

Nursing, Generic RN

Admissions Handbook — 2024



RCSJ.edu



1400 Tanyard Road, Sewell, NJ 08080

Generic Nursing

2024

FACT SHEET

Portfolios accepted: January 2, 2024 – March 1, 2024

Portfolio Deadline: March 1, 2024, 5:00 p.m.

All Admissions Decisions Sent: April 5, 2024

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 2024 Generic Nursing Program on either the Gloucester or Cumberland Campus
- Applicants may only apply to **one** selective admission program per year
- Applicants may only submit a Nursing Program portfolio to one campus
- Applicants must be 18 years of age as of the first day of the Fall 2024 semester
- All science courses must be taken from 2019-present.
Online course instruction for Anatomy I and Anatomy II not acceptable at another college prior to Spring 2020
- Mandatory Nursing Orientation for the accepted Fall 2024 Nursing students: August 20, 21, and 22, 2024; 8:00 a.m. – 4:00 p.m.
*Students **must** attend all three days to maintain their seat in the program.*
- Students who do not complete the program within three years must wait five years before reapplying to the Nursing Program.
- All students accepted to the Nursing Program **must** be vaccinated for COVID-19

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



Nursing and Health Professions

Dear Nursing Applicant:

Thank you for your interest in the Nursing Programs at Rowan College of South Jersey. Since the early days of Cumberland County College and Gloucester County College, the Nursing Programs have educated thousands of Registered Nurses and have supported the needs of the health care community. Both college Nursing Programs have been in good standing with the New Jersey Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN). NCLEX-RN pass rates have been above the national passing average.

On July 1, 2019 the former Cumberland County College and Rowan College of Gloucester County merged to become Rowan College of South Jersey. Due to the merger, the New Jersey Board of Nursing has required the two programs to join and create one unified curriculum.

The Board of Nursing approved the new curriculum in fall of 2020, with the first cohort admitted in fall 2021. The curriculum is delivered on both the Cumberland and Gloucester campuses. Applicants will choose one campus to complete their Nursing courses.

Prior to applying to the Nursing Programs 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 Programs as well as the professional responsibilities.

Part of the admission requirements to the Nursing Programs at RCSJ 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 Programs requirements will be explained and an opportunity for applicants to ask and have questions answered.

Graduates from the Nursing Programs at RCSJ earn an Associate in Applied Science degree 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.

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

Sincerely,

Susan Hall

Susan Hall, Ed.D, MSN, RN, CNE
Dean, Nursing and Health Professions
Cumberland and Gloucester Campuses

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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.



Section I:

A.A.S. Nursing Program Information

- Important Information
- Program Accreditation Status
- Campus Merger Statement
- State Board of Nursing Requirements for Licensure
- Nursing Program Standards
- Health Requirements
- Curriculum (A.A.S. Nursing Program of Study)
- Nursing (NURS) Course Descriptions
- General Education Courses
- GPA Requirement
- Letter Grades

Important Information

The information in this packet is effective for applicants planning to enter the
Generic Nursing Program beginning in September 2024

Portfolios Accepted: January 2, 2024 – March 1, 2024

Portfolio Deadline: Friday, March 1, 2024 at 5:00 p.m.

All Admissions Decisions Sent on or about: Friday, April 5, 2024

Admissions decisions will be sent to the applicant's campus specific RCSJ email account

– IMPORTANT –

The College is not responsible for any applicant who does not follow the instructions printed in this packet. **Responsibility for correctly completing the Nursing application process, both general and selective admissions, lies with the applicant. Failure to do so will result in an incomplete portfolio.**

Applicants to the program must fulfill all listed admission criteria for both general and selective admissions. While admission is competitive on both campuses, acceptance depends on the size and qualifications of the applicant pool. Please note that meeting or exceeding all admission criteria does not guarantee acceptance to the program.

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

Applicants may contact SelectiveAdmissions@rcsj.edu for answers to general questions about the process described in this packet. Information in this packet reflects policies and procedures which must be followed to be considered for admission into the 2024 Generic Nursing Program.

The information presented in this packet supersedes all other information obtained by the applicant and is accurate at the time of publication.

The Rowan College of South Jersey Nursing Program

is approved by

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

2021 New Jersey Board of Nursing granted Approval until 2029

The Associate of Applied Science (A.A.S.) degree nursing program
at Rowan College of South Jersey

is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
acenursing.org

Accreditation Commission for Education in Nursing (ACEN)

Initial Accreditation: December 1972

Date of Most Recent Commission Action: March 2022

Current Accreditation Status: Accredited

Accreditation Stipulations: None

Date of Last Visit: October 5–6, 2021

Next Site Visit: Spring 2025

Complaints may be sent to the Board of Nursing and The Accreditation Commission for Education in Nursing (ACEN) at their respective addresses.

Campus Merger Statement

On July 1, 2019 the former Cumberland County College and Rowan College of Gloucester County, merged to become Rowan College of South Jersey. Due to the merger, the New Jersey Board of Nursing has required the two programs to join and create one unified curriculum.

The Board of Nursing approved the new curriculum in fall of 2020, with the first cohort admitted in fall 2021. The same curriculum is offered on both the Cumberland and Gloucester campuses.

Students can complete general education courses (*non-NURS courses*) at either the Gloucester or Cumberland campus, or transfer the courses from another institution.

However, students must choose one campus to complete their NURS course requirements. Applicants will designate their campus choice on the Nursing Application.

Admission to the Nursing Program is highly competitive across both campuses. There is no guarantee of admission, even if an applicant exceeds minimum admissions criteria in one or more areas. Applicants who submit a portfolio to both campuses for the 2024 Generic Nursing Program will be disqualified for entry on both campuses.

Course schedules may vary between campuses and are subject to change each semester. Applicants should take travel time to class and clinical sites into consideration when choosing a campus.

Students are required to provide their own transportation for clinical experiences. Clinical placements can be located within a 90-minute radius from Rowan College South Jersey.

State Board of Nursing Requirements for Licensure

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, revised online 10/26/15 current as of 4/21/23)

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. Passing the NCLEX-RN Examination
5. Completed questionnaire on medical conditions, including the use of controlled substances within two years prior to applying for licensure

Source: Confirmed by NJ Board of Nursing communication dated 11/4/2020.

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

NJ Application for Licensure: www.njconsumeraffairs.gov/nur/Pages/applications.aspx

Additional information on all State Boards of Nursing is available through the National Council of State Boards of Nursing website: ncsbn.org 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.

Nursing Program Standards

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 NURS courses and Science courses and students must maintain a cumulative GPA of 2.5 to remain in the Nursing Program. Students must satisfactorily complete all 100-level Nursing courses and Anatomy & Physiology I and II (*BIO 105/BI 106 and BIO 106/BI 107*) to progress to 200-level Nursing courses. All NURS 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 RCSJ Academic 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 patient 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 internet. **(Note: AOL is NOT compatible with many of the applications)** Computers are available to students on the RCSJ campus.
- Nursing students are required to meet specific health standards. **Nursing applicants are notified of comprehensive health requirements upon acceptance to the program.** Health requirements are based on the recommendations of the Center for Disease (*CDC*) requirements for healthcare providers. The completed health packet is due to be submitted **June 12, 2024 at 12:00 p.m.** All blood work should be drawn by **May 22, 2024**. Failure to submit a completed health packet will result in forfeiting the acceptance offer. Clinical agencies reserve the right to require additional health screenings. Students are responsible for all health screening costs.
- Nursing students must maintain current CPR certification while in the Nursing Program. The level of CPR is **Basic Life Support (BLS) for the Healthcare Professional** and is ONLY acceptable through the American Heart Association. **RCSJ offers a one credit course, Healthcare Provider Emergency Response with BLS Certification on both campuses to meet this requirement. Gloucester Campus can take HPE 105 and Cumberland Campus students can take HS 106.**
- Clinical agencies require criminal history background checks (*CHBC*) for all individuals engaged in patient care. A component of the CHBC includes a urine drug screen. Upon acceptance into the Nursing Program, students must complete the **CHBC and the urine drug screen by the due date of April 19, 2024**. Students are responsible to pay all fees associated with the CHBC.
- CHBC results are sent to the clinical agencies who have sole discretion to determine whether the student may engage in patient care at the agency. (*Source: Rowan College South Jersey's Administrative Rule/Regulation: 8103*)
- 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.



Curriculum

Rowan College of South Jersey Division of Nursing and Health Professions
Graduation Control Sheet

Nursing Generic Program – Gloucester/Cumberland Campuses Associate in Applied Science (A.A.S.)

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 are approved by the New Jersey Board of Nursing and accredited by ACEN.

FIRST YEAR – Fall Semester		Credits
___ ENG 101 / EN 101	English Composition I	3
___ BIO 105 / BI 106	Anatomy & Physiology I	4
___ PSY 101 / PY 101	General Psychology	3
___ NURS 110	Nursing I	6
___ NURS 111	Nursing 1 Lab	1
		<hr/>
		17
Spring Semester		
___ ENG 102 / EN 102	English Composition II	3
___ BIO 106 / BI 107	Anatomy & Physiology II	4
___ NURS 120	Nursing II	9
___ NURS 121	Nursing II Lab	1
		<hr/>
		17
SECOND YEAR – Fall Semester		
___ BIO 215 / BI 203	Microbiology	4
___ NURS 230	Nursing III	8
___ NURS 231	Nursing III Lab	1
		<hr/>
		13
Spring Semester		
___ NURS 240	Nursing IV	7
___ NURS 245	Transition to Practice	4
___ NURS 210	Nursing Global Issues and Trends	2
		<hr/>
		13
	Total Minimum Credits:	60

Nursing is a selective admission program. Students must be accepted to the program prior to registering for any NURS courses. Admissions packets are available online on the Selective Admissions website.

Clinical agencies require criminal history background checks (CHBC) and urine drug screening (UDS) for all individuals engaged in patient care. All students must undergo a CHBC and UDS upon acceptance into the Nursing Program. CHBC and UDS 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 and UDS, the student will be dismissed from the Nursing Program.

Students must satisfactorily complete all 100-level Nursing courses and Anatomy & Physiology I and II 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 three years before reapplying to the Nursing Program. A minimum grade of "C+" is required in all science courses and NURS courses.

CONTROL SHEET EFFECTIVE FOR STUDENTS ENTERING 9/2021

Nursing (NURS) Course Descriptions

Nursing I NURS 110.....6 credits

This course serves as the foundation for health and wellness promotion and disease prevention in beginning Nursing practice. Focus will be on the concepts related to health across the lifespan and an introduction in the delivery of competent, quality, safe patient centered care. Concepts from pharmacology, nutrition, pathophysiology and safety across the lifespan are utilized to provide care in a variety of healthcare settings.

Nursing I Lab NURS 1111 credit

This course focuses on health and physical assessment across the lifespan and basic clinical Nursing skills. Development of knowledge, skills and attitudes for beginning Nursing practice will be integrated. Laboratory exercises incorporate real world situational experience with healthcare professionals on the College campus.

Nursing II NURS 120.....9 credits

This course builds on previously acquired knowledge and learned behaviors of health, wellness promotion and disease prevention. Students will implement evidence-based practice to provide safe and effective care to adults and childbearing and childrearing families. Concepts from pharmacology, nutrition, pathophysiology and safety across the lifespan are utilized to provide care in a variety of healthcare settings.

Nursing II Lab NURS 1211 credit

This course builds on acquired knowledge and learned behaviors and requires the demonstration of clinical Nursing skills necessary for student progression. Laboratory exercises incorporate real world situational experience with healthcare professionals on the College campus.

Nursing III NURS 230.....8 credits

This course builds on previously acquired knowledge and learned behaviors of health, wellness promotion and disease prevention. Students will collaborate with a variety of healthcare team members to provide safe and effective care to patients across the lifespan and includes an emphasis on mental and behavioral well-being. Concepts from pharmacology, nutrition, pathophysiology and safety across the lifespan are incorporated to provide care in a variety of healthcare settings.

Nursing III Lab NURS 2311 credit

This course focuses on the performance of complex advanced Nursing skills necessary for student progression. The expansion of knowledge and behaviors is integrated. Laboratory exercises incorporate real world situational experience with healthcare professionals on the College campus.

Nursing Global Issues and Trends NURS 210.....2 credits

This course focuses on current Nursing issues and trends with a global perspective. Topics include the evolution of Nursing practice, leadership strategies and clinical decision-making skills based on ethical and legal principles of care.

Nursing IV NURS 240.....7 credits

This course incorporates all concepts of previously acquired knowledge and learned behaviors of health, wellness promotion and disease prevention. The student learns to analyze, synthesize and evaluate complex and advanced concepts from pharmacology, nutrition, pathophysiology and safety across the lifespan. Clinical activities are in a variety of healthcare settings.

Transition to Practice NURS 245.....4 credits

This course focuses on integration of knowledge, continued development of clinical judgment and life-long learning. It 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.

General Education Courses, GPA and Letter Grades

General Education Courses

An applicant may enroll in general education courses at the College prior to acceptance into the Nursing Program. Please note enrollment in general education courses at the College does not guarantee acceptance to the Generic Nursing Program. Any general education (*non-NURS*) courses can be taken prior to program application.

Applicants may use the College Level Examination Program (CLEP) to meet the general education course work requirement as long as the total score is equal to or greater than the ACE Recommended Credit-Granting Score. For more information and arrangements to take a CLEP subject exam please contact the RCSJ Testing Center at 856-415-2268 (*Gloucester*) or email ssc@rcsj.edu or 856-200-4648 or email testing@cc.rcsj.edu (*Cumberland*).

A student who has no previous experience with health care terminology may consider taking one of the courses offered at the College to increase their competency in this area. Gloucester Campus students can take ALH 102, Medical Terminology (3 credits), and Cumberland Campus students can take HS 102, Medical Terminology (3 credits). Both courses provide students with a working vocabulary of medical terms.

A student who has limited or no computer experience should consider taking one of the computer courses offered at the College which will provide you with knowledge of Microsoft Office Professional for Windows and experience with the internet. Gloucester campus students can take CIS 102, Introduction to Computers (*4 credits*), and Cumberland campus students can take CS 101, Introduction to Microcomputers (*3 credits*).

Math skills, including algebraic equations, are essential to succeed in the Nursing Program. Students interested in taking additional math courses to improve their skills should consult with their academic advisor for course suggestions.

GPA Requirement

A cumulative grade point average of at least 2.50 is required for consideration for admission into the program. Verification of the student's cumulative GPA must be documented by submitting an official transcript from your last school of attendance.

There is no rounding of the cumulative GPA. The cumulative GPA is calculated to the hundredth digit. High school seniors (*class of 2023*) will use their weighted GPA, if available.

- **Example:** a 2.49 GPA is not considered a 2.50
- **Example:** a 2.578 GPA will be a 2.57
- Students with a high school GPA in the 0–100 scale are encouraged to consult CollegeBoard's GPA conversion table for assistance in converting their GPA to a 4.0 scale

Attention Current RCSJ Students: Please be aware that the RCSJ student's cumulative GPA must be a 2.50 or higher to start the Nursing Program. At the time of application, if prior coursework prevents the student's cumulative GPA at RCSJ from being a 2.50 or higher, please contact your Academic Advisor for options.

Letter Grades

Some colleges do not operate on the plus or minus grading scale. Students transferring coursework from a college that does not use a plus or minus grading scale will need to earn a letter grade of "B" or better for coursework in the Generic Nursing Program that requires a minimum grade of "C+." For more clarification on this policy, students can contact SelectiveAdmissions@rcsj.edu



Section II:

Admissions

- Frequently Asked Questions
- General Admissions, Gloucester & Cumberland Campuses
- Portfolio Requirements
- Selective Admissions Ranking Criteria
- 2024 Information Session Dates and Registration Information
- HSRT-AD Exam Information and Registration Information
- Transcript Policies
- Transfer Students
- Science Course Transfer Policies and Verification of Instructional Method (*for Anatomy I and Anatomy II*)

Frequently Asked Questions

Q: How many students do we accept per year?

A: The number of seats at both campuses varies per year based on clinical site availability and faculty availability. There is no set number of seats per year for either the Gloucester or Cumberland Campus.

Q: Do you have a rolling deadline?

A: The portfolio deadline is firm — no portfolios are accepted after the posted deadline. All admissions decisions are made after the deadline.

Q: Can I apply to both campuses for Nursing?

A: **No.** Students must choose **one** campus to submit their portfolio. Students who submit a portfolio to both campuses for the 2024 Generic Nursing Program will be immediately disqualified for entry on both campuses.

Q: Can I apply to both the LPN-RN Track and the Generic Nursing programs?

A: **Yes!** Current Licensed Practical Nurses (LPNs) can apply to both the LPN-RN Track and the Generic Nursing program since the programs run on different application cycles. Please be aware that a PN license cannot be used toward any NURS coursework in the Generic Nursing track.

Q: Do I have to have all of my prerequisite courses completed before applying?

A: RCSJ does not have a set list of prerequisite courses to apply to the A.A.S. Nursing Program. Students must meet all general and selective admissions criteria to apply to the program. Remaining general education courses can be taken concurrently with Nursing courses as listed on the Program of Study.

Q: If I score below the minimum requirements/don't meet the requirements outlined, can I still apply & be accepted?

A: No. All applicants must meet minimum general and selective admissions criteria at time of portfolio submission. Students who do not meet the minimum qualifications will be marked as incomplete and not eligible for the program.

Q: Admissions has all of my transcripts on file, is it necessary to include them in my portfolio?

A: Yes, all official college transcripts must be resubmitted in the portfolio. Students must resubmit a high school transcript only if they are using a high school lab science to apply and/or the Admissions office does not have a copy on file.

Q: I finished all of the general education courses in the A.A.S. Nursing curriculum. Does this mean I can finish the program sooner?

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

Frequently Asked Questions (*continued*)

Q: I want to apply for the 3+1 program. Do I have to fill out another application or am I automatically applying for it?

A: 3+1 is a track of Rowan University's RN-BSN program. Students become eligible for the program when they are accepted to the A.A.S. Nursing Program. Enrollment in 3+1 usually starts in the student's third or fourth semester of the Nursing Program.

Q: Do I need to take the HSRT-AD exam if I have an advanced degree or have taken the HESI or TEAS?

A: The HSRT-AD exam is required for all applicants and is non-negotiable. Previous HESI and TEAS scores are not considered nor accepted for admissions ranking. Previous HSRT-AD scores do not carry an expiration date for the 2024 Generic Nursing Program.

Q: I am transferring from another school. Will you accept my credits?

A: General education courses may be eligible to transfer to the Nursing Program. Students transferring from another Nursing Program should be advised that Nursing courses cannot transfer from school to school. Transfer students should have their transfer credits evaluated prior to submitting a Nursing portfolio. Please find more information on page 22 and 23 of this packet.

Q: Is the time limit just on the lab science or does that also apply to general education classes?

A: Science courses must be no older than five years from point of entry to the Nursing Program. All other general education classes do not carry an expiration date.

Q: How is the cumulative GPA calculated?

A: The cumulative GPA for selective admissions ranking purposes is taken from the institution the applicant either currently attends or most recently attended. This is verified from inclusion of the student's official transcript in the portfolio. If the student attended more than one institution, the GPAs are not combined, and only the most recent cumulative GPA is used.

Q: I met or exceeded all minimum requirements, so that means I am accepted, right?

A: No. Admission to the Generic Nursing Program is not guaranteed. All applicants are ranked objectively based on the published criteria (see page 15). Meeting or exceeding minimum requirements does not guarantee acceptance. All applicants should put their best foot forward when submitting their portfolio.

Application Process – Overview

All selective admission programs at Rowan College of South Jersey have a unique, two-step application process that is necessary due to the College's open general admission policy.

Both application processes must be completed correctly at the designated campus 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 Programs. This process will provide students with acceptance to the College, but not to the Nursing Program. Students must complete a General Admission application for the campus they wish to attend to complete the Nursing Program **prior** to submitting a Nursing portfolio.

If there are questions regarding application status or an application is needed, contact the Admissions Office on your designated campus:

Gloucester: 856-415-2209

Cumberland: 856-200-4669

1. Complete and submit a general admission application to your designated campus online at [RCSJ.edu/Apply](https://www.rcsj.edu/Apply). Indicate on the application the intention to apply to the Nursing Programs.
2. Students must submit an official copy of their high school transcript documenting high school graduation (or earned GED) to the Admissions Office. This is **mandatory** for all applicants, regardless of additional degrees earned.
3. Satisfy the RCSJ Placement Test requirement based on one of the following:
 - meet exemption criteria (*Subject to change and specific to intended campus*)
 - test above the remedial level in all areas
 - complete all required remediation **prior** to applying to the Nursing Program

Please see the next page for detailed information about completing the general admissions process for the Gloucester and Cumberland Campuses.

STEP 2 Selective Admission Portfolio

Once the general admission process is complete, students are ready to begin the second step in the application process: submission of the Nursing portfolio.

Each Nursing applicant is required to gather all documentation listed on the checklist and present it to the Admissions Office of your designated campus as a completed portfolio.

Once submitted, the portfolio is a final document and property of the College. Students cannot add, remove or edit any documents in their portfolio

A complete portfolio consists of the following documents:

1. **Portfolio Checklist**
2. **2024 Nursing Application**
3. **2024 Information Session Proof of Attendance Email** (*Email sent to students 1-2 business days aftersession*) (*see page 16 for dates*)
4. **General Admission Completion Form** (*Signed by RCSJ Admissions*)
5. **Signed Portfolio Submission Agreement**
6. **Completed Ranking Scoresheet**
7. **HSRT-AD Test Scores** (*in sealed envelope*) (**must** request from the Testing Center campus where you tested)
8. **Official transcript from high school** (*If applicable*) (**must** obtain from high school and be in a sealed envelope) (*see page 22*)
9. **Verification of Instruction Method** (*If applicable*) for A&P I and A&P II (*see page 24*)
10. **Official transcripts from ALL colleges where the applicant generated an academic record*** (**must** obtain from each college and be in a sealed envelope) (*see page 23*)

Note: If accepted into the program, applicable college credits will automatically be transferred

*RCSJ transcript can be unofficial

General Admissions – Gloucester Campus

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

Step 1: Apply and Submit Official Documents

A. Complete the free online application at RCSJ.edu/gc/Apply

- **New** students are recommended to declare **A.A.S. Health Science, Nursing Pathway** as their course of study.
- **Current** students do not need to reapply to the College, but should verify application status with the Admissions Office and verify their contact information (including mailing address, telephone number and email) are current with the Student Records office.
- **Returning** students who have not attended the college in 3+ years or recently graduated with a degree from RCSJ must reapply to the College.
- **Current Cumberland Campus** students will need to complete a new application to the Gloucester Campus.
- **Graduating HSOP Students** (*class of 2024*) and **Visiting (Non-Matriculated) Students** will need to complete an application to the College as a new, degree seeking student.
- Designation as a potential Nursing applicant does not guarantee nor imply special consideration for acceptance to the Nursing Program.

B. Send official high school transcript or high school equivalency documents and any college transcripts to the Gloucester Admissions Office via the office email address: admissions@rcsj.edu. Transcripts must be issued directly from the institution. High school completion credentials are **mandatory** for all applicants.

Step 2: Satisfy Placement Test Requirements

Students interested in applying to Selective Admissions programs (*like Generic Nursing*) must satisfy the College's traditional placement testing requirements.

Applicants may be exempt from the College's placement exam if they meet certain exemption criteria. Information about exemption criteria can be found on the Gloucester Campus Testing Center website: RCSJ.edu/Testing/Exemptions.

Unless the applicant meets one of the exemption criteria or tests above the remedial level in all areas, they must complete all required remediation before applying to the program. Per Administrative Procedure 8017, course work used for test exemption must be equivalent to a grade of "C" or better at RCSJ.

Please Note: Applicants must fulfill placement test requirements to their intended campus, as test exemption criteria may vary. Responsibility for completing general placement testing requirements lies with the applicant.

General admission application status and placement test exemption status is verified through the RCSJ Placement Test/ Admissions Status form (page 28). This form must be completed and signed by an RCSJ admissions representative on your intended campus PRIOR to submitting the portfolio.

Contact Information

General Admissions Office: RCSJ.edu/gc/Enroll

Phone: 856-415-2209

Email: admissions@rcsj.edu

Selective Admissions, Gloucester:

RCSJ.edu/gc/SelectiveAdmissions

General Email: SelectiveAdmissions@rcsj.edu

Testing Center: RCSJ.edu/gc/Testing

Phone: 856-415-2268

Email: ssc@rcsj.edu

Contact information is accurate at time of publication

General Admissions – Cumberland Campus

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

Step 1: Apply and Submit Official Documents

A. Complete the free online application at RCSJ.edu/Apply/Cumberland/Becoming-a-cumberland-student

- **New** students are recommended to declare **AS Biological Science/Health Science** as their major.
- **Current** students may not need to reapply to the College, but should check with the Admissions Office to ensure application is up-to-date.
- **Returning** students who have not attended the college in 2+ years or recently earned a degree from RCSJ must reapply to the College..
- **Current Gloucester Campus** students will need to complete a new application to the Cumberland campus.
- **Graduating HSOP Students** (*class of 2024*) and **Visiting (Non-Matriculated) Students** will need to complete an application to the college as a new, degree-seeking student
- Designation as a potential Nursing applicant does not guarantee nor imply special consideration for acceptance to the Nursing Program.

B. Send official high school transcript or high school equivalency documents and any college transcripts to the Cumberland Admissions Office via the office email address: admissions@cc.rcsj.edu. Transcripts must be issued directly from the institution.

Step 2: Satisfy Placement Test Requirements

Students interested in applying to Selective Admissions programs (*e.g. Nursing*) must satisfy the College's traditional placement testing requirements.

Applicants may be exempt from the College's placement exam if they meet certain exemption criteria. A full list of exemption criteria can be found on the Cumberland Campus Testing Center website: RCSJ.edu/Testing/Exemptions

Unless students meet one of the exemption criteria or test above the remedial level in all areas, they must complete all required remediation before applying to the program. Per Administrative Procedure 8017, course work used for test exemption must be equivalent to a grade of "C" or better at RCSJ.

Please Note: Applicants must complete the test requirements for their intended campus, as test exemption criteria may vary. Completion of general placement testing requirements is the applicant's responsibility.

General admission application status and placement test exemption status is verified through the RCSJ Placement Test/ Admissions Status form (page 28). This form must be completed and signed by an RCSJ admissions representative at their intended campus PRIOR to submitting the portfolio.

Contact Information

General Admissions Office: RCSJ.edu/Apply/Cumberland/Becoming-a-cumberland-student

Phone: 856-200-4669

Email: admissions@cc.rcsj.edu

Testing Center: RCSJ.edu/cc/Testing

Phone: 856-200-4648

Email: testing@cc.rcsj.edu

Contact information is accurate at time of publication

Selective Admission Portfolio Requirements

Once the general admissions process is complete, students are ready to begin the second step in the application process: submission of the Nursing portfolio.

Each Nursing applicant is required to gather all documentation listed on the checklist (*page 26–27*) and present it to the Admissions Office of your designated campus as a completed portfolio. Once submitted, the portfolio is a final document and property of the College. Applicants may not add, remove or edit their portfolio once submitted to the College.

All documentation must be submitted in a large manila envelope to the intended campus no later than March 1, 2024 at 5 p.m. Late submissions are not considered for admission.

The following items are **REQUIRED** for all applicants to the Generic Nursing Program at time of portfolio submission:

1. Completed General Application to Intended Campus

- General Application (*completed and submitted online at [RCSJ.edu/Apply](https://www.rcsj.edu/Apply)*)
- Submission of High School Transcript
- Satisfied Placement Test Requirements on Intended Campus

2. Attended one Information Session for the 2024 Generic Nursing Program

- Proof of attendance email must be printed and included in portfolio

3. Submission of official HSRT-AD Exam scores (*must be in sealed envelope from Testing Center where you took the exam*)

4. Completion of the following forms located on the Selective Admissions website:

- 2024 Generic Nursing Portfolio Checklist
- 2024 Generic Nursing Admissions Ranking Sheet
- 2024 Generic Nursing Application
- General Admission Completion Form
- Portfolio Submission Agreement

5. Submission or Resubmission of ALL official college transcripts, if applicable

(in sealed envelopes obtained from institution)

- RCSJ Transcript should be unofficial.
- Printed copies of electronic transcripts are not considered official

6. Submission or Resubmission of official high school transcript, if applicable (*in sealed envelope obtained from high school*) *Not required if official copy is on file with general admissions office **and** student will use a college level lab science as their ranking requirement*

7. Submission of Verification of Instruction Method Form (*if applicable, see page 24*)

- Not required for sciences taken at RCSJ or in high school

Note: The portfolio is considered complete at the time of submission when all General and Selective Admissions requirements are satisfied.

Selective Admission Ranking Criteria

Value of Points Toward Admission Ranking	<p>– IMPORTANT –</p> <p>All applicants are ranked objectively based on the criteria below.</p> <p>Applicants are required to submit minimum qualifying scores in all areas to be considered eligible.</p> <p>Meeting or exceeding minimum requirements does <i>not</i> guarantee acceptance.</p>
33.33%	<p>Health Science Reasoning Test—Associate Degree (HSRT-AD) Exam</p> <p>Previous HESI and TEAS scores not accepted. <i>No Rounding of Scores Accepted.</i> Scores from only one attempt may be submitted for admission.</p> <p>Minimum Composite Score: 72</p>
33.33%	<p>Science Course Requirement Must be taken from 2019–present</p> <p>Final grade received must be equivalent to a “C+” or better <i>The highest completed science grade of “C+” or better submitted will be used for admission ranking</i></p> <p>Applicants will choose one of the following options for admissions ranking purposes:</p> <p>A. Lab Biology and Lab Chemistry High School: 1 year each or College Level: 1 semester each Acceptable BIO class options: <i>BIO 107, BIO 101, BIO 102, high school Biology</i> Acceptable CHM class options: <i>CHM 107, CHM 111, CHM 112, high school Chemistry</i></p> <p style="text-align: center;">OR</p> <p>B. Anatomy and Physiology I with Lab College level only/equivalent to RCSJ’s BIO 105/BI 106</p> <p style="text-align: center;">OR</p> <p>C. Anatomy and Physiology II with Lab College level only/equivalent to RCSJ’s BIO 106/BI 107</p> <ul style="list-style-type: none"> • Online instruction for Anatomy I and Anatomy II taken at another college is not acceptable prior to Spring 2020 • Anatomy I and Anatomy II courses taken at another college must include Verification of Instruction Method in the portfolio (see pages 24 and 31) • Applicants transferring Anatomy I, Anatomy II, and/or Microbiology from another college should verify transferability well before submission of their portfolio
33.34%	<p>Cumulative GPA Requirement Minimum Cumulative GPA: 2.50</p> <p>Verified from official transcript from school the applicant currently attends or most recently attended at time of portfolio submission.</p> <p><i>No Rounding of GPA Accepted.</i></p> <p>GPA will be calculated to the hundredth digit.</p> <p>High school seniors will use their weighted GPA, if available.</p>

2024 Generic Nursing Program Information Sessions

Information sessions are held annually for prospective applicants to learn about the current application processes and to allow an opportunity to ask and have questions answered.

Each information session will start promptly at the scheduled time and will last about 1.5-2 hours. Attendees will be denied entry if they are 10 or more minutes late, as late entries are **prohibited. Plan ahead!**

What to Expect at Your Information Session

3 Informational Segments

- **Admissions:** Representatives from both Gloucester and Cumberland campuses will review the two-step application process for the Generic Nursing Program.
- **Program:** Representatives from the Generic Nursing program will review information about the program, including health packet requirements, course schedules, and resources available for accepted students.
- **Q&A:** Attendees will have an opportunity to ask and have questions answered by panelists in attendance. Questions should be general in nature about the program and the application process.

Two Formats: In-Person and Zoom Webinar

- One in-person session will be offered at each campus. Attendees will be able to explore campus, meet staff and current students, and attend the live information session.
- All other sessions will be offered via Zoom Webinar. Attendees will join in using a unique link sent to their email accounts after they register. Attendees will listen to the presentation and will be able to type their questions in a Q&A box for panelists to answer.
- **Please pay attention to the format of your information session when you register.**

Proof of Attendance

- Applicants must have proof of attendance at one information session is mandatory to apply to the 2024 Generic Nursing program.
- Applicants are required to stay for the entire length of the information session to receive attendance credit. Those who leave before dismissal is announced will not receive credit for attending and will need to attend a new session.
 - Attendees at an in-person information session will receive their proof of attendance slip at dismissal.
 - Attendees at a Zoom webinar information session will receive a proof of attendance email 1-3 business days following their information session.
- Information sessions expire annually. Applicants must attend a new information session for the year in which they apply.

2024 Generic Nursing Program Information Sessions *(continued)*

Registration Information

Advance registration is required for all information sessions

- Links to register for each information session will be posted one month before the scheduled session date. Same day registration will not be allowed for in-person sessions.
- Attendees will receive information about their information session to the email address used at registration. It is **imperative** that attendees use an email address they check regularly to register!

To register for an information session, please visit either website:

RCSJ.edu/SelectiveAdmissions/Gloucester

OR

RCSJ.edu/cc/SelectiveAdmissions

2023-2024 Generic Nursing Information Session Dates

	Date	Time	Location
Monday	September 18, 2023	6:00 p.m.	Nursing & Health Professions Building, Room 1001 (Gloucester Campus)
Tuesday	October 17, 2023	3:00 p.m.	Zoom Webinar
Wednesday	November 15, 2023	6:00 p.m.	Luciano Theater, Guaracini Performing Arts Center (Cumberland Campus)
Thursday	December 14, 2023	10:00 a.m.	Zoom Webinar
Tuesday	January 9, 2024	3:00 p.m.	Zoom Webinar
Monday	February 26, 2024*	6:00 p.m.	Zoom Webinar

****This is the FINAL information session for the 2024 Generic Nursing Program.
Additional information sessions will not be scheduled after this date***

***Information session dates and times are accurate at time of publication.
Any and all updates will be posted on the Selective Admissions website for both campuses.***

Please Note!

All applicants must attend one information session date for the 2024 Generic Nursing Program.

Information sessions for the Cumberland Campus LPN program or the LPN-RN Track program are not valid for the Generic Nursing Program.

New Student Orientation and individual appointments with Admissions staff or Advisement staff **do not** count as valid information sessions.

Health Science Reasoning Test (Associate Degree) – HSRT-AD

About the Exam

The Health Science Reasoning Test – Associates Degree (HSRT-AD) is a multiple-choice test specifically designed for two-year and certificate programs. The HSRT-AD is an online test administered in a timed setting and measures critical thinking as well as quantitative reasoning skills. The HSRT-AD presents a variety of scenarios in clinical and professional practice contexts with information provided in text-based and diagrammatic formats.

HSRT-AD questions ask test takers to apply their skills in order to:

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

All applicants are required to earn a minimum score of 72 to apply to the 2024 Generic Nursing Programs

Note: *HSRT-AD scores submitted below the minimum required score will result in an incomplete portfolio. Incomplete portfolios are not considered for acceptance.*

Students can prepare for the test by accessing sample questions using a mobile app called Critical Thinking Insight by Insight Assessment – Select “Sample Reasoning Skills Questions.”

Sample questions are also available at: [Insightassessment.com/article/sample-thinking-skills-questions](https://insightassessment.com/article/sample-thinking-skills-questions)

HSRT-AD Testing Logistics

- Test dates must be at least 60 days apart.
- The HSRT-AD is computerized and timed (*will not exceed an hour*).
- The cost of the HSRT-AD is \$47 (*fee subject to change*).
- A fee of \$15 will be charged for late registration or rescheduling of test date.
- Proof of payment is required for registration.
- Seating is limited; plan accordingly.
- Pay particular attention to the registration deadlines!
- Test dates often fill up before the late deadline.
- All applicants will need to provide an official score report in a sealed envelope issued by the Testing Center where they took they exam in their Nursing portfolio.

HSRT-AD Testing Locations

Applicants must take the HSRT-AD at either the Gloucester or Cumberland campus. Exams taken at another institution will not be acceptable for admission.

Testing dates may vary at each campus. It is the applicant’s responsibility to confirm their registration and payment at the Testing Center offering their selected test date.

RCSJ’s Testing Centers

Cumberland Campus
3322 College Drive
Vineland, NJ 08360
testing@cc.rcsj.edu
RCSJ.edu/cc/Testing

Gloucester Campus
1400 Tanyard Road
Sewell, NJ 08080
ssc@rcsj.edu
RCSJ.edu/gc/Testing

HSRT-AD Registration – Gloucester Campus

- Registration must be completed in-person at the Testing Center where you plan to take the exam.
- Gloucester Campus Testing Center is in the Student Services Building, Room 1162.
- Applicants will need to provide payment at time of registration.
- Official score report is available for next-day pickup, with proof of ID. Testers will receive instructions for score pickup after test completion.
- Only qualifying score reports will be issued.

Gloucester Campus HSRT-AD Test Dates '23-'24			
Date of Test	60 days later	Regular Deadline (\$47)	Late Deadline (\$62)
7/12/2023 (Wednesday)	9/10/2023	6/28/2023 (Wednesday)	7/11/2023 (Tuesday)
7/25/2023 (Tuesday)	9/23/2023	7/11/2023 (Tuesday)	7/24/2023 (Monday)
8/17/2023 (Thursday)	10/16/2023	8/3/2023 (Thursday)	8/16/2023 (Wednesday)
8/29/2023 (Tuesday)	10/28/2023	8/15/2023 (Tuesday)	8/28/2023 (Monday)
9/6/2023 (Wednesday)	11/5/2023	8/23/2023 (Wednesday)	9/5/2023 (Tuesday)
9/7/2023 (Thursday)	11/6/2023	8/24/2023 (Thursday)	9/6/2023 (Wednesday)
9/11/2023 (Monday)	11/10/2023	8/28/2023 (Monday)	9/8/2023 (Friday)
9/13/2023 (Wednesday)	11/12/2023	8/30/2023 (Wednesday)	9/12/2023 (Tuesday)
10/6/2023 (Friday)	12/5/2023	9/22/2023 (Friday)	10/5/2023 (Thursday)
10/19/2023 (Thursday)	12/18/2023	10/5/2023 (Thursday)	10/18/2023 (Wednesday)
10/30/2023 (Monday)	12/29/2023	10/16/2023 (Monday)	10/27/2023 (Friday)
11/2/2023 (Thursday)	1/1/2024	10/19/2023 (Thursday)	11/1/2023 (Wednesday)
11/10/2023 (Friday)	1/9/2024	10/27/2023 (Friday)	11/9/2023 (Thursday)
11/28/2023 (Tuesday)	1/27/2024	11/14/2023 (Tuesday)	11/27/2023 (Monday)
12/9/2023 (Saturday)	2/7/2024	11/22/2023 (Wednesday)	12/8/2023 (Friday)
12/19/2023 (Tuesday)	2/17/2024	12/5/2023 (Tuesday)	12/18/2023 (Monday)
1/17/2024 (Wednesday)	3/17/2024	1/3/2024 (Wednesday)	1/16/2024 (Tuesday)
1/29/2024 (Monday)	3/29/2024	1/12/2024 (Friday)	1/26/2024 (Friday)
2/13/2024 (Tuesday)	4/13/2024	1/30/2024 (Tuesday)	2/12/2024 (Monday)
2/15/2024 (Thursday)	4/15/2024	2/1/2024 (Thursday)	2/14/2024 (Wednesday)
2/21/2024 (Wednesday)	4/21/2024	2/7/2024 (Wednesday)	2/20/2024 (Tuesday)
2/23/2024 (Friday)	4/23/2024	2/9/2024 (Friday)	2/22/2024 (Thursday)
2/24/2024 (Saturday)	4/24/2024	2/9/2024 (Friday)	2/23/2024 (Friday)
2/26/2024 (Monday)	4/26/2024	2/12/2024 (Monday)	2/23/2024 (Friday)
2/27/2024 (Tuesday)	4/27/2024	2/13/2024 (Tuesday)	2/26/2024 (Monday)
2/29/2024 (Thursday)	4/29/2024	2/15/2024 (Thursday)	2/28/2024 (Wednesday)

Contact Information (Gloucester Campus) • Address: 1400 Tanyard Rd, Sewell, NJ 08080 • Student Services Building, Room 1162
 Email: ssc@rcsj.edu • Phone: 856-415-2268

HSRT-AD Registration – Cumberland Campus

- Registration for a Cumberland campus date may be completed in-person at the Testing Center or by emailing testing@cc.rcsj.edu.
- Cumberland Campus Testing Center is in Arpino Education and Humanities Building, 1st Floor, Testing Lab (#2 on Campus Map)
- Applicants will need to provide payment at time of registration.
- Official score report is available for next-day pickup, with proof of ID. Testers will receive instructions for score pickup after test completion.
- Only qualifying score reports will be issued.

Cumberland HSRT-AD Test Dates '23-'24		
Date of Test	Regular Deadline (\$47)	Late Deadline (\$62)
4/26/2023 (Wednesday)	4/12/2023	4/25/2023
5/31/2023 (Wednesday)	5/17/2023	5/30/2023
6/28/2023 (Wednesday)	6/14/2023	6/27/2023
7/26/2023 (Wednesday)	7/12/2023	7/25/2023
7/27/2023 (Thursday)	7/13/2023	7/26/2023
8/30/2023 (Wednesday)	8/16/2023	8/29/2023
8/31/2023 (Thursday)	8/17/2023	8/30/2023
9/6/2023 (Wednesday)	8/23/2023	9/5/2023
9/7/2023 (Thursday)	8/24/2023	9/6/2023
10/25/2023 (Wednesday)	10/11/2023	10/24/2023
10/26/2023 (Thursday)	10/12/2023	10/25/2023
11/29/2023 (Wednesday)	11/15/2023	11/28/2023
11/30/2023 (Thursday)	11/16/2023	11/29/2023
12/6/2023 (Wednesday)	11/22/2023	12/5/2023
12/7/2023 (Thursday)	11/23/2023	12/6/2023
1/31/2024 (Wednesday)	1/17/2024	1/30/2024
2/1/2024 (Thursday)	1/18/2024	1/31/2024
2/7/2024 (Wednesday)	1/24/2024	2/6/2024
2/8/2024 (Thursday)	1/25/2024	2/7/2024
2/14/2024 (Wednesday)	1/31/2024	2/13/2024
2/15/2024 (Thursday)	2/1/2024	2/14/2024
2/21/2024 (Wednesday)	2/7/2024	2/20/2024
2/22/2024 (Thursday)	2/8/2024	2/21/2024
2/28/2024 (Wednesday)	2/14/2024	2/27/2024

Contact Information (Cumberland Campus) • Address: 3322 College Drive, Vineland, NJ 08360 • Arpino Building, 1st Floor, ASL Lab
 Email: testing@cc.rcsj.edu • Phone: 856-200-4648

RCSJ Placement Test

All applicants to the Generic Nursing Program must demonstrate college-level placement in reading, writing and math prior to submission of a Nursing portfolio.

Applicants will submit a completed RCSJ Placement Test/Admissions Status Form (*page 28*) to verify exemption from or completion of placement test requirements. The form must be completed by the applicant and an admissions representative from the student's intended campus (*ex: a Gloucester Nursing form will need to be signed by a Gloucester admissions representative*). Once both sections are completed and signed, the student can submit in the portfolio.

Placement test exemption criteria may vary between campuses. Applicants are responsible for ensuring they meet or exceed placement test requirements on their intended campus prior to submission of a Nursing 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 RCSJ.

Questions regarding the RCSJ Placement Test or registering for the test, contact the RCSJ Testing Center at 856-415-2268 (*Gloucester*) or 856-200-4648 (*Cumberland*).

Any questions about exemption from taking the RCSJ Placement Test or getting the RCSJ Placement Test/Admission Status Form signed, contact the Admissions Office at 856-415-2209 (*Gloucester*) or 856-200-4660 (*Cumberland*).

Transcripts

Transcripts previously sent to RCSJ for the general admission file will not be added to the portfolio; therefore, students must resubmit their official transcripts in their portfolio. Please follow the guidance below for information about which transcripts must be included in the portfolio.

Applicants are encouraged to contact the Admissions office for clarification on which transcripts may need to be submitted or resubmitted. Failure to submit or resubmit required transcripts will result in an incomplete portfolio. Incomplete portfolios are not considered for acceptance to the Generic Nursing Program.

High School Transcripts

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

Applicants submitting a high school level lab biology and/or lab chemistry grade to satisfy the science course requirement for Nursing admissions ranking **must** include a sealed copy of the high school transcript, obtained from the high school, in the portfolio. RCSJ uses the final letter or number grade listed on the transcript for admissions consideration, regardless of course weight (*honors, Advanced Placement, etc.*)

Be aware that college-level courses taken while in high school through dual credit programs may have generated a college transcript. It is the student's responsibility to confer with their high school counselor about dual credit agreements with other institutions and request official college transcripts for their dual credit courses.

Applicants who plan to use college-level course(s) for Nursing admissions ranking, and have already submitted their official high school transcript to the Admissions office, **do not need** to resubmit their high school transcript in the portfolio.

International high school transcripts **must** be evaluated and submitted to the Admissions Office prior to submitting the Nursing portfolio.

RCSJ Students

Applicants who have taken courses at RCSJ (including High School Option Program and Visiting students) will include an *unofficial* RCSJ transcript in their portfolio. The RCSJ transcript is the only transcript allowed to be unofficial. Students may place an official copy of their RCSJ transcript in the portfolio if desired; however, it is not required and any additional fees incurred for transcripts are the sole responsibility of the student.

Current RCSJ students planning to apply to the other campus (ex. a Gloucester campus student submitting a Nursing portfolio to Cumberland campus) may be asked to provide an official copy of their transcript if accepted to the program for transfer credit evaluation purposes.

International Transcripts

Transcripts from other countries must be translated into English and evaluated before they can be included in the portfolio. Students must request a general evaluation of their high school transcript and a course-by-course evaluation of their college transcript (s). International transcripts must be evaluated by any of the following organizations:

- NACES
(naces.org)
- IEEES, Inc.
(edevals.com)
- FCSA
(foreigncredentials.org),
- WES
(wes.org)
- SpanTran
(SpanTran.com)

More information is available on the Gloucester campus international student website: RCSJ.edu/gc/International. Students with questions about international transcripts can contact Ms. Christina Kulisek, Director, at ckulisek@rcsj.edu or 856-681-6273

Transcripts (*continued*)

Transfer Student Responsibilities

It is the applicant's responsibility to ensure coursework submitted for Nursing admission ranking requirements is acceptable *prior* to submission of the Nursing portfolio.

Applicants should have prior coursework evaluated for transfer credit before submission of the Nursing portfolio by submitting an official transcript(s) from their previous institution(s) and completing a Transfer of College Credit Request Form through the Admissions Office website: RCSJ.edu/gc/Transfer (Gloucester) or RCSJ.edu/cc/Transfer (Cumberland).

Courses Eligible for Transfer

Only general education courses from other colleges and universities may be eligible for transfer to the Generic Nursing Programs. Applicants who are currently enrolled or were previously enrolled in another college's Nursing Programs should be advised that those Nursing courses cannot transfer to the RCSJ Generic Nursing Programs.

Applicants should take note of their science courses completed at other institutions. Some colleges and universities offer a "Basic" or "Fundamental" version of both Anatomy and Physiology and Microbiology that **may not be equivalent** to the Anatomy and Physiology and Microbiology courses at RCSJ. Applicants are highly encouraged to contact Selective Admissions for questions on science course equivalency **well ahead** of the portfolio deadline.

Letter Grades

Some colleges do not operate on the plus or minus grading scale. Students transferring coursework from a college that does not use a plus or minus grading scale will need to earn a letter grade of "B" or better for coursework in the Generic Nursing Program that requires a minimum grade of "C+." This also applies to students who used Excelsior College to update the content of their expired A&P or Microbiology courses. For more clarification on this policy, students can contact 856-468-5000, ext. 6474.

Transcript Submission and Resubmission

Applicants must include a transcript from any college or university where they created an academic record. This can include students who registered for courses and then withdrew, students who are guests/visiting students at another institution, students who took only one course at the college, and students enrolled in high school dual credit programs.

Transfer students who have already submitted official transcripts from their previous institution for the general admissions file must resubmit an official copy in their Nursing portfolio. The transcripts must be official, physical copies generated directly from the institution.

Applicants requesting transcripts from colleges or universities who use an electronic transcript delivery service (*National Student Clearinghouse, Parchment, etc.*) must request a physical copy be mailed to their personal address, not RCSJ, to place in the portfolio. Copies of electronic transcripts printed by the applicant are not considered official copies.

In the event a college no longer sends physical copies of transcripts due to the COVID-19 pandemic, students should contact Selective Admissions well ahead of the portfolio deadline for guidance. **Do not assume exclusion is permissible before submission of the portfolio.**

It is the applicant's responsibility, not the institution's, to ensure transcripts are requested in time to be placed in the portfolio. Once submitted, no additional documents can be included in the portfolio. Omission of any official college transcript (*exception: RCSJ transcripts*) is grounds for an incomplete portfolio. **Incomplete portfolios are not considered for acceptance.**

Please contact the Admissions Office on your intended campus with any questions about transcripts.

Gloucester: 856-468-5000, ext. 6474

Cumberland: 856-200-4669

Science Course Transfer Policy

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

Online instruction is not acceptable for Anatomy I and/or Anatomy II courses taken at another college prior to Spring 2020.

Verification of Instruction Method

Students taking Anatomy & Physiology I and/or Anatomy & Physiology II at either campus of Rowan College South Jersey do not include Verification of Instruction Method in their portfolio. The unofficial transcript from RCSJ included in the portfolio will satisfy this requirement.

Applicants with Anatomy & Physiology I and/or Anatomy & Physiology II completed or in-progress at another college must provide documents for Verification of Instruction Method in their portfolio for applicable courses at time of portfolio submission. Please read the following items carefully to determine which may need to be included in the portfolio:

Verification of Instruction Method Form

- For students who took Anatomy I and/or II at another college (or have the course in-progress.)
- Completed by instructor of the course or college representative (registrar, department head, etc.)
- Confirms delivery method of course (in-person, online, hybrid, etc.)
- Instructor verifies how student identity was verified in an online or hybrid course.

and

Course Syllabus* (if applicable)

**Only required for A&P courses taken outside the State of New Jersey*

- The syllabus **must** include the semester and year course taken, course title and section number.
- This needs to match the information on the proof of registration/course schedule.
- If the original syllabus cannot be obtained, a master syllabus from the academic department is acceptable, so long as the course has not been revised since the applicant took the course.

It is the student's responsibility to obtain this information and provide it in the portfolio. **It is highly recommended** to confirm with the Admissions Office that the information obtained is acceptable prior to submitting portfolio. 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 Science Course Transfer Policy, refer to Administrative Procedure 8207 or call 856-681-6273. NJ Transfer can assist you by providing course equivalencies for courses taken at a New Jersey college. Visit the NJ Transfer website at njtransfer.org