



Dear BCIT Families,

BCIT is pleased to continue our partnership with Rowan College at Burlington County (RCBC), providing students with the opportunity to earn college credits while still in high school.

Through RCBC's College Headstart Program and College Accelerated Program (CAP), BCIT teachers teach eligible courses during the regular school day. Students who successfully complete an eligible course will earn both high school and college credit.

Please review the attached course listing to determine whether your child is currently enrolled in an RCBC college credit-bearing course for the first semester.

REGISTRATION WINDOW: OCTOBER 1–OCTOBER 30, 2026

To receive college credit, students must complete the RCBC registration process during the registration window and earn a grade of **“C” or better** in the course.

HOW TO PARTICIPATE

Students interested in earning RCBC college credit must:

1. Register through the RCBC Dual Enrollment system at [RCBC Dual Enrollment](#).
2. Complete all required registration and parent/guardian consent steps by **October 30, 2026**.
3. Earn a final grade of **“C” or better** in the course to receive RCBC college credit.

RCBC CAP COSTS

RCBC CAP RATES	3-4 CREDIT COURSE	5-8 CREDIT COURSE
Regular Rate	\$150 per course	\$300 per course*
Free/Reduced Lunch Qualifying Rate	\$100 per course	\$200 per course*

These reduced CAP rates are significantly less than the typical cost of a college course.

BCIT Medford

📍 10 Hawkin Road
Medford, NJ 08055
☎ (609) 654-0200

BCIT Westampton

📍 695 Woodlane Road
Westampton, NJ 08060
☎ (609) 267-4226

PERKINS SCHOLARSHIP OPPORTUNITY

BCIT is pleased to offer a **Perkins Grant Scholarship that may cover the full cost of eligible CTE Dual Enrollment courses**, resulting in no cost to qualifying families.

To qualify, students must:

- Be enrolled in an **approved CTE Dual Enrollment course** listed in the attached document.
- Complete all required [RCBC Dual Enrollment](#) registration steps.
- Register by **October 30, 2026**.
- Qualify for Free or Reduced Lunch **and/or** have a demonstrated financial need communicated to the school counselor.

Important: The Perkins Scholarship is **not a reimbursement program**. Scholarship eligibility must be determined as part of the registration process. Families seeking consideration based on demonstrated financial need should contact their child's school counselor **before completing payment**.

A complete list of CTE majors and courses eligible for the Perkins Scholarship is included with this letter.

CAP REGISTRATION PROCESS

During the October 1–October 30 registration period:

1. **The student** initiates the registration request through RCBC DualEnroll.
2. **The school counselor** reviews the request to confirm that the student is enrolled in the appropriate course and determines applicable scholarship or Free/Reduced Lunch eligibility.
3. **The parent or guardian** completes the required consent and payment process, if applicable.

All steps must be completed by **October 30, 2026**. Incomplete registrations will be canceled, and late registrations cannot be accepted.

IMPORTANT INFORMATION

- There are no additional textbook, lab, or activity fees associated with CAP registration.
- Each college and university establishes its own policies regarding the acceptance and transfer of college credits. Families are encouraged to check with the institution their child plans to attend to determine whether RCBC credits will transfer.
- CAP does not replace the Advanced Placement (AP) program. In eligible courses, students may have the opportunity to earn RCBC college credit regardless of whether they take the AP exam, provided all RCBC requirements are met.
- Students should register for CAP credit only if they have a reasonable expectation of earning a **“C” or better**, as RCBC does not award college credit for grades below a “C.”
- Students may only register for eligible courses in which they are currently enrolled during the school year.
- CAP registration is final, and payments are non-refundable.

- RCBC will not issue refunds if a student drops a course, earns below a “C,” or later attends a college or university that does not accept the RCBC credit.

We encourage families to take advantage of this opportunity for students to begin earning college credit while completing their BCIT coursework.

If you have questions regarding eligibility, registration, or the Perkins Scholarship, please contact your child’s school counselor.

Sincerely,



Dr. Eder Joseph
Assistant Superintendent

Attachment(s)

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

ROWAN COLLEGE AT BURLINGTON COUNTY



ACADEMIC DUAL ENROLLMENT COURSES

BCIT Course	RCBC COURSE	CREDITS
Math Courses		
AP Calculus	Calculus I and Analytic Geometry (MTH 118)	3
Pre Calculus	Pre Calculus (MTH 130)	3
English Courses		
AP Language and Composition	College Composition (ENG 101)	3
AP Literature and Composition	College Composition II (ENG 102)	3
Honors English III	College Composition (ENG 101)	3
Honors English IV	College Composition II (ENG 102)	3
Science Courses		
Honors Biology	General Biology I and Lab (BIO 140/ BIO 141)	4
AP Biology	General Biology II and Lab (BIO 142/ BIO 143)	4
Honors Chemistry	General Chemistry I and Lab (CHE 115/ CHE 116)	4
AP Chemistry	General Chemistry II and Lab (CHE 117/CHE 118)	4
History Courses		
Honors US History I	United States History I (HIS 101)	3
Honors US History II	United States History II (HIS 102)	3
AP World History	Ancient and Medieval Foundations of Western Civilization (HIS 103)	3

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

MEDFORD TECH

ROWAN COLLEGE AT BURLINGTON COUNTY

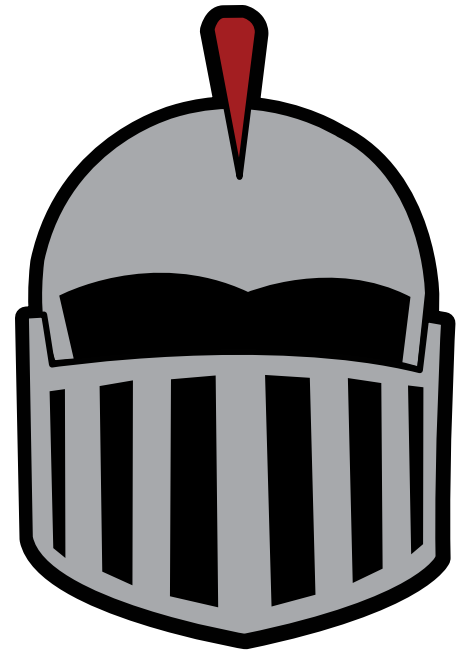


CAREER AND TECHNICAL EDUCATION DUAL ENROLLMENT COURSES

BCIT Course	RCBC COURSE	CREDITS
Career Major: Graphic Art and Design		
1. Graphic Design I (9th Grade Semester 2)	Design I (ART 110)	3
2. Drawing I (10th Grade Semester 2)	Drawing I (ART 120)	3
Career Major: Allied Health		
1. Anatomy and Physiology II (10th Grade Semester 2)	Anatomy and Physiology (BIO 110/111)	4
2. Medical Terminology (10th Grade Semester 1)	Medical Terminology (HIT 106)	3
Career Major: Computer Science/ Information Technology		
1. Computer Applications (9th Grade Semester 2)	Computing Essentials (CIS 101)	3
2. Network Fundamentals I & II (need to take both) (11th Grade Semester 2)	Networking Fundamentals (CIS 165)	4
3. Intro to Computer Science I & II (need to take both) (11th Grade Semester 2)	Introduction to Computer Science (CSE 110)	4
4. Computer Forensics I/II (need to take both) (11th Grade Semester 2)	Computer Forensics (CIS 207)	4
Career Major: Criminal Justice		
1. Police Operations and Procedures (Confirmed by Instructor and counselor)	Police Operations and Procedures (CRJ 102)	3
2. Introduction to Correctional Systems (Confirmed by Instructor and counselor)	Introduction to the Correctional System (CRJ 103)	3
3. Introduction to Court Systems (Confirmed by Instructor and counselor)	Introduction to Court Systems (CRJ 106)	3
4. Introduction to Criminal Justice (9th Grade Semester 2)	Introduction to Criminal Justice (CRJ 101)	3
5. Criminal Investigation (Confirmed by Instructor and counselor)	Criminal Investigations (CRJ 223)	3
6. Forensic Science (Confirmed by Instructor and counselor)	Forensic Science (CRJ 224)	3

Career Major: Engineering		
1. Computer-Aided Design (CAD) Fundamentals (9th Grade Semester 2)	Design Computer Graphics (EGR 110)	3
2. Analog Circuits (10th Grade Semester 2)	Circuits I (EET 121)	4
3. Computer Architecture /Digital Electronics (11th Grade Semester 1)	Digital Circuits (EET 240)	4
4. Intro to Computer Science I C++ Programming (10th Grade Semester 2)	Introduction to Computer Science (CSE 110)	4
5. AP Computer Science Principles (11th Grade Semester 2)	Introduction to Python CIS 139	3
Career Major: Entertainment Technology		
1. Advanced Television Production (12th Grade Semester 1)	TV Production (Studio) (ETV 101)	3
2. Applied Editing Techniques for Digital Media (11th Grade Semester 2)	Editing (ETV 105)	3
3. Advanced TV Studio & Field Production (12th Grade Semester 2)	TV Production (Field) (ETV 102)	3
Career Major: Performing Arts (Music)		
1. AP Music Theory (Full Year)	Music Fundamentals (MUS 105)	3
Career Major: Sports Medicine		
1. Medical Terminology (10th Grade Semester 1)	Medical Terminology (HIT 106)	3

Navigating DualEnroll



Create an Account and Complete Application

- If you have not created a DualEnroll account previously, please visit rcbc.dualenroll.com. If you already have an account, please move to the **"Begin Course Registration"** section
- Click **"Create my Account"**
- Complete the Account Form
 - **NOTE** – Account information, including email address, should be the information for the **student** registering. If using a high school email, make sure it can receive mail from outside of the school district.
- Confirm your account by either email or text using the activation code/link provided by DualEnroll (*if using email, be sure to check spam/junk folders*).
- Complete student profile, demographics, terms & conditions, FERPA disclosure, parent/guardian information and high school information – this is your application to RCBC!
- Once completed, you will be directed to the **"Courses"** area to begin registration.

Begin Course Registration

- If you are registering on a different date than your application, make sure to log into rcbc.dualenroll.com and click **"Courses"** from the top menu.
- Review the course options listed for your school and click your choice to start the registration process.
- Click the **"Begin Registration"** button for the course section you are interested in registering for (*enrollment is not complete at this step, but it is the last step for the student*).
- A notification box will appear asking if you would like to Request Another Class, View Current Status or Logout. Choose **"Request Another Class"** if you would like to register for more than one course.

High School and Parent/Guardian Consent and Payment

- Once you submit your registration request, notification is sent to your school counselor.
- School counselors review the request and will approve the course if you are eligible.
- If approved, an email notification is sent to your parent/guardian with a special link that will be used to provide consent and payment.
- Once completed, the registration is sent to RCBC for final processing.

NOTE – All steps need to be completed before the designated deadline in order for a registration to be processed by RCBC. This includes the student, school counselor and parent/guardian steps. **The college cannot accept late registrations.**

Please visit rcbc.edu/cap for more information or questions.



Rowan College
at
BURLINGTON COUNTY