

Enrollment Procedures & Application



DEGREES AND CERTIFICATES

The Counseling Center or Admissions Office can provide you with a complete list of degrees and options available.

Associate of Arts (A.A.) and Associate of Science (A.S.)
Programs designed primarily for transfer to a 4 year college or university.

Associate of Fine Arts (A.F.A.)
Programs designed for a career or for transfer to a 4 year college or university.

Associate of Applied Science (A.A.S.)
Programs designed primarily for immediate entry into the workforce.

Certificates
One year programs designed to obtain skills or for possible credits towards an associate degree.

Health Science (Non-Credit) Certificate Programs
Programs designed to provide students with the skills and certification and/or state licensure required for entry into specific health care professions.

Non Credit Continuing Education Classes
Programs designed for personal enrichment, skill enhancement or job training. Please visit sussex.edu.

All of the student services you will need to enroll are located in the Administration Building

Admission's Office: B204
973-300-2223

Business Office: B203
973-300-2106

Counseling Center: B206
973-300-2207

Financial Aid: B213
973-300-2225

Registrar's Office: B217
973-300-2215

Testing Center: B317
973-300-2155

Sussex County Community College welcomes applications from all students. Completed applications are reviewed on a rolling basis.

ELIGIBILITY: Admission to SCCC is open to all high school graduates, those holding a GED certificate and other persons 18 years or older.

High school students may seek admissions to our Concurrent Enrollment Program (CEP) and Early College Advantage Program (ECAP). Specific requirements for these programs are available from high school guidance counselors or the SCCC Counseling Center.

Students interested in Nursing, Respiratory Therapy, or any Health Sciences Program must meet specific pre-requisites.

HOW TO BEGIN

1. Apply for Admission

Complete and submit the attached application or apply online.

All applicants must include:

- \$15 non-refundable application fee with your application.

First time student (attending college for the first time)

- Official high school transcript or a copy of your GED.

Transfer student (student who has attended another college and wishes to transfer credits to SCCC)

- Official college transcripts.

Visiting student (attending SCCC to transfer credits back to another college)

- An unofficial transcript for pre-requisite checking.

Readmit student (Previously attended SCCC more than 2 years ago)

- Admissions application to update biographic data (no additional fee).

International student (Please contact the International Student Advisor at 973-300-2211 or request a packet online at sussex.edu.)

When your application is complete you will be issued an official SCCC student ID number. Once you have your student ID you can proceed to the next step.

2. Visit our Counseling Center

A team of counselors is ready to help you get started and determine if you need to take the placement test. Please bring SAT scores or transcripts. No appointment is necessary.

3. File for Financial Aid - optional

If you wish to apply for financial aid please visit our Financial Aid Office or complete the financial aid application form online at sussex.edu. Please file the FAFSA early to allow enough time for your financial aid to be processed before classes begin.

4. Take the Placement Test

You may be required to take the Accuplacer (the College Placement Test) in the areas of Math, Reading and English. These tests help us know which classes will be right for you. Study materials and sample test questions are available from the Counseling Center and online at sussex.edu. Testing is available by appointment only. To schedule your placement test, please call 973-300-2150. Have your student ID available when you call and bring a valid photo ID the day of the test. Your scores will print immediately following completion of the Accuplacer Test.

Exemptions to the placement test are granted to students who provide proof of SAT scores of 540 or more on Critical Reading and 530 or more on Mathematics, or who provide an unofficial college transcript demonstrating successful completion of college-level English and Mathematics. If you have taken the placement test at another college, please submit your results to the SCCC Testing Center.

5. Seek Advisement, Select your classes

After you have completed the Accuplacer Test, return to the Counseling Center where counselors will help you select your classes. No appointment is necessary.

6. Register for Courses

Take your completed registration form to the Registrar's Office to enroll in your courses.

7. Pay Your Tuition

After the Registrar's Office, you may either go directly to the Business Office to receive a bill and make payment arrangements or you may go online to pay your bill. SCCC offers several options for payment including cash, credit, financial aid awards and online payments.

APPLICATION FOR ADMISSION

One College Hill Road, Newton, NJ 07860 • Phone: (973) 300-2223 • Fax: (973) 579-5226
Email: admissions@sussex.edu • This application is also available at sussex.edu

\$15 Non-refundable Application Fee

I.D. # _____

1. Last Name: _____ First Name: _____ M.I.: _____

2. Maiden Name (if applicable): _____

3. Street/P.O. Box: _____

4. City: _____ State: _____ Zip Code: _____ County: _____

5. Phone Number: Home: () _____ Cell: () _____

6. E-mail Address: _____

Note: You will be issued an official SCCC email address to which all electronic correspondence will be sent.

7. Parent's E-mail Address: _____

8. Social Security Number: _____ - _____ - _____

9. Birth Date: _____
(month) (day) (year)

10. The following information is being requested solely for reporting purposes to federal and state agencies and academic accrediting association.

Do you consider yourself to be Hispanic/Latino? Yes No

Please select one or more of the following racial categories to describe yourself (*please mark ALL that apply*)

American Indian or Alaska Native Asian Black or African American Native Hawaiian or Pacific Islander White

11. Gender: Male Female

12. Emergency Contact: _____ Relationship: Parent Spouse Other

Emergency Contact Phone: () _____

13. Have you graduated from high school?

Yes, high school attended: _____ Year of high school graduation: _____

No, high school attending: _____ Anticipated high school graduation date: _____

Are you NJ STARS eligible? Yes No

Have you earned a General Equivalency Diploma (GED)? Yes If yes, State: _____ Year: _____

(Submit a copy of the GED certificate) No

Were you Homeschooled? Yes No

14. Did you take the SAT or ACT? Yes No

(Submit an official high school transcript with SAT or ACT scores to the Admissions Office)

(Continue on reverse side)

15. Are you a veteran? Yes No If yes, veteran's chapter 30 33 1606 1607

16. Are you a dependant of a disabled veteran? Yes No

17. Applying for year _____ Fall Winterim Spring Summer I II III

18. Which best describes your educational goal at SCCC? (check only one)

- To earn an Associate Degree/Certificate
- Take courses to transfer to a four-year college or university before earning an SCCC degree or certificate
- Take courses to transfer credits to my current institution
- Take courses to improve basic English, Reading or Math skills
- Take courses to acquire skills for a current/new occupation or for personal enrichment

19. Academic Program at SCCC: _____ Degree Certificate

See degrees and certificates list of programs available

20. Admission Status:

- First-time student Visiting student Transferring from another college
- Early College Advantage Program (ECAP) Concurrent Enrollment Program (CEP) Re-Admit

21. Credit load intent: Full-time (12 or more credits) Part-time (11 or fewer credits)

22. List other colleges attended if applicable:

Institution	State	From Year	To Year	Degree Earned

23. Have you ever been convicted of a felony? Yes No

The State of New Jersey requires all full-time (12 credits or more) community college students to demonstrate proof of immunization/immunity from measles, mumps, and rubella. Students must provide proof they have received TWO doses of measles vaccine, one dose of mumps vaccine and one dose of rubella vaccine. The State also requires all full-time, degree seeking students, beginning 2008-2009 Academic Year, to be vaccinated for Hepatitis B (3 doses). Documentation of vaccinations must be presented to the Registrar's Office.

I certify to the best of my knowledge that the information is correct and that falsification may result in dismissal from the College.

24. Applicant's Signature: _____ Date: _____

25. Parent/Guardian's Signature (if applicant is under 18 years of age): _____

TITLE IX AND SECTION 504 COMPLIANCE

Sussex County Community College's policies prohibit discrimination on the basis of sex, race, national origin (Title IX), or handicap (section 504) in its educational programs, activities, or employment and admissions practices. Inquiries regarding Title IX and section 504 compliance may be directed to the Affirmative Action Officer at (973) 300-2100 or by mail at Sussex County Community College, One College Hill Road, Newton, NJ 07860.