

THE COLLEGE OF NEW JERSEY

ENROLLMENT CHECKLIST

BRIDGE TO ORIENTATION

The Office of Records and Registration offers this step-by-step enrollment checklist to prepare you for your TCNJ Winter Orientation on January 20, 2015. Please utilize this checklist to stay on track as we work together to prepare you for your first semester at TCNJ. You may not be able to access important enrollment tools until your admissions deposit is processed.

CHECK OFF
THE TASKS
AS YOU
COMPLETE
THEM

DECEMBER

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-semester courses. Please review the **Placement Testing 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/

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 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. Don't forget your admissions deposit!

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.

8. FIRST SEMINAR PROGRAM (FSP)

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. All questions regarding FSP course selections should be directed to Dr. Christopher Murphy, Office of Liberal Learning at murphyh@tcnj.edu, 609-771-2409.

10. FINAL TRANSCRIPT

Request to have your official 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.

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 Today page, this tool provides links to various College sites and resources including Google Apps, PAWS, Canvas, Get It Card, My Housing and other helpful tools! To access Web Tools visit <http://today.tcnj.edu>.

3. TCNJ EMAIL ACCOUNT

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.

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.

7. UNDERSTANDING LIBERAL LEARNING REQUIREMENTS

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

9. ADVANCED PLACEMENT 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.

11. ORIENTATION DAY

You are expected to attend the TCNJ Winter Orientation Program on January 20, 2015 during which you will be able to meet with your academic department, learn about transitioning to TCNJ, take your TCNJ Photo ID, and finalize your Spring 2015 class schedule. You will also have the opportunity to pick up some Blue and Gold gear, get to know other TCNJ students, and become a part of the TCNJ community!

Visit the “Spring Transfers” tab
at <http://firstreg.pages.tcnj.edu/>