The College of New Jersey
Enrollment Checklist

The Office of Records and Registration offers this step-by-step enrollment checklist to prepare you for your TCNJ Orientation on June 24, 2014. Please utilize this checklist to stay on track as we work together to prepare you for your first semester at TCNJ.

1. Placement Testing
As a student enrolling at TCNJ, you may be required to take some placement tests or meet departmental assessments to ensure appropriate course placement in first-year courses. Please review the Placement & Assessment Booklet to determine if you need to take a Language and/or Writing Test. You will also find information on how we assess your level of Mathematics for those majors that require a Calculus-based course.

Please take a moment to study the booklet as early as possible to be sure that you understand all of the necessary departmental assessments. http://recreg.pages.tcnj.edu/placement_testing/

2. TCNJ Web Tools
The TCNJ Web Tools feature connects you to the information you will need throughout your career at TCNJ. Located at the top of the TCNJ homepage, this tool provides links to various College sites and resources including Google Apps, PAWS, Canvas, the Library and more! To access Web Tools visit tcnj.pages.tcnj.edu.

3. TCNJ Email
Your email address is username@tcnj.edu which you can access through TCNJ Web Tools. Check your TCNJ email for critical messages from the Office of Records and Registration leading up to Orientation. The College's official method for communicating with you is through your TCNJ email account so it is critical for you to check this on a daily basis.

4. PAWS Self Service
Learn to navigate PAWS, (Primary Academic Web Services), where you can access course descriptions, select and register for classes using the “shopping cart” feature, review your academic requirements report, and much more! Learn to navigate PAWS by taking the helpful tutorial at http://pawshelp.pages.tcnj.edu/undergraduate-students/transfer-students/ Sign into PAWS after reviewing the tutorial.

5. Academic Requirements Report
To view your Academic Requirements Report on PAWS, go to the Student Center and then to Advising Tools. This report lists all the courses necessary for you to complete in order to receive your TCNJ degree. You should always view it prior to registration and when meeting with your advisor. Check your Academic Requirements Report NOW to see your transfer credit equivalency and begin adding courses to your shopping cart.

6. Shopping Cart
Finish adding courses to your shopping cart after reviewing your academic requirements report and any placement testing results. Your academic department will use your shopping cart selections to facilitate your course registration both prior to and during Orientation.

7. Liberal Learning Requirement
Liberal Learning is a selection of courses that introduce you to perspectives outside of your field of study. Their value extends far beyond the classroom as these courses help you explore your interests, see things through different lenses, and form relationships with peers and faculty in areas, which would otherwise remain unexplored. Learn more about the Liberal Learning Program as an aspect of your degree requirements by visiting the Liberal Learning webpage at http://liberallearning.pages.tcnj.edu/

8. First Seminar Program
The First Seminar enables first-year students to be engaged in an intellectually exciting and challenging experience in a small, seminar-style class. Transfer students with fewer than 8 Units (32 credits) will usually be required to take a FSP course during their first semester.

9. Associate Degree Students
Associate Degree Students, please see our Special Message to Associate Degree Students on http://firstreg.pages.tcnj.edu/springacceptedstudents/

10. AP Scores
Please request to have any official test scores sent electronically to us from College Board. Visit http://collegenboard.org/ap-score.shtml to learn what you need to do to get your scores forwarded to TCNJ, Office of Records and Registration.

11. Final Transcript
Request to have your official final college transcript sent ASAP to: Office of Admissions – Transfers, P.O. Box 7718, Ewing, NJ 08628. If you are graduating with an Associate’s Degree, that information needs to be posted on your transcript.

Please take a look at our visual aid tool, Enrollment Step-by Step, (located on the Records and Registration “Register the Pride” homepage) to help you complete this checklist.