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.
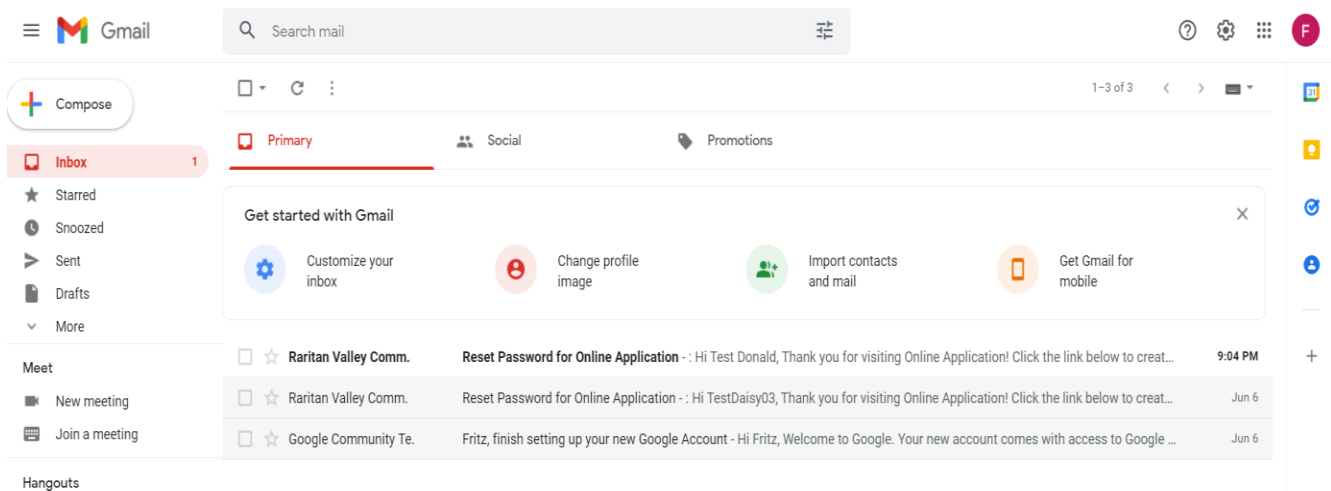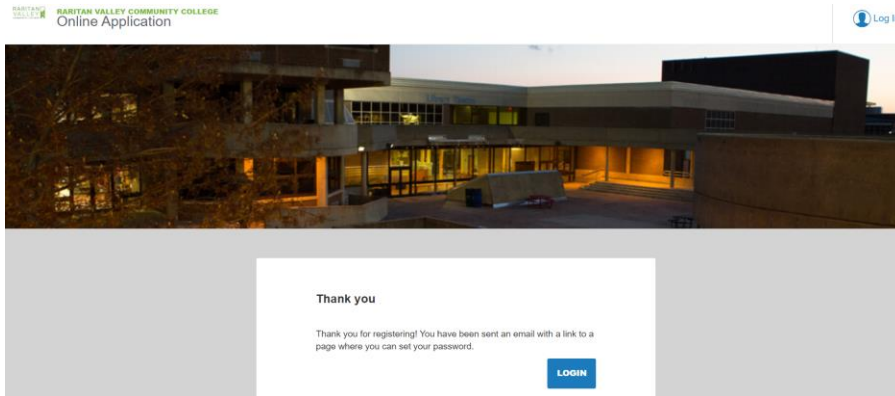
   First Name

   Last Name

   Email Address

   I'm not a robot
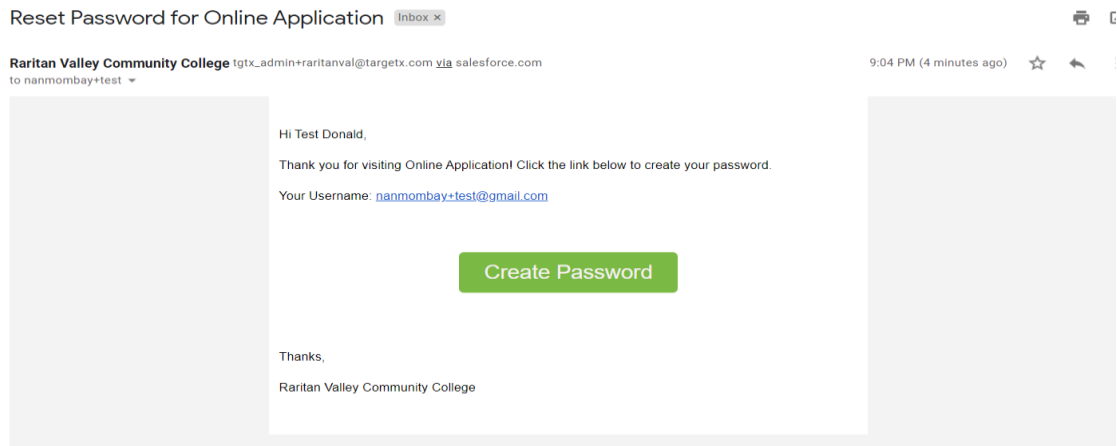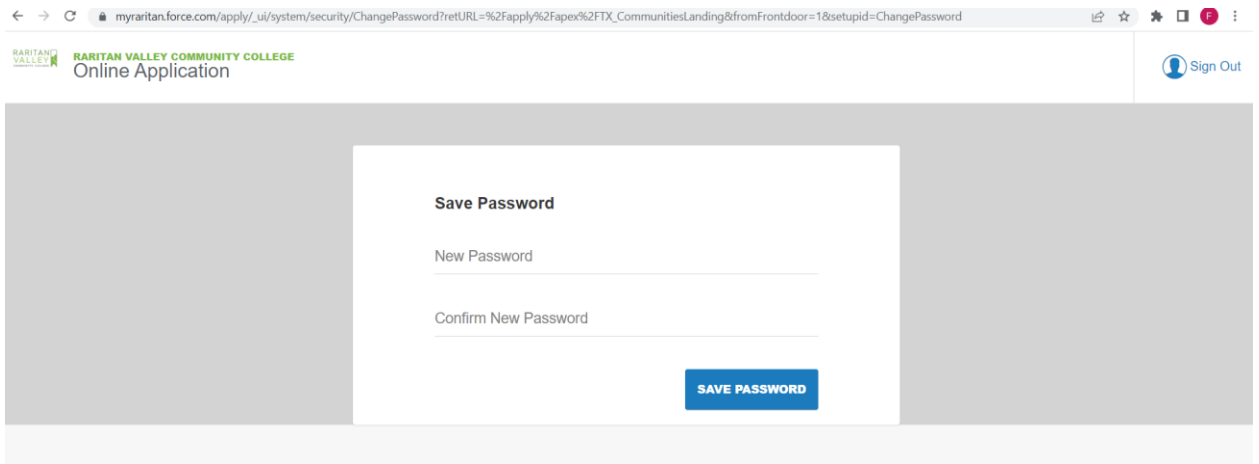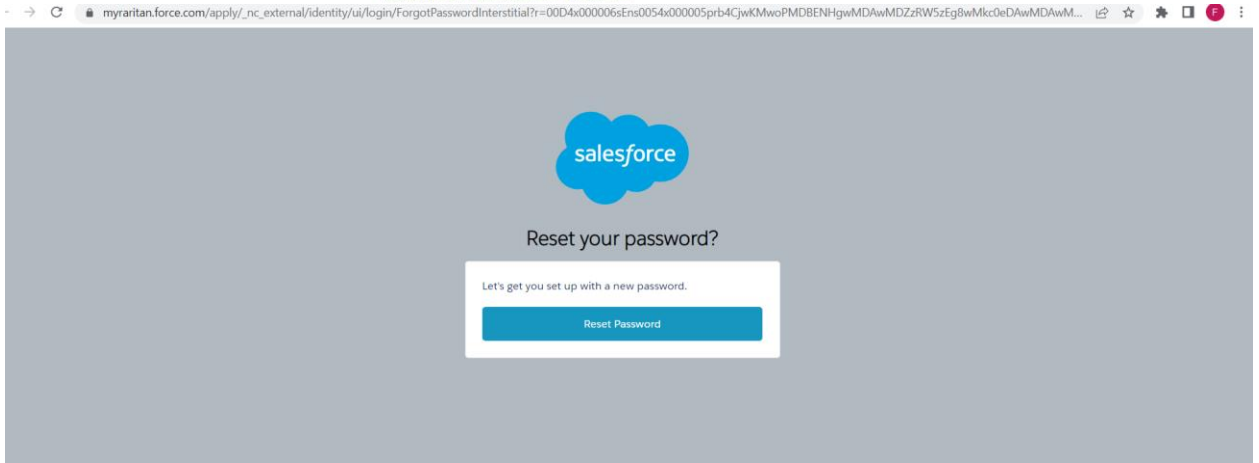   reCAPTCHA
   Privacy - Terms

   SUBMIT

3. 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.
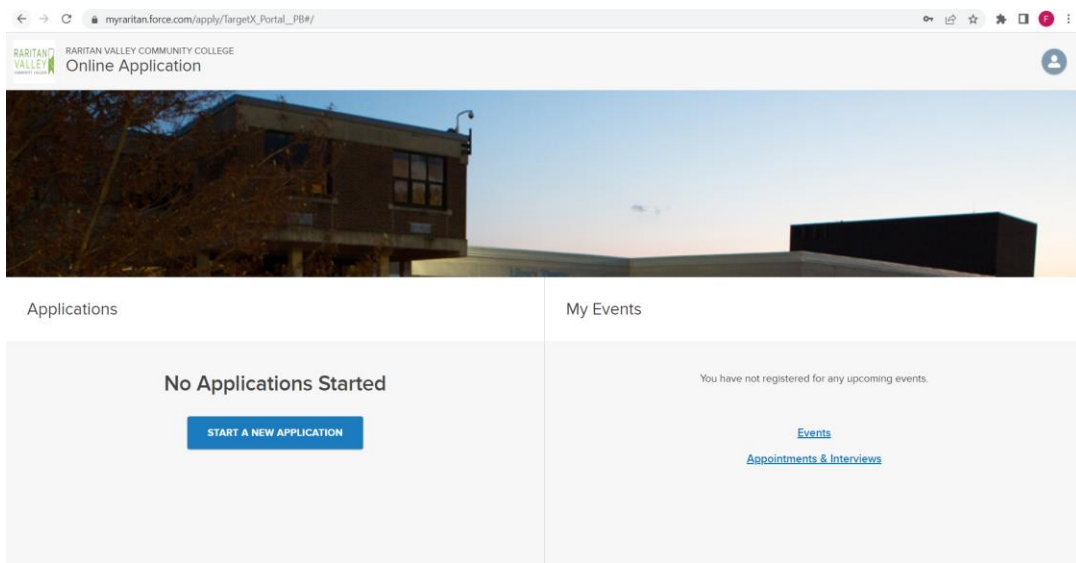

4. This email will lead you to create your initial password to continue with the application.

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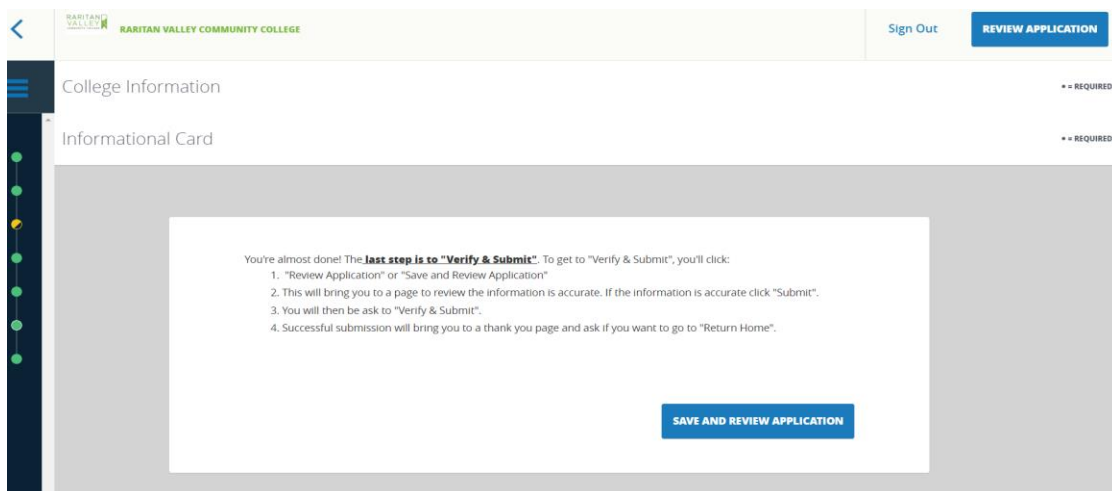
9. The Review Page will show what percentage of the application is complete and if you missed anything. Click the **Edit** icon to edit the application. **If you were not able upload your unofficial high school transcripts and test scores (if applicable) previously, you will be able to do so on this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

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

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.**
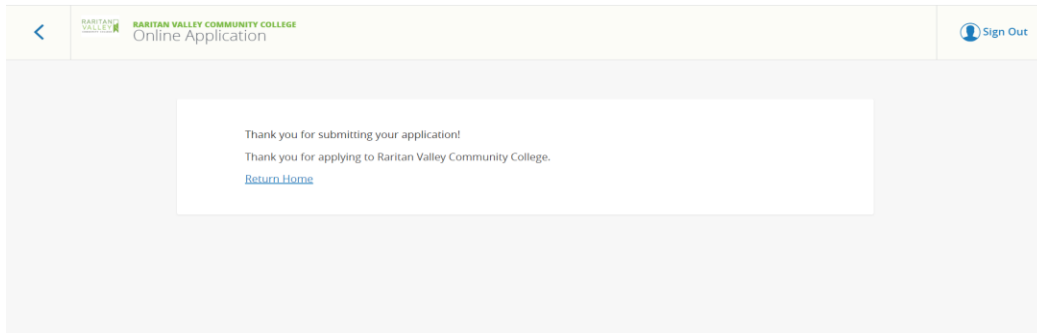

12. You will be taken to the Thank You page. **The Application is now complete.**

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

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.

Your Decision is Ready

VIEW YOUR DECISION

Review Your Application

Start a New Application
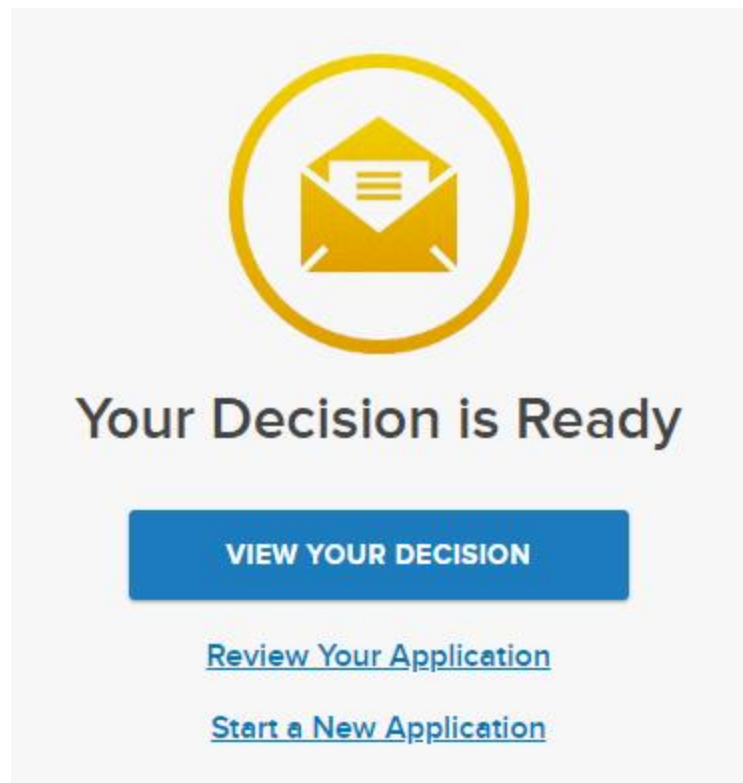
Document Submission

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.