**Elementary Algebra** - Students who are entering Montclair State in the fall semester and are required to take **MATH 071** have two options by which they can complete the course during the summer:

1) Complete MATH 071 as part of the pre-college summer program at the Montclair State University

   OR

2) Enroll in an approved equivalent course at a local college

If MATH 071 (or an approved equivalent course at a local college) is not successfully completed in the summer, the student will be REQUIRED to take MATH 071 during the fall semester.

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**To learn more about completing basic skills testing (MSUPT), please contact:**

**Center for Academic Development & Assessment (CADA)**
Webster Hall - Room 107
(973) 655.4476
cada@montclair.edu

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**For more information on the steps required to complete a Basic Skills course at a local college, please contact:**

**Office of Academic Success and Retention Programs (ASRP)**
Webster Hall Room 321
(973) 655.4162
(973) 655.3414 (fax)
acadsuccess@montclair.edu
CHECKLIST

1) Verify your test results with the Center for Academic Development & Assessment (CADA)

2) Discuss the appropriate equivalent course(s) at your local college with CADA. Obtain official approval from CADA to complete the course(s) outside of the University.

3) Contact the Office of Academic Success & Retention Programs (ASRP) to clarify the course(s) you have been approved to take and discuss “next steps”.

4) Enroll in the pre-approved course(s) at your local college.

5) Once enrolled, please fax, mail and/or hand deliver a POE or proof of enrollment (a copy of transcript) to the Office of Academic Success & Retention Programs.

6) After the course(s) has ended (and final grades are posted), please fax, mail and/or hand deliver a POC or proof of completion (a copy of your final transcript) to the Center for Academic Development & Assessment.

DEADLINES

**Proof of Enrollment (POE)**
Monday, August 3, 2015

**Proof of Completion (POC)**
Friday, August 28, 2015

**POE (Proof of Enrollment) - Submit to ASRP**

MAIL/DELIVERY: Attn: Joan Voltman, Webster Hall Room 321, 1 Normal Avenue, Montclair, NJ 07043
PHONE: 973.655.4162
FAX: 973.655.3414
EMAIL (pdf attachment): acadsuccess@montclair.edu

**POC (Proof of Completion) - Submit to CADA**

MAIL/DELIVERY: Attn: Jamal Shahin, Webster Hall Room 107, 1 Normal Avenue, Montclair, NJ 07043
PHONE: 973.655.4476
FAX: 973.655.7163
EMAIL (pdf attachment): cada@montclair.edu

UNIVERSITY POLICY

**READ 099**

**College Reading** - Students who are entering Montclair State in the fall semester and are required to take READ 099 MUST enroll in and successfully complete the course prior to the start of the fall semester.

There are 2 options for completing this requirement:

1) **Complete READ 099 as part of the pre-college summer program at Montclair State University**

   OR

2) **Enroll in an approved equivalent course at a local college**

Failure to successfully complete READ 099 as part of the pre-college summer program (or an approved equivalent course at a local college) prior to the start of the fall semester will result in the rescinding of admission to the University and the denial of course enrollment in the fall semester.