Elementary Algebra - Students who are entering Montclair State in the fall semester and are required to take MATH 061 are STRONGLY ENCOURAGED to enroll in and complete its equivalent, MATH 071, prior to the start of the fall semester. There are two options available:

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 061 during the fall semester. If the course is not successfully completed during the fall, the student will have one FINAL OPPORTUNITY to retake and successfully complete MATH 061 during the spring. Failure to complete MATH 061 by the end of spring will result in the student being disenrolled from the University.
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) 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)**

READ 099 - Monday, July 30, 2012
MATH 071 - Monday, July 30, 2012

**Proof of Completion (POC)**

READ 099 - Monday, August 27, 2012
MATH 071 - Monday, August 27, 2012

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

MAIL/DELIVERY: Attn: Joan Voltman, Morehead Hall - Room 302A, 1 Normal Avenue, Montclair, NJ 07043
PHONE: 973.655.4162
FAX: 973.655.3414
EMAIL (pdf attachment): acadsuccess@mail.montclair.edu

**POC (Final Transcript) - Submit to CADA**

MAIL/DELIVERY: Attn: Jamal Shahin, Morehead Hall - Room 141, 1 Normal Avenue, Montclair, NJ 07043
PHONE: 973.655.4476
FAX: 973.655.7163
EMAIL (pdf attachment): cada@mail.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.