



# ADMISSIONS PROCEDURES

Sussex County Community College Admissions Office  
One College Hill Rd. • Newton, NJ 07860  
(973) 300-2223 • admissions@sussex.edu

SCCC welcomes applications from high school seniors, transfer students, former students, new students and international students. Completed applications are reviewed on a rolling basis.

Students interested in Nursing, Respiratory Therapy, or any Allied Health Program must meet specific program pre-requisites and also complete a separate application to be considered for those programs.

## PLACEMENT TESTING INFORMATION

To assist an advisor with your course placement, all students (except those exempt as described below) must take the Accuplacer (the College Placement Test) in the areas of reading comprehension, sentence skills, arithmetic skills, and elementary algebra.

You must provide documentation at the time of registration that you have satisfied course pre-requisites (placement test scores, ACT/SAT scores, unofficial college transcripts).

You must have submitted an SCCC admissions application and been given an SCCC I.D. # in order to take the Accuplacer, and students must meet with a Counselor prior to scheduling the test.

**To schedule your placement test, please call the Learning Center at (973) 300-2150.  
Be sure to have your SCCC ID# available when you call.**

### You are exempt from the Placement Test if you:

- Received credits for college level English composition and/or mathematics courses or have completed developmental courses at another college.
- Have earned a degree from an accredited college or university in the United States.
- Received 530 or higher on the mathematics section of your SAT exempts you from the math portion.
- Received 540 or higher on the critical reading section of your SAT exempts you from the reading and writing portion of the Placement Test.
- Have taken placement tests at another college.  
(Please submit your test results to the Testing Center).

## APPLICATION CHECKLIST

Please submit all of the appropriate materials to: **Sussex County Community College, Admissions Office  
One College Hill Road, Newton, New Jersey 07860**

### ALL APPLICANTS

- Admissions application and the \$15.00 non-refundable application fee
- Copy of your resident alien card if you are a permanent resident

### First Time Students (Attending college for the first time)

- Official high school transcript or a copy of your GED

### Transfer Students (Attending SCCC to earn a degree or certificate)

- Official college transcripts from every college you attended

### Visiting Students (Attending SCCC to transfer credits back to my home college)

- Letter of permission from home college or unofficial transcript for pre-requisite checking

### Re-activated students (Previously attended only SCCC more than 2 years ago)

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

**International Students** (Students wishing to attend SCCC on a visa should contact the International Student Advisor at 973-300-2211 or request a packet on-line at sussex.edu.)



# APPLICATION FOR ADMISSION

One College Hill Road • Newton, NJ 07860  
Phone: (973) 300-2223 • Fax: (973) 579-5226

**\$15 Non-refundable Application Fee**

**I.D. #** \_\_\_\_\_

1. Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_
2. Maiden Name (if applicable): \_\_\_\_\_
3. Street: \_\_\_\_\_
4. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_
5. Township of Residence: \_\_\_\_\_
6. Phone Number: Home: (      ) \_\_\_\_\_ Alternate: (      ) \_\_\_\_\_
7. E-mail Address: \_\_\_\_\_
8. Parents E-mail Address: \_\_\_\_\_
9. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
10. Birth Date: \_\_\_\_\_  
(month)                      (day)                      (year)
11. Ethnic Code (optional):  American Indian/Native American or Alaskan Native     Asian or Pacific Islander  
 Black, Non-Hispanic                       Hispanic                       White, Non Hispanic
12. Gender (optional):     Male             Female
13. Emergency Contact Person: \_\_\_\_\_ Relationship:  Parent     Spouse     Other  
Emergency Contact Phone: (      ) \_\_\_\_\_
14. Have you graduated from high school?  
 Yes High School: \_\_\_\_\_ Year of high school graduation: \_\_\_\_\_  
 No High School: \_\_\_\_\_ 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
15. Did you take the SAT or ACT?                       Yes  No  
(Submit an official high school transcript with SAT or ACT scores to the Admissions Office)

**Sussex County Community College Application for Admissions (cont'd)**

16. Are you a veteran?  Yes  No

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

18. Applying for Year \_\_\_\_\_  Fall  Winterim  Spring  Summer I  II  III

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

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

20. Academic Program (Major, see page 2) at SCCC: \_\_\_\_\_  Degree  Certificate

21. Admit Status:

- First-time student  Visiting Student  Attended Another College
- Early College Advantage Program (ECAP)  Concurrent Enrollment Program (CEP)  Re-Admit

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

23. List colleges attended:

Institution	State	From Year	To Year	Degree Earned

24. 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 subject me to dismissal from the College.**

25. Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

26. 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, Newton, N.J. 07860**

# Sussex County Community College

## Programs of Study

**Associate of Arts (A.A.) and Associate of Science (A.S.) Degrees**  
Programs designed primarily for transfer

**Associate of Fine Arts (A.F.A.)**  
Programs designed for a career or for transfer

**Associate of Applied Science Degrees (A.A.S.)**  
Programs designed primarily for a career

**Certificates**  
1 year programs designed for employment or for an associate degree

### **Allied Health Training (Non-Credit) Certificate Programs**

These programs are designed to provide students with the skills required for entry into the respective health care professions.

## **ASSOCIATE DEGREE PROGRAMS**

Accounting - AS  
Anthropology Option/Liberal Arts - AA  
Automotive Service Technology - AAS  
Biology Option/Science & Mathematics - AS  
Business Administration - AS  
Business Management - AAS  
Chemistry Option/Science & Mathematics - AS  
Child Development Specialist - AAS  
Communication-Broadcasting Option/Liberal Arts - AA  
Communication-Journalism Option/Liberal Arts - AA  
Community Care - AAS  
Computer Gaming Option/Graphic Design - AAS  
Computer Information Systems - AAS  
Computer Science Option/Science & Mathematics - AS  
Criminal Justice - AS  
Design Option/Studio Arts - AFA  
Dramatic Arts Option/Liberal Arts AA/Liberal Arts - AA  
E-Commerce Option/Business Management - AAS  
Elementary-Secondary Education Option/Liberal Arts - AA  
Engineering Option/Science & Mathematics - AS  
English Option/Liberal Arts - AA  
Environmental Studies - AS  
Fire Science Technology - AAS  
Graphic Design - AAS  
Health Information Technology - AAS (PCCC)  
Health Science - AS  
History Option/Liberal Arts - AA  
Hotel & Restaurant Management  
Option/Business Management - AAS  
Human Services - AS  
Information Specialist Option/Business Management - AAS  
Information Systems Option/Science/Math - AS  
Liberal Arts - AA

Marketing Option/Business Management - AAS  
Mathematics-Physics Option/Science & Mathematics - AS  
New Media Communications - AAS  
Nurse Education (PCCC) - AAS  
Paralegal Studies - AAS  
Photography Option/Studio Arts - AFA  
Pre-Law Option/Liberal Arts - AA  
Pre-Medical-Dental Option/Science & Mathematics - AS  
Pre-Nutrition-Dietetic Option/Science & Mathematics - AS  
Psychology Option/Liberal Arts - AA  
Respiratory Therapy - AAS  
Sociology Option/Liberal Arts - AA  
Studio Arts - AFA

### **CREDIT CERTIFICATE PROGRAMS**

Automotive Service Technology  
Child Development Specialist  
Computer Information Systems  
Computerized Accounting  
Fire Science Technology  
Interactive Design  
Paralegal  
Web Publishing

### **ALLIED HEALTH TRAINING (NON-CREDIT) CERTIFICATE PROGRAMS**

Medical Assistant  
Medical Coding and Billing  
Medical Office Assistant  
Medical Transcription  
Professional Medical Coding  
Surgical Technology