



# Admissions

## Who May Attend

### Admissions Policy

County College of Morris (CCM) is open to all students who may benefit from college level study and who have a reasonable chance of successfully completing its courses and programs. Acceptance into credit courses and programs of study leading to a degree or certificate requires a high school diploma, General Equivalency Diploma (GED), Home School Certificate or equivalent, or a demonstrated ability to benefit from post-secondary studies.

(Note section "Restricted and Capped Programs" for exceptions). The college reserves the right to refuse admission to any applicant where there is evidence that the individual would endanger his or her own health or safety or the health or safety of others.

### Admissions Policy for Pre-College Age Students

#### State-Issued High School Diploma

Prospective students who have left high school and have not received their diploma or a GED may attend CCM to pursue a state-issued high school diploma. These prospective students must apply and send their official high school transcript and SAT or ACT scores (if taken.) Prospective students must schedule an appointment to meet with the Director of Admissions by calling 973-328-5100.

Prospective students must take and pass placement exams in English, Mathematics and Reading. Once enrolled in CCM, students must take courses in designated subject areas equaling 30 total credit hours. Upon completion, the student may request that an official transcript be sent to the State of New Jersey for the issuance of the high school diploma.

#### Procedures for Pre-College Age Students

Students who wish to enroll in a college course or courses while still in high school may do so through one of the following programs:

- Academy Program
- Challenger Program (including home schooled)

Please contact your high school guidance counselor for details regarding these programs. Additional information is also available through the Admissions office, 973-328-5100.

## Student Categories

The college recognizes the following categories of students:

### Matriculated (Degree Seeking)

Students who are officially enrolled in a program of study leading to a degree or academic certificate in specified areas (contact Admissions office for listing). At the time of matriculation, students must take the County College of Morris (CCM) college placement examinations unless they are exempt from the examinations as described below.

### Non-Matriculated (Non-Degree Seeking)

Students who are not seeking a degree or academic certificate from CCM. Non-matriculated students may enroll in credit courses for personal interest, career advancement, enrichment or possible transfer to another institution provided they satisfy all course prerequisites and other admission requirements.

### Non-Credit

Students who are enrolled in courses or programs of varying lengths for which no college credit is assigned. Non-credit students are exempt from the general admissions requirements of the college. These courses are administered by the Office of Community and Professional Programs.

## College Placement Test

The college's placement test (Accuplacer) provides information to the college about a student's skill level in English, mathematics, algebra and information (computer) literacy. The results of the test(s) are used to determine the proper placement of students in academic courses.

### Who Must Take the Placement Test?

- a. All students who apply for matriculation into a program of study leading to a degree or certain specified certificate.
- b. All students who intend to register for an English or mathematics course, or for a course that requires a proficiency measured by the placement test.
- c. All students transferring to County College of Morris (CCM) who are not exempt from placement testing as specified in "Exemptions from Placement Testing."
- d. Any applicant whose first language is not English and who is attempting to register for a credit course.
- e. Any applicant who is exempt from the Mathematics section of the exam but who wishes to attempt to place into a higher level mathematics course, e.g., Pre-calculus, Calculus I, etc.
- f. Any pre-college age student who enrolls at the college through the Challenger or Academy programs or any of the college's pre-college age programs who intends to register for an English or mathematics course, or for a course that requires a proficiency measured by the placement test.
- g. All non-matriculated students who have completed 12 credits of coursework at CCM and whose enrollment is not covered by exemption as specified in the Exemptions from Placement Test.

## Exemptions from Placement Testing

The following students are exempt from the placement test(s) at CCM upon presentation of appropriate documentation to the Admissions office.

- a. Students who have taken SATs or ACTs and have earned scores of: SAT = 540V and 530M or ACT = 23 for English and 23 for mathematics.
- b. Students who have earned college credit in appropriate English or mathematics courses from a regionally accredited college or university may be exempt from placement testing.
- c. Students who have passed the appropriate remedial coursework at another college or university.

## Basic Skills Remediation Requirements

If the placement test results indicate that specific basic skills are lacking, the college reserves the right to require students to take non-credit remedial/developmental courses in writing, mathematical computation, basic and/or intermediate algebra.

Students whose test results indicate an inability to benefit from college level work will be offered counseling and additional testing to determine proper placement. Placement may include alternative educational opportunities in lieu of admission to the college as a matriculated student.

Pre-college age students are not permitted to take any remedial/developmental courses at CCM.

## Basic Musicianship Test

All students who intend to register for performance courses in the Music and Music Technology programs are required to take the Basic Musicianship Test prior to registration for Music Theory.

## College Level Mathematics (CLM) Test

Students who intend to register for courses in engineering, physics, mathematics, biology or chemistry may be required to take the College Level Mathematics (CLM) test prior to registration to determine placement in higher-level mathematics.

## Information (Computer) Literacy Competency Exam

All students will be required to take the Information (Computer) Literacy Competency exam at the same time they take the Accuplacer placement test(s). Students who do not pass the exam must take a 1-3 credit designated course in technology recommended through their respective programs.

## Students with Disabilities

Students who identify themselves as being disabled may request testing accommodations by submitting the appropriate documentation to the Disability Services office.

## Documentation Needed for Admissions

Applicants are required to submit to the Admissions office a completed application form. The application for admission is available from the college's website at [www.ccm.edu](http://www.ccm.edu). Matriculated students must arrange to have high school and/or college authorities forward official transcripts in sealed envelopes to the Office of Admissions. The student must also provide:

### a. Submission of a Valid Record of Immunization

New Jersey law requires all full-time students to present a valid record of immunization against measles, mumps and rubella as a condition of enrollment. The state requires two doses of live measles containing vaccine administered after one year of age, after 1968, and 30 days apart. Additionally, students must submit documentation of immunization of the three-dose Hepatitis B vaccine. Individuals who are not in the Nursing or Allied Health programs are exempt from these requirements only if they were born before 1957. Immunization documentation must be submitted to the Office of Health Services prior to the beginning of the student's second semester of enrollment.

### b. Submission of Medical Information in the Form Prescribed by the College

### c. English Language Proficiency

All applicants whose first language is not English have the option to submit TOEFL, SAT or ACT scores or other proficiency evidence to support their admission applications to County College of Morris (CCM). However, upon arrival on campus, all students will be required to take an additional placement examination administered by CCM before registering for classes or other academic work.

- F-1 visa applicants and applicants applying from overseas – including Puerto Rico – must submit a TOEFL score of at least 400 (paper test), 97 (computer-based test) or 32 (Internet-based) by July 1 for the Fall Semester or November 1 for the Spring Semester.
- F-1 visa applicants submitting scores below the minimum will not be offered admission because we will be unable to guarantee a full-time schedule as is required of F-1 students.
- F-1 visa applicants will be required to write a LOEP essay to assist in ESL placement.

### d. Proof of Resident Status

Students who are non-immigrants, visa holders, temporary residents, refugees or employment authorization card holders (I-688A) must present to the Admissions office their (I-94) Departure Record card that is not expired.

Permanent Resident (I-551) students must present to the Admissions office their cards that are not expired. Copies are not accepted.

Undocumented students must provide proof of entrance into the United States before the age of 16, proof that they are under the age of 35, proof of having resided in the United States for at least five years without interruption, and proof of having graduated from an American high school or that they possess a GED or equivalent. The tuition rate charged to an undocumented individual who satisfies the foregoing admission requirements shall be at the out-of-state rate. When all admission materials have been received, the college may request a personal interview.

## Restricted and Capped Enrollment

Placement into certain degree or certificate programs may be restricted if interest exceeds the number that can be enrolled at a particular time. Where enrollment in a curriculum is limited, priority will be given to Morris County residents.

Admission to the following specialized programs is subject to additional criteria and restrictions. The college reserves the right to identify other academic programs that may require restricted or capped enrollments in the future.

### **Nursing, Radiography, Respiratory Therapy**

Admission criteria, technical standards, and grade requirements for Nursing and Allied Health are described in brochures available in the Office of Admissions or in the Department of Nursing and Department of Allied Health. All prospective Nursing and Allied Health students must meet technical standards.

Technical standards are the minimum fundamental abilities that are necessary to perform the activities requisite to obtaining credit for education and subsequent entry-level employment in the nursing and allied health professions.

Internal or transfer credits for science courses over seven years old will not be accepted. If they exceed the seven-year limit, students can prove competency by testing or they must repeat the course. All science grades must be a C or higher. Please be aware that multiple grades of a D or lower in science courses prior to obtaining a passing grade will affect the student's chances of getting a seat in the professional (clinical) phase.

Students need to be aware that due to the competitive nature of these programs, obtaining a seat in the professional (clinical) phase is based on the number of factors, including courses completed at County College of Morris, the grades earned, the overall grade point average at the time the Intent Form is filed, and a clean Criminal History Background Check. Morris County, New Jersey residents who successfully meet the criteria will be given preferential consideration. Admission into the professional (clinical) phase is not guaranteed.

## Enrollment Status

A part-time student is one who takes fewer than 12 credit hours per semester, while a full-time student is one who takes 12 credits or more per semester. Depending on their scores on the Placement Test, students are often required to complete certain developmental courses that carry institutional credit only but which can nevertheless be used for determining semester course load and full-time status.

## Transfer Students

Students who have attended other colleges or universities and who wish to receive a transfer credit evaluation must submit to the Admissions office official transcripts in sealed envelopes from the previous higher education institutions. The Office of Records and Registration will evaluate and grant transfer of credit after the applicant has been matriculated. The student shall be notified regarding what credits have been accepted for transfer.

Courses completed at a regionally accredited college or university, with a grade of C (2.0) or above will be evaluated for transfer of credit provided the courses are applicable to the applicant's program at County College of Morris (CCM). CCM does not accept transfer credit for courses with a grade of D. Upon individual review of exceptional cases, transfer credits may be granted from non-accredited institutions or through other forms of postsecondary education. Transfer students must complete at least 30 credits total and at least half of the credits in the major at CCM to receive a degree. Additionally, at least one half of the credits for a certificate must be completed at CCM. Grades received at other institutions will not be used in computing the cumulative grade point average at CCM.

## CLEP College Level Examination Program Department Exams Portfolio Assessment

Students who have acquired knowledge through life experiences may earn college credit without enrolling in certain courses. To determine a student's level of knowledge in a particular subject, the college administers CLEP subject examinations or a Portfolio Assessment (through the appropriate academic department).

With departmental approval in certain disciplines, department examinations may be administered. Students who register for a course and withdraw before the end of the second week of classes are eligible to take the applicable CLEP examination during that semester. Please contact the Testing Center for more information.

## Advanced Placement Credit

High school students who score at an acceptable level on the Advanced Placement Examination may earn course credit or advanced placement in County College of Morris courses. To receive advanced placement credit, students must present to the Admissions office an official record of their Advanced Placement Examination scores of three, four or five from the College Board.

The number of advanced placement credits will be determined by the appropriate department chair.

## Credit for Prior Learning

County College of Morris (CCM) grants credit for prior learning for certain college level knowledge acquired through traditional college level education as well as non-traditional education.

Non-traditional education may be acquired through experiences such as independent study, professional and/or job-related experiences.

This credit may be granted:

- a. For certain specialized courses at CCM, successfully passing a departmental evaluation of the type, content and rigor as determined by each academic department. This could include a portfolio or performance assessment. Students should contact the appropriate academic department for specific information.
- b. For non-collegiate military training courses accredited under the American Council on Education Military Guide, as verified by the Office of Records and Registration, and with the final evaluation and approval of the appropriate academic department.
- c. For non-collegiate corporate training courses accredited by the American Council on Education, as verified by the Office of Records and Registration, and with the final evaluation and approval of the appropriate academic department.

Applicants should consult the Credit for Learning Policy available through the Office of Records and Registration for more details.

## International Students

Non-immigrant visa holders may attend the college on a full- or part-time basis depending on their visa classification. Students who wish to attend the college on an F-1 student visa must apply for full-time study in either the Fall or Spring semesters.

Applications must include the \$30 application fee, Test of English as a Foreign Language (TOEFL) scores, name and address of a United States sponsor and the original secondary school transcripts. If documents are not from an English-speaking country, transcripts must be translated to English and notarized by an official translating agency. Personal translations will not be accepted. Transfer credits earned in institutions of higher learning from foreign countries must be evaluated by an accredited agency such as World Education Services, Inc. for consideration of advance standing.

The deadlines for F-1 applicants to submit the International Student Application for Admission, Affidavit of Support, application fee, TOEFL scores and transcripts are July 1 for the Fall Semester and November 1 for the Spring Semester.

The minimum score accepted on the Test of English as a Foreign Language (TOEFL) is 400 (paper test), 97 (computer-based test) or 32 (Internet-based test.) Applicants who earn scores below these minimums will not be offered admission.

The Affidavit of Support form can be found online at [www.ccm.edu/admissions/apply/international/forms](http://www.ccm.edu/admissions/apply/international/forms). County College of Morris requires an F1 student to be supported by a U.S. sponsor. The deadline to submit a completed I-134 Affidavit of Support

and supporting documents is July 1 for the Fall Semester and November 1 for the Spring Semester.

F-1 visa applicants transferring from a college or university located in the United States must also submit a copy of their I-20 AB and a Foreign Student Advisor Report by July 1 for the Fall Semester or by November 1 for the Spring Semester. In addition, international students must notify their previous college to release their I-20 AB in the SEVIS database system to County College of Morris.

The I-20 AB (Certificate of Eligibility) will be sent to the accepted student's sponsor upon receipt of a notarized Affidavit of Support with the supporting documents. Note: all F, H2, H3 and J visa holders will be charged the out-of-state tuition rate. E, G, H1, H4, I and L visa holders will be charged the appropriate in-county or out-of-county tuition if the 12-month residency requirement has been met.

## English for Speakers of Other Languages (ESOL)

County College of Morris (CCM) offers a three-level program of study for non-native speakers who are preparing for matriculation at CCM or other American colleges and universities. Courses in reading, writing and conversation form the core of the ESOL program.

Placement in one of these three levels is determined by an examination which includes a written essay. This Level of English Proficiency (LOEP) examination is administered on the CCM campus by the Testing Center. Students planning to arrive from abroad should allow a minimum of 20 days prior to the start of the Fall or Spring Semester to provide sufficient time to take this examination and have it scored. Depending on their LOEP scores, students are often required to complete certain courses that carry institutional credit only but which can nevertheless be used for determining semester course load and full-time status. Students who initially score at the lowest levels of the examination may require as many as three or more semesters of ESL work before they will be permitted to enroll in other college classes.

## Readmitted Students

Any student who was previously matriculated at the college and withdrew in good standing is eligible to re-enroll. To do so, the student must complete a Request to Re-Enroll form in the Office of Records and Registration, Student Community Center, Room 220.

If the student was previously non-matriculated and wishes to declare a major, the student must complete a Request to Matriculate Form through the Office of Records and Registration. Students requesting reinstatement to the Nursing and Allied Health programs will be readmitted only on a space-available basis, depending upon academic and clinical performance determined by the Nursing or Allied Health faculty. Nursing students can only be reinstated into a clinical nursing course one time. Students who meet the criteria for reinstatement and have been

denied a seat multiple times due to space availability will be given preferential consideration in the current reinstatement process. Respiratory Therapy students can only be reinstated into the professional phase one time.

Students who are academically dismissed are not eligible to apply to re-enroll until either one semester or one year has elapsed depending on the terms of the dismissal. Once the term of dismissal has been satisfied, students should contact the Office of Counseling and Student Success, Student Community

Center, Room 118, to request to re-enroll after dismissal. All re-enrolled, academically dismissed students will return on academic probation.

## Second Degrees and Certificates

Students should consult with their academic advisor before pursuing a second degree or certificate.

Students who have completed a County College of Morris (CCM) certificate program are eligible to matriculate for a second certificate or degree program. Students who have completed a CCM degree program are eligible to matriculate for another degree or certificate. Required specialized courses for the degree or certificate must be discussed with the advisor. A minimum of 21 academic credits related to a major must be earned in the second program in consultation with the appropriate department chair and academic dean determining which courses these additional credits will represent. This will replace the residency requirement applicable to the first degree. Where necessary, additional credits must be completed to meet general education requirements for the second degree or certificate. All other current degree requirements must also be met before the second degree will be awarded. Students must declare intent to pursue a second degree, second certificate or dual degree at least two semesters prior to graduation. Admission to second degree or certificate programs with heavy enrollment demands will be on a space available basis. A credit transfer evaluation from a student's first program to the second degree or certificate will be made at the time of matriculation. Courses will be treated as internal transfer credits and transfer grades will not be used in the grade point average calculation for the second degree or certificate.

## Insurance Requirements

### Health Insurance

College policy and New Jersey state law require all full-time students and part-time Nursing and Allied Health Professional students to maintain both accident and sickness health insurance providing basic hospitalization coverage. The college provides group health coverage and the premium is added to the student's tuition bill. The sickness insurance requirement ONLY may be waived if proof of coverage by another policy is presented at time of payment. All full-time and part-time students enrolled in

Nursing and Allied Health programs must have proof of private insurance or purchase this insurance through the college.

**Note:** Once purchased, this insurance premium is not refundable.

### Professional Liability and Malpractice Coverage

All full-time or part-time students enrolled in the clinical component of the Nursing, Respiratory Therapy and Radiography programs are required to purchase and show proof of Professional Liability/Malpractice coverage.

### Aviation Flight Technology

All full-time and part-time students enrolled in Aviation Flight Technology are required to purchase accident liability and aircraft damage liability insurance.

## Student Classifications

When applying to the college, it is important to understand student classifications.

### Students in Good Standing

Students who previously enrolled at County College of Morris (CCM) and who withdrew in good standing are eligible to re-enroll through the Office of Records and Registration. Students who were previously non-matriculated and who wish to matriculate must apply through the Office of Records and Registration.

### Academically Dismissed Students

Students who are academically dismissed are not eligible to re-enroll until either one semester or one year has elapsed depending on the terms of the dismissal. Once the term of dismissal has been satisfied, students should contact the Office of Counseling and Student Success to request to re-enroll after dismissal. All re-enrolled, academically dismissed students will return on academic probation.

### Visiting Students

Students who are not under disqualification from any college or university may enroll in the summer sessions or on a space available basis in the regular semester as a visiting student. A certificate of good standing and approval of transfer credit by the student's institution must be presented.

### Senior Citizens

Students who are over the age of 65 must provide proof of date of birth (e.g., driver's license, passport, birth certificate) to be eligible for the reduced tuition rate. The \$30 application fee is also waived for seniors.

### Students with Disabilities

CCM is committed to ensuring students with disabilities have access to academic programs, student activities and educational resources. Students with disabilities are provided with support services that are appropriate to their disabilities. Various assistive technology and accommodations may be recommended based on the nature of the disabilities in an effort to make the college campus barrier free for the students. Some examples of the assistive technology and accommodations offered by the college

include a Telecommunication Device for the Deaf (TDD number 973-328-5105), voice recognition software, scanners to print in alternative format, extended time on test, distraction free test environment.

Students with physical, psychological, medical or learning disabilities should contact the Disability Services office in the Sherman H. Masten Learning Resource Center (library) at 973-328-5296.

### Students with Visual and Hearing Impairments

CCM provides students who are visually impaired the opportunity to read the college catalog and other college brochures through an alternate media method. Those wishing to use this service should contact the Disability Services office.

Students with hearing impairments may call the college's Telecommunication Device for the Deaf, TDD number 973-328-5105, for information.

### Veteran Students

Eligible veterans, dependents and reservists may apply to receive educational assistance from the Veterans Administration while enrolled at CCM. To qualify for VA benefits, students must matriculate into an approved degree or certificate program and maintain satisfactory academic progress.

Please note that Veterans Administration education benefits are not payable for courses previously completed. Therefore, student-veterans who declare academic bankruptcy upon reentry into the college are advised that VA benefits will not be paid for courses that received passing grades during the initial attendance period. For further information and an application, contact the Coordinator of Veterans Services in the Office of Counseling and Student Success.

**Note:** Individuals who are eligible for the Montgomery GI Bill under Chapters 30, 1606, 1607, and VRAP are responsible for paying their own tuition regardless of when they receive their VA benefits check. CCM does not provide tuition deferment for these veterans.

## National Guard Tuition-Free Program

In cooperation with the New Jersey Legislature, County College of Morris will grant tuition-free full-time enrollment to certain members of the New Jersey National Guard and their surviving spouses and their children.

Interested students should contact the Coordinator of Veterans Services in the Office of Counseling and Student Success for eligibility criteria and application procedures.

## Volunteer Fire and Rescue

Volunteer Fire and Rescue personnel and/or their dependent children and spouses seeking to enroll under the tuition free program, (maximum of \$600 per academic year) must obtain a validated VTC 5 Form from their municipality. The completed form must be presented to the Bursar office and students need to be prepared to pay any balance and/or fees at the time of registration.

**Note:** Students will not be reimbursed and allowed to apply the waiver to any registration that was previously paid.

## Servicemembers Opportunity College (SOC)

County College of Morris has been identified as a Servicemembers Opportunity College (SOC) providing educational assistance to active duty service men and women. This program helps minimize loss of credit and avoids duplication of course work by awarding credit for specialized military training and occupational experience as appropriate to degree programs. For military personnel including their spouses and dependents, the college relaxes the residency requirements for in-county tuition rates along with the maximum number of allowable transfer credits from other institutions. Please submit the DD295 and DD214 to the Office of Counseling and Student Success for evaluation.

The Coordinator of Veterans Services is available in the Office of Counseling and Student Success, 973-328-5140. Please direct inquiries about the Veterans Student Organization coordinated through this office.

## Unemployed Persons

Unemployed persons seeking to enroll under the Department of Labor's job training program must submit documentation from the Department of Labor as proof of eligibility to the Admissions office. (This documentation must be dated no earlier than 30 days prior to the first day of the semester.) After indicating that they are participating in this waiver program, eligible students will receive the County College of Morris Tuition Free Program Form from the Admissions office documenting the necessary steps to follow. This includes notification that they are required to file for financial aid. Students must be prepared to pay any balance and/or fees at the time of registration and cannot register until the first day of the semester and/or session.

**Note:** Students will not be reimbursed and allowed to apply the waiver to any registration that was previously paid.