

Radiography

Program Application — 2024



RCSJ.edu



3322 College Drive, Vineland, NJ 08360

Radiography

2024

FACT SHEET

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

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

Admission Decisions Sent: April 5, 2024

- This packet is exclusive to applicants seeking admission into the fall 2024 Radiography Program on the Cumberland Campus
- Applicants may only apply to **one** selective admission program per application cycle.
- Applicants may only submit the Radiography Program Portfolio to the Cumberland Admissions Office.
- Applicants must be 18 years of age by the first day of the fall 2024 semester.
- Anatomy and Physiology Prerequisites must be completed: High School Biology or General Biology I **and** High School Chemistry or General Chemistry or Introduction to Chemistry with a grade of C or higher and college level English placement.
- Radiography Program science courses and science courses used for application ranking must be taken from 2019-present. *Online course instruction for Anatomy and Physiology I and II not acceptable at another college prior to Spring 2020.*
- Mandatory Radiography Orientation for accepted fall 2024 Radiography students. Notification will be sent to RCSJ – Cumberland student email. *Students **must** attend to maintain their seat in the program.*
- Applicants must have a minimum GPA of 2.0 at time of program application.
- *All students accepted to the Radiography 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.



Welcome to the Radiography Program at Rowan College of South Jersey – Cumberland Campus and thank you for your interest. We are thrilled that you have chosen to embark on this exciting journey with us. Our Radiography Program is designed to provide you with comprehensive training and hands-on experience in the field of medical imaging. You will learn the essential skills needed to become a skilled radiographer, contributing to the healthcare industry and patient care.

Our dedicated faculty members are committed to your success and will guide you through a rigorous curriculum that includes both theoretical knowledge and practical application. You'll have the opportunity to work with state-of-the-art equipment and gain real-world experience in various clinical settings. Your journey here will be challenging, but the rewards will be immeasurable. You will leave our program well-prepared to excel in the dynamic and vital field of radiography.

Sincerely,

Joy MacMahan

Joy MacMahan, M.Ed. R.T.(R)
Director, Radiography Program
Jmacmah2@rcsj.edu

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Section I: A.A.S. Radiography Information

- Important Information
- Academic Preparation
- Radiography Program Admission Ranking Criteria
- Health Requirements
- Curriculum Sequence (A.A.S. Radiography)
- General Education Courses
- GPA Requirements
- Letter Grades

Important Information

The information in this packet is applicable to applicants planning to enter the Radiography Program beginning September 2024

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

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

**All Admission Decisions Sent on or about: April 5, 2024 to the applicant's
RCSJ Cumberland Campus 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 Radiography 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. Radiography program admission is competitive, and acceptance depends on the size and qualifications of the applicant pool. **Please note that meeting or exceeding all admission criteria does not guarantee acceptance to the program.**

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

Applicants are encouraged to review all policies and procedures specific to the Radiography Program. Program policies addressing student health, essential functions, pregnancy, and program progression and retention are published in the Radiography Program Student Handbook. The handbook may be downloaded from <https://www.rcsj.edu/Nursing-site/Radiography-site/Documents/Radiography%20Program%20Handbook.pdf>

Applicants may contact RCSJ at 856-200-4669 or text 856-200-4848 for answers to general questions about the process described in this packet. Information in this packet reflects policies and procedures which must be followed to be considered for admission into the 2024 Radiography Program.

Academic Preparation

Individuals applying to the program should have a scholastic background which includes high school algebra, biology, and chemistry. Applicants lacking the scholastic background, or returning to school after a prolonged absence, can fulfill the entrance requirements through successful completion of college courses.

Program Overview

Radiographers are health care professionals who use radiation (x-rays) to create medical images of the body. Other names used for the profession are: Radiologic Technologist or X-ray Technologist. The career combines the use of modern medical equipment with patient interaction. Radiographers are valued members of the health care team and provide information to physicians so that patients' illnesses can be diagnosed, and treatment initiated.

Radiographers find employment opportunities in hospitals, private imaging centers, health centers, and mobile imaging units. There are also opportunities in sales, marketing, research, education, and industry. The Radiography Program offers the education and clinical experience needed to enter this challenging and rewarding career.

Graduates of the Radiography Program may choose to continue their education and gain certification in an advanced modalities such as Ultrasound, Nuclear Medicine, MRI, Computed Tomography (CT), Radiation Therapy, Mammography, or Cardiac Catheterization. Educational requirements differ for each of those career paths. Additional information on advancement opportunities and salaries can be found on the American Society of Radiologic Technologists website, www.asrt.org under the "Career Center" link.

To become a registered Radiographic Technologist, program graduates must pass a national exam given by the American Registry of Radiologic Technologists. The five-year average of graduates who have passed the exam on the first try is 87%.

Program at a Glance:		
Length:	Two years	6 Consecutive Semesters
Capacity:	To be Determined	Based on Clinical Sites
Start Date:	Fall Semester	September – Each Year
Tuition:	Established by RCSJ	Cumberland Campus
Clinical Days:	Number of Days Per Week:	Semester:
	2	First – fall (Year One)
	2	Second - spring
	4	Third – summer II
	4	Fourth – summer IV (Year Two)
	3	Fifth – fall
	3	Sixth - Spring

Radiography Program Admission Criteria

I. HESI (Health Education Systems Inc.) Test Results		
Required Test Sections	Minimum Required Score Per Section	Ranking Consideration
<i>a. Critical Thinking</i>	Overall Score of 700	10%
<i>b. Science</i>	70	45% (Science, English, and Math sections combined)
<i>c. English (Vocabulary and Reading)</i>	70	
<i>d. Mathematics</i>	70	
2. Science Background		
<i>a. High School Biology or General Biology and High School Chemistry or General Chemistry or higher and college level English placement.</i>	OR	25%
<i>b. Anatomy & Physiology I or Anatomy & Physiology II (2019-present)</i>		
3. GPA		
<i>A minimum GPA of 2.0 or higher from the school applicant currently attends or most recently attended at time of Radiography Program application.</i>		20%

Program Contact Information:

Joy Mac Mahan R.T. (R), M.Ed., Program Director: jmacmah2@rcsj.edu

Natasha Cordero, A.A.S., R.T.(R), Clinical Education Coordinator: ncordero@rcsj.edu

Katrina Thompson, BA, R.T. (R), Lab Assistant: ktthomp29@rcsj.edu

Joyce Pugh, Senior Administrative Assistant, Nursing and Health Professions: jpugh2@rcsj.edu



Health Requirements

Students who are accepted into the Radiography 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.

Complete acceptance to the Radiography Program is contingent upon the submission of the completed medical form, including drug testing, and successful completion of a criminal background check. The Medical Form and additional information regarding the background check will be provided to the applicant following the Radiography Program acceptance letter.

Curriculum Sequence

NURSING AND HEALTH PROFESSIONS

Degree Offered: Associate in Applied Science Radiography

Curriculum Code: RAD.AAS
CIP 512399

Program Information

This program combines courses in general education and radiography with supervised clinical experience in area hospitals and diagnostic imaging centers. Graduates are eligible to apply to take the American Registry of Radiologic Technologies Examination in Radiography and become nationally certified and also licensed by the State of New Jersey.

The program is approved by the Joint Review Committee on Education in Radiologic Technology and the Department of Environmental Protection/Bureau of X-Ray Compliance for the State of New Jersey.

When You Graduate

Graduates are employed by hospitals, clinics, diagnostic imaging centers and the offices of private physicians.

AAS programs are designed for students who want to enter a career directly after graduating, but those who change their plans find that most, sometimes all, of their RCSJ credits transfer to four-year colleges.

The latest technology and learning tools support your education for a wide range of employment opportunities.

RCSJ.edu

Radiography, AAS

This program has selective admissions. Please see Allied Health Activation page of the college's website for details.

Program Requirements (69/70 credits)

Year I, Fall Semester

<input type="checkbox"/> BI 106 Anatomy and Physiology I	4
<input type="checkbox"/> EN 101 English Composition I	3
<input type="checkbox"/> RT 101 Introduction to Radiography Science	3
<input type="checkbox"/> RT 102 Radiographic Procedures I	3
<input type="checkbox"/> RT 103 Clinical Practicum and Image Evaluation I	2
<input type="checkbox"/> RT 104 Radiographic Exposure I	2
	<hr/>
	17

Year I, Spring Semester

<input type="checkbox"/> BI 107 Anatomy and Physiology II	4
<input type="checkbox"/> CS 101 Introduction to Microcomputers or Computer Science Elective	3
<input type="checkbox"/> RT 106 Radiographic Exposure II	2
<input type="checkbox"/> RT 107 Radiographic Procedures II	3
<input type="checkbox"/> RT 110 Clinical Practicum and Image Evaluation II	2
<input type="checkbox"/> RT 121 Radiation Protection & Biology	3
	<hr/>
	17

Summer Semester

<input type="checkbox"/> RT 111 Clinical Practicum and Image Evaluation III	2
<input type="checkbox"/> RT 200 Clinical Practicum and Image Evaluation IV	2
	<hr/>
	4

Year 2, Fall Semester

<input type="checkbox"/> EN 102 English Composition II or EN 103 Technical Writing	3
<input type="checkbox"/> PY 101 General Psychology	3
<input type="checkbox"/> RT 201 Radiographic Procedures III	3
<input type="checkbox"/> RT 202 Clinical Practicum and Image Evaluation V	3
<input type="checkbox"/> RT 220 Equipment Operation & Maintenance I	2
<input type="checkbox"/> General Education Humanities Elective	3
	<hr/>
	17

Year 2, Spring Semester

<input type="checkbox"/> RT 205 Radiographic Procedures IV	
<input type="checkbox"/> RT 206 Clinical Practicum and Image Evaluation VI	
<input type="checkbox"/> RT 221 Equipment Operation & Maintenance II	
<input type="checkbox"/> SO 201 Introduction to Sociology	
<input type="checkbox"/> General Education Mathematics Elective (Excluding MA 109 & MA 115)	
	<hr/>
	3/4

14/15

Total Credits 69/70

Upon completion of this program, students should be able to:

- Locate, retrieve, and critically evaluate information and information sources.
- Be competent when performing radiographic procedures.
- Demonstrate effective communication.
- Demonstrate problem solving/critical thinking skills.
- Display professional development and growth.
- Graduates will be employable and meet the needs of the healthcare community.

Employment Opportunities
Radiographer

General Education Courses, GPA, and Letter Grades

An applicant may enroll in general education courses at the College prior to acceptance into the Radiography Program. Please note enrollment in general education courses at the College does not guarantee acceptance to the Radiography Program. Any general education (*non-RT*) 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. Gloucester Campus students can take ALH 102 Medical Terminology (3 credits), and Cumberland Campus students can take HS 102 Medical Terminology (3 credits).

Both courses provide students with a working vocabulary of medical terms.

Math skills, including algebraic equations, are essential to succeed in the Radiography 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 Radiography 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. 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 2.00 or higher to start the Radiography Program. At the time of application, if prior coursework prevents the student's cumulative GPA at RCSJ from being a 2.00 or higher, please contact your Academic Advisor for advisement@cc.rcsj.edu 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 Radiography 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
- Application Process Overview
- Step 1: General Admissions, Cumberland Campus
- Step 2: Selective Admission, Radiography (Portfolio Requirements)
- Radiography Information Session
- HESI Exam and Registration Information
- Transcript Policies
- Transfer Students
- Science Course Transfer Policies
- 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 for the Cumberland Campus.

Q: Do you have a rolling deadline?

A: The Radiography Portfolio deadline is firm — no portfolios are accepted after the posted deadline. All admission decisions are final after the deadline.

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

A: **No.** The Radiography Program is specific to the Cumberland Campus. The 2024 Radiography Program Portfolio must be submitted to the Cumberland Campus for admission consideration.

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

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

Q: If I do not have the minimum required HESI scores 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 for general admission.

Q: I completed the general education courses in the A.A.S. Radiography Program Curriculum. Does this mean I can complete the program sooner than outlined in the Program of Study?

A: **No.** The program takes six 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 Radiography Program, applicants must complete the first step for general admission to RCSJ. Once Step 1 is complete, the applicant may then proceed to the second step for selective admissions to the Radiography 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 Radiography Program. This process will provide a student with acceptance to the College, but not the Radiography Program. A student must complete a General Admission application for the Cumberland Campus or be a current student prior to submitting a Radiography packet. If there are questions regarding application status or an application is needed, please contact the Admissions Office at 856-200-4669.</p> <ol style="list-style-type: none">1. Complete and submit a general admission application to the Cumberland Campus online at RCSJ.edu/Apply and select the AS in Biological Science/Health Science degree program to designate potential interest in the Radiography Program. Designation as a potential Radiography Program applicant does not guarantee nor imply special consideration for acceptance to the Radiography Program.2. Students must submit an official copy of their high school transcript documenting high school graduation (or earned GED) to the Admissions Office.3. Satisfy the 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 Radiography packet. Each Radiography applicant is required to gather all documentation listed on the checklist and present it to the Admissions Office at the Cumberland Campus as a completed packet. Once submitted, new documentation may NOT be added to the packet. The following minimum requirements must be met and included in your packet for program admission consideration:</p> <ol style="list-style-type: none">1. Radiography Packet Checklist2. Radiography Application3. RCSJ General Admission Completion Form (Signed by Cumberland Admissions)4. HESI 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 1-2 business days after each session.)6. Official transcript in sealed envelope from student's high school (if applicable).7. Verification of Instruction Method for A&P I/II (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 2.0 from Currently attending/last school/college attended.

Step I: General Admission – Cumberland Campus

This section is for applicants who need to complete a general admission application to the Cumberland Campus **prior** to submitting their Cumberland Campus Radiography Packet.

Apply and Submit Official Documents

- A. Complete the free online application at rcsj.edu/apply/Cumberland
- New students are recommended to declare AS Biological Science/Health Science as their major.
 - Current students may not need to reapply to the College but should check with the Admissions Office to ensure application is up to date.
 - Returning students who have not attended the College in 3 or more years or recently earned a degree from RCSJ must reapply to the College.
 - Current Gloucester Campus students will need to complete a new application to the Cumberland Campus.
 - Graduating HSOP Students (class of 2024) and Visiting (Non-Matriculated) Students will need to complete an application to the College as a new, degree-seeking student.
 - Designation as a potential Radiography applicant does not guarantee nor imply special consideration for acceptance to the Radiography Program.
- B. Send official high school transcript or high school equivalency documents and any college transcripts to the Cumberland Admissions Office.
- Transcripts must be issued directly from the institution.

Satisfy Placement Test Requirements

- A. Students interested in applying to Selective Admissions Programs (e.g., Radiography) must satisfy the College's traditional placement testing requirements.
- Applicants may be exempt from the College's placement exam if they meet certain exemption criteria. A full list of exemption criteria can be found on the Cumberland Campus Testing Center website: [RCSJ.edu/Testing/Exemptions](https://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.
 - **Please Note:** Radiography Program applicants must complete the test requirements for the Cumberland campus; test exemption criteria may vary by campus. Completion of general placement testing requirements is the applicant's responsibility.
 - General admission application status and placement test exemption status is verified through the RCSJ General Admission Completion Form (page). This form must be completed and signed by an RCSJ Cumberland Admissions PRIOR to submitting the Radiography Portfolio.

Contact Information

Rowan College of South Jersey
Cumberland Campus
3322 College Drive
Vineland, NJ 08360
Phone: 856-200-4669
Email: admissions@cc.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 – Radiography

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

Each Radiography applicant is required to gather **all documentation** listed on the checklist (page 17) and present it to the Cumberland 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 Radiography 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 Radiography Program Application Requirements are satisfied.

1. Completed general application to the Cumberland Campus
 - Completed and submitted the free online application at rcsj.edu/apply/Cumberland
 - Submitted Official High School Transcript to Cumberland Admissions
 - Satisfied Cumberland Campus Placement Test Requirements
2. Attended one mandatory Cumberland Campus 2024 Radiography Information Session
 - RCSJ Proof of Attendance email printed and included in the Radiography Portfolio
3. Submission of official HESI Exam scores
 - Must be in a sealed envelope from the RCSJ Testing Center where you took the exam
4. Completion of the following forms:
 - 2024 RCSJ - Cumberland Radiography Portfolio Checklist
 - 2024 RCSJ – Cumberland Radiography Application
 - 2024 RCSJ General Admission Completion Form
 - 2024 Radiography Portfolio Submission Agreement
 - 2024 Radiography Admissions Ranking Score Sheet
5. Submission or resubmission of **all official college transcripts** if applicable (In sealed envelope obtained from the institution)
 - RCSJ transcript should be unofficial.
 - Electronic transcripts sent directly to the [student](mailto:student@rcsj.edu) for printing are not considered official.
6. Submission or resubmission of **official high school transcript**
 - Official high school transcript is not required in the portfolio if Cumberland Admissions verified they have copy on file (admission@cc.rcsj.edu) on file for general admission.
 - Official high school transcript is required in the portfolio if Cumberland Admissions does not have a copy on file for general admission.
 - **Official high school transcript is required in the portfolio if you are using high school sciences (2019 – present) for application ranking requirement.**
7. Submission of the 2024 RCSJ Verification of Instruction Method Form (If applicable, see page 14)
 - Not required for sciences taken at RCSJ or for the Biology and Chemistry taken in high school.

Radiography Information Session

All 2024 Radiography Program information sessions will be held via Zoom.

- Attendance at one information session is mandatory to apply to the 2024 Radiography Program and must be completed **prior to submission of the packet**.
- Packets 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: rcsj.edu/SelectiveAdmissions/Cumberland
- Information sessions are held annually for prospective applicants to learn about the current application processes and to allow an opportunity to ask and have questions answered.
- Each information session will start promptly at the scheduled time and will last about 1.5 hours.
- Attendees must be registered for the session, and late entries are **prohibited**. **Please plan ahead!**

Radiography Zoom Information Session Dates and Times

Day	Date	Time
Tuesday	9/26/2023	3:00 PM
Thursday	10/19/2023	6:00 PM
Monday	11/13/2023	11:00 AM
Wednesday	12/6/2023	6:00 PM
Friday	1/12/2024	3:00 PM
Thursday	2/8/2024	1:00 PM

Information Session Segments

- **Admissions:** Representatives from the Admissions Office will review the two-step application process for the Radiography Program.
- **Program:** Representatives from the Radiography 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 2024 Radiography 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.

HESI Exam

HESI

The HESI Exam is a general test that identifies the applicant's abilities related to mathematical concepts, reading, grammar, vocabulary and general science. The minimum score of 70% is required in **each** of these sections. The Critical Thinking component is **also** required with an overall minimum score of 700. The HESI may be taken twice within a calendar year. **Please note there must be 60 days between each test date.** The HESI scores must be in a sealed envelope from the Testing Center and included in the Radiography Admissions Packet. Exam details and registration information is available at <https://www.rcsj.edu/Testing/Cumberland>

Transcripts

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

Applicants are encouraged to contact the Cumberland 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 Radiography Program.

High School Transcripts

For general admission to RCSJ (*STEP 1, page 9*), 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 Radiography 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 Radiography 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 Admissions Office prior to submitting the Radiography 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 Gloucester students planning to submit a Radiography Portfolio to the Cumberland Campus 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 packet. 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: rcsj.edu/International. The international transcript(s) must be evaluated by one of the following organizations:

• NACES
(naces.org)

• IEES, Inc.
(edevals.com)

• FCSEA
(foreigncredentials.org)

• WES
(wes.org)

• SpanTran
(SpanTran.com)

Transcripts (Continued)

Transfer Student Responsibility

It is the applicant's responsibility to ensure coursework submitted for Radiography program application ranking requirements is acceptable prior to submission of the Radiography Portfolio.

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

Courses Eligible for Transfer

Only general education courses from other colleges and universities may be eligible for transfer to the Radiography Program. Applicants who are currently enrolled or were previously enrolled in another college's Radiography Program should be advised that those Radiography courses cannot transfer to the RCSJ Radiography 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 and Microbiology that **may not be equivalent** to the Anatomy and Physiology and Microbiology courses at RCSJ. Applicants are highly encouraged to contact Selective Admissions for questions on science course equivalency **well ahead** of the portfolio deadline.

Letter Grades

Some colleges do not operate on the plus or minus grading scale. Students transferring coursework from a college that does not use a plus or minus grading scale will need to earn a letter grade of "B" or better for coursework in the Radiography Program that requires a minimum grade of "C." This also applies to students who used Excelsior College to update the content of their expired Anatomy and Physiology I/II or Microbiology courses. For more clarification on this policy, students can contact 856-200-4670.

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 Radiography 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 Cumberland Admissions well in advance of the portfolio deadline for guidance. **Please contact the Cumberland Admissions Office at 856-200-4669 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, Anatomy and Physiology I and II courses that have been completed successfully from a regionally accredited institution. Acceptable coursework not taken at RCSJ must have equivalent content, lecture, credit hours, face-to-face lab hours and provide a letter grade.

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

Verification of Instruction Method

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

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

Verification of Instruction Method Form

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

AND

Course Syllabus* (if applicable)

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

- The syllabus **must** include the semester and year course taken, course title and section number.
- This needs to match the information on the proof of registration/course schedule.

Verification of Instruction Method (Continued)

- If the original syllabus cannot be obtained, a master syllabus from the academic department is acceptable, so long as the course has not been revised since the applicant took the course.

It is the student's responsibility to obtain this information and provide it in the portfolio. **It is highly recommended** to confirm with the Admissions Office that the information obtained is acceptable prior to submitting portfolio. Failure to include this information could result in an incomplete portfolio and your portfolio will not be considered for admission.

For more information, or if you have any questions regarding this Science Course Transfer Policy, refer to Administrative Procedure 8207 or call 856-200-4697. 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





Section III Radiography Program Portfolio

- **Part I: Required Forms**
 - 2024 Radiography Portfolio Checklist
 - 2024 Radiography Application
 - General Admission Completion Form
 - 2024 Radiography Portfolio Submission Agreement
 - 2024 Radiography Information Session Proof of Attendance
 - 2024 Radiography Admissions Ranking Score Sheet
- **Part II: Required Forms**
 - 2024 HESI Score Report
 - Official College Transcript(s)
 - Official High School Transcript
 - Verification of Instruction Method Form (if applicable)

How to Submit Your Complete Portfolio

All applicants to the Radiography Program must review the 2024 Radiography Program Admission Information **before** completing the Portfolio. The Radiography Program Admissions Information packet contains all current policies and procedures for submitting a complete portfolio.

Complete Radiography Portfolios may be submitted at any time from January 2, 2024, through March 1, 2024, 2024 at 5:00 PM. **Complete portfolios can be submitted either in-person to the Cumberland Admissions Office or by mail. Electronic submissions of portfolios are not accepted.**

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

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

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

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

On Campus Submission

Rowan College of South Jersey
Cumberland Campus
The Office of Admissions
Attn: Selective Admissions - Radiography
Student Name & RCSJ Cumberland ID#

Mailing

Rowan College of South Jersey
Cumberland Campus
The Office of Admissions
Attn: Selective Admissions – Radiography
3322 College Drive
Vineland, NJ 08360

Applicants should contact the Cumberland Admissions Office (admissions@cc.rcsj.edu) with any questions on whether a document needs to be included **prior** to submission of their Radiography Portfolio.

Complete Radiography Portfolios submitted in person or by mail must be received in the Admissions Office on the Cumberland Campus by 5:00 p.m. on March 1, 2024.

2024 RCSJ – Cumberland Radiography Portfolio Checklist

Last Name _____ First Name _____ ID _____

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

Part I: Required Forms:

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

- 2024 RCSJ - Cumberland Radiography Portfolio Checklist
- 2024 RCSJ – Cumberland Radiography Application
- 2024 RCSJ General Admission Completion Form – signed by *both* admissions and applicant
- 2024 Radiography Portfolio Submission Agreement
- 2024 Radiography Information Session Proof of Attendance Date Attended: _____/_____/_____
- 2024 Radiography Admission Ranking Scoresheet

Part II: Required Transcripts and Score Reports:

- Official HESI Score Report
Must be in sealed envelope from Testing Center. Unofficial scores printed by the student are not acceptable.

Overall Score: _____/_____/_____

Date of Exam: _____/_____/_____

- Unofficial RCSJ Transcript
Print directly from your RCSJ .

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

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

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

- Official High School Transcript

- N/A – My high school transcript is on file with the Admissions Office AND I am using college level lab science(s) for admission ranking. No high school transcript included.

- Verification of Instruction Method Form, provided for:**

- Anatomy & Physiology I/II

- A&PI/II is from RCSJ – Verification of Instruction Method Form not included.

- I have not taken college level Anatomy and Physiology I/II that is equivalent to the RCSJ course. (Verification of Instruction Method Form not included.)

2024 RCSJ – Cumberland Radiography Application

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

Please type or print clearly.

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

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

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

Address: _____

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

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

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

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

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

Education Information:

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

Name of Institution:	Address:	Dates Attended:	Degree Received:
High School	City/State	Month/Year	
Vocational/Technical School	City/State	Month/Year	
College/University	City/State	Month/Year	
College/University	City/State	Month/Year	

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

2024 RCSJ - General Admission Completion Form

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

Directions:

1. Complete the Applicant Section and submit to the Admissions Office on the Cumberland Campus **PRIOR** to submitting the packet.
2. Request that an Admissions Office staff member review the form:
 - a. In-person in the Cumberland Student Services Building next to the One-Stop
 - b. Email the scanned form to: admissions@cc.rcsj.edu
3. RCSJ Admissions will complete their section, sign form, and return to student.
4. Only **after** an Admissions Representative signs this form will it be considered complete and ready to be enclosed in the packet.

Applicant Section

Last Name: _____ First Name: _____ ID _____

I am an applicant for the Rowan College of South Jersey 2024 Selective Admissions Radiography Program.

- I request the Admissions Office to verify my general admission application to the Cumberland Campus (including College application, high school completion credentials, and college-level placement in reading, writing, and math) is complete.
- I acknowledge this form will be considered complete and ready to be enclosed in the packet only after it is signed by the applicant an RCSJ Admissions Representative.

Student signature (required): _____ Date: ____/____/____

RCSJ Cumberland Admission Office Section

1. **General Application:** This applicant has a completed general admissions application to the Cumberland Campus. Yes No Needs to apply to the Cumberland Campus.
2. **High School Completion Credentials:** This applicant has satisfied the **general admission** requirement by providing the following document:
 - Preliminary high school transcript (send final copy after graduation)
 - Official high school transcript
 - Home School Transcript
 - GED
 - Applicant is missing high school credentials.
3. **RCSJ Placement Test Status:** This applicant satisfied the RCSJ placement test **or** received a testing exemption in the following areas (**Note:** all three must be satisfied to submit a portfolio.):

Reading: Yes No Writing: Yes No Math: Yes No

Placement: _____ Placement: _____ Placement: _____

Admissions Office signature (required): _____ Date: ____/____/____

2024 Radiography Portfolio Agreement Form

I downloaded and reviewed the Radiography Admission Portfolio information/instructions on the Selective Admissions website before completing my portfolio. I understand the contents of the document and adhere to all regulations, policies, and procedures contained within.

I acknowledge and understand I am solely responsible for following the policies and procedures for the Selective Admissions process.

I certify that the Radiography Program is specific to the Cumberland Campus and the Portfolio must be submitted to Rowan College South Jersey – Cumberland Campus Admissions Office. I understand that if I submit the portfolio to the Gloucester Campus, I will be disqualified for entry for the Fall 2024 program.

I understand admission to the Radiography Program is not guaranteed, even if I meet or exceed all admissions ranking requirements.

I certify that all documents and information provided by me are true, accurate and complete. Any misleading or false information may result in actions including, but not limited to, discipline, dismissal or denial of application to all selective admission programs. In addition, I realize my acceptance may be revoked if I engage in behavior that questions my honesty, integrity, maturity, or ethical character.

I further understand that once I submit this portfolio to the RCSJ Cumberland Admissions Office, it is a final document and property of the College. I understand failure to include any required documentation will result in an incomplete portfolio and I will be ineligible for admission to the 2024 Radiography Program. This includes omission of any college transcript.

The Buckley Amendment (Privacy Act) requires student permission before transferable college courses may be added to the student's academic record. I grant permission to the College to transfer any applicable courses and change my major course of study, should I be accepted to the program.

I understand I am solely responsible for the contents and completion of this portfolio. My signature below confirms I understand and agree to the statements above.

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

Applicant Signature: _____ Date: ____/____/____

2024 Radiography Ranking Score Sheet

55% - HESI (Health Education Systems Inc.) Exam Scores

The HESI Exam score report must be in a sealed envelope from the RCSJ Campus Testing Center where you took the exam. Unofficial results printed by the student will result in an incomplete portfolio. Campus: Gloucester Cumberland

(10%) Critical Thinking Overall Score: _____

(45% - Combined % for Science, English, & Math) Science Score: _____ English Score: _____ Mathematics Score: _____

25% - Lab Science Requirement

Choose **one** science option below to use for admission ranking. Must be taken from 2019-present, with a final letter grade of a "C" or higher. All letter grades will be verified with the official transcript(s) included in the portfolio.

Option I: Lab Biology AND Lab Chemistry

High school, college level, or a combination of the two. College level BIO options: General Biology I, General Biology II, Human Biology, or equivalent. College level CHM options: General Chemistry I, General Chemistry II, Introductory Chemistry, or equivalent.

Lab Biology

Course Name: _____ School/College: _____

Semester/Year Taken (ex: Fall 2023): _____ Final Letter Grade: _____

Lab Chemistry

Course Name: _____ School/College: _____

Semester/Year Taken (ex: Fall 2023): _____ Final Letter Grade: _____

Option II: Anatomy & Physiology I

*College level only, equivalent to BIO 105 (Gloucester) or BI 106 (Cumberland)
A&P courses taken at another college require Verification of Instruction Method form in the portfolio.*

Course Name: _____ School/College: _____

Semester/ Taken (ex: Fall 2023): _____ Final Letter Grade: _____

20% - Cumulative GPA

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

Cumulative GPA: _____ School/College of current or most recent attendance: _____

