

Practical Nursing

Admissions Handbook — 2025



RCSJ.edu

Practical Nursing

2025 FACT SHEET

Portfolios accepted: January 2, 2025 – February 28, 2025

Portfolio Deadline: February 28, 2025, 5:00 p.m.

Admission Decisions Sent: April 4, 2025

The Practical Nursing Program is for students who wish to enter the healthcare field as a Licensed Practical Nurse.

- This packet is exclusive to applicants seeking admission into the Fall 2025 Practical Nursing Program on the Cumberland and Gloucester Campuses.
- Applicants may only apply to one selective admission program per application cycle.
- Applicants may only submit the Practical Nursing Program Portfolio to the Cumberland Admissions Office.
- Applicants must be 18 years of age by the first day of the Fall 2025 semester.
- Practical Nursing Program science courses and science courses used for application ranking must be taken from 2020-present.
- Mandatory Nursing Orientation for the accepted Fall 2025 Practical Nursing students: August 19, 20, and 21, 2025; 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 2 years must wait two years before reapplying to the PN 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.



Dear Practical Nursing Applicant:

Thank you for your interest in the Practical Nursing Programs at Rowan College of South Jersey. The college has graduated many Practical Nurses who support the needs of the healthcare community. The Practical Nursing Program has been in good standing with the New Jersey Board of Nursing. NCLEX-PN 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. Beginning fall 2025, a new curriculum designed to be completed in two semesters. The program will be offered on the Cumberland campus.

Applicants will choose one campus to complete the Practical Nursing program. Application has been made to the New Jersey Board of Nursing to host a Practical Nursing program on the Gloucester campus beginning fall 2025, pending approval. If approval is not granted, those students accepted to the Gloucester campus will be guaranteed a seat to attend the program on the Cumberland campus.

Prior to applying to the Practical Nursing Programs please take time to research the profession of Practical 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 Practical Nursing Programs as well as the professional responsibilities.

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

Graduates from the Practical Nursing Programs at RCSJ earn an Academic Certificate in Practical Nursing and are eligible to apply to take the National Council Licensing Examination (NCLEX-PN) and to apply to a State Board of Nursing for licensure as a Licensed Practical Nurse.

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

Sincerely,

Dr. S. Hall

Susan Hall, Ed.D, MSN, RN, CNE

Dean, Nursing and Health Professions Cumberland and Gloucester Campuses

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Section I: AC Practical Nursing Information

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- Practical Nursing Course Descriptions
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Important Information

The information in this packet is applicable to applicants planning to enter the Practical Nursing Program beginning in September 2025

Portfolios Accepted: *January 2, 2025 – February 28, 2025*

Portfolio Deadline: *Friday, February 28, 2025 at 5 p.m.*

**All Admissions Decisions Sent on or about: *Monday, April 4, 2025*
to the applicant's RCSJ student email.**

— 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, acceptance depends on the size and qualifications of the applicant pool. Please note that meeting or exceeding all 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 apply, including those who have previously applied to or who currently are enrolled at Rowan College of South Jersey.

Applicants may contact RCSJ at 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 2025 Practical 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 Practical 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

New Jersey Board of Nursing granted Approval until 2030
Last Evaluation: June 2022
Next Evaluation: June 2030

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. The PN curriculum was designed to be completed in two semesters.

Students can complete general education courses (non-PN courses) at either the Gloucester or Cumberland campus or transfer the courses from another institution. Applicants will choose one campus to complete the Practical Nursing program. Application has been made to the New Jersey Board of Nursing to host a Practical Nursing program on the Gloucester campus beginning fall 2025, pending approval. If approval is not granted, those students accepted to the Gloucester campus will be guaranteed a seat to attend the program on the Cumberland campus.

Admission to the Practical Nursing Program is highly competitive. There is no guarantee of admission, even if an applicant exceeds minimum program admission criteria in one or more areas.

Course schedules may vary and are subject to change each semester. Students are required to provide their own transportation for clinical experiences. Clinical placements can be located within a 90-minute radius from Rowan College of South Jersey.

State Board of Nursing Requirements for Licensure

Applicants to the Nursing Programs are advised that State Boards of Nursing regulate licensure for Practical 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-PN.

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 there from."

(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 06/28/24)

The New Jersey Board of Nursing requires information for licensure as a Practical 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-PN 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 06/28/2024.

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 at the respective address.

Practical Nursing Program Standards

Students must complete the Practical Nursing Program in two years from the start of the first Practical Nursing course. Students who do not complete the program within two years must wait two years before reapplying to the Nursing Program. A minimum grade of “C+” is required in all PN and science courses and students must maintain a cumulative GPA of 2.5 to remain in the Practical Nursing Program. **All PN 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 Practical Nursing Program of Study to advance through the Practical Nursing Program. Course pre-requisites and co-requisites are specified in the RCSJ Academic Catalog. Students who register for college courses must complete prerequisite course requirements before entering the Practical 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 Practical 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. Once accepted into the Nursing Program, information on math competency will be provided during the Division Nursing Orientation sessions.

- One outcome of the Practical 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.*) Laptops with web cam capability are a College requirement. Laptops are available for purchase through the bookstore: RCSJ.edu/laptop.

RCSJ has a Student Laptop Loan Program. For the laptop loaner program, please visit

RCSJ Laptop webpage: RCSJ.edu/laptop.

Chromebooks, iPads or MacBooks are NOT recommended.

- 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 Control and Prevention (CDC) requirements for healthcare providers. **The completed health packet is due no later than Wednesday, June 11, 2025, at 12 p.m.** All blood work should be drawn by **Wednesday, May 21, 2025**. 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 Practical 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 Friday, April 25, 2025**. 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 of South Jersey’s Administrative Rule/Regulation: 8103). **If a student is denied the opportunity to participate in the clinical agency 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 Practical 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 Sequence

PRACTICAL NURSING, AC

[PN.AC; CIP Code 51.3901]

Practical Nursing is a selective admission program. Students must be accepted to the program prior to registering for any PN courses. Admission packets can be found on the College website.

Academic Certificate Program

The Academic Certificate program in Practical Nursing is designed for students who plan to become Licensed Practical Nurses. This program has selective admission criteria. Individuals who are at college level and who are eligible to take English 101, and Anatomy and Physiology I, may consider this Practical Nursing program. The Practical Nursing Program can be completed in one calendar year. Graduates are awarded an Academic Certificate in Practical Nursing. Cumberland's Practical Nursing Program is accredited by the New Jersey Board of Nursing, 124 Halsey Street, Newark, NJ 07102, 1-973- 504-6430.

Program Learning Outcomes Upon Completion of the program, graduates qualify to take the National Council of Licensure Examination for licensure as a Practical Nurse.

	CREDITS
FIRST SEMESTER	
Part A: 7 weeks	
<input type="checkbox"/> BIO 105/BI 106 Anatomy & Physiology I	4
<input type="checkbox"/> ENG 101/EN 101 English Composition I	3
<input type="checkbox"/> PRAC 110 Practical Nursing I	4
<input type="checkbox"/> PRAC 111 Practical Nursing Lab	1
Part B: 7 weeks	
<input type="checkbox"/> PRAC 120 Practical Nursing II	3
	15
SECOND SEMESTER	
Part A: 5 weeks	
<input type="checkbox"/> PRAC 130 Practical Nursing III	3
Part B: 10 weeks	
<input type="checkbox"/> BIO 106/BI 107 Anatomy & Physiology II	4
<input type="checkbox"/> PSY 101/PY 101 General Psychology	3
<input type="checkbox"/> PRAC 140 Practical Nursing IV	5
	15
TOTAL MINIMUM CREDITS: 30	

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

Students who do not meet pre-requisite and co-requisite course requirements and/or grade requirements will not be able to progress in the Practical Nursing program.

Students must complete the Practical Nursing program in two years from the start of the first Practical Nursing course.

Practical Nursing Course Descriptions

Effective fall of 2025

PN 110 Practical Nursing I.....4 credits

This course provides an introduction to the role of the practical nurse and the integration into the healthcare team. Hands-on practice occurs in a variety of clinical settings off campus with diverse patient populations.

PN 111 Practical Nursing Lab 1 credits

This course provides the practical nursing student the opportunity to practice and demonstrate skills in a simulated setting associated with theory and clinical activities. All experiences take place on the college campus.

PN 120 Practical Nursing II 3 credits

This course provides an overview of the role of the practical nurse as part of the healthcare team in childbearing and child rearing experiences. Hands-on practice occurs in a variety of clinical settings off campus with diverse patient populations.

PN 130 Practical Nursing III..... 3 credits

This course provides an overview of the role of the practical nurse in the care of diverse patients requiring emotional, social, and behavioral support. Hands-on practice occurs in a variety of clinical settings within the community.

PN 140 Practical Nursing IV... 3 credits

This course prepares the practical nursing student to be an integral part of the healthcare team in delivering safe competent care to a diverse population. Hands -on practice occurs in a variety of clinical settings off campus.

General Education Courses, GPA, and Letter Grades

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 Practical Nursing Program. Any general education (*non-PN*) 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. The total score must be 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. Cumberland Campus students can take HS 102 Medical Terminology (3 credits), and Gloucester Campus students can take ALH 102 (3 credits), which will 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 the student with knowledge of Microsoft Office Professional for Windows and experience with the internet. Students should consult with their academic advisor for course suggestions.

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 Practical Nursing 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 College Board'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 Practical 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 higher for coursework in the Practical Nursing Program that requires a minimum grade of "C+." For more clarification on this policy, students can contact [SelectiveAdmissions@rcsj.edu](mailto>SelectiveAdmissions@rcsj.edu)



Section II:

Admissions

- Frequently Asked Questions
- Step 1: General Admissions
- Portfolio Requirements
- Selective Admissions Ranking Criteria
- 2024 Information Session Dates and Registration Information
- HSRT-AD Exam and Registration Information
- Transcript Policies
- Transfer Students
- Science Course Transfer Policies and Verification of Instruction Method (For Anatomy and Physiology)

Frequently Asked Questions

Q: How many students are accepted into the program per year?

A: The number of program seats varies each year based on clinical site availability and faculty availability. There is no set number of seats per year.

Q: Do you have a rolling deadline?

A: The practical Nursing Portfolio deadline is firm – no portfolios are accepted after the posted deadline. All admissions decisions are final after the deadline.

Q: Can I apply to Gloucester and Cumberland Campuses for Practical Nursing?

A: **No.** Students must choose one campus to submit their portfolio. Students who submit a portfolio to both campuses for the 2025 Practical Nursing program will be immediately disqualified for entry on both campuses.

Q: Do I have to have all general education elective courses completed before applying?

A: RCSJ does not have a set list of prerequisite courses to apply to the AC Practical 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 Practical Nursing courses as listed on the Program of Study. A minimum grade of “C+” is required in all PN and science courses and students must maintain a cumulative GPA of 2.5 to remain in the Practical Nursing Program.

Q: If I do not have the minimum HSRT-AD score nor 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 my high school and college/university 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 completed the general education courses in the AC Practical Nursing Curriculum. Does this mean I can complete the program sooner than outlined in the Program of Study?

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

Application Process Overview

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. To be considered for admission to the Practical Nursing Program, applicants must complete the first step for general admissions to RCSJ. Once Step 1 is complete, the applicant may then proceed to the second step for selective admissions to the Practical Nursing Program. Please note general admissions and selective admissions are two distinct processes.

Note: Personal letters of recommendation and character references are not considered towards admission.

Step 1 General Admission	Step 2 Selective Admission
<p>General Admission is the first step of application to the Practical Nursing Program. This process will provide a student with acceptance to the College, but not the Practical Nursing Program. A student must complete a General Admission application for the Cumberland or Gloucester Campus or be a current student prior to submitting a Practical Nursing Portfolio. If there are questions regarding application status, please contact SelectiveAdmissions@rcsj.edu.</p> <ol style="list-style-type: none">1. Complete and submit a general admission application to the Cumberland or Gloucester Campus online at RCSJ.edu/Apply and select the A.A.S. Health Science, Practical Nursing pathway. Designation as potential Practical Nursing applicant does not guarantee nor imply special consideration for acceptance to the Practical 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 of intended campus. This is mandatory for all applicants, regardless of additional degrees earned.3. Satisfy the RCSJ Placement Test requirement based on the following:<ul style="list-style-type: none">• Meet one of the exemption criteria• Test above the remedial level in all areas• Complete all required remediation <p>Note: If accepted into the program, applicable college credits will be automatically transferred.</p>	<p>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:</p> <ol style="list-style-type: none">1. Practical Nursing Portfolio Checklist2. Practical Nursing Program Application3. General Admissions Completion Form (Signed by RCSJ Admissions)4. HSRT – AD Test Score Report in sealed envelope(Must be requested from the RCSJ Campus Test Center where you tested.)5. Information Session Proof of Attendance Email (Email is sent to students 1-3 business days after each session.)6. Official transcript in sealed envelope from student's high school (<i>must obtain from high school and be in a sealed envelope</i>).7. Verification of Instruction method for A&P I (course registration; course schedule; and verification of identity if applicable).8. Official transcripts from All colleges attended (Must obtain from each college and be in a sealed envelope from the institution). RCSJ transcripts can be unofficial.9. Verification of GPA of at least 2.5 from Currently attending/last school/college attended.

Step I: General Admission – Gloucester Campus

This section is for applicants who need to complete a general admission application to the Gloucester Campus **prior** to submitting their Gloucester Campus Practical Nursing Portfolio.

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 or more years or recently earned a degree from RCSJ must reapply to the College.
- Current Cumberland Campus students will need to complete a new application to the Cumberland Campus.
- Graduating HSOP Students (class of 2025) 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 Practical Nursing Program.

B. Send official high school transcript or high school equivalency documents and any college transcripts to the Gloucester Admissions Office. Transcripts must be issued directly from the institution. High school completion credentials are mandatory for all applicants.

Satisfy Placement Test Requirements

A. Students interested in applying to Selective Admissions Programs (e.g., Practical 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 Gloucester 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.
- Course work used for test exemption must be equivalent to a grade of "C" or better at RCSJ.
- Please Note:** Practical Nursing applicants must complete the test requirements for their intended campus; test exemption criteria may vary by campus. 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 General Admission Completion form. This form must be completed and signed by an RCSJ admissions representative on your intended campus **PRIOR** to submitting the portfolio..

Contact Information

Rowan College of South Jersey
Gloucester Campus
1400 Tanyard Road
Sewell, NJ 08080
Phone: 856-415-2209
Email: selectiveadmissions@rcsj.edu

Rowan College of South Jersey
Cumberland Campus
3322 College Drive
Vineland, NJ 08360
Phone: 856-200-4668
Email: testing@cc.rcsj.edu

Step 2: Selective Admission – Practical Nursing

This section is for applicants who need to complete a general admission application to the Gloucester or Cumberland Campus **prior** to Once the general admissions process is complete, students are ready to begin the second step in the application process: submission of the Practical 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 in a **large manila envelope**. 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.

The items listed below are **REQUIRED** for all applicants to the Practical Nursing Program at the time of portfolio submission. **Note: The portfolio is considered complete at the time of submission when all General Admissions and Selective Admissions Practical Nursing Program Application Requirements are satisfied.**

1. Completed general application to the intended Campus
 - General Application completed and submitted online at RCSJ.edu/Apply
 - Submitted Official High School Transcript
 - Satisfied Placement Test Requirements on Intended Campus
2. Attended one mandatory 2025 Practical Nursing Information Session
 - RCSJ Proof of Attendance email printed and included in the PN Portfolio
3. Submission of official HSRT-AD Exam scores
 - Must be in a sealed envelope from the RCSJ Testing Center where you took the exam
4. Completion of the 2025 Practical Nursing Portfolio, available for PDF download:
 - 2025 Practical Nursing Portfolio Checklist
 - 2025 Practical Nursing Admissions Ranking Sheet
 - 2025 Practical Nursing Application
 - General Admission Completion Form
 - Portfolio Submission Agreement
5. Submission or resubmission of **all official college transcripts** if applicable (In sealed envelope obtained from the 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 the 2025 RCSJ Verification of Instruction Method Form
 - Not required for sciences taken at RCSJ or in high school.

Step 2: Selective Admission – PN Ranking Criteria

IMPORTANT!

All applicants are ranked objectively based on the criteria below. Applicants are required to submit minimum qualifying scores in ALL areas to be considered eligible. **Meeting or exceeding minimum requirements does NOT guarantee acceptance in the program.**

Requirement One: 33.33%	Health Science Reasoning Test - Associate Degree (HSRT-AD) Exam Minimum Composite Score: 77
	<ul style="list-style-type: none"> • Previous HESI and TEAS scores not accepted. • No rounding of scores accepted. • Score report from only one attempt may be submitted for admission.
Requirement Two: 33.33%	Science Course(s) Must be taken from 2020-present
	<ul style="list-style-type: none"> • Final grade must be equivalent to a C+ or higher; course(s) cannot be in progress. • The highest completed science grade of C+ or higher on the submitted official transcript will be considered for admission ranking. • Applicants will choose one of the following science options for admission ranking: <ul style="list-style-type: none"> A. General Lab Biology and General Lab Chemistry <ul style="list-style-type: none"> • High School: 1 year each OR College Level: 1 semester each • Acceptable BIO class options: BIO 107, BIO 101, BIO 102, high school Biology • Acceptable CHM class options: CHM 107, CHM 111, CHM 112, high school Chemistry
	OR
	<ul style="list-style-type: none"> B. Anatomy and Physiology I with Lab <li style="text-align: center;">OR C. Anatomy and Physiology II with Lab <ul style="list-style-type: none"> • Anatomy and Physiology I or II course taken at another college must include Verification of Instruction Method in the portfolio (see page 27) <p>Applicants transferring Anatomy and Physiology I or II from another college should verify transferability well before submission of their Practical Nursing portfolio</p>
Requirement Three: 33.34%	Cumulative GPA Minimum Cumulative GPA: 2.50
	<ul style="list-style-type: none"> • Verified from official transcript from school the applicant currently attends or most recently attended at time of program application. • No Rounding of GPA accepted. • GPA will be calculated to the hundredth digit. • High school seniors will use their weighted GPA, if available.

Practical Nursing Information Session

All 2025 Practical Nursing Program information sessions will be held via Zoom.

- Attendance at one information session is mandatory to apply to the 2024 Practical Nursing Program and must be completed **prior to submission of the portfolio**.
- Portfolios submitted **without proof of attendance** are marked as incomplete and not considered for admission.
- Information sessions expire **annually**. Applicants must attend a new information session for the year in which they apply.
- Registration is **required** for each information session. Please register for the session with a regularly checked email to ensure receipt of the correct session Zoom link.
- To register for an information session, go to: rscj.edu/SelectiveAdmissions/Gloucester.
- Information sessions are held annually for prospective applicants to learn about the current application process, 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 hours.
- Attendees must be registered for the session, and late entries are **prohibited**. **Please plan ahead!**

Practical Nursing Information Session Dates and Times

Day	Date	Time
Thursday	9/19/2024	3:00 p.m.
Wednesday	10/09/2024	6:00 p.m.
Tuesday	11/12/2024	10:00 a.m.
Wednesday	12/11/2024	6:00 p.m.
Thursday	1/09/2025	3:00 p.m.
Monday	2/17/2025	10:00 a.m.

Information Session Segments

- **Admissions:** Representatives from the Admissions Office will review the two-step application process for the Practical Nursing Program.
- **Program:** Representatives from the Practical 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.

Proof of Attendance

- Applicants must have proof of attendance at one information session is mandatory to apply to the 2025 Practical Nursing program.
- Applicants are required to stay for the entire length of the information session to receive attendance credit. Attendees who leave before the completion of the program information will not receive credit for attending and will need to attend a new session.
- Information session attendees will receive a proof of attendance email 1-2 business days following their information session.
- Information sessions expire annually. Applicants must attend a new information session for the year in which they apply.

Health Science Reasoning Test - Associate Degree

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 to:

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

Note: All applicants are required to earn a minimum HSRT score of 77 to apply to the 2025 Practical Nursing Program. 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 HSRT-AD exam 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

- Students are not permitted to test more than three times
- The HSRT-AD is computerized and timed (*will not exceed an hour*).
- The cost of the HSRT-AD is \$48 (*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 the exam in their Practical 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 RCSJ Testing Center offering their selected test date.

Test Center
Cumberland
Campus 3322
College Drive
Vineland, NJ 08360
Testing@cc.rcsj.edu
Rcsj.edu/Testing/Cumberland

Test Center
Gloucester Campus
1400 Tanyard Rd
Sewell, NJ 08080
856-415-2268
ssc@rcsj.edu
Rcsj.edu/Testing/Gloucester

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 2024-2025			
Date of Test	60 days later	Regular Deadline (\$48)	Late Deadline (\$63)
8/26/2024 (Monday)	10/25/2024	8/12/2024 (Monday)	8/23/2024 (Friday)
9/05/2024 (Thursday)	11/04/2024	8/22/2024 (Thursday)	9/04/2024 (Wednesday)
9/10/2024 (Tuesday)	11/09/2024	8/27/2024 (Tuesday)	9/09/2024 (Monday)
9/11/2024 (Wednesday)	11/10/2024	8/28/2024 (Wednesday)	9/10/2024 (Tuesday)
10/15/2024 (Tuesday)	12/14/2024	October 1, 2024 (Tuesday)	October 14, 2024 (Monday)
10/25/2024 (Friday)	12/24/2024	October 11, 2024 (Friday)	October 24, 2024 (Thursday)
10/29/2024 (Tuesday)	12/28/2024	October 15, 2024 (Tuesday)	October 28, 2024 (Monday)
10/31/2024 (Thursday)	12/30/2024	October 24, 2024 (Thursday)	October 30, 2024 (Wednesday)
11/6/2024 (Wednesday)	1/5/2025	October 23, 2024 (Wednesday)	November 5, 2024 (Tuesday)
11/15/2024 (Friday)	1/14/2025	November 1, 2024 (Friday)	November 14, 2024 (Thursday)
11/25/2024 (Monday)	1/24/2025	November 10, 2024 (Monday)	November 22, 2024 (Friday)
12/14/2024 (Saturday)	2/12/2025	November 27, 2024 (Wednesday)	December 13, 2024 (Friday)
12/16/2024 (Monday)	2/14/2025	December 2, 2024 (Monday)	December 13, 2024 (Friday)
12/19/2024 (Thursday)	2/17/2025	December 5, 2024 (Thursday)	December 18, 2024 (Wednesday)
1/15/2025 (Wednesday)	3/16/2025	January 2, 2025 (Thursday)	January 14, 2025 (Tuesday)
1/27/2025 (Monday)	3/28/2025	January 13, 2025 (Monday)	January 24, 2025 (Friday)
2/13/2025 (Thursday)	4/14/2025	January 30, 2025 (Thursday)	February 12, 2025 (Wednesday)
2/18/2025 (Tuesday)	4/19/2025	February 4, 2025 (Tuesday)	February 17, 2025 (Monday)
2/19/2025 (Wednesday)	4/20/2025	February 5, 2025 (Wednesday)	February 18, 2025 (Tuesday)
2/24/2025 (Monday)	4/25/2025	February 10, 2025 (Monday)	February 21, 2025 (Friday)
2/26/2025 (Wednesday)	4/27/2025	February 12, 2025 (Wednesday)	February 25, 2025 (Tuesday)

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 2024-2025		
Date of Test	Regular Deadline (\$48)	Late Deadline (\$15)
8/21/2024 (Wednesday)	8/07/2024	8/20/2024
8/22/2024 (Thursday)	8/08/2024	8/21/2024
9/25/2024 (Wednesday)	9/11/2024	9/24/2024
9/26/2024 (Thursday)	9/12/2024	9/25/2024
10/30/2024 (Wednesday)	10/16/2024	10/29/2024
10/31/2024 (Thursday)	10/17/2024	10/30/2024
11/27/2024 (Wednesday)	11/13/2024	11/26/2024
11/28/2024 (Thursday)	11/14/2024	11/27/2024
12/04/2024 (Wednesday)	11/20/2024	12/03/2024
12/05/2024 (Thursday)	11/21/2024	12/04/2024
1/29/2025 (Wednesday)	1/15/2025	1/28/2025
1/30/2025 (Thursday)	1/16/2025	1/29/2025
2/12/2025 (Wednesday)	1/29/2025	2/11/2025
2/13/2025 (Thursday)	1/30/2025	2/12/2025
2/19/2025 (Wednesday)	2/05/2025	2/18/2025
2/20/2025 (Thursday)	2/06/2025	2/19/2025
2/26/2025 (Wednesday)	2/12/2025	2/25/2025

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

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 Practical Nursing 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 Practical Nursing Program.

High School Transcripts

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

Applicants submitting a high school level lab biology and/or lab chemistry grade to satisfy the science course requirement for Practical 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 Practical 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 Cumberland or Gloucester Campus Admissions Office prior to submitting the Practical 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 submit a Practical Nursing Portfolio to the college may be asked to provide an official copy of their transcript. If accepted to the program, the transcript may be needed 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/university transcript(s). For more information go to: rscj.edu/International. The international transcript(s) must be evaluated by one of the following organizations:

-NACES
(naces.org)

-IEES, Inc.
(edevals.com)

-FCSA
(foreigncredentials.org)

-WES
(wes.org)

-SpanTran
(SpanTran.com)

Transcripts (*Continued*)

Transfer Student Responsibility

It is the applicant's responsibility to ensure coursework submitted for Practical Nursing Submission 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 Gloucester Admissions Office: [RCSJ.edu/Transfer/Gloucester](https://www.rcsj.edu/Transfer/Gloucester) or Cumberland Admissions Office: [RCSJ.edu/cc/Transfer](https://www.rcsj.edu/cc/Transfer).

Courses Eligible for Transfer

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

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 that **may not be equivalent** to the Anatomy and Physiology course at RCSJ. Applicants are highly encouraged to contact Selective Admissions for questions on science course equivalency **well in advance** 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 Practical 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 course. For more clarification on this policy, students can contact selective admissions.

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 Admissions well in advance of the portfolio deadline for guidance. **Please contact the Cumberland Admissions Office at 856-200-4669 or the Gloucester Admissions Office at selectiveadmissions@rcsj.edu with any questions regarding transcripts.** Omission of any official college transcript (*exception: RCSJ transcripts*) is grounds for an incomplete portfolio. **Incomplete portfolios are not considered for acceptance.**

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.

Science Course Transfer Policy

Nursing and Health Professions Programs will only accept, in transfer, an Anatomy and Physiology I or II that has 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.

Verification of Instruction Method

Students taking Anatomy & Physiology I or 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 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 and Physiology I 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** that students confirm with the Admissions Office that the information obtained is acceptable prior to submitting the 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 856-200-4697 or contact Gloucester Campus Admissions. 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