December 2012

Dear TCNJ Student,

Congratulations on your outstanding academic achievements and welcome to The College of New Jersey (TCNJ). The purpose of this letter is to prepare you for your January 15, 2013, Orientation Program (TCNJ Transition Day) by introducing the tools you need for Spring 2013 class registration. Please visit TCNJ’s Registration and Enrollment website at http://firstreg.pages.tcnj.edu/

This website will provide links that will facilitate your initial scheduling of first semester classes and course enrollment. Resources include:

- A placement test booklet (PDF) which provides information on requirements and assessment criteria.
- A step-by-step enrollment checklist to prepare you for Orientation in January.
- A link to tutorials to guide you through our Primary Academic Web Services information system, known to the campus community as PAWS.
- An outline of enrollment resources including our PAWS tutorials on how to run your Academic Requirements report to determine your degree requirements and how to fill your shopping cart prior to your visit with us.

Reviewing this information will be time well spent in easing your transition to the College. These resources will help you prepare for class registration which will take place during your TCNJ Transition Day.

Please note that, if you are intending to enroll, you must submit your admissions deposit to the Admissions office as noted in your acceptance letter. We encourage you to do so through their on-line system to expedite matters. Receipt of your deposit will begin the process of activating your TCNJ email and enhancing your ability to use several PAWS features such as the shopping cart.

Once your shopping cart feature has been activated, you should begin to add courses utilizing your Academic Requirements Report and any placement testing results. You and your academic department will use your shopping cart selections to facilitate your course registration at Orientation.

Questions related to academic advising should be directed to your department chair until a primary advisor is assigned by the department. Contact information can be found at http://www.tcnj.edu/academics/schools.html

As you embark on this new journey, the staff in the Office of Records and Registration looks forward to working with you, now and throughout your career at TCNJ.

Best Wishes,

Frank Cooper

Executive Director
The Office of Records and Registration