



## APPLICATION FOR ADMISSION

This application is also available online at [www.atlantic.edu](http://www.atlantic.edu)

### ADMISSION TO ATLANTIC CAPE COMMUNITY COLLEGE

Admission is available to all applicants who are 18 years of age and older, have graduated from an accredited secondary or preparatory school, or those with a State equivalency certificate (GED). The college's Nursing, Respiratory Therapy and Air Traffic Control programs have additional criteria that must be met before a student is accepted into those programs. The college catalog provides complete information. Admission may be offered to applicants who do not meet these requirements, such as currently enrolled high school students, as special admits. Contact the Admissions Office at (609) 343-5000 / (609) 343-4830 / (609) 463-3958 for more information.

*Atlantic Cape does not discriminate in admission or access to its programs and activities on the basis of race/color, national origin, religion/creed, disability, age, marital status, gender, sexual orientation or veteran's status.*

### STUDENTS SEEKING A DEGREE/CERTIFICATE/PROFESSIONAL SERIES

- Complete this form, indicating desired program of study, and submit a \$35 non-refundable application fee. Make check or money order payable to Atlantic Cape Community College.
- Forward a copy of final high school(s) transcript(s).
- Take the Placement Test by contacting the Testing Office at (609) 343-5099 or (609) 463-3775. Students who provide proof of SAT scores of 540 or more for Critical Reading, 530 or more for Mathematics, or who provide an unofficial college transcript demonstrating successful completion of college-level English and mathematics, are exempt from taking the test. Out-of-county students may take the test at Atlantic Cape or their home county college and have the results sent to Atlantic Cape's Testing Office.

### STUDENTS NOT SEEKING A DEGREE:

- Complete this form, indicating the program of study as "Undeclared," and submit a \$35 non-refundable application fee. Make check or money order payable to Atlantic Cape Community College. Acceptance to the college is automatic upon receipt of the application and payment of the fee. Students not seeking a degree are not eligible for financial aid.
- Take the Placement Test by contacting the Testing Office at (609) 343-5099 or (609) 463-3775. Students who provide proof of SAT scores of 540 or more for Critical Reading, 530 or more for mathematics, or who provide an unofficial college transcript demonstrating successful completion of college-level English and mathematics, are exempt from taking the test. Out-of-county students may take the test at Atlantic Cape or their home county college and have the results sent to Atlantic Cape's Testing Office.

### ADDITIONAL INFORMATION:

**English as a Second Language (ESL) applicants** educated in the USA since the 8th grade who have graduated or expect to graduate from an American high school, are exempt from the ESL Test and should make an appointment to take the Placement Test. A final high school transcript is required. If you entered the American school system after 8th grade, you may be exempt from the test based on an interview with the chairperson of the ESL Department, (609) 343-4881, or (609) 463-4774, ext 4881. All other applicants whose native language is not English are required to take the ESL Placement Test. For more information, contact the ESL coordinator at (609) 343-4881, or (609) 463-4774, ext. 4881.

**International I-20 applicants** must complete the Application for International Student Admission, Supplemental Form for International students, Sponsorship Form, Confidential Financial Statement and submit a non-refundable \$100 application fee and the required deposit. Forms are available from the Admissions Office or at [www.atlantic.edu](http://www.atlantic.edu). Atlantic Cape is authorized under Federal law to enroll nonimmigrant students. For further information call the Admissions Office at (609) 343-4916 or (609) 463-4774, ext. 4916.

### INSTRUCTIONS

This application represents our first official contact with you. By completing it, you will share important information about yourself. This information will help us serve you better. Return the completed application with your non-refundable \$35 application fee to any of Atlantic Cape's locations, or mail to Admissions Office, 5100 Black Horse Pike, Mays Landing, NJ 08330. Your application will be processed and you will receive information regarding registration.

## PROGRAM OF STUDY/MAJOR – (Select only one)

If you plan to transfer to a four-year institution, choose from an Associate in Arts (A.A.) degree or an Associate in Science (A.S.) degree. If you want to prepare for a job at a technical or semiprofessional level, after completing your program at Atlantic Cape, choose from the Associate in Applied Science (A.A.S.) degree offerings. The Professional Series offers selected courses in related subject areas which provide students with entry-level skills for specific jobs.

### ASSOCIATE IN ARTS (A.A.)

- |   |   |
|---|---|
| <input type="checkbox"/> Liberal Arts*<br>(select as a major or choose an option) | <input type="checkbox"/> Literature Option      |
| <input type="checkbox"/> Business Administration Option                           | <input type="checkbox"/> Performing Arts Option |
| <input type="checkbox"/> Child Development/ Child Care Option                     | <input type="checkbox"/> Psychology Option      |
| <input type="checkbox"/> Communication Option                                     | <input type="checkbox"/> Social Science Option  |
| <input type="checkbox"/> Education Option   | <input type="checkbox"/> Sociology Option       |
| <input type="checkbox"/> History Option   | <input type="checkbox"/> Studio Art Option      |

### ASSOCIATE IN SCIENCE (A.S.)

- |  |   |
|--|---|
| <input type="checkbox"/> Biology, Science & Mathematics Option     | <input type="checkbox"/> General Studies*                           |
| <input type="checkbox"/> Business Administration                   | <input type="checkbox"/> Geographic Information Systems, CIS Option |
| <input type="checkbox"/> Chemistry, Science & Mathematics Option   | <input type="checkbox"/> Health Services                            |
| <input type="checkbox"/> Computational Science, CIS Option         | <input type="checkbox"/> Human Services                             |
| <input type="checkbox"/> Computer Information Systems              | <input type="checkbox"/> Mathematics, Science & Mathematics Option  |
| <input type="checkbox"/> Criminal Justice                          | <input type="checkbox"/> Paralegal Studies                          |
| <input type="checkbox"/> Economics, Business Administration Option |   |

\* Designed to accommodate students who are undecided about a career and wish to explore different fields.

### ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

- |   |  |
|---|--|
| <input type="checkbox"/> Accounting   | <input type="checkbox"/> Digital Media Production Support, CIS Option                  |
| <input type="checkbox"/> Accounting Information Systems, Accounting Option              | <input type="checkbox"/> Food Service Management                                       |
| <input type="checkbox"/> Air Traffic Control Terminal                                   | <input type="checkbox"/> Health Professions, Technical Studies Option                  |
| <input type="checkbox"/> Baking and Pastry, Culinary Arts Option                        | <input type="checkbox"/> Hospitality Management  |
| <input type="checkbox"/> Business Administration  | <input type="checkbox"/> Microsoft Certified IT Professional, Technical Studies Option |
| <input type="checkbox"/> Business Management, Technical Studies Option                  | <input type="checkbox"/> New Media Studies   |
| <input type="checkbox"/> Computing for Small Business, OST Option                       | <input type="checkbox"/> Nursing   |
| <input type="checkbox"/> Computer Programming   | <input type="checkbox"/> Office Systems Technology                                     |
| <input type="checkbox"/> Computer Systems Support                                       | <input type="checkbox"/> Paralegal Studies   |
| <input type="checkbox"/> Computer Technician, Technical Studies Option                  | <input type="checkbox"/> Respiratory Therapy   |
| <input type="checkbox"/> Culinary Arts  | <input type="checkbox"/> Solar Energy Technology, Technical Studies Option             |
| <input type="checkbox"/> Database Design and Development<br>Computer Programming Option | <input type="checkbox"/> Web Technologies, Computer Systems Support Option             |

### NON-DEGREE, PROGRAM, CERTIFICATE (non-degree seeking students are not eligible for financial aid)

- |   |   |
|---|---|
| <input type="checkbox"/> Business Paraprofessional Management Certificate | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> Computer Security                                | <input type="checkbox"/> Undeclared     |
| <input type="checkbox"/> English as a Second Language program             |   |

### PROFESSIONAL SERIES

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Accounting Specialist                   | <input type="checkbox"/> Electronic Business Professional                    | <input type="checkbox"/> Office Automation Specialist                           |
| <input type="checkbox"/> Addiction Counseling Specialist         | <input type="checkbox"/> Food Service Management Specialization              | <input type="checkbox"/> Office Professional Specialist                         |
| <input type="checkbox"/> Baking / Pastry Specialization          | <input type="checkbox"/> Geographic Information Systems<br>Office Specialist | <input type="checkbox"/> Office Receptionist Specialist                         |
| <input type="checkbox"/> Bilingual Office Assistant Professional | <input type="checkbox"/> Help Desk Specialist                                | <input type="checkbox"/> Oracle Database & GIS Specialist                       |
| <input type="checkbox"/> Business Leadership Professional        | <input type="checkbox"/> Hospitality Marketing Professional                  | <input type="checkbox"/> Oracle SQL Programming<br>& Database Design Specialist |
| <input type="checkbox"/> Catering Specialization                 | <input type="checkbox"/> Hot Food Specialization                             | <input type="checkbox"/> PC Specialist  |
| <input type="checkbox"/> Child Development Associate (CDA)       | <input type="checkbox"/> Human Resources Professional                        | <input type="checkbox"/> Records & Information<br>Management Specialist         |
| <input type="checkbox"/> Civics Series                           | <input type="checkbox"/> Legal Office Specialist                             | <input type="checkbox"/> Restaurant Supervision Professional                    |
| <input type="checkbox"/> Computer Forensics Specialist           | <input type="checkbox"/> Media Production Specialist                         | <input type="checkbox"/> Small Business Management Specialist                   |
| <input type="checkbox"/> Computer Security Specialist            | <input type="checkbox"/> Medical Office Specialist                           | <input type="checkbox"/> Visual Communications Professional                     |
| <input type="checkbox"/> Computerized Accounting Specialist      | <input type="checkbox"/> Microsoft Office Specialist                         | <input type="checkbox"/> Web Design Professional                                |
| <input type="checkbox"/> Computing for Small Business Specialist | <input type="checkbox"/> Multimedia Specialist                               |   |
| <input type="checkbox"/> Desktop Publishing Specialist           | <input type="checkbox"/> Office Assistant Specialist                         |   |
| <input type="checkbox"/> Educational Office Specialist           |  |   |

**OFFICIAL USE ONLY**

CK# \_\_\_\_\_

I hereby certify that the following information is true and correct to the best of my knowledge. I understand that submission of false information may result in dismissal from the college. In addition, I understand that upon my enrollment, I will abide by the policies and regulations of the college. I am aware the application fee is non-refundable. I also certify that I reside permanently at the address given on this application in the County of \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PERSONAL INFORMATION**Name: \_\_\_\_\_  
Last First Middle Jr. Sr., etc.Address: \_\_\_\_\_  
Street Apt. #

City State ZIP County

Daytime Telephone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**ADDITIONAL INFORMATION (for reporting purposes only)**Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Gender:  Male  Female Date of Birth: \_\_ / \_\_ / \_\_Veteran:  Yes  NoEthnicity:  Hispanic/Latino  Non-Hispanic/Latino  Decline to answerRace:  American Indian/Alaskan Native  Asian  Black or African American  
 Hawaiian or Pacific Islander  White  Decline to answer**EMERGENCY CONTACT PERSON**

Name: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

**APPLICATION INFORMATION**Term of entry: \_\_\_\_\_ FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_  
(Check one) (year) (year) (year)

Program of study: \_\_\_\_\_

 AA  AS  AAS  PROF. SERIES  CERTIFICATE

Choose one program from list on page 2 of application or enter "Undeclared" if you are not sure of your major. Students who choose "Undeclared" are not eligible for financial aid.

Please indicate if program is an AA, AS, AAS, Professional Series or Certificate.

I am applying as a  Freshman Student  Transfer Student\*  Visiting Student\*\* (Check one)Preferred Location:  Mays Landing Campus  Atlantic City Campus  
(Check one)  Cape May County Campus  Online

I have written permission from my high school to apply for

 Dual Credit  Concurrent Enrollment  Other (Must be pre-approved by high school before submitting application).

\*To transfer courses into Atlantic Cape, list all colleges attended under Educational Data and have an official transcript sent from each college as soon as possible to the Admissions Office. You must also complete an official Evaluation Form in order to transfer any credits applicable to your program of study. You can view and print this form at [www.atlantic.edu](http://www.atlantic.edu) or request one from the Admissions Office. There is a \$20 fee to evaluate transfer credits.

\*\*Students from other colleges who wish to take a course or courses at Atlantic Cape are considered "Visiting Students" and should indicate their program of study as "Undeclared." They must submit an unofficial transcript as proof of completing college-level work and/or course prerequisites or submit placement test scores or a letter of permission from their home college. There is no evaluation fee for an unofficial transcript.

## REASON FOR ATTENDING

Why are you attending Atlantic Cape? (Check one)

- NJ STARS funding  
 To complete an Associate degree and transfer to a four-year college  
 To complete an Associate degree and seek employment  
 To complete a certificate or professional series of courses  
 To seek an additional degree  
 To develop or improve job skills  
 To take some Atlantic Cape courses and transfer to a four-year college  
 To take an Atlantic Cape course(s) for one semester while attending another college  
 For self improvement or intellectual growth  
 Other (please specify) \_\_\_\_\_

## CITIZENSHIP

US Citizen       Permanent Resident (Attach copy of residency card)  
Country of Birth \_\_\_\_\_ Native Language \_\_\_\_\_  
Visa Type: \_\_\_\_\_ Visa holders must also complete the Supplemental Form for International Students.  
You can view and print this form at [www.atlantic.edu](http://www.atlantic.edu) or request one from the Admissions Office.

## EDUCATIONAL DATA HIGH SCHOOL/HOME SCHOOL/GED INFORMATION

High School: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Start date: \_\_\_\_\_ MM/YYYY      End date: \_\_\_\_\_ MM/YYYY  
 Check here if you are a home-schooled student  
 Check here if you attended a non-US high school      Country: \_\_\_\_\_  
Date of graduation or anticipated date: \_\_\_\_\_  
Request final high school transcript to be sent to the Atlantic Cape Admissions Office  
If you did not complete high school, did you receive a General Equivalency Diploma (GED)?       Yes       No  
If "YES", please submit a copy of GED and test results to the Admissions Office.  
Date or anticipated date of GED completion: \_\_\_\_\_  
Are you at least 18 years of age?       Yes       No      NJ STARS eligible?       Yes       No  
If "NO" contact the Admissions Office for information.

## PROJECT SECOND CHANCE

Non-high school graduates have an opportunity to earn a state-issued high school diploma through Atlantic Cape's Project Second Chance. If you are at least 18 years of age and do not have a high school diploma or GED, you may be eligible to participate in this program. Contact the Career and Academic Planning Center for details, (609) 343-5024, or (609) 463-4774, ext 5024.

Project Second Chance (PSC)       Yes      What grade did you complete? \_\_\_\_\_

## COLLEGES ATTENDED\* (transfer students only)

College(s) attended: \_\_\_\_\_  
State: \_\_\_\_\_ Degree(s) awarded: \_\_\_\_\_  
Start date: \_\_\_\_\_ MM/YYYY      End date: \_\_\_\_\_ MM/YYYY  
College(s) attended: \_\_\_\_\_  
State: \_\_\_\_\_ Degree(s) awarded: \_\_\_\_\_  
Start date: \_\_\_\_\_ MM/YYYY      End date: \_\_\_\_\_ MM/YYYY  
 Check here if you attended a non-US college      Country: \_\_\_\_\_

\* attach additional pages if necessary

Revised July 2011