The Office of Records and Registration offers this step-by-step enrollment checklist to prepare you for your TCNJ Orientation in July 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.

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 http://tcnjpages.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/firstyearstudents/

5. Shopping Cart
   Finish adding courses to your shopping cart after reviewing your first semester sequence and any placement results. Your academic department will use your shopping cart selections to facilitate your course registration both prior to and during Orientation.

6. 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.pagotcnej.edu/

7. First Semester Sequence
   Thoroughly study the guidelines for your first semester sequence of courses. Within this sequence you will see a description of all your major requirements, including the First Seminar Program (FSP), Liberal Learning selections, and IDS requirements.

8. First Seminar Program [FSP]
   The First Seminar Program enables first-year students to be engaged in an intellectually exciting and challenging experience in a small seminar-style class.

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

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. http://firstreg.pages.tcnj.edu/