
CPCE Partnership College Program Student Expectations

The Purpose of This Document

This document is a supplement to the CPCE Student Guide & Agreement and is intended for students enrolled in an undergraduate degree completion CPCE Partnership College Program or taking a Partnership college course.

About CPCE at Rowan

The College of Professional & Continuing Education (CPCE) - the newest college at Rowan - serves the educational needs of those students who desire courses or programs outside of traditional academic sessions or within different modes of instructional delivery such as accelerated, off-site, and online.

CPCE is on Rowan's main campus at:

College of Professional & Continuing Education (CPCE), Education Hall, 201 Mullica Hill Road, Glassboro, NJ 08028
Phone: 856-256-5435; FAX: 856-256-5638; Email: cpceacademicservices@rowan.edu; Website: www.rowan.edu/cpce

Need Help?

- For more information about Partnership College Programs, contact Amanda DeValerio, CPCE Administrative Advisor, at devalerio@rowan.edu.
- For registration assistance, contact your CPCE Administrative Advisor or the CPCE Enrollment Team at cpceacademicservices@rowan.edu.

About the Partnership College Program

The Partnership College Program is a Rowan University initiative administered by the College of Professional & Continuing Education (CPCE). Individual courses, instructors, and related academic functions are administered and managed by the academic college that houses the degree program in which you are enrolled. Most courses are 16 weeks in length and meet off-site at local community colleges, though some program courses will be offered online in 8-week accelerated modules. (Course information including length and delivery mode will be outlined in the program's "Detail Sheet" available from www.rowan.edu/cpce under "Academic Services." If, according to the Detail Sheet, you are ever required to take an online course, please also refer to the "Rowan Online Student Expectations" document available from www.rowan.edu/cpce under "Academic Services.")

What Partnership Students Should Expect

The following is a list of what a student can expect to encounter in an undergraduate degree completion Partnership College Program.

- When first admitted to CPCE, you will be expected to submit a signed "CPCE Student Guide & Agreement Signature Page" which will trigger the matriculation and registration process.
- You will be expected to review and follow the CPCE student responsibilities as outlined in the "CPCE Student Guide & Agreement Signature Page" available from www.rowan.edu/cpce under "Forms".
- You will be expected to follow the course sequence *exactly as it is outlined* on your Personalized Course Sequence (PCS).
 - The CPCE Enrollment Team will manually register you for your required Rowan courses according to your PCS which you will normally receive from your CPCE Administrative Advisor during the admissions process.
 - Note: Based on the timing of when you submit your transcripts to the CPCE Administrative Advisor for the unofficial transfer credit evaluation, you may receive your PCS after the admissions process. Registration will not be performed, until an official PCS is available.

What Partnership Students Should Expect Continued

- You will be expected to contact your CPCE Administrative Advisor if your registration must change or will differ in any way from what is outlined on your PCS. (You must do so before the class begins.)
 - Per College of Education policy, you may not take an education course out of sequence due to pre-requisite and co-requisite requirements. If you anticipate that you will fall out of sequence, you must consult with your CPCE Administrative Advisor to determine your options.
 - If for any reason you are not able to continue in the Elementary Education major, you may have the option of remaining in the dual major. Again, you must consult with your CPCE Administrative Advisor to determine your options.
- You will be expected to take responsibility for any additional courses (outside of your CPCE program) that are required for your degree.
 - Your PCS will include all required Rowan courses as well as a list of any additional required courses that you may need to take in order to meet all the degree/state teacher certification requirements as based on an *unofficial* transfer credit evaluation performed by the CPCE Administrative Advisor.
 - If you need to take any additional courses in order to meet all the degree/certification requirements (these courses will be listed unofficially on your PCS and officially confirmed by your Academic Advisors), you will be responsible for registering yourself directly for these using the registration system and deadlines of the Partnership college.
- If you plan on receiving financial aid through Rowan University and you will be registering for additional courses through the Partnership college, you will be expected to submit to your CPCE Administrative Advisor the “CPCE Partnership College Program Reciprocal Course Registration Form.” You will need to complete this form every term in order to notify your CPCE Administrative Advisor of any courses you are taking *directly through the Partnership college*. This is necessary so that we can record these reciprocal credits in our system so that your aid award can be accurate. You may download this form from www.rowan.edu/cpce under “Forms.”
 - Note: This form is not used to *register* you for Partnership college courses; it is simply used to note the number of Partnership college course credits you are taking during any particular term so that your financial aid at Rowan can be set up and disbursed properly.
 - Dropping/Withdrawing from Partnership College Courses: Even if you request for CPCE to drop/withdraw you from your Rowan courses, you will still need to separately drop/withdraw from any courses you registered for directly through the Partnership college.
- You will be expected to send updated official transcripts to Rowan University’s Registrar’s Office after every term in which you have completed courses through the Partnership college (non-Rowan courses). This is necessary for the following reasons:
 - These courses must be officially transferred and reflected on your Rowan academic record.
 - Unless official transcript are sent and recorded, your Academic Advisor will be unable to accurately track your academic progress.
 - These courses may also be benchmark requirements or pre-requisites for future courses. If they do not appear on your Rowan transcript accurately and in a timely manner, you may not be able to continue in the program. (This will be up to your Academic Advisor.)
 - If any official transfer credit would require changes to your PCS, you will be expected to inform your CPCE Administrative Advisor right away so that a new PCS can be prepared and sent to you and so your registration can be adjusted as needed.
- You will be expected to know, understand and follow (with help from your Academic Advisor) any required benchmarks for your program.
 - For more information about the program benchmarks and a full list of all the program requirements for Elementary Education majors, please review the Elementary Education Program Guide which can be accessed from the College of Education’s website: www.rowan.edu/colleges/education/programs/teachered/undergraduate/elementary.html.
- You will be expected to notify your CPCE Administrative Advisor and Academic Advisor if there is ever a term when you are in jeopardy of not successfully completing all of your Rowan coursework as outlined on your PCS.

What Partnership Students Should Expect Continued

- You should expect that you may be dropped from some or all of your CPCE coursework if one or more of the following applies:
 - If CPCE discovers or is notified of any unsuccessful or incomplete coursework
 - If CPCE discovers or is notified of any holds on your account (for non-payment or lack of immunization compliance)
 - If CPCE discovers or is notified of missing transfer credit (that was necessary to satisfy benchmark requirements or pre-requisites for future courses)
 - Note: It is the student's responsibility to notify CPCE if any of the above may occur. If CPCE is not notified by the student and a course is not dropped during the drop period, the student will still be responsible for payment.
- You will be expected to work directly with the Rowan Financial Aid Office if you are applying for financial aid.
 - Partnership college students should always apply for financial aid only through Rowan University (which is considered the "home" institution).
- You will be expected to pay Rowan University directly for all Rowan courses each term. (If you have been awarded financial aid, please note that this will be applied to your Rowan courses first.)
- You will be expected to pay the Partnership college directly for any additional (non Rowan) courses in which you are enrolled at that institution.
 - If you are unable to pay at the time of registration (usually because you are awaiting Rowan financial aid disbursement) our agreement with the Partnership college should still allow you to register for the course(s). If you have still not paid the Partnership college by the time their bills are sent, the Partnership college will send a bill to Rowan for any charges that you have incurred. CPCE will then add these charges to your Rowan account and you will be expected to pay Rowan directly for all Partnership charges for that term from that point. This will be repeated each term you are registered.
 - If you are awarded financial aid, it will be applied to any outstanding balance on your Rowan account. Depending on your aid award and charges incurred during any given term it is possible that you may owe Rowan more than your aid award or you that you may receive a refund for any surplus award money.
- Unless instructed otherwise by your CPCE Administrative Advisor, you are expected to purchase all required materials (such as textbooks) for your CPCE courses before the courses begin. These materials will be available to purchase from the Rowan University Bookstore, in person or online at rowanbookstore.bncollege.com.
 - If you are unable to purchase texts because you are awaiting Rowan financial aid disbursement, you should do the following:
 - For Rowan classes, you are able to work with the Bursar's office to obtain "Boro Bucks" on your Rowan card. Contact bursar@rowan.edu for more information.
 - For Partnership classes:
 - Camden County College partner students should be on a list at the Camden County College Bookstore each term that will allow you to purchase applicable texts and have those charges transferred and applied against your Rowan account.
 - Cumberland County College partner students should contact the University Center Director to let them know you are a Rowan/CPCE Partnership student and that you would like to obtain a special waiver to purchase applicable texts and have those charges transferred and applied against your Rowan account. (This is usually performed via a special letter they have you present at the bookstore.)
- You are expected to keep in touch with your Academic Advisors throughout your program. It is up to you to work with your Academic Advisor (for each major) to track your coursework/progress and to ensure that all required courses (and other requirements) have been completed and are officially on your academic record for degree completion and graduation clearance purposes.