

Veterinary Technology

Admission Packet — Fall 2025

Available on the Gloucester Campus only



RCSJ.edu



1400 Tanyard Road, Sewell, NJ 08080

Veterinary Technology

Fall 2025 FACT SHEET

Portfolios Accepted: *April 21, 2025 through June 18, 2025*

Portfolio Deadline: *June 18, 2025*

All Admissions Decisions Sent: *July 7, 2025*

The Veterinary Technology program is for students who wish to enter the veterinary profession as a veterinary technician.

- This packet is exclusive for applicants seeking admission into the **Fall 2025** Veterinary Technology program at the Gloucester Campus.
- Applicants may only apply to **one** selective admission program per application cycle
- Applicants must be 18 years of age as of the first day of the **Fall 2025** semester
- Mandatory Orientation for all accepted Fall 2025 Vet Tech students:
 - Tuesday August 19, 2025 (*more information to follow, if accepted*)
 - Students **must** attend orientation to maintain their seat in the program.

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



Dear Veterinary Technology Applicant:

Thank you for your interest in the Veterinary Technology Program at Rowan College of South Jersey.

Prior to applying to the Veterinary Technology Program please take time to research the profession of veterinary technology and the opportunities that are available. Credentialed veterinary technicians have a wide scope of practice and fill a variety of roles within the veterinary industry, often with many different species. Veterinary technology is a multi-disciplinary profession and is exceptionally rewarding but also very demanding. Credentialed veterinary technicians can enlighten you as to the rigors of veterinary technology programs as well as their day-to-day professional responsibilities.

Carefully read the material contained in the Veterinary Technology Admissions Packet as it provides the requirements for submitting a complete portfolio which will be used to rank students during the program's selective admissions process.

Attendance at one of the information sessions listed in the packet is an admissions requirement. This is a critical part of not only the application process but your success in the program should you be accepted. The Veterinary Technology Program requirements will be explained and Faculty will be available to you during these sessions to answer additional questions regarding the profession or program requirements.

Upon completion of all the requirements in this program, you will have earned an Associate in Applied Science degree in Veterinary Technology along with the knowledge and skills required to perform the duties of a credentialed veterinary technician.

RCSJ has submitted an application seeking initial accreditation from The American Veterinary Medical Association Committee on Veterinary Technology Education and Activities (AVMA CVTEA). The submission and acceptance of our application does not guarantee accreditation, and applying for accreditation does not grant any temporary accreditation status. Students will be kept informed as to the status of accreditation. Though the Veterinary Technology Program at Rowan College of South Jersey intends to attend accreditation, there is no guarantee that accreditation will be granted. Graduation from an accredited school is required to obtain credentials as a Certified Veterinary Technician (CVT) in New Jersey.

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

Sincerely,

A handwritten signature in cursive script that reads "Liza Wysong".

*Liza Wysong, BAS, CVT, VTS (CP-CF)(SAIM)
Program Director, Veterinary Technology*

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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:

AAS Veterinary Technology Information

- Important Information
- Program Accreditation Status
- Veterinary Technology Program Standards
- Health Requirements
- Curriculum (AAS Veterinary Technology Program of Study)
- Veterinary Technology (VETT) Course Descriptions
- General Education Courses
- GPA Requirement
- Letter Grades

Important Information

The information in this packet is effective for applicants planning to enter the Veterinary Technology Program beginning in September 2025

Portfolios Accepted: April 21, 2025 through June 18, 2025

Portfolio Deadline: June 18, 2025

All Admissions Decisions Sent on or about: Monday, July 7, 2025

Admissions decisions will be sent to the applicant's RCSJ Gloucester Campus 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 Veterinary Technology 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. The Veterinary Technology program can accept a maximum of 24 students per academic year. 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 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 Fall 2025 Veterinary Technology Program.

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

Regarding CVTEA Programmatic Accreditation Status:

The Rowan College of South Jersey Veterinary Technology Program has submitted an application seeking initial accreditation from The American Veterinary Medical Association Committee on Veterinary Technology Education and Activities (AVMA CVTEA). The submission and acceptance of our application does not guarantee accreditation, and applying for accreditation does not grant any temporary accreditation status.

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

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

Students will be kept informed as to the status of accreditation. Though the Veterinary Technology Program at Rowan College of South Jersey intends to gain accreditation, there is no guarantee that accreditation will be granted. Graduation from an accredited school is required to obtain credentials as a Certified Veterinary Technician (CVT) in New Jersey.

Credentialing Requirements for Veterinary Technicians

Applicants to the Veterinary Technology Program are advised that the New Jersey Veterinary Technicians and Assistants (NJVTA) issues certification for veterinary technicians in New Jersey. Requirements established by Veterinary Medical Boards and/or Associations in the state where the person is seeking certification, licensure, or registration must be met before credentials to practice veterinary technology are issued. To be considered for certification, licensure or registration, all applicants must pass the Veterinary Technician National Examination (VTNE).

The New Jersey Veterinary Technicians and Assistants (NJVTA) requires the following information for credentialing as a Certified Veterinary Technician (CVT) in New Jersey:

1. Proof of graduation from an AVMA-accredited veterinary technology program
2. Proof of passing the Veterinary Technician National Exam (VTNE)
3. For certification renewal, you are required to maintain at least 20 hours of continuing education bi-annually and are subject to random audits.

The New Jersey Veterinary Technician and Assistant (NJVTA) mailing address is:

PO Box 7677
Shrewsbury, NJ 07702.

For complete information, contact:

New Jersey Veterinary Technicians and Assistants: www.njvta.com/contact

American Association of Veterinary State Boards (AAVSB): www.aavsb.org

Each state Association or Board of Veterinary Medicine has the right to deny or defer certification, licensure, or registration if the applicant does not fulfill all requirements for credentialing.

Rowan College South Jersey, Gloucester Campus Statement on Pre-Accreditation Status

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

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

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

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

Veterinary Technology Program Standards

Students must complete the Veterinary Technology Program in three years from the start of the first Veterinary Technology (VETT) course. Students who do not complete the program within three years must wait three years before reapplying to the Veterinary Technology Program. A minimum grade of "C" is required in all courses in the Veterinary Technology Program of Study including General Education and Science courses and students must maintain a cumulative GPA of 2.0 in the Veterinary Technology classes. All VETT courses must be taken in sequence unless otherwise approved by the Program Director.

Veterinary Technology students must meet all pre-requisite, co-requisite, and grade requirements for each college course listed in the Veterinary Technology Program of study to advance through the Veterinary Technology 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 Veterinary Technology 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 Veterinary Technology Program.

Medication administration is one responsibility of the student and credentialed veterinary technician. 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 competency in dosage calculation will be evaluated during semesters 2, 3, and 4 to remain in the program. Veterinary Technology students are required to demonstrate Math Competency. Once accepted into the Veterinary Technology Program, information on math competency will be provided during the Division Veterinary Technology orientation sessions.

- One outcome of the Veterinary Technology 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.
- Veterinary Technology students are required to meet specific health standards. **Veterinary Technology students are notified of comprehensive health requirements upon acceptance to the program**
- Vaccination for Rabies will be required for clinical participation.
- 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 Veterinary Technology Program, students **must** complete the CHBC and the urine drug screen by the due date of July 21, 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 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 Veterinary Technology Program and referred to Student Services to explore other career options.

Health Requirements

Students who are accepted into the Veterinary Technology Program will be required to complete a comprehensive health packet. The packet consists of medical clearance from a licensed healthcare 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 veterinary patient and veterinary healthcare team safety, exercise independent judgment, and employ 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 and participate in medical procedures.
- Ability to communicate effectively in a timely manner related to speaking, writing, and reading.
- Sufficient hearing to communicate with pet owners, veterinary healthcare teams, and to monitor medical equipment pertaining to patient care.
- Sufficient eyesight to observe patients in low lighting, read medical records, perform computer tasks, manipulate medical equipment, and participate in medical procedures.

Rabies exposure is an occupational hazard for all members of the veterinary healthcare team, and preventive measures are necessary to protect personnel. According to the U.S. Centers for Disease Control and Prevention (CDC) Advisory Committee on Immunization Practices (ACIP), preexposure vaccination should be offered to persons in high-risk groups, such as veterinarians and their staff. www.cdc.gov/rabies/resources/availability.html

Students will be required to complete the rabies pre-exposure prophylaxis (PrEP) prior to beginning semester 2. Recommended sources for guidelines regarding zoonotic disease and rabies protection:

Rabies, Centers for Disease Control and Prevention (CDC), www.cdc.gov/rabies/index.html

What is Rabies?, World Health Organization, www.who.int/rabies/about/en/

Curriculum

Rowan College of South Jersey Division of STEM Graduation Control Sheet

Veterinary Technology Associate in Applied Science (A.A.S.)

SUGGESTED FOUR-SEMESTER SEQUENCE OF COURSES

FIRST YEAR – Fall Semester		Credits
___ ENG 101	English Composition I	3
___ MAT 101	Concepts of Mathematics	3
___ BIO 101	General Biology I	4
___ VETT 101	Introduction to Veterinary Technology	3
___ VETT 115	Animal Behavior and Restraint	3
		16
Spring Semester		
___ ENG 102	English Composition II OR	
___ COM 105	Technical and Scientific Writing ¹	3
___ BIO 102	General Biology II	4
___ VETT 105	Anatomy and Physiology of Domestic Animals I	4
___ VETT 110	Veterinary Pharmacology	3
___ VETT 201	Small Animal Medicine & Nursing Care	4
		18
SECOND YEAR – Fall Semester		
___ VETT 106	Anatomy and Physiology of Domestic Animals II	4
___ VETT 210	Veterinary Laboratory Procedures I	4
___ VETT 225	Veterinary Diagnostic Imaging & Dentistry	3
___ VETT 230	Veterinary Surgical Nursing & Anesthesia	3
___ VETT 205	Large Animal Medicine & Nursing Care	4
		18
Spring Semester		
___ VETT 235	Veterinary Emergency Medicine	3
___ VETT 211	Veterinary Laboratory Procedures II	4
___ VETT 220	Laboratory and Exotic Medicine and Nursing Care	4
___ VETT 240	Veterinary Profession Leadership Seminar	3
___ _____	Social Sci/Hum Gen Ed ²	3
		17
Total Minimum Credits:		69

¹ENG 102 is recommended for transfer to Rowan University

²The following courses are highly recommended: PHI 104, PHI 150, or PSY101

CONTROL SHEET EFFECTIVE FOR STUDENTS ENTERING 9/2025

Veterinary Technology (VETT) Course Descriptions

VETT 105: Anatomy and Physiology of Domestic Animals I w/ Lab

This course is designed to instruct veterinary technician students in the anatomy and physiology of common structures of small, food/fiber, laboratory, and exotic animals compare and contrast the structural and functional differences among various species. Students apply appropriate medical terminology to describe anatomical structures and their corresponding physiology relative to the animal's position. This course will focus on the integumentary, skeletal, muscular, nervous, and endocrine systems. The laboratory will correlate with lecture material and will help to visualize these concepts.

VETT 106: Anatomy and Physiology of Domestic Animals II w/ Lab

This course is designed to instruct veterinary technician students in the anatomy and physiology of common structures of small, food/fiber, laboratory, and exotic animals compare and contrast the structural and functional differences among various species. Students apply appropriate medical terminology to describe anatomical structures and their corresponding physiology relative to the animal's position. This course will focus on the cardiovascular, respiratory, digestive, urinary, reproductive, and immune systems. The laboratory will correlate with lecture material and will help to visualize these concepts.

VETT 101: Introduction to Veterinary Technology

This course is designed to acquaint the student with the profession of veterinary technology and the role of the veterinary healthcare team in animal and public health. Veterinary office procedures including veterinary medical record-keeping, veterinary client-patient relationship (VCPR), and breed/species identification will be discussed. Included in this course is medical and veterinary terminology. In addition, fundamental legal concepts and veterinary practice acts will be addressed.

VETT 115: Animal Behavior and Restraint

This course covers veterinary examination room techniques and teaches patient stabilization and restraint, emphasizing preserving the safety of the patient and veterinary health care team. Discussion topics will include canine and feline behavior, training, learning, behavior modification, perception, communication, and genetic influences on behavior.

VETT 201: Small Animal Medicine and Nursing Care

This course is designed to provide the student with essential knowledge of companion animals' common diseases. Students will learn about nutrition, preventative care, standard vaccinations and diseases, zoonotic disease, clinical signs, diagnostic tests, and appropriate interventions. Technical skill topics that will be applied in the clinical setting include routine patient care, inpatient monitoring, medication administration, vascular access, fluid, and oxygen therapy, urinary catheterization, recumbent patient care, and client education. The student will learn to use veterinary nursing care plans to develop critical thinking when caring for patients.

VETT 210: Veterinary Laboratory Procedures I w/ Lab

This lecture is designed to introduce the veterinary technician student to the principles of clinical chemistry, hematology, urinalysis, and parasitology. Topics include common parasites and their life cycles, hematology, and the hematopoietic system, emphasizing normal blood smears and common changes seen during disease states of domestic animals. The lab is for the reinforcement and application of laboratory procedures and principles taught in Veterinary Laboratory Procedures I.

VETT 211: Veterinary Laboratory Procedures II w/ Lab

This lecture serves as a continuation of Veterinary Laboratory Procedures I. It is designed to acquaint the student with the principles of bone marrow samples, cytology, biopsy, blood chemistries, endocrinology, serology, and microbiology. The lab provides experience in the clinical application of the techniques discussed in Animal Laboratory Procedures II in the areas of immunology, clinical chemistry, cytology, veterinary microbiology, coagulation testing, and abnormal and comparative hematology.

Veterinary Technology (VETT) Course Descriptions

VETT 225: Veterinary Diagnostic Imaging & Dentistry

Fundamental diagnostic imaging concepts will be discussed, including patient positioning, film processing, digital imaging, radiographic technique, and radiation safety procedures. Other imaging technologies that will be addressed include endoscopy, ultrasound, fluoroscopy, MRI, CT scan, and nuclear scintigraphy. The second half of this course serves as an introduction to the fundamental techniques of veterinary dentistry used by veterinary technicians. Discussions will focus on learning and applying techniques in preventive care, periodontics, endodontics, orthodontics, and dental radiology appropriate for veterinary technicians. The student will acquire knowledge of dental diseases, diagnostic techniques, and therapeutic techniques and equipment.

VETT 110: Veterinary Pharmacology

This course studies the principles and practices related to veterinary pharmacology. It will explore the most commonly used classes of drugs, the applications to each body system, medication calculations (including fluid therapy and constant rate infusions), and the record-keeping responsibilities involved in handling and dispensing medications, including controlled substances.

VETT 205: Large Animal Medicine and Nursing Care

The student will be able to provide safe, humane, and effective monitoring and nursing interventions (such as venipuncture, fluid therapy, medication administration, blood pressure measurement, ECG, bandaging) for large animals. Additionally, students will be able to obtain patient history, provide client education, and perform physical examinations on large animals in the clinical setting. Learning large animal diseases and the role of the credentialed veterinary technician will provide them with the knowledge and skills that are needed in clinical practice.

VETT 230: Veterinary Surgical Nursing & Anesthesia

This course is designed to acquaint the student with standard surgical procedures, principles of asepsis, maintenance of the surgical environment, operating room conduct, surgical instrument identification, care and processing, and patient surgical preparation. The student will learn to work collaboratively to develop a balanced anesthetic protocol and implement a multimodal analgesic plan to improve patient care. Topics include maintenance and troubleshooting of anesthetic equipment, maintenance of a patent airway, patient monitoring during all stages of anesthesia, responding appropriately to changes in patient status, ongoing assessment for appropriate analgesia, and client education to ensure the well-being of the patient and efficacy/safety of the medication or anesthetic procedure.

VETT 220: Laboratory and Exotic Medicine and Nursing Care

This course is designed to acquaint the student with laboratory and exotic pet husbandry fundamentals, nutrition, common diseases, zoonotic disease medicine, and treatment. In a clinical setting, students will be able to discuss the recommended diet and habitat for each species covered as well as restraint and treatment techniques, common diseases and zoonotic concerns for pet owners and the veterinary healthcare team.

VETT 235: Veterinary Emergency Medicine

This course is designed to acquaint the student with veterinary emergency and critical care medicine fundamentals and techniques appropriate for veterinary technicians. The student will learn to identify an emergency, assess, and monitor patient status, properly administer medications, fluids, oxygen, and blood products, identify equipment required for emergency and critical care patients, and assist in those specialized procedures. The importance of evidence-based cardiopulmonary resuscitation (CPR) techniques will be stressed.

VETT 240: Veterinary Professional Leadership Seminar

This course prepares the student to move into the profession of veterinary technology. Topics include professional development, communication (verbal, non-verbal, and active listening), leadership, career options, resume writing, effective job-seeking techniques, and assistance in Veterinary Technician National Exam (VTNE) preparation. The course also provides information on self-care, work-life balance, burnout, and compassion fatigue.

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 Veterinary Technology Program. Please note enrollment in general education courses at the College does not guarantee acceptance to the Veterinary Technology Program. Any general education (*non-VETT*) 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 Gloucester Testing Center at 856-415-2268 or email ssc@rcsj.edu

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 Veterinary Technology 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 2.00 is required for consideration for admission into the program. However, a cumulative grade point average of at least 2.50 is strongly recommended. 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 at their designated campus must be a 2.0 or higher to start the Veterinary Technology Program. At the time of application, if prior coursework prevents the student's cumulative GPA at RCSJ from being a 2.0 or higher, please contact your Academic Advisor for options.



Section II:

Admissions

- Frequently Asked Questions
- General Admissions, Gloucester Campus
- Portfolio Requirements
- Selective Admissions Ranking Criteria
- 2025 Information Session Dates and Registration Information
- HSRT-AD Exam Information and Registration Information
- Transcript Policies
- Transfer Credits

Frequently Asked Questions

Q: How many students do we accept per year?

A: This program can accept a maximum of 24 students per academic year.

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: 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 AAS Veterinary Technology Program. Students must meet all general and selective admissions criteria to apply to the program. Remaining general education courses can be taken concurrently with VETT courses as listed on the Program of Study.

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 AAS Veterinary Technology 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.

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 Fall 2025 Veterinary Technology program.

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

A: General education courses may be eligible to transfer to the Veterinary Technology Program. Students transferring from another Veterinary Technology Program should be advised that the vast majority of Veterinary Technology courses cannot transfer from school to school. Transfer students from Veterinary Technology programs that have taken anatomy and physiology of domestic animals courses will need to have their credits evaluated for transfer credit eligibility. All students should have their transfer credits evaluated prior to submitting a Veterinary Technology portfolio. Please find more information on page 20 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 Veterinary Technology Program. All other general education classes do not carry an expiration date.

Frequently Asked Questions

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 Veterinary Technology Program is not guaranteed. All applicants are ranked objectively based on the published criteria (see page 14). 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 for your Veterinary Technology application to be considered for admission. 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 Veterinary Technology program. This process will provide students with acceptance to the College, but not to the Veterinary Technology Program.

If there are questions regarding application status or an application is needed, contact the Admissions Office.

1. Complete and submit a general admission application to your designated campus online at [RCSJ.edu/Apply](https://www.rcsj.edu/Apply).
2. Applicants are recommended to declare **AA, Arts and Science (Liberal Arts)** as their major course of study prior to submitting a Veterinary Technology portfolio.
3. 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.
4. Satisfy the RCSJ Placement Test requirement based on one of the following:
 - meet one of the exemption criteria
 - test above the remedial level in all areas
 - complete all required remediation prior to applying to the Veterinary Technology Program

Please see the next page for detailed information about completing the general admissions process for the Gloucester Campus.

STEP 2 Selective Admissions Portfolio

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

The Veterinary Technology Portfolio is available for PDF download at [RCSJ.edu/SelectiveAdmissions-site/Gloucester-site/Pages/vettech.aspx](https://www.rcsj.edu/SelectiveAdmissions-site/Gloucester-site/Pages/vettech.aspx)

A complete portfolio consists of the following documents:

1. **Fall 2025 Portfolio Checklist**
2. **Fall 2025 Veterinary Technology Application**
3. **Information Session Proof of Attendance Email** (*Email sent to students 1–2 business days after session*) (see page 15 for dates)
4. **General Admission Completion Form** (*Signed by RCSJ Admissions*)
5. **Signed Portfolio Submission Agreement**
6. **Signed Student Acknowledgement of Program Status**
7. **Completed Ranking Scoresheet**
8. **HSRT-AD Test Scores** (*in sealed envelope*) (**MUST** request from the Testing Center campus where you tested)
9. **Official transcript from high school** (*If applicable*) (**must** obtain from high school and be in a sealed envelope) (page 19)
10. **Official transcripts from ALL colleges where the applicant generated an academic record*** (**Must** obtain from each college and be in a sealed envelope) (page 20)

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 Veterinary Technology portfolio.

Step 1: Apply and Submit Official Documents

A. Complete the free online application at [RCSJ.edu/gc/Apply](https://www.rcsj.edu/gc/Apply)

- **New** students are recommended to declare **AA, Arts and Science (Liberal Arts)** as their course of study.
- **Current** students do not need to reapply to the College, but should verify application status with Admissions Office and verify their personal information (*including mailing address, telephone number and email*) are current with the Student Records Office.
- **Current Cumberland Campus** students will need to complete a new application to the Gloucester campus.
- **Returning** students who have not attended the Gloucester Campus in 3+ years or recently graduated from RCSJ.
- **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 Veterinary Technology applicant does not guarantee nor imply special consideration for acceptance to the Veterinary Technology 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 Veterinary Technology*) must satisfy the College's traditional placement testing requirements prior to submission of a Veterinary Technology portfolio.

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](https://www.rcsj.edu/testing/exemptions). Please note not all exemptions will apply to Selective Admission programs.

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 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

General Admissions Office:
[RCSJ.edu/gc/Enroll](https://www.rcsj.edu/gc/Enroll)

Phone: 856-415-2209

Email: admissions@rcsj.edu

Testing Center: [RCSJ.edu/gc/Testing](https://www.rcsj.edu/gc/Testing)

Phone: 856-415-2268

Email: ssc@rcsj.edu

Selective Admissions, Gloucester:
[RCSJ.edu/gc/SelectiveAdmissions](https://www.rcsj.edu/gc/SelectiveAdmissions)

General Email: SelectiveAdmissions@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 Veterinary Technology portfolio.

Each Veterinary Technology applicant is required to gather all documentation listed on the Fall 2025 Veterinary Technology Portfolio 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. 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 Gloucester campus no later than June 18, 2025 at 5 p.m. Late submissions are not considered for admission.

The following items are REQUIRED for all applicants to the Veterinary Technology Programs 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 Fall 2025 Veterinary Technology 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 in the Fall 2025 Veterinary Technology Portfolio:

- Fall 2025 Veterinary Technology Portfolio Checklist
- Fall 2025 Veterinary Technology Ranking Sheet
- Fall 2025 Veterinary Technology Application
- RCSJ General Admissions Completion Form
- Portfolio Submission Agreement
- Student Acknowledgement of Program Status Form

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 if student's most recent/current cumulative GPA is from a college or university.*

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. 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>
50%	<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></p> <p>Scores from only one attempt may be submitted for admission. Minimum Composite Score: 72</p>
50%	<p>Cumulative GPA Requirement Minimum Cumulative GPA: 2.0</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. High school seniors will use their weighted GPA, if available.</p>

Veterinary Technology Information Sessions

All Veterinary Technology Information Sessions will be held through Zoom webinar.

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

- Attendance at one information session is **mandatory** to apply to the **Fall 2025 Veterinary Technology 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.
- **Advance registration is required for each information session.** Please use an email address you check regularly to register for the session to ensure you receive the correct Zoom link.

To register for an information session, please visit:

RCSJ.edu/SelectiveAdmissions-site/Gloucester-site/Pages/vettech.aspx

Fall 2025 Veterinary Technology Program Information Sessions		
Thursday	February 27, 2025	10:00 a.m.
Wednesday	March 26, 2025	3:00 p.m.
Tuesday	April 15, 2025	6:00 p.m.
Monday	May 12, 2025	10:00 a.m.
Thursday*	June 12, 2025*	6:00 p.m.*

**This is the FINAL information session for the Fall 2025 Veterinary Technology 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.

Veterinary Technology Information Sessions (*continued*)

What to Expect at Your Information Session

Webinar Logistics

- Attendees are encouraged to review the Zoom website for the basics of joining a Zoom webinar before their information session: <https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-Zoom-Webinar>
- Each session will start promptly at the advertised time and will last about 1.5 to 2 hours.
- The Webinar will lock 10 minutes after the start of the session. Late entries are strictly prohibited.
- **Please plan accordingly!**
- Attendees are strongly recommended to join the webinar from a laptop or desktop computer for optimal viewing experience. Attendees who join the webinar from their cell phone or tablet *do so at their own risk*.

3 Informational Segments

- **Admissions:** Representatives from the Gloucester campus will review the two-step application process for the Veterinary Technology program.
- **Program:** Representatives will review Veterinary Technology Program information and other requirements.
- **Q&A:** Attendees will have an opportunity to ask and have questions answered by panelists in attendance. Questions can be typed in the chat box and will be answered either “live on-air” at the end of the information session or privately by one of the panelists in attendance.

Proof of Attendance

- Applicants are required to stay the entire length of the webinar to receive credit.
- Attendance is determined by registration and log-in data. Applicants who leave the session early will not receive credit for attending and will need to attend another session. **Plan ahead!**
- A receipt of attendance* will be emailed directly to the student using the email address provided in the registration form. Applicants must print the receipt and include in their **Fall 2025 Veterinary Technology portfolio**.

**This email, sent from SelectiveAdmissions@rcsj.edu, may arrive 48 – 72 hours after the session and may go to your junk/spam folder.*

Please Note!

All applicants must attend one information session date for the Fall 2025 Veterinary Technology 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 Fall 2025 Veterinary Technology Program Note:

Submitted HSRT-AD scores 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

- 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 **\$50 (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 Veterinary Technology 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 24–25 Vet Tech			
Date of Test	Regular Deadline (\$50) <i>(subject to change)</i>	Late Deadline (\$65) <i>(subject to change)</i>	
Tuesday	10/15/2024	Tuesday, October 1, 2024	Monday, October 14, 2024
Friday	10/25/2024	Friday, October 11, 2024	Thursday, October 24, 2024
Tuesday	10/29/2024	Tuesday, October 15, 2024	Monday, October 28, 2024
Thursday	10/31/2024	Thursday, October 24, 2024	Wednesday, October 30, 2024
Wednesday	11/6/2024	Wednesday, October 23, 2024	Tuesday, November 5, 2024
Friday	11/15/2024	Friday, November 1, 2024	Thursday, November 14, 2024
Monday	11/25/2024	Monday, November 10, 2024	Friday, November 22, 2024
Saturday	12/14/2024	Wednesday, Nov. 27, 2024	Friday, December 13, 2024
Monday	12/16/2024	Monday, December 2, 2024	Friday, December 13, 2024
Thursday	12/19/2024	Thursday, December 5, 2024	Wednesday, December 18, 2024
Wednesday	1/15/2025	Thursday, January 2, 2025	Tuesday, January 14, 2025
Monday	1/27/2025	Monday, January 13, 2025	Friday, January 24, 2025
Thursday	2/13/2025	Thursday, January 30, 2025	Wednesday, February 12, 2025
Tuesday	2/18/2025	Tuesday, February 4, 2025	Monday, February 17, 2025
Wednesday	2/19/2025	Wednesday, February 5, 2025	Tuesday, February 18, 2025
Monday	2/24/2025	Monday, February 10, 2025	Friday, February 21, 2025
Wednesday	2/26/2025	Wednesday, February 12, 2025	Tuesday, February 25, 2025
Tuesday	3/4/2025	Tuesday, February 18, 2025	Monday, March 3, 2025
Monday	3/31/2025	Monday, March 16, 2025	Friday, March 28, 2025
Thursday	4/17/2025	Thursday, April 3, 2025	Wednesday, April 16, 2025
Monday	4/28/2025	Monday, April 14, 2025	Friday, April 25, 2025
Thursday	5/8/2025	Thursday, April 24, 2025	Wednesday, May 7, 2025
Tuesday	5/20/2025	Tuesday, May 6, 2025	Monday, May, 19, 2025

Contact Information (Gloucester Campus) • Address: 1400 Tanyard Rd, Sewell, NJ 08080 • Student Services Building, Room 1162

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 Building, 1st Floor, Testing Lab (#4 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 Campus HSRT-AD Test Dates 24–25 Vet Tech		
Date of Test	Regular Deadline (\$50) <i>(subject to change)</i>	Late Deadline (\$65) <i>(subject to change)</i>
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
12/4/2024 (Wednesday)	11/20/2024	12/3/2024
12/5/2024 (Thursday)	11/21/2024	12/4/2024
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)	2/5/2025	2/18/2025
2/20/2025 (Thursday)	2/6/2025	2/19/2025
2/26/2025 (Wednesday)	2/12/2025	2/25/2025
3/06/2025 (Thursday)	2/20/2025	3/05/2025
4/03/2025 (Thursday)	3/20/2025	4/02/2025
5/01/2025 (Thursday)	4/17/2025	4/30/2025
6/05/2025 (Thursday)	5/22/2025	6/04/2025

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

RCSJ Placement Test

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

Applicants will submit a completed RCSJ General Admission Completion Form 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 Veterinary Technology form will need to be signed by a Gloucester admissions representative*). Once both sections are completed and signed, the student can submit it 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 Veterinary Technology 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 General Admissions Completion Form signed, contact the Admissions Office at 856-415-2209.

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 Veterinary Technology program.

High School Transcripts

For general admission to RCSJ (*STEP 1, page 12*), 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 cumulative GPA (class of 2025) for 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.

RCSJ Students

Applicants who have taken courses at RCSJ (including High School Option Program and Visiting students) will submit 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 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)	• FCSEA (foreigncredentials.org),	• WES (wes.org)	• SpanTran (SpanTran.com)
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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 Credits

Transfer Student Responsibilities

It is the applicant's responsibility to ensure coursework submitted is acceptable *prior* to submission of the Veterinary Technology portfolio.

Applicants should have prior coursework evaluated for transfer credit before submission of the Veterinary Technology 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](https://www.rcsj.edu/gc/Transfer)

Courses Eligible for Transfer

General education courses may be eligible to transfer to the Veterinary Technology Program. Students transferring from another Veterinary Technology Program should be advised that the vast majority of Veterinary Technology courses cannot transfer from school to school. Transfer students from Veterinary Technology programs that have taken anatomy and physiology of domestic animals courses will need to have their credits evaluated for transfer credit eligibility. All students should have their transfer credits evaluated prior to submitting a Veterinary Technology portfolio.

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.

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 Veterinary Technology 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 with any questions about transcripts.

Gloucester: 856-468-5000, ext. 6474

Email: SelectiveAdmissions@rcsj.edu