STEP 1  
Submit an Application for Admission to:
Brookdale Community College (BCC)
Center for Counseling, Admissions and Registration (CAR Building)
765 Newman Springs Road, parking lot 5
Lincroft, NJ 07738

You can also apply online at http://www.brookdalecc.edu/admissions/apply-online/.

Current students or those who have attended Brookdale in the past must provide an information update to admissions and registration.

STEP 2  Complete by March 1, 2016

Placement Testing is required for new degree students for the following:
- Writing
- Reading
- Mathematics

Full test waivers of testing are available to students under the following provisions: 1) students who have completed 24 college level credits with a "C" or better from an accredited college, which must include English Composition and a mathematics course higher than elementary algebra; 2) students who have taken the placement test at another college; 3) students who have a four-year degree from an accredited college. Partial test waivers may be available to students who have taken the SAT and achieved a critical reading score of 540 or higher and a quantitative (mathematics) score of 530 or higher.

No appointment is required for placement testing in Lincroft. Testing is conducted in the Testing Center located in the lower level of the CAR Building 732-224-2584. For more information about test content and preparation for the test, visit the Resource for Students website at: http://www.brookdalecc.edu/academics/testing-services/accuplacer-basic-skills-testing/

Testing Center hours are:
Monday, Tuesday, Wednesday 8:30 AM – 8:45 PM
Thursday 10:00 AM – 8:45 PM
Friday 8:30 AM – 4:45 PM
Saturday 9:00 AM – 2:45 PM

Students must arrive 3 hours before the Testing Center closes to take the placement test.

Placement testing is also available by appointment at Brookdale’s Branch Campus and Higher Education Centers. Call 732-224-2600 and select the following: 1 for Wall and NJ Coastal Communiversity, 2 for Long Branch, 3 for Northern Monmouth in Hazlet, 4 for Eastern Monmouth in Neptune, and 5 for Western Monmouth Branch Campus in Freehold.

Placement testing should be completed by March 1 so that students can register for developmental courses if required in the Summer “1” 2016 term. Students must successfully satisfy all Basic Skills requirements prior to entering the first semester of the Electric Utility Technology (EUT) program.

STEP 3  
College Transcript – For those with previous college experience, some course work may be transferable to the Electric Utility Technology Degree. Students with previous Brookdale credits will review their requirements with Brookdale Counselors. If courses were taken at another institution, contact your previous college and request that your transcript be mailed to the address below:

Brookdale Community College
Office of Admissions
765 Newman Springs Rd
Lincroft, New Jersey 07738

This process takes several weeks. Request your transcript(s) as soon as you file your Application so that it is received by Brookdale before your appointment with the Academic Counselor. It is recommended that you bring an unofficial student copy of the transcript to your counseling appointment.

September 18, 2015
STEP 4

**Counseling** – Students are **required** to initially meet with an Advisor to certify that basic skills requirements have been completed. Students with previous coursework may meet with an Advisor to review their transcripts on a walk in basis. Once accepted into the program, students will be assigned a Counselor.

Counseling and Advising in Lincroft 732-224-2555
Western Monmouth 732-625-7002.

*You must specify that you are applying for the EUT degree.*

STEP 5

**Summer Sessions** – Based upon results of your placement testing, you may be required to attend developmental classes during the Summer to prepare for the course curriculum in the Fall.

Registration should be completed as soon as possible for any required Math, Writing or Reading developmental courses. Go to WebAdvisor at http://www.brookdalecc.edu for the schedule of classes.

STEP 6

**Financial Aid** – You **MUST** complete a Free Application for Federal Student Aid (FAFSA) form. You may complete the application on-line by going to their web site, [fafsa.ed.gov](http://fafsa.ed.gov). If you have any questions about financial aid, contact the financial aid office. The previous year’s W-2 and high school diploma are required. **Call:** 732-224-2361

STEP 7 – Scheduled by FirstEnergy

**Attend Technical Evaluation** – Attend a hands-on skills evaluation which will include activities that test your strength, endurance, and ability to work in an elevated position. You will be scheduled by FirstEnergy for a technical evaluation which will be held in Spring 2016.

STEP 8 - Scheduled by FirstEnergy

**Final Qualifying School** will be conducted during the summer, prior to the start of the Fall semester. You will be notified of the date and location.

Program Eligibility Screening, Physical Abilities Testing and a CDL Physical must be conducted prior to Climbing School to determine eligibility. Final decisions for enrolling in this program are made by prospective students, FirstEnergy Instructors and Operating Company management during Qualifying School. During the two-week school it is determined if each candidate possesses the basic skills and abilities required for electric utility work. Candidates may choose to withdraw or be dismissed by a FirstEnergy instructor. Prospective students completing this training will be the pool of candidates for the program and prioritized by FirstEnergy.

STEP 9

**Program Registration** – Upon completion of the Final Qualifying School, students will be evaluated and interviewed. The highest rated students will be identified and attend a group registration at Brookdale Community College for classes beginning in Fall 2016.

**FINAL STEP**

**Fall Semester Begins** – September 2016

Direct questions throughout the process to:

**For FirstEnergy questions:**
Anika G. Niehans 800-829-6801, #3 aniehans@firstenergycorp.com

**For Brookdale questions:**
Michael Qaissaunee Dept. Chair of Engineering & Technologies 732-224-2879 mqaissaunee@brookdalecc.edu

September 18, 2015