

OFFICE OF RECORDS AND REGISTRATION

Whether it's maintaining the academic and registration calendars, completing degree and enrollment verifications, processing transcript requests, or providing advising resources, the Office of Records and Registration impacts every TCNJ student in a variety of ways.

There are a few items specific to transfer students that must be completed before arriving on campus in August. Please reference this entire checklist, particularly the Transfer Credit Facts section, and always be mindful of communications from this office!



Griffin
transfer student mentor

PAWS
*Primary Academic Web Services
(a.k.a. your online student record)*

Dave Muha
*associate vice president for
communications, marketing,
and brand management
(Also known as the snow day
announcer!)*

Roscoe
*TCNJ's friendly lion mascot
(He loves high fives!)*

Enrollment Checklist

The following five-step enrollment checklist will provide your department and the Office of Records and Registration with the information needed to pre-register you for your class schedule this fall.

○ Placement Testing (May)

As a student enrolling at TCNJ, you may be required to take placement tests or meet departmental assessments to ensure appropriate course placements. Access the Placement and Assessment Booklet to determine what, if any, placement tests you need to take. Most TCNJ placement tests are administered online.

○ Final Credentials (June)

If you haven't already done so, please request to have your final college transcript sent ASAP to:

The College of New Jersey
Office of Admissions
PO Box 7718
Ewing, NJ 08628-0718

If you are graduating with an associate degree, this information needs to be posted on your transcript.

○ AP Scores

Please request to have any official Advanced Placement test scores sent electronically to us from College Board.

Visit apcentral.collegeboard.org/scores/score-reporting to learn how to have your scores forwarded to TCNJ's Office of Records and Registration. Visit tcnj.edu/advanced-placement to review the current AP Legend for TCNJ.

○ Your Class Schedule (July)

Your fall 2020 schedule will be available in PAWS to review in early July, just prior to virtual orientation. Questions or concerns can be addressed at your department session when you join us virtually on July 14.

○ Transfer Credit Facts

- TCNJ is on a unit system (1 unit = 4 credits).
- 3 credits in transfer equals .75 TCNJ units.
- 16 units (64 credits) is the transfer credit maximum from a two-year institution.
- 20 units (80 credits) is the transfer credit maximum from a four-year institution.
- Pre-algebra, algebra, and reading courses will not be accepted in transfer.
- A minimum grade of "C" is required to transfer a course.

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- Courses and credits transfer, not the letter grade. Students will start at TCNJ with a 0.00 GPA.
- Placement testing is required for all students wishing to transfer second-language courses to TCNJ (based on the student’s major).
- Students transferring with fewer than 7.5 units (30 credits) will be classified as a Freshman-Level Transfer Student.
- Freshman-Level Transfer Students will be required to complete all courses that our “first-year” freshman students are required to complete, including the First Seminar Program (FSP) course and the civic responsibilities courses (race and ethnicity, gender, and global).
- Students entering TCNJ with 7.5 units (30 credits) or more will not be required to complete the FSP course or any civic responsibilities requirements at TCNJ.
- In some cases, students may need to seek further evaluation of their credits from their department chairperson.

○ Special Message to Associate Degree Students

Students receiving an AA/AS degree from a New Jersey community college will receive “full faith in credit” under the Lampitt Bill/Comprehensive Transfer Agreement. (AAS and AFA degrees do not fall under the Lampitt Bill.) TCNJ will accept the entire degree up to our credit maximum of 16 units (64 credits), and the student will enter TCNJ with junior standing. Junior standing at TCNJ is 16 units (64 credits).

Please note that associate degrees with less than 64 credits will place students at sophomore standing. Students will have satisfied all liberal learning (general education) requirements at the college, including second-language requirements.

