

Burlington County Institute of Technology

Discover Your Potential

Dr. Ashanti Holley
Superintendent of Schools



Mr. Eder Joseph
Assistant Superintendent

Dr. Bobbie Downs
Assistant Superintendent

Mrs. Jaime Mungo
Assistant Superintendent

Mr. Andrew Willmott, CPA
Business Administrator/Board Secretary

Dear BCIT Families,

We are 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. The RCBC College Headstart Program, delivered through the College Accelerated Program (CAP), is facilitated by BCIT's certified teachers during regular school hours. Through this program, students will earn both high school and college credits for the courses they are enrolled in.

Please review the attached course listing to see if your child is enrolled in a college credit-bearing course through RCBC for the first semester.

HOW TO PARTICIPATE

To take advantage of the college credit opportunity, students must:

1. Register with RCBC at [RCBC DualEnroll](#).
2. Maintain a minimum "C" average in each course to earn the college credit.

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*

**compared to the usual cost of over \$400*

The online application opens on **January 2, 2026**, and the registration deadline is **February 2, 2026**.

Please contact your child's school counselor if you need assistance with the enrollment process.

BCIT Medford

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

BCIT Westampton

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

www.burlicoschools.org

SPECIAL SCHOLARSHIP OPPORTUNITY

We are excited to share that students may qualify for a Perkins Grant Scholarship that covers the full cost of eligible CTE Dual Enrollment courses at no expense to families.

Scholarship Eligibility

To qualify for this scholarship, students must:

- Be registered for an **approved CTE Dual Enrollment course** (please review the attached list of approved CTE Dual Enrollment courses)
- Complete all steps of the Dual Enrollment program
- Register for the course by Friday, February 2, 2026
- Be eligible for Free and Reduced Lunch and/or have a demonstrated need, communicated directly to the school counselor

Important Note: This is not a reimbursement program. Scholarship eligibility and allocation are determined at the time of course registration. A full list of eligible CTE majors and courses is included in the attached document.

If you believe your child qualifies for this scholarship, please notify your school counselor (especially if you are seeking consideration based on demonstrated need) before completing the registration process.

CAP REGISTRATION STEPS

During the registration period **(January 2 - February 2)**, the following steps must be completed:

1. **Student** initiates registration in [DualEnroll](#).
2. **The School Counselor** reviews the request to ensure the student is registered for the appropriate course(s) and designates whether the student qualifies for free or reduced meals.
3. **The parent or guardian** completes the consent and payment process.

Note: If these steps are not completed by **February 2**, the registration will be canceled. Late registrations will not be accepted.

IMPORTANT INFORMATION

- No additional fees for textbooks, lab materials, or activity fees.
- Each college/university has its own credit transfer policies. We recommend checking with the institution your child plans to attend to verify which RCBC credits will be accepted.
- CAP is not a replacement for the AP program. However, students who do not take the AP exam may still earn RCBC CAP credits if applicable.

- Only students who have a reasonable expectation of earning a "C" or better in the course should sign up for CAP credit, as RCBC only grants credit for "C" grades or higher.
- Students may only register for courses they are currently taking during this school year.
- Registration is final, and payment for CAP courses is non-refundable. All payments must be made online through RCBC.
- RCBC will not issue refunds for students who drop a course, earn less than a "C," or if a college does not accept CAP credit.

We appreciate your support and look forward to seeing your students thrive in their college and career pursuits.

For any questions, please don't hesitate to reach out to your child's counselor.

Sincerely,



Eder Joseph
Assistant Superintendent

Attachment(s)

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

MEDFORD TECH

ROWAN COLLEGE AT BURLINGTON COUNTY



CAREER AND TECHNICAL EDUCATION DUAL ENROLL 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 (10th Grade Semester 1)	Police Operations and Procedures (CRJ 102)	3
2. Introduction to Correctional Systems (11th Grade Semester 2)	Introduction to the Correctional System (CRJ 103)	3
3. Introduction to Court Systems (11th Grade Semester 1)	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 (12 Grade Semester 1)	Criminal Investigations (CRJ 223)	3
6. Forensic Science (12th Grade Semester 2)	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 2)	Medical Terminology (HIT 106)	3

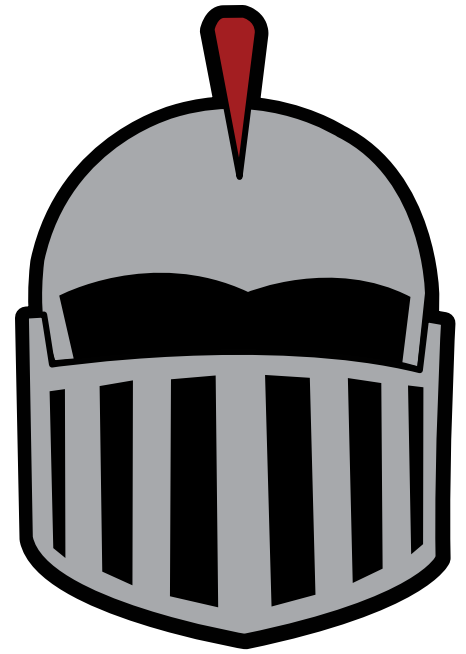
BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY MEDFORD TECH ROWAN COLLEGE AT BURLINGTON COUNTY



ACADEMIC DUAL ENROLL 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 General Biology Lab (BIO 140/ BIO 141)	4
Honors Chemistry	General Chemistry I and General Chemistry I Lab (CHE 115/ CHE 116)	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

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