

**OCEAN COUNTY COLLEGE  
732-255-0400**

**Check List  
How to Get Your Tech Prep College Credits**

- 1) Fill out application for Ocean County College
- 2) Enroll at Ocean County College with a major in the same program in which you expect to gain college credits
- 3) Get Credit by Exam Form from Admissions in the Administration Building
- 4) Fill out form with name and number of college level course for which you are eligible to test or receive portfolio review, making sure the form is complete and accurate
- 5) Pay fee in Accounting, top floor of Administration Building
- 6) Take form to Dean of the area where you will be applying for college credit

Subject area	Dean	Building
Computer Aided Drafting Environmental Science Medical Assistant	Dr. James Brown Dean of Health Sciences, Human Performance, Science & Engineering	Hiering Science Building (732) 255-0366
Criminal Justice Fire Science Law & Public Safety	Richard P. Strada Dean of Social Science, Education & Public Services	Instructional Building (732)255-2211
Visual Communications Audio Recording Digital Mass Media	Dr. Martin Novelli Dean of Humanities, Fine Arts & Media Studies	Library Building (Temporary) (732)255-2190
Administrative Office Management Business Administration Business Studies with a concentration in 1.) Accounting 2.) Management 3.) Marketing Small Business Management	Francis Polk Dean of Business, Economics, & Computer Studies	Instructional Building (732)255-2422

- 7) Dean will assign a professor for you.
- 8) Make an appointment with the professor for test or portfolio review.
- 9) Obtain grade from professor of pass or fail.
- 10) If pass, credits will be awarded according to articulation agreement.

**These steps are the student's responsibility**