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25

Dental Assisting

Portfolio

RCSJ.edu

3322 College Drive, Vineland, NJ 08360

Portfolio Deadline

Portfolios Will Be Accepted: *January 2, 2025 —March 14, 2025*

Portfolio Deadline: *Friday, March 14, 2025 at 5 p.m.*

All Admissions Decisions Sent on or about: *Friday, April 4, 2025*

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

How to Submit Your Complete Portfolio

All applicants to the Dental Assisting program must review the 2025 Dental Assisting Admissions handbook **before** completing the Portfolio. The Admissions Handbook contains all current policies and procedures for submitting a complete portfolio.

Complete Dental Assisting portfolios may be submitted at any time from January 2, 2025 through April 17, 2025 at 5p.m. Complete portfolios can be submitted either in-person at the Admissions office or by mail. Electronic submissions of portfolios are not accepted.

Once submitted, the portfolio is a final document and property of the College. Students cannot add, edit, or remove documentation from their portfolio after submission. Portfolios will not be reviewed by RCSJ Staff for completion prior to submission.

Compile all required documentation and secure in a large manila envelope. Do not use file folders, binders, folders with sheet protectors, or mailing envelopes. Your portfolio should be able to be sealed with all documents inside. Manila envelopes can be found at most stationery stores, wholesale retailers (ex. Walmart or Target), and post offices.

**Write the following on the front
of the manila envelope:**

- Student's Name
- RCSJ Student ID number
- 2025 DA Portfolio

**If mailing your portfolio, please
use the address below:**

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

Please allow extra time for mailed portfolios to be received!

Complete means that the Dental Assisting portfolio contains all required documents listed on the checklist and all general and selective admission requirements have been satisfied. If these conditions are not fulfilled, your file will be incomplete and not considered for admission to the program.

The document order of the portfolio should follow the document order of the checklist, on the next page. If a requirement listed is not applicable to you, it does not need to be included in the portfolio.

Applicants should contact Selective Admissions on their designated campus with any questions on whether a document needs to be included **prior** to submission of their Dental Assisting portfolio.

2025 Dental Assisting Portfolio Checklist

Complete the following sections and include each document in your large manila envelope. Check each box as you include the document. The order of the portfolio should match the order of the checklist. **Do not staple, paper clip, or binder clip pages together. Please type or print clearly. Use blue or black ink if handwriting application.**

Part I: Required Forms:

All forms must be completed and signed (where necessary) by the applicant before submission.

- 2025 Portfolio Checklist
- 2025 Dental Assisting Application
- General Admission Completion Form – signed by *both* admissions and applicant.
- 2025 Dental Assisting Portfolio Submission Agreement
- 2025 Dental Assisting Information Session Proof of Attendance
Date Attended: _____
- 2025 Dental Assisting Admissions Ranking Scoresheet

Part II: Required Transcripts and Score Reports:

- Official HSRT-AD Score Report

Must be in sealed envelope from Testing Center. Unofficial scores printed by the student are not acceptable.

Overall Score: ____/____/____ Date of Exam: ____/____/____

- Unofficial RCSJ Transcript

Print directly from your RCSJ.

- N/A – I have never generated an academic record/taken a class at RCSJ. No transcript included.

- Official College Transcripts

Write the name of each college where you generated an academic record and include an official transcript for each. Do not include RCSJ on this list.

<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

- Official High School Transcript

- N/A – My high school transcript is on file with the admissions office

- CPR/AED Certification or proof of registration and payment for upcoming certification course

2025 Dental Assisting Application

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

Application Information:

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

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

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

Address: _____

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

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

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

Have you applied to the Rowan College of South Jersey Dental Assisting Program within the last 3 years? Yes No

Note: Communication regarding your admission status will be communicated ONLY through your RCSJ - Student Email account.

Education Information:

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

Name of Institution: Address: Dates Attended: Degree Received:

High School City/State Month/Year

Vocational/Technical School City/State Month/Year

College/University City/State Month/Year

College/University City/State Month/Year

College/University City/State Month/Year

College/University City/State Month/Year

College/University City/State Month/Year

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

2025 General Admission Completion Form

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

Directions:

- I. Complete the information requested in the Student Section (Name, ID number, signature, and date.)
- II. Request an Admissions Office Staff Member to review your form in either of the following ways:
 - a. In-person at Cumberland campus Admissions !
 - b. Scan the form and send it via email: Admissions@cc.rcsj.edu
- III. Admissions Office Staff Member will review, sign, and confirm successful completion of the general admission requirements with a colorful checkmark across the form.
 - a. Include completed form with checkmark in portfolio.

Requests made after the March 14, 2025 deadline will not be honored.

Student Section:

Student Name: _____ RCSJ Student ID #: _____

I am submitting a portfolio for the **2025 Dental Assisting program** on the Cumberland campus.

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

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

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

Student Signature: _____ Date: _____

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

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

Yes No

2. **High School Completion Credentials:**

- Preliminary high school transcript (*send final copy after graduation*)
 Official high school transcript
 Home school transcript
 GED
 Applicant is missing high school completion credentials.

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

Reading	Writing	Math
<input type="checkbox"/> Yes: _____	<input type="checkbox"/> Yes: _____	<input type="checkbox"/> Yes: _____
<input type="checkbox"/> No: _____	<input type="checkbox"/> No: _____	<input type="checkbox"/> No: _____

Admissions Office Staff Member: _____ Date: _____

2025 Portfolio Submission Agreement

Please read the following statements carefully

- I downloaded and reviewed the Dental Assisting Admission Portfolio information/instructions on the Selective Admissions website before completing my portfolio. I understand the contents of the document and adhere to all regulations, policies, and procedures contained within.
- I acknowledge and understand I am solely responsible for following the policies and procedures for the Selective Admissions process.
- I certify this Dental Assisting portfolio is for the Cumberland campus Dental Assisting program at Rowan College South Jersey.
- I understand admission to the Dental Assisting Program is not guaranteed, even if I meet or exceed all admissions ranking requirements.
- I certify that all documents and information provided by me are true, accurate and complete. Any misleading or false information may result in actions including, but not limited to, discipline, dismissal, or denial of application to all selective admission programs. In addition, I realize my acceptance may be revoked if I engage in behavior that questions my honesty, integrity, maturity, or ethical character.
- I further understand that once I submit this portfolio to the Admissions Office, it is a final document and property of the College. I understand failure to include any required documentation will result in an incomplete portfolio and I will be ineligible for admission to the 2025 Dental Assisting Program. This includes omission of any college transcript.
- The Buckley Amendment (Privacy Act) requires student permission before transferable college courses may be added to the student's academic record. I grant permission to the College to transfer any applicable courses and change my major course of study, should I be accepted to the program.
- I understand that a background check will be performed if accepted into the program.
- I certify that I am of good moral character
- I understand I am solely responsible for the contents and completion of this portfolio. My signature below confirms I understand and agree to the statements above.

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

Applicant Signature: _____ Date: ____/____/____

2025 Dental Assisting Ranking Score Sheet

50% – HSRT-AD Exam Score

Minimum score of 72. Score report must be in a sealed envelope from the RCSJ Campus Testing Center where you took the exam.

Unofficial results printed by the student will result in an incomplete portfolio.

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

Cumberland 50% – Cumulative GPA Verification

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

Cumulative GPA: _____

School/College of current or most recent attendance: _____