>
<td>Grammar</td>
<td>Minimum 80%</td>
</tr>
<tr>
<td>Math</td>
<td>Minimum 80%</td>
</tr>
<tr>
<td><strong>Critical Thinking</strong></td>
<td></td>
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<tr>
<td>Critical Thinking Overall</td>
<td>Minimum 700</td>
</tr>
<tr>
<td><strong>SCIENCE Course Requirement</strong> *</td>
<td></td>
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<tr>
<td>MUST be taken from 2011 to present</td>
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<tr>
<td>Lab Biology and Lab Chemistry</td>
<td></td>
</tr>
<tr>
<td>high school — 1 year each</td>
<td>OR</td>
</tr>
<tr>
<td>college — 1 semester each</td>
<td></td>
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<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Anatomy and Physiology I with Lab</td>
<td></td>
</tr>
<tr>
<td>College level, face-to-face format only/equivalent to RCGC’s BIO 105</td>
<td></td>
</tr>
<tr>
<td>Provide proof of delivery method - course schedule and course syllabus</td>
<td>Online course instruction is not acceptable (see page 15)</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Anatomy and Physiology II with Lab</td>
<td></td>
</tr>
<tr>
<td>College level, face-to-face format only/equivalent to RCGC’s BIO 106</td>
<td></td>
</tr>
<tr>
<td>Provide proof of delivery method - course schedule and course syllabus</td>
<td>Online course instruction is not acceptable (see page 15)</td>
</tr>
<tr>
<td>Final grade received must be equivalent to a C or better.</td>
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</tr>
<tr>
<td>The highest completed science grade of C or better submitted will be used for admission ranking</td>
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</tbody>
</table>

*Applicants may satisfy the science requirement by passing the Excelsior exam (see page 13)*

**Required but not a ranking factor:**

✓ **Attend one Information Session**

✓ **Submit completed forms**
- Portfolio Checklist
- Nursing Application
- RCGC Placement Test/Admission Status Form

✓ **Submit ALL official transcripts** (in sealed envelopes obtained from school)
- Verification of required course work with FINAL grades of C or better
- Verification of GPA of at least 2.0 from last school of attendance
- ALL current and previous RCGC students MUST submit official RCGC transcript
- Proof of delivery method for Anatomy and Physiology I and II (schedule and syllabus)
Information Sessions

Information Sessions are designed to explain in detail the two-step application process and give applicants an opportunity to ask questions. **Attendance is mandatory for all applicants** applying to the nursing program before submitting their portfolios. Students are required to stay the entire length of the Information Session. Attendance slips will be given only to those who remain until the end of the Information Session. Students who leave early will NOT receive an attendance slip and will be required to attend a future Information Session. Please plan accordingly. Information attendance slips will be distributed at the conclusion of the session and must be included as part of the portfolio.

A representative from Student Services will explain the application process and required pre-requisites. A representative from the Nursing Department will explain the nursing program requirements.

Since new material is covered every year, it is necessary to attend an information session held for the year they are applying. Please allow 1.5 to 2 hours to attend the session chosen; reservations are NOT required.

The information sessions will be held in the Nursing and Allied Health Center (NAH) Room 1001 on the following dates:

**Generic Nursing Program Information Sessions**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16, 2017</td>
<td>Wednesday</td>
<td>3 pm</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>September 1, 2017</td>
<td>Friday</td>
<td>10 am</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>October 19, 2017*</td>
<td>Thursday</td>
<td>6 pm</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>November 2, 2017</td>
<td>Thursday</td>
<td>3 pm</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>December 5, 2017</td>
<td>Tuesday</td>
<td>6 pm</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>January 3, 2018</td>
<td>Wednesday</td>
<td>3 pm</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>February 26, 2018**</td>
<td>Monday</td>
<td>6 pm</td>
<td>NAH Room 1001</td>
</tr>
</tbody>
</table>

*This Information Session is being held during the Nursing/Allied Health Open House on October 19, 2017.

**This is the LAST Information Session. No HESI test dates are offered after this date. Please plan accordingly.

**IMPORTANT NOTE:** Failure to attend a MANDATORY information session will result in an incomplete portfolio and will not be considered for acceptance.

Doors will be closed five minutes after the start of each session and late arrivals will not be admitted and will not receive an attendance slip.

In case of inclement weather, check the RCGC website **RCGC.edu** for re-scheduling information.

General Education Courses

An applicant may enroll in general education courses at the College prior to acceptance into the nursing program. Applicants may use the College Level Examination Program (CLEP) to meet the general education course work requirement as long as the total score is equal to or greater than the ACE Recommended Credit-Grading Score. For more information and arrangements to take a CLEP subject exam please contact the RCGC Testing Center at 856-415-2268.

A student who has no previous experience with health care terminology should consider taking the one-credit course ALH-110 Basic Medical Terminology. A three-credit course in Medical Terminology, ALH-102 is available to students who prefer more than the one-credit course offering.

A student who has limited or no computer experience should consider taking one of the computer courses offered at the College which will provide you with knowledge of Microsoft Office Professional for Windows and experience with the internet.

Math skills, including algebraic equations, are essential to succeed in the nursing program. Students who have limited math skills should contact an advisor for suggested courses.
HESI Admission Assessment Exam Criteria

The HESI Admission Assessment exam is designed to assess a student’s academic and personal readiness for higher education in a health care field.

The HESI Admission Assessment exam consists of academic exams, a critical thinking exam and a personality profile that identifies the person’s learning style. The academic exams include chemistry, biology, vocabulary and general knowledge, reading comprehension, grammar and math skills.

To be considered for admission the following scores are required:

(NO ROUNDING OF SCORE ACCEPTED)

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>HESI Score Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>Minimum 70% or above</td>
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<tr>
<td>Biology</td>
<td>Minimum 70% or above</td>
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<tr>
<td>Vocabulary &amp; General Knowledge</td>
<td>Minimum 80% or above</td>
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<tr>
<td>Reading Comprehension</td>
<td>Minimum 80% or above</td>
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<tr>
<td>Grammar</td>
<td>Minimum 80% or above</td>
</tr>
<tr>
<td>Math</td>
<td>Minimum 80% or above</td>
</tr>
<tr>
<td>Critical Thinking Overall</td>
<td>Minimum 700 or above</td>
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</tbody>
</table>

An official, sealed score report, to be used for your portfolio, must be obtained in the Testing Center.

- The HESI Admission Assessment exam may be taken an unlimited number of times per admission cycle.
- Test dates must be at least 60 days apart.
- Scores from only one exam will be accepted for admission requirement.
- ONLY the HESI Admission Assessment exam taken at RCGC will be accepted for admission to the RCGC nursing program.
- The HESI Admission Assessment exam is a computerized test. The maximum time allowed to complete the exam and personal profile is approximately five (5) hours.

NOTE: HESI scores submitted below the minimum required score will result in an incomplete portfolio and will not be considered for acceptance.

For additional information, contact the RCGC Testing Center at 856-415-2268 or 856-681-6249.
HESI Admission Assessment Exam Registration

- The cost of the HESI Admission Assessment exam is $70 (fee subject to change).
- A fee of $15 will be charged for late registration or rescheduling of test date.
- Registration must be done in person at the Testing Center.
- There is minimum of 60 days between tests.
- Seating is limited to 50 people on Friday and Saturday test dates; plan accordingly.
- Pay particular attention to the registration deadlines.
- Test dates often fill before the late deadline (especially in February).

### HESI Test Dates

<table>
<thead>
<tr>
<th>Regular Deadline ($70)</th>
<th>Late Deadline ($85)</th>
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<tbody>
<tr>
<td>Thursday, June 22, 2017</td>
<td>Wednesday, July 5, 2017</td>
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<tr>
<td>Thursday, July 6, 2017</td>
<td>Wednesday, July 19, 2017</td>
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<tr>
<td>Tuesday, July 11, 2017</td>
<td>Monday, July 24, 2017</td>
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<td>Tuesday, July 25, 2017</td>
<td>Monday, August 7, 2017</td>
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<tr>
<td>Tuesday, August 9, 2017</td>
<td>Thursday, September 22, 2017</td>
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<tr>
<td>Wednesday, August 9, 2017</td>
<td>Thursday, September 22, 2017</td>
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<tr>
<td>Friday, August 25, 2017</td>
<td>Thursday, September 22, 2017</td>
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<td>Thursday, September 7, 2017</td>
<td>Thursday, September 22, 2017</td>
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<tr>
<td>Friday, September 15, 2017</td>
<td>Thursday, September 22, 2017</td>
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<tr>
<td>Tuesday, September 19, 2017</td>
<td>Thursday, September 22, 2017</td>
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<tr>
<td>Wednesday, September 27, 2017</td>
<td>Thursday, October 10, 2017</td>
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<tr>
<td>Monday, October 9, 2017</td>
<td>Friday, October 20, 2017</td>
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<tr>
<td>Thursday, October 26, 2017</td>
<td>Wednesday, November 8, 2017</td>
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<tr>
<td>Tuesday, November 7, 2017</td>
<td>Monday, November 20, 2017</td>
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<tr>
<td>Wednesday, November 15, 2017</td>
<td>Tuesday, November 28, 2017</td>
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<tr>
<td>Friday, November 17, 2017</td>
<td>Friday, December 1, 2017</td>
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<tr>
<td>Monday, November 27, 2017</td>
<td>Friday, December 8, 2017</td>
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<tr>
<td>Tuesday, December 5, 2017</td>
<td>Monday, December 18, 2017</td>
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<tr>
<td>Friday, December 22, 2017</td>
<td>Thursday, January 11, 2018</td>
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<tr>
<td>Monday, January 8, 2018</td>
<td>Friday, January 19, 2018</td>
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<td>Monday, January 16, 2018</td>
<td>Monday, January 29, 2018</td>
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<td>Friday, January 19, 2018</td>
<td>Friday, February 2, 2018</td>
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<tr>
<td>Monday, January 29, 2018</td>
<td>Friday, February 9, 2018</td>
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<tr>
<td>Wednesday, January 31, 2018</td>
<td>Tuesday, February 13, 2018</td>
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<tr>
<td>Friday, February 2, 2018</td>
<td>Thursday, February 15, 2018</td>
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<td>Monday, February 5, 2018</td>
<td>Friday, February 16, 2018</td>
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<td>Monday, February 19, 2018</td>
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<td>Thursday, February 8, 2018</td>
<td>Wednesday, February 21, 2018</td>
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</tbody>
</table>
Test Preparation for the HESI Admission Assessment Exam

This exam is used to evaluate candidates for admission into a competitive nursing program. Preparation for the HESI Admission Assessment exam is highly recommended. Rowan College at Gloucester County is pleased to offer HESI Entrance Exam review courses to assist you with preparing for entrance into our nursing program.

Enroll in one or more HESI review courses to improve your chances of passing.

- HESI Math Review
- HESI Reading Comprehension Review
- HESI Chemistry Review
- HESI Biology Review

For complete information regarding dates offered and cost, please contact the Workforce and Professional Development Institute at 856-415-2216.

Study Guide for the HESI Admission Assessment Exam

Preparation for the HESI Admission Assessment exam is highly recommended. The HESI Evolve Reach Admission Assessment Exam Review Study Guide is available in the RCGC Bookstore for $44.00. The College Bookstore can be reached at 856-415-2249.

RCGC Placement Test

Applicants to the nursing program must submit in their portfolio the RCGC Placement Test/Admission Status Form (see page 19) enclosed in this packet. Both sections of this form must be completed before enclosing the form in your portfolio. Unless students meet 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 RCGC.

Questions regarding the RCGC Placement Test or registering for the test, contact the RCGC Testing Center at 856-415-2268.

Any questions about exemption from taking the RCGC Placement Test or getting the RCGC Placement Test/Admission Status Form signed, contact the Admissions Office at 856-415-2209.

Excelsior College Testing

Applicants who have taken an acceptable college level, 4 credit lab, Anatomy and Physiology I and II and/or Microbiology courses with a grade of C or better from a regionally accredited school prior to 2011, have the option of meeting those requirements by taking the Excelsior College Examinations. For test center locations and additional information, contact the Excelsior College via email at testadmn@excelsior.edu or toll free at 888-723-9267.

GPA Verification

GPA Verification

A cumulative grade point average of at least 2.0 is required for consideration for admission into the program. Verification of the student’s cumulative GPA must be documented by submitting an official transcript from your last school of attendance.

Attention RCGC Students: Please be aware that the RCGC student’s cumulative GPA must be a 2.0 or higher to start the Nursing program. At the time of application, if prior coursework prevents the student’s cumulative GPA at RCGC from being a 2.0 or higher, please call 856-415-2197 and press option 1.
Official transcripts from ALL colleges you attended that generated an academic record must be submitted in your portfolio.

Transcripts previously sent to RCGC for the general admission file will not be added to the portfolio; therefore, students must resubmit all official transcripts in their portfolio.

All high school, college and/or vocational school transcripts, submitted in the portfolio must be official and sealed in an envelope. Transcripts not sealed in an envelope from the issuing institution or in an opened envelope are not considered official and will not be accepted. Please allow the issuing institution a minimum of four weeks for processing to ensure placement in portfolio.

Failure to include official transcripts from ALL colleges attended will result in an incomplete portfolio and it will not be considered for acceptance.

- **RCGC Students**

ALL current and previous RCGC students MUST submit an official RCGC transcript in their portfolio. The RCGC Admissions Office and Student Records Office are NOT responsible for placing RCGC transcripts in students’ portfolios. It is the responsibility of the student to request his or her transcript in writing from the Student Records Office. There is no charge for the RCGC transcript that is included in the portfolio. However, when requesting an RCGC transcript, students must inform the staff that it is for the portfolio. Allow five working days to process the request. It is strongly recommended to request the RCGC transcript once grades are posted, but no later than two weeks PRIOR to the portfolio deadline.

- **Transfer Students**

It is the student’s responsibility to ensure that course work from other colleges, submitted in the portfolio for selective admission ranking purposes, is acceptable prior to submitting portfolio. Transfer students should have previous course work evaluated for transfer credit prior to submitting the portfolio. Students must submit official transcripts from each college to the Admissions Office and complete a Transfer of Credit Evaluation form. For more information, refer to the Transfer Credit Policy in the college catalog and on page 16 of this admission packet. Be aware that college level courses taken while in high school may have generated a college transcript.

- **High School Transcripts**

For general admission to RCGC (STEP 1, p 8), submission of an official copy of the student’s high school transcript documenting high school graduation (or earned GED) is MANDATORY for all applicants. International high school transcripts MUST be evaluated and submitted to the Admissions Office.

For selective admission to the nursing program, if you are submitting a high school level lab biology and/or lab chemistry to satisfy the science course requirement, you MUST include a sealed copy of your high school transcript, obtained from your high school, in your portfolio. To encourage students to elect the more challenging subjects, a weighted grading system exists. Be aware that the weighted system for high school advanced placement courses and honors courses is for the purpose of class rank and GPA only. Grades for courses shown on the high school transcript will be used for admission consideration.

- **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 your high school transcript and a course-by-course evaluation of your college transcript(s) by a member of the National Association of Credential Evaluation Services (NACES) at naces.org or by AACRAO International Education Services at aacrao.org.

If you have any concerns or questions regarding transcripts, contact the Admissions Office at 856-415-2209.
NEW Science Course Transfer Policy

Nursing and Allied Health programs will only accept, in transfer, Anatomy and Physiology I and II and Microbiology courses that have been completed successfully from a regionally accredited institution and in a face-to-face or hybrid format. Acceptable coursework not taken at RCGC must have equivalent content, lecture, credit hours, face-to-face lab hours and provide a letter grade.

Students who are submitting grades from other colleges to meet program requirements for admission ranking in Anatomy and Physiology (I & II) are required to provide proof of course(s) delivery method.

- Students who have taken Anatomy and Physiology I & II successfully online BEFORE August 1, 2017 will be required to demonstrate competency by enrolling and successfully completing competency testing through the RCGC STEM Division. Students should seek the guidance of their advisor.

- Students who have taken Anatomy and Physiology I & II successfully online AFTER August 1, 2017 will not have the option to test out through competency testing. Students should seek the guidance of their advisor.

❖ Proof of Delivery Method

If you are using Anatomy and Physiology I or II for admission ranking purposes, the following is required as proof of delivery method and must be included in portfolio:

- Course Schedule
  The schedule MUST include the students name, the semester and year course taken, course title and section number.

  AND

- Course Syllabus
  The syllabus MUST include the semester and year course taken, course title and section number. This needs to match the information on the course schedule.

NOTE: Science courses taken at RCGC do not require proof of delivery method. This only applies to Anatomy and Physiology (I & II) and Microbiology courses taken at other colleges.

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. Failure to include this information could result in an incomplete portfolio and your portfolio will not be considered for admission.

For more information or if you have any questions regarding this NEW Science Course Transfer Policy, refer to Administrative Procedure 8112 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 www.njtransfer.org
Portfolio Deadline

Generic Nursing Program Deadline: Friday, March 2, 2018
Notifications mailed on or about: Monday, April 2, 2018

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

Submit the complete portfolio in a large manila envelope; do not staple or use paper clips. “Complete” means that the 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 acceptance.

Write on the front of the envelope: If mailing portfolio use the below address:
• Student’s Name Rowan College at Gloucester County
• RCGC Student ID Number Admissions Office
• The program to which you are applying ATTN: Selective Admission Portfolio

1400 Tanyard Road
Sewell, NJ 08080

Complete Portfolios submitted in person or by mail must be received in the Admissions Office in the Student Services Building by 5 pm on Friday, March 2, 2018. Complete nursing portfolios may be submitted any time prior to the published deadline. Once submitted, new documentation may NOT be added to the portfolio. Remember to allocate sufficient time to gather all documentation.

COMPLETE Nursing Portfolio MUST include ALL of the following:

1. Portfolio Checklist (p. 16,17)
2. Nursing Application ( p. 18)
3. RCGC Placement Test/Admission Status Form (p. 19)
   (Signed by RCGC Admissions)
4. HESI Admission Assessment Exam Test Score
   (Official score report in sealed envelope obtained from the Testing Center)
5. 2018 Information Session Attendance Slip (Original slip)
6. Official transcript from high school (If applicable) (see page 14)
   (In a sealed envelope obtained from high school)
7. Proof of Delivery Method for A&P I and II (If applicable) (course schedule and syllabus)
   (see page 15)
8. Official transcripts from ALL colleges attended*
9. Verification of GPA of at least 2.0 from last school of attendance (Official transcript)

*Note: If accepted into the program, applicable college credits will automatically be transferred.
Please check (☐) each box as you complete the corresponding requirement. All documents must be enclosed in your portfolio and submitted to the RCGC Admissions Office by: **Friday, March 2, 2018**

☐ Nursing Application

☐ RCGC Placement Test/Admission Status Form Signed by applicant and RCGC Admission Staff

☐ HESI Admission Assessment Exam Score Report (official score report in sealed envelope from the Testing Center) 

NOTE: If HESI scores are BELOW minimum, your portfolio will be incomplete and not considered for admission.

Date of HESI Exam _______________ Fill in the score for each exam below:

Chemistry (minimum 70%) ____________

Biology (minimum 70%) ____________

Vocabulary & General Knowledge (minimum 80%) ____________

Reading Comprehension (minimum 80%) ____________

Grammar (minimum 80%) ____________

Math (minimum 80%) ____________

Critical Thinking Overall (minimum 700) ____________

☐ 2018 Information Session Attendance Slip (original only) Date of attendance _____________________

☐ High School Transcript if applicable Include official high school transcript in sealed envelope obtained from the high school (see page 14)

☐ Proof of Delivery Method for Anatomy and Physiology I and II: Course schedule and syllabus (not required for Anatomy and Physiology courses taken at RCGC) (see page 15)

☐ College Transcripts List ALL colleges attended including RCGC and include official transcript for each Verification of college attendance will be made through the National Clearing House and/or NSLDS

(1)__________________________________ (4)__________________________________

(2)__________________________________ (5)__________________________________

(3)__________________________________ (6)__________________________________

☐ I Acknowledge, if an offer of acceptance is made, omission of a transcript from any college attended is grounds for rescinding the offer. Applicant’s Initials __________

☐ GPA Verification Include official transcript verifying cumulative grade point average of 2.0 or higher from last school of attendance.

Write name of last school attended__________________________________________ GPA __________

**PLEASE CONTINUE TO OTHER SIDE**
I understand that I am solely responsible for the contents of this portfolio. I also certify that I have read, understand and meet the admission requirements and that this portfolio is complete. I further understand that once I submit this portfolio to the RCGC Admissions Office, I will not be permitted to submit additional documentation.

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.

The Buckley Amendment (Privacy Act) requires student permission before transferable college courses may be added to the student’s academic record. If accepted into the program, permission is granted to transfer any applicable courses and change major by signing below.

Signature of Applicant ___________________________________________ Date _____________________
RCGC Nursing Application

This application is submitted only after you have completed the general admissions process as described in this packet. Include this application as part of your completed portfolio.

**Please type or print clearly.**

ID # ____________________________

Legal Last Name __________________ Maiden Name (if applicable) __________________

First Name ______________________ Middle Initial __________________

Address ________________________________________________________________

City ____________________________ State ______ ZIP Code ___________ County __________

Home Phone: (_____) __________________________ Date of Birth _________/_________/________

Work Phone: (_____) __________________________ Sex: ☐ Male ☐ Female

Cell Phone: (_____) __________________________

Email Address ____________________________________________________________________________

Are you currently a student at Rowan College at Gloucester County? ☐ No ☐ Yes

If no, have you ever attended Rowan College at Gloucester County? ☐ No ☐ Yes, dates attended ______________________________

Please list below all high schools, vocational/technical schools and colleges/universities attended:

<table>
<thead>
<tr>
<th>Name of Institution:</th>
<th>Address:</th>
<th>Dates Attended:</th>
<th>Degree Received:</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>City/State</td>
<td>Month/Year</td>
<td></td>
</tr>
<tr>
<td>Vocational/Technical School</td>
<td>City/State</td>
<td>Month/Year</td>
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<tr>
<td>College/University</td>
<td>City/State</td>
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<td>Month/Year</td>
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**Equal Opportunity**

The Board of Trustees is committed to providing an educational and workplace environment free from unlawful harassment and discrimination. All forms of employment and educational discrimination and harassment based upon race, creed, color, national origin, age, ancestry, nationality, marital or domestic partner or civil union status, sex, pregnancy, gender identity or expression, disability, liability for military service, affectional, or sexual orientation, atypical cellular or blood trait, genetic information (including refusal to submit to genetic testing) are prohibited and will not be tolerated. For questions concerning discrimination contact Almarie J. Jones, Executive Director, Diversity and Equity, Affirmative Action/Title IX Officer at 856-415-2154 or ajones@rcgc.edu. For disability issues, contact Dennis M. Cook, Director, Department of Special Services, ADA/504 Officer at 856-415-2265 or dcook@rcgc.edu.
RCGC Placement Test/Admission Status Form

1. Applicant completes Applicant Section.
2. Applicant submits form to the Admissions Office for signature BEFORE placing in his/her portfolio.
3. RCGC Admissions Representative completes their section, signs and returns form to applicant.
4. Only after an Admissions Representative signs this form will it be considered complete and ready to be enclosed in the portfolio.

NOTE: It is highly recommended that you submit this form to the Admissions Office well in advance of turning in your portfolio to ensure sufficient time for processing.

**Applicant Section:**

Applicant Name_____________________________________________  ID #______________________

I am an applicant for the Rowan College at Gloucester County 2018 Selective Admission Program
(please check one):
☐  LPN-RN Track
☐  Generic Nursing Program
☐  Diagnostic Medical Sonography
☐  Physical Therapist Assistant

I hereby request the Admissions Office to verify my admission status and RCGC Placement Test status. I acknowledge that only after an Admissions Representative signs this form it will be considered complete and ready to be enclosed in the portfolio.

Signature of Applicant __________________________________________ Date ____________________

**RCGC Admissions Office Section:**

**Admission Status**
☐ This applicant has satisfied the general admission requirements by providing the following document:
  ___ Official high school transcript
  ___ Home school transcript
  ___ GED

☐ This applicant has the following outstanding admission requirements and is not eligible to apply to the program:

_____________________________________________________________________________

**RCGC Placement Test Status**
☐ This applicant has satisfied the RCGC Placement Test requirements

☐ This applicant has taken the RCGC Placement Test but still has the following outstanding remedial requirements and is not eligible to apply to the program:

_____________________________________________________________________________

Signature of RCGC Admissions Representative __________________________ Date ____________________