

POLICY

1. Ocean County College is an equal opportunity/affirmative action institution. The College shall admit, to the extent of its physical and financial resources, anyone who completes the application for admission.
2. Full-time degree-seeking face-to-face students will be admitted upon proof of vaccinations per State of New Jersey Administrative Code.
3. Where specific skill deficiencies are identified, the College reserves the right to require applicants to take non-credit developmental courses in reading, language skills, computation, or basic algebra.
4. Should it be necessary to limit enrollment due to insufficient facilities, staff, and/or funds, admission shall be granted on a first-come first-serve basis.
5. Admission to the College does not imply admission to all programs.
 - a. Admission to specialized programs requiring external clinical experiences or programs bound by contractual regulations may be limited and subject to additional criteria and restrictions.
 - b. Admission to Early College, Jump Start, and Academies will require additional documentation from the students, high school staff, and/or parents.
6. Staff in the Disability Services Office in the Center for Student Success insure compliance with federal and state laws, that no qualified student with a disability be excluded from participation in, or be denied the benefits of, services, programs or activities of the College, or be subject to discrimination by the college or its personnel.
7. All active duty military stationed in Ocean County and their family members are considered Ocean County Residents for tuition purposes.
8. Consistent with federal and state guidelines, the College will conduct appropriate assessment and evaluation of a student's ability to benefit, and honor a "leave of absence" protocol for students serving in the military, per the Higher Education Opportunity Act of 2008.

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Revised: November 2, 2015
Revised: December 7, 2015
Revised: May 31, 2018

PROCEDURE

1. General Admissions Procedures

- a. All applicants for admission shall be required to:
 - i. File a formal application for admission. Applications are valid for the length of time indicated in Policy #5124, Readmission. Additionally, students who are re-applying must meet the criteria outline in Policy #5124.
 - ii. Comply with the requirements of Policy #5165, College Skills Assessment Program (degree-seeking, high school, and gifted elementary school students ONLY).
 - iii. Submit a valid [Immunization Record Form](#) against measles, mumps, rubella, and hepatitis B as per the New Jersey Administrative Code (all new and continuing full-time students taking face-to-face classes in the state of NJ only).
 1. Students meeting the criteria outlined by the New Jersey Administrative Code that do not submit valid immunization records will be considered conditionally accepted for their first semester.
- b. All applicants for admissions should:
 - i. Be able to furnish proof of residency that is properly validated as outlined in Policy #5102, Ocean County Residents, Policy #5104 New Jersey Residents, or Policy #5106, Out-of-State Foreign Students. Proof of residence may be substantiated by such documentary evidence including but not limited to a driver's license, motor vehicle registration, or voter registration card bearing an Ocean County address.
- c. High school students including those being home schooled shall be required to:
 - i. File the appropriate Jump Start or College Academy application and meet the guidelines outlined at <https://go.ocean.edu/jumpstart>
- d. Gifted elementary school students including those being home schooled shall be required to:
 - i. Provide a transcript showing a GPA of a least a 3.75 on a 4.0 scale (or the equivalent), with an absence of C's, D's, and F's;
 - ii. Submit a letter of support from a school counselor or principal testifying to the student's exceptional academic ability and achievements;
 - iii. Meet with the Vice President of Academic Affairs or designee;
 - iv. Enrollment of gifted elementary school students at Ocean County College is at the discretion of the institution.
- e. In order to be issued a Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status" and gain admission to the college, international students shall be required to meet the requirements outlined in Policy #5106, Out-of-State Foreign Students.