



Middlesex County College Application and Enrollment Form
Content Specialty Program for Certified Teachers

Non-Degree/Continuing Education Certificate of Completion

Checklist: MCC Content Specialty Program Enrollment Requirements:

- 2 copies of Bachelor Degree Official transcript for all institutions (must be in 2 sealed envelopes)
Copy of NJ Standard Instructional Certificate
\$25 one time, non-refundable application fee + \$15 non-refundable Content Specialty enrollment fee (per program)

Please circle the Content Specialty you wish to pursue (if you would like to enroll in more than one content specialty, please complete a separate Enrollment Form for each content specialty):

Language Arts Math Social Studies Science

Semester & Year: Today's Date:

Name: Last First M.I.

Address: # Street Apt # County State Zip Code

SS #: Birth Date: Cell Phone: ()

Home Phone: () Email Address:

Payment Method

(\$25 one time, non-refundable application fee + \$15 non-refundable Content Specialty enrollment fee (per program))

I am enclosing a Check/M.O., made payable to Middlesex County College in the amount of \$

I am paying by charge card: VISA MASTERCARD DISCOVER, (Complete this section):

Card No. Exp. Date (Mo./Yr.) Amt. \$

Authorized Signature: Semester & Year:

I understand that I am required to maintain a 3.0 GPA in my Content Specialty Program courses and in order to apply for Middle School Certification in NJ. I also understand that I should consult the current MCC Catalog for policies and procedures regarding student rights and responsibilities, course withdrawals, refunds, etc.

http://course-catalog.com/mcc/modules/section/

Student Signature: Date: / /

MCC Signature: Date Received:

Deadline Information for Enrollment into the Content Specialty Program:

- Fall Semester: Enrollment begins March 1 and ends August 1. Registration for fall semester courses opens in March.
Spring Semester: Enrollment begins October 1 and ends January 15. Registration for spring semester courses opens in October.
Summer Session I and Summer Session II: Registration for both summer sessions opens in March.
Summer Session I: Enrollment begins March 1 and ends May 1 Summer Session II: Enrollment begins March 1 and ends July 1.



Application and Enrollment Process/Checklist Content Specialty Program for Certified Teachers

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Registration for fall semester courses opens in March

Spring Semester

Enrollment begins October 1 and ends January 15
Registration for spring semester courses opens in October

Summer Session I and Summer Session II

Summer Session I: Enrollment begins March 1 and ends May 1
Summer Session II: Enrollment begins March 1 and ends July 1
Registration for both summer sessions opens in March

Process/Checklist for Applicant

Step 1: Application, Enrollment, and Advising

Location: Continuing Education Division, Crabiel Hall, Room 110

- Gather required documents. Schedule an appointment in Continuing Education by contacting Charita Green at (732) 906-4677 or CGreen@middlesexcc.edu
- Present 2 official transcripts and copy of NJ Standard Instructional Certificate.
- Complete Application and Enrollment Form. Pay \$25 one time, non-refundable application fee and \$15 non-refundable Content Specialty enrollment fee (per program); declare Content Specialty.
- Transcript Review and Program Evaluation is generated.
- Receive advisement on recommended courses and how to use Campus Cruiser, Library & Bookstore.
- Discuss future courses and registration process.
- Discuss steps to complete program.

Step 2: Register and Complete Courses in Content Area

- Use Program Evaluation to select courses.
- Register online each semester using the Registration Dates above; pay course tuition & fees online or in-person.

Step 3: Finish Content Specialty Program

- Complete all required courses and maintain a **3.0 GPA** in your Content Specialty Program courses and in order to apply for Middle School Certification in NJ.
- Request Official MCC Transcript in Campus Cruiser when coursework is completed.
- Request Certificate of Completion from Continuing Education Division after coursework is completed.

*Questions? Contact Charita Green at (732) 906-4677, CGreen@middlesexcc.edu
or Gretchen Heaton at (732) 906-7743, GHeaton@middlesexcc.edu*