

RVCC Admissions Application Steps for Concurrent Enrollment

BEFORE STARTING THE ADMISSIONS APPLICATION: Please review the **Document Submission** options indicated on Page 8.

1. Visit <https://myraritan.force.com/apply> to apply to RVCC. Select **Sign Up** at the bottom of the page.

Sign In

Your Username is your email address you set up on the Sign Up page.
If you do not have a username, please click sign up.

Username

Password

SIGN IN

[Sign Up](#) | [Forgot Password](#)

2. You will be prompted to enter your First Name, Last Name, and email address. **Please use a personal email address (not high school email).**

Sign Up

This email will become your username to access your information.
Please do not use a household email address nor a high school email address.

First Name

• Last Name

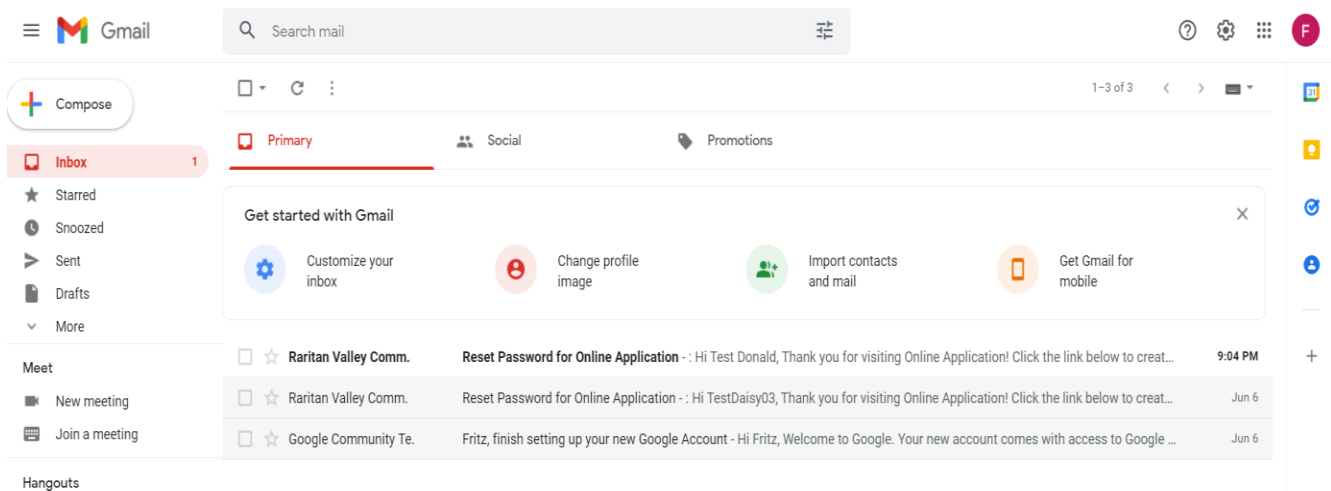
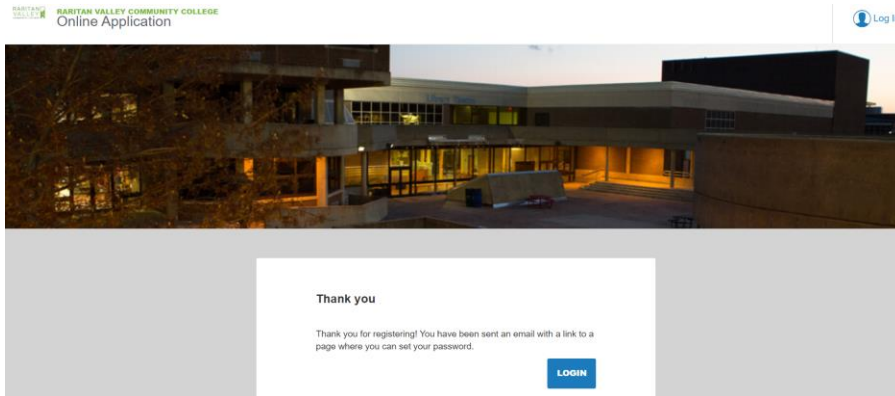
• Email Address

I'm not a robot

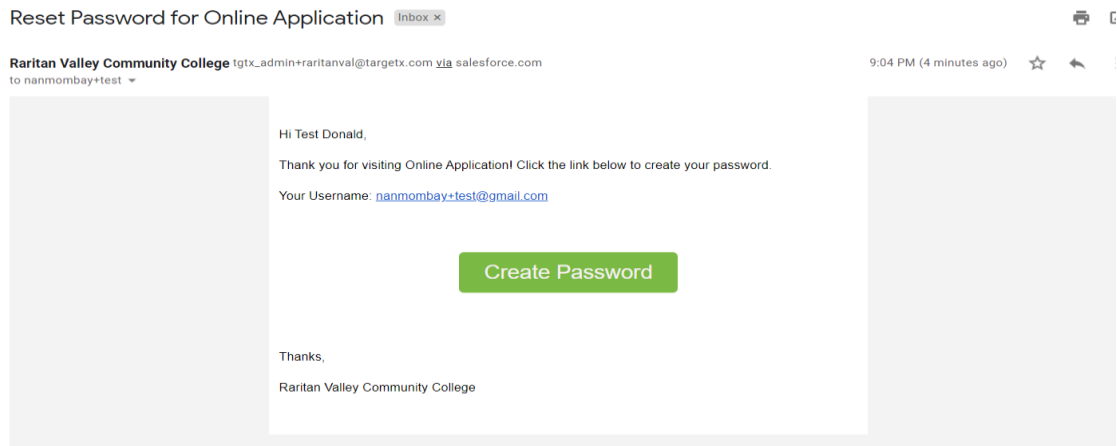


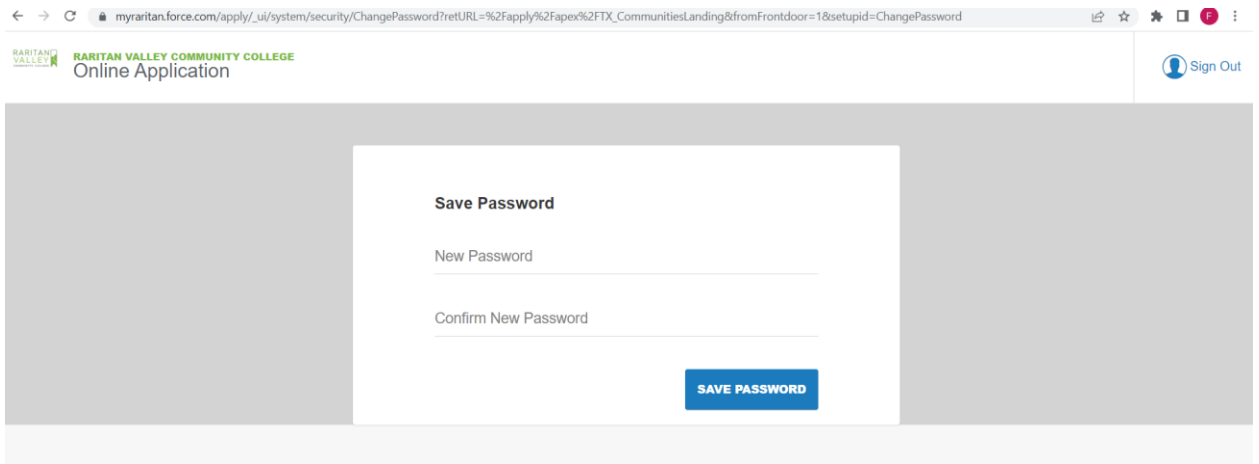
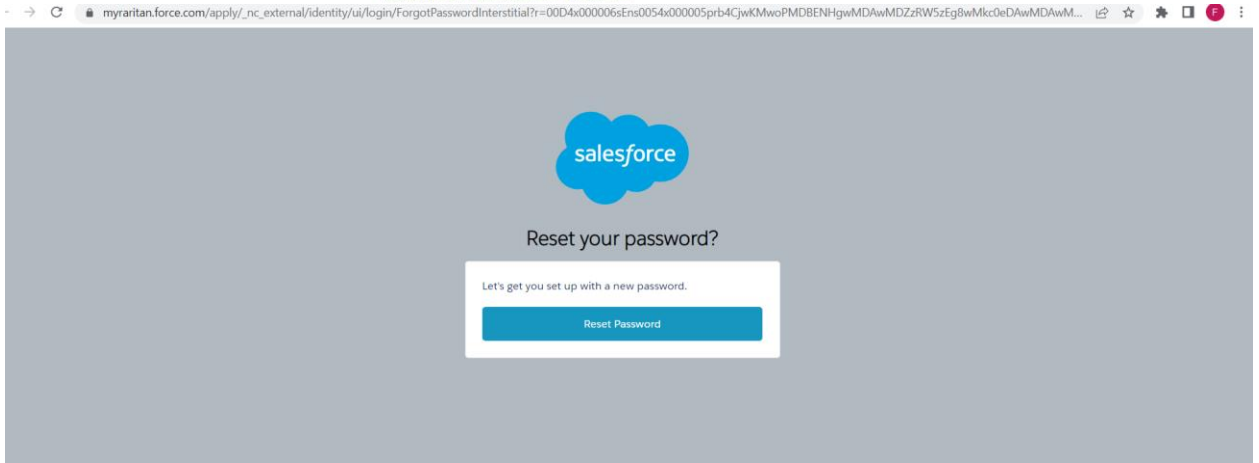
SUBMIT

- When you submit the information, you will be sent an email with a link to a page where you can set your password. Check your junk or spam folders if you do not see it in your inbox.

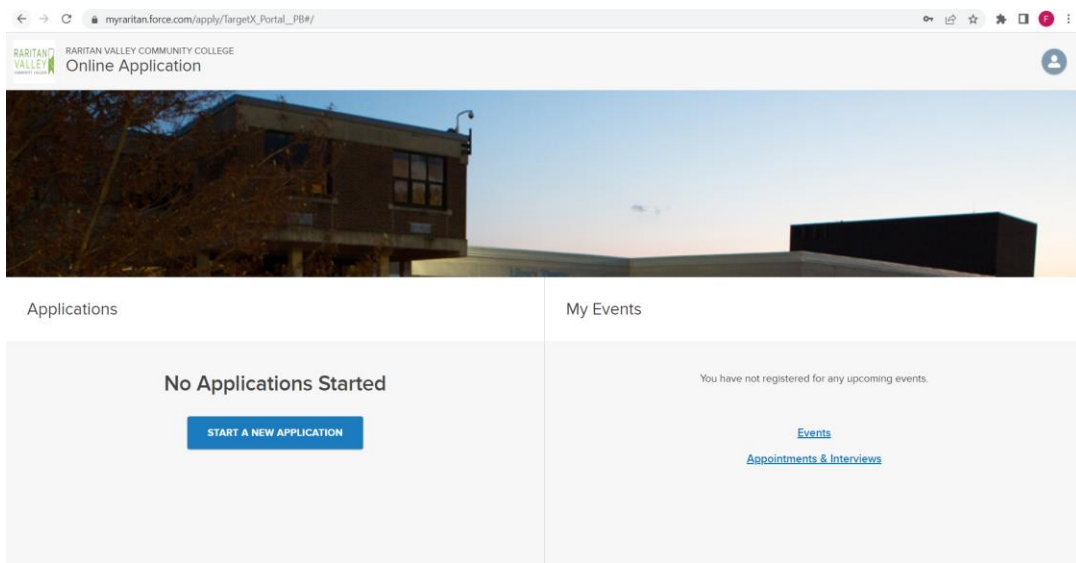


- This email will lead you to create your initial password to continue with the application.





5. Click "Start A New Application"



6. For *What kind of student are you*, select **Early College**. For *What Program are you looking for*, select **Not Seeking a Degree**. For *Term*, select **Fall 2023**, then click **Start Application**.

New Application

What kind of student are you?
 Early College- (Taking college classes while in high school) ▼

What Program are you looking for?
 Not Seeking a Degree

If you are undecided you will be placed in the AA Liberal Arts major.

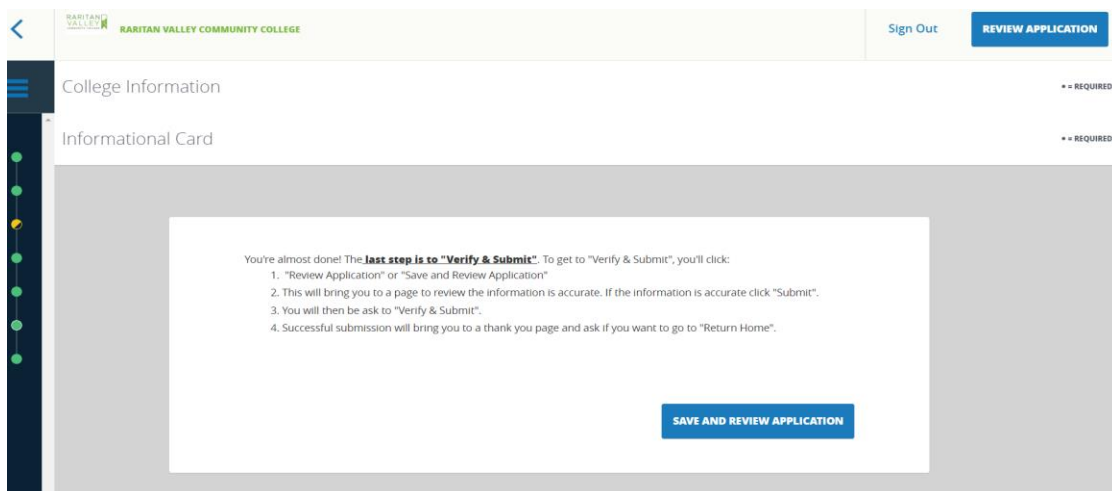
Term
 Please select one ▼

START APPLICATION

7. The first section will be the **Contact Information** page. Enter your legal contact information. If you have a chosen name, you can log into RVCC’s Lion’s Den portal and complete the **Student Chosen Name Form**, when you receive your RVCC student id (G#) and password.

Sections are one after the other so take your time and complete the application.

8. Once completed, the final section will provide notification about the verification page. Click **Save and Review Application**. On the next page, you will be able to review the information to ensure it is accurate before submitting the application.



- The Review Page will show what percentage of the application is complete and if you missed anything. Click the **Edit** icon to edit the application. **If you were not able upload your unofficial high school transcripts and test scores (if applicable) previously, you will be able to do so on this page.**

This screenshot shows the 'Review Your Application' page. The top navigation bar includes a back arrow, the Raritan Valley Community College logo, the text 'Review Your Application', a 'Sign Out' link, and a print icon. The main content area is titled 'Contact Information' and features a yellow 'EDIT' button. The form fields are as follows:

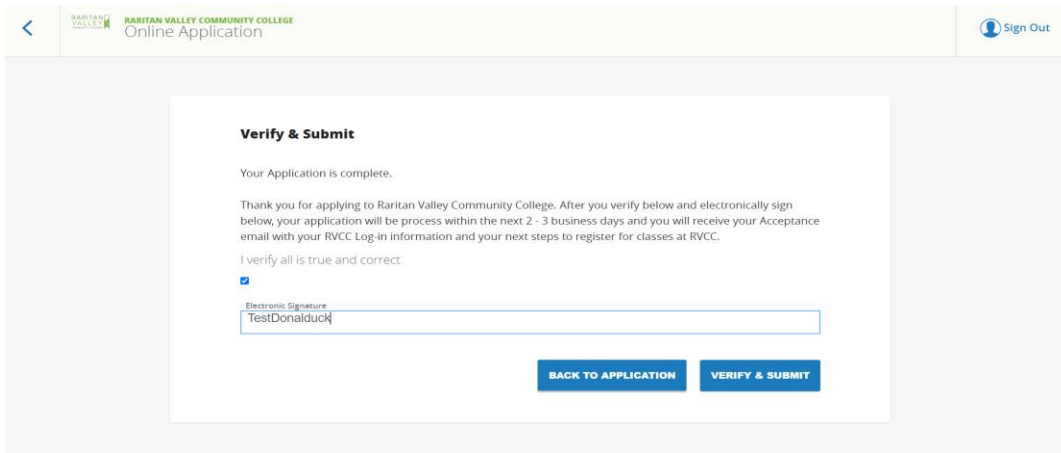
- Prefix: Mr.
- First Name: Test Donald
- Last Name: Test Ducky
- Middle Name: (empty)
- Suffix: Jr.
- Previous Last Name: (empty)
- Previously Applied to RVCC: No

On the right side, a dark blue panel displays a circular progress indicator showing '87% COMPLETE' and a 'SUBMIT YOUR APPLICATION' button.

- The **Submit Your Application** button will become active when the updates have been completed and you can click on it to submit your application.

This screenshot shows the 'Review Your Application' page after updates. The layout is identical to the previous screenshot, but the progress indicator on the right now shows '99% COMPLETE' and the 'SUBMIT YOUR APPLICATION' button is highlighted in blue, indicating it is now active.

11. You will be prompted to verify that all the information is true and correct. Select the **check box** so that it has a **blue tick** and type your **name** for your electronic signature. Click **Verify & Submit**.



Verify & Submit

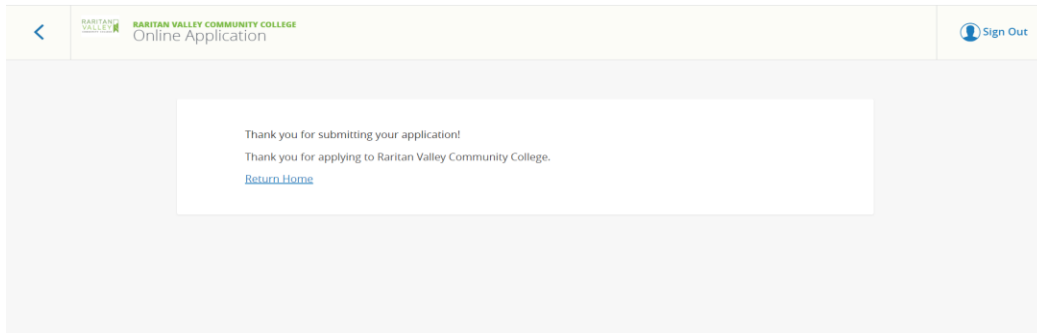
Your Application is complete.

Thank you for applying to Raritan Valley Community College. After you verify below and electronically sign below, your application will be process within the next 2 - 3 business days and you will receive your Acceptance email with your RVCC Log-in information and your next steps to register for classes at RVCC.

I verify all is true and correct.


Electronic Signature

12. You will be taken to the Thank You page. **The Application is now complete.**

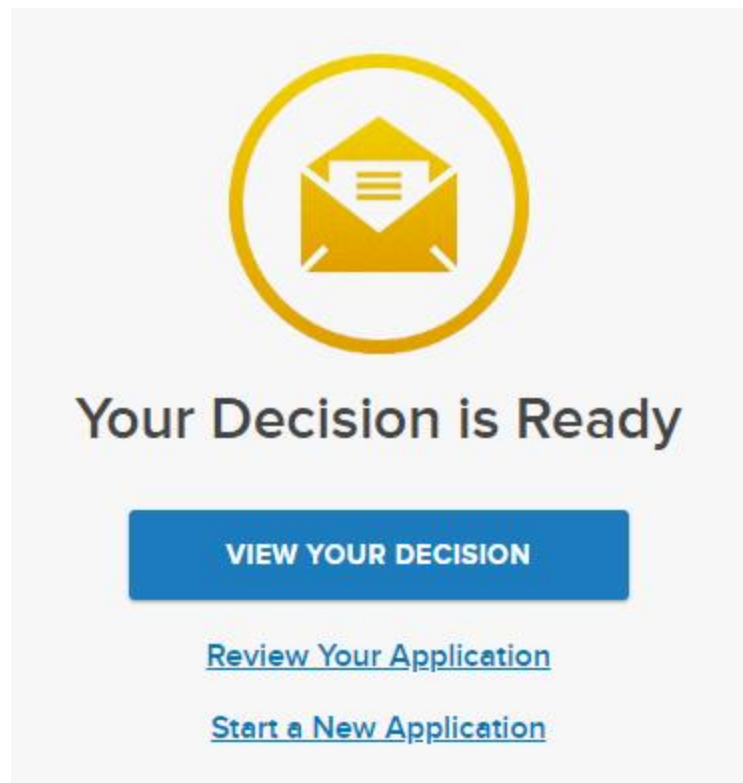


Thank you for submitting your application!
 Thank you for applying to Raritan Valley Community College.
[Return Home](#)

13. After Submission, students can check back on the status of their application.

General Application- Academic Degree, Certificate or Non-Degree	Checklist	My Events
<p>STARTED ON Thu, June 9, 2022 DUE ON Thu, June 30, 2022</p> <div style="text-align: center;">  <p>100% COMPLETE</p> </div> <p>Application - Submitted Congratulations! Your application is under review.</p> <p style="text-align: center;"> <input type="button" value="REVIEW APPLICATION"/> </p> <p style="text-align: center;"> Withdraw Application Start a New Application </p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Transcript from (School Name Unknown/Not Provided) not received. <input checked="" type="checkbox"/> 500 Word Essay not received. <input checked="" type="checkbox"/> Cumulative GPA of 3.5 or Higher from High School Transcript not received. <input checked="" type="checkbox"/> Rank in top 20% of High School Graduating Class not received. <input checked="" type="checkbox"/> Recommendation not received. <input checked="" type="checkbox"/> Recommendation not received. <input checked="" type="checkbox"/> Official ACT/SAT or Satisfactory Score on Advanced Placement Test not received. 	<p>You have not registered for any upcoming events.</p> <p style="text-align: center;"> Events Appointments & Interviews </p>

14. When your application has been processed (usually 1-2 business days). You will receive an email letting you know to log back into the portal. You will see a Golden Envelope. Click on **View Your Decision** to review your Admissions Letter and access your RVCC Student ID number and password.



Document Submission

Option 1: Upload documents (unofficial high school transcript, SAT/ACT scores if applicable) while completing the Admissions Application:

- Save the pdf of the unofficial high school transcript, and SAT/ACT reports to your desktop or file so that you can upload it to the Admissions Application when you are prompted to ***“upload a copy of the unofficial transcript here”*** (Note: You are able to upload SAT/ACT reports even though the link states “upload a copy of the unofficial transcript here”)
- Please download the score report pdf (with your first and last name on the report) from [College Board](#).
- Please download the score report pdf (with your first and last name on the report) from [ACT](#).

*For English and math courses (or courses that require an English or math prerequisite), students will either need to complete the RVCC Accuplacer placement test (speak to your high school counselor about taking the test at your high school, if that option is available) or have SAT/ACT scores that meet the RVCC test score exemptions. To view SAT/ACT exemptions or to prepare for the Accuplacer, please visit [Placement Testing Website](#).

Option 2: To upload the required documents (unofficial high school transcript, and SAT/ACT/NJSLA (if applicable) if you did not submit them while completing the RVCC Admissions Application, you can:

- Submit documents via email to admissions@raritanval.edu
- Please include the following information:
 - Subject: CEP Student Documentation
 - In the body of the email message include: First name, Last name, and G number

Option 3: The high school can submit the student’s high school transcript through their access (Naviance or Genesis). RVCC receives documents via Parchment and SCOIR.

Parental Consent Form: A parental consent form must be completed by the student and their parents/family. The high school will provide you with the consent form, which must be completed and submitted to the school.