

NEW UNDERGRADUATE STUDENT  
REGISTRATION & ENROLLMENT



**TCNJ** THE COLLEGE OF  
NEW JERSEY

**REGISTER THE PRIDE**

A TRANSFER STUDENT'S GUIDE TO ENROLLMENT AT TCNJ



## OUR MISSION STATEMENT

The Office of Records and Registration through innovation, teamwork, and accountability strives to provide excellent standards of effective and efficient service and satisfaction. In order to accomplish this mission, our office is committed to ensuring the integrity of The College of New Jersey degree and dedicated to working in partnership with faculty and staff to uphold college policies in an equitable fashion. We foster an environment for students, alumni, faculty, staff and our community constituency that promotes the realization of The College's shared values and core beliefs.

# WELCOME TO TCNJ

December 2024

Dear TCNJ Student,

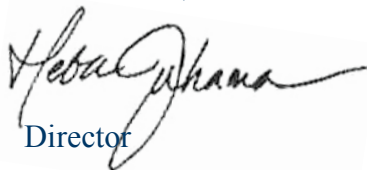
Congratulations on your outstanding academic achievements and welcome to The College of New Jersey (TCNJ). We embrace the talents you will bring to the campus and expect that you will be an active and contributing citizen of our community. We look forward to assisting you in fulfilling your educational goals.

The purpose of this booklet is to introduce you to the tools that will facilitate your initial scheduling and course enrollment. You will find useful information to help guide you through our Primary Academic Web Services information system, known to the campus community as PAWS. In addition, you will learn about your academic requirements report and a step-by-step process for loading your class selections to your PAWS Shopping Cart.

Following the directions in this booklet will successfully prepare you for your Spring Orientation program. Please review the Placement Testing criteria and review your academic requirements report in preparation for selecting and entering classes into your Shopping Cart. This will be time well spent in easing your transition to The College. Please visit our *Register the Pride* website <http://transferreg.pages.tcnj.edu/> for all your enrollment needs.

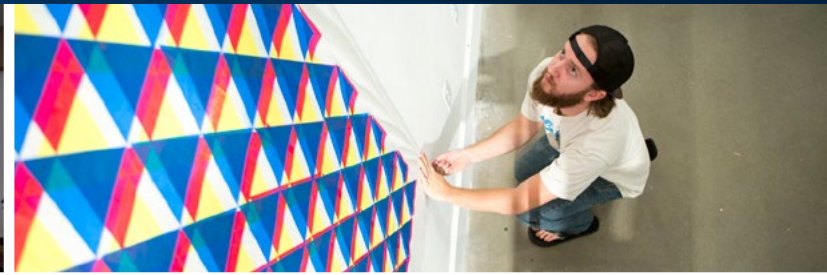
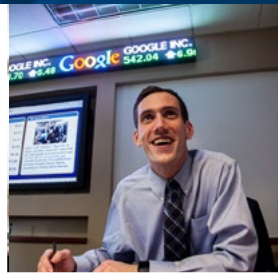
As you embark on this new journey, the staff in the Office of Records and Registration looks forward to working with you now and throughout your career at TCNJ.

Best Wishes,

A handwritten signature in black ink, appearing to read "Heba Jhama", written over a light gray rectangular background.

Director

The Office of Records and Registration



# STEP BY STEP

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

## STEP 1: PLACEMENT TESTING

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

The placement book can be found at the following website: <http://transferreg.pages.tcnj.edu/>

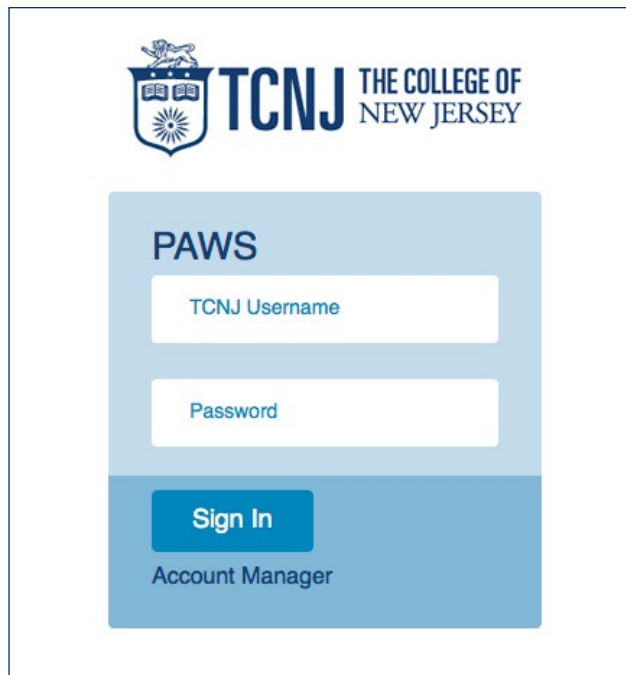


## STEP 2: TCNJ EMAIL

Your email address is **username@tcnj.edu**, which you can access through the Google Apps icon at [today.tcnj.edu](http://today.tcnj.edu). Check your TCNJ email for critical messages from your academic department and 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 essential for you to check this on a daily basis.

## STEP 3: PAWS SELF-SERVICE

Learn to navigate PAWS, (Primary Academic Web Services), where you will access course descriptions, search for classes using the "shopping cart" feature, review your academic requirements report and view your transfer credits. In addition, PAWS is home to course evaluations, exam schedules, and grades. Learn to navigate PAWS by reviewing the helpful tutorials and videos at <https://pawshelp.tcnj.edu/undergraduate-students/current-students/>



## STEP 4: ADVISING TOOLS & ADVISEMENT REPORT

The “Advising Tools” link on PAWS will allow you to access your Advisement Report (Academic Requirements), Transfer Credit Report and information about your advisor and evaluator. To access these tools, click on the “Advising Tools” link on the left side of the Student Center homepage on PAWS.

- **The Academic Advisement Report** in PAWS lists all the courses necessary for you to complete in order to receive your TCNJ degree. You should always view this report prior to registration and when meeting with your advisor. For more information on how to access and use the Advisement Report, please view the helpful [video](#) and [tutorial](#).

- **The Transfer Credit Report** in PAWS lists all the courses you have taken at a previous institution with their TCNJ equivalent.

*Transfer credits from your last semester cannot be posted until your final transcript has been sent to TCNJ. Upon receiving the final transcript, it will take up to two weeks for all transfer credit equivalencies to be processed.*

- An **Academic Advisor** will be assigned to you by your department and will help you with various academic needs, such as scheduling and course selection.
- An **Academic Evaluator** will be assigned to you but *should not* be contacted in regard to scheduling or course selection. Evaluators process transfer credit, post Advanced Placement and other test credit, process exceptions and waivers to student records, and a host of other services.



## STEP 5: TRANSFER CREDIT FACT SHEET

After reviewing your Academic Requirements Report, please carefully read over these important facts before building your schedule:

- TCNJ is on a unit system (1 unit = 4 credits).
- 3 credits in transfer equals .75 TCNJ units.
- 16.5 units (66 credits) is the transfer credit maximum from a two-year institution.
- 24 units (96 credits) is the transfer credit maximum from a four-year institution.
- Pre-Algebra, Algebra, or Reading courses will not be accepted in transfer.
- Minimum grade of C is required to transfer a course.
- 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 student’s major).
- Students transferring with less than 7.5 units (30 credits) will be classified as a Freshman Level Transfer Student.
- Freshmen-Level Transfer Students will be required to complete all courses that our “first year” freshmen students are required to complete, including the First-Year Seminar (FYS) course and the Social Justice courses (First-Year Community Engagement, Gender and Sexuality, Global Perspectives, and Race Ethnicity).
- Students entering TCNJ with 7.5 units (30 credits) or more will not be required to complete the FYS course or any Social Justice Requirements at TCNJ.
- In some cases students will need to seek further evaluation of their credits from their department chairperson.



# STEP BY STEP

## STEP 6: FILLING YOUR ENROLLMENT SHOPPING CART

A full course load at TCNJ for first semester students is typically four total classes, which are 1 unit each (1 unit = 4 credits) in addition to IDS 102 (0 Units). Your major department will preregister you for courses that may directly fulfill your major's course requirements. These preregistered courses will appear on your PAWS schedule.

This Week's Schedule	
Class	Schedule
JPW 309-01 LWD (82394)	MoTh 12:30PM - 1:50PM Bliss Hall 031
JPW 311-02 LWD (82090)	MoTh 2:00PM - 3:20PM Bliss Hall 031
JPW 370-01 LWD (82091)	We 9:00AM - 11:50AM Business Building 205
JPW 499-01 LWD (80596)	Room: TBA

Your **Shopping Cart and Schedule** should contain a **combined total of four units** prior to Orientation. When looking at your Academic Requirements Report (ARR), please note that requirements are placed under various categories. Until a requirement(s) is fulfilled, the category remains open. **Please add courses to your shopping cart from the open categories on your ARR to fulfill requirements.**

**New! Beginning Spring 2024, College Scheduler was launched.** College Scheduler is an efficient tool to plan and optimize your class schedule. College Scheduler generates a variety of weekly schedules to fit your needs based on criteria you input, such as desired courses, preferred sections and work or other non-curricular break times. Please visit [recreg.tcnj.edu/college-scheduler/](https://recreg.tcnj.edu/college-scheduler/) for more information and a step-by-step guide.



### What should I add to my Shopping Cart?

- **Language** (dependent on major and language placement results; refer back to Step 1 for clarification)
- **College Core Course(s)** that fulfill the following requirements:
  - Social Justice
    - Gender & Sexuality
    - Global Perspectives
    - Race & Ethnicity
  - Multidisciplinary Perspectives
    - Literary, Visual or Performing Arts
    - Belief Systems
    - Behavioral, Social or Cultural Perspectives
    - Historical Perspective
    - Natural Sciences
    - Quantitative Reasoning
- Major requirement courses listed under your Major category

For more information about The Collage Core, visit the Collage Core webpage at <https://collegecore.tcnj.edu/>.

# STEP BY STEP

## STEP 7: REGISTERING FOR CLASSES

Detailed instructions with screenshots and a video on how to use your Enrollment Shopping Cart and validate classes can be found at

<https://pawshelp.tcnj.edu/undergraduate-students/current-students/>

*A friendly reminder that your department will register you for your Spring 2025 classes (major course requirements and then using your preferred classes in your enrollment shopping cart as a guide).*

## STEP 8: FINAL CREDENTIALS

### AP Scores

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

Visit <https://apscore.collegeboard.org/scores/score-reporting> to learn how to get your scores forwarded to TCNJ's Office of Records and Registration. Visit <https://advisingresources.tcnj.edu/test-credit/advanced-placement/> to review the current AP Legend for TCNJ.

### Final Transcript

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 – 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.



## ADVISING QUESTIONS

If you have questions about your specific academic program prior to Orientation, you are welcome to contact the Department Chair.

You can find the name of your Department Chair here: <http://tcnj.pages.tcnj.edu/academics/schools/>

## SPECIAL MESSAGE TO ASSOCIATE DEGREE STUDENTS

Students receiving an AA/AS degree from a NJ 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 16.5 units (66 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 a sophomore standing.

Students will have satisfied all College Core (general education) requirements at The College, including second language requirements.

## ACADEMIC CALENDAR

The College's Academic Calendar is based on guiding principles that frame important timelines and deadlines for the campus community. These include the start and length of each semester, convocation, fall/spring break, final exam period and commencement with further landmark dates that define the add/drop period, midterm progress reports, registration windows, withdrawal deadlines, grading cycles and Summer and Winter sessions. Please monitor the 2024-2025 Academic Calendar here:

<https://academics.tcnj.edu/academic-calendars/academic-calendar-2024-25/>





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