

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 different ways.

Specifically for our first-year students, there are a few important items that need to be completed before you arrive on campus in August. Please reference this enrollment checklist and First Semester Worksheet information below, and always be mindful of communications from this office!

Preparing for the First Semester Worksheet (FSW)

What do you need, and what should you think about before starting the FSW? Below is some helpful information to review so you are prepared when the FSW opens on May 28:

What You Will Need

- TCNJ Login Username and Password
- 6-digit PAWS ID Number
- SAT/ACT Scores
- AP Scores (Optional)



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Orientation Leader

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 four step enrollment checklist will provide the Office of Records and Registration with the information needed to pre-register you for your first semester class schedule this fall.

○ Placement Testing (May)

As a student enrolling at TCNJ, you will be required to take the Writing Placement Exam. You may also be required to take additional tests or meet departmental assessments to ensure appropriate course placement in your first year courses. Access Module 1 in your online orientation (NSO55) to determine which tests you need to take. Most TCNJ placement tests are administered online.

○ First Semester Worksheet (May/June)

All students are required to complete the First Semester Worksheet (FSW), an interactive and comprehensive online form that collects information used to build your fall class schedule. Access Module 1 in your online new student orientation (NS O55) to complete. The FSW will open on Monday May 28, 2019 and close on Monday, June 10, 2019.

○ Advanced Placement (AP), International Baccalaureate (IB), and College Course Work (June)

AP test scores must be sent to TCNJ through College Board to be considered official. The Office of Records and Registration will receive AP scores in early July, and will make adjustments to your fall schedule at that time (if applicable). Please visit the College Board website to learn more and confirm that TCNJ will be receiving scores. Failure to do so in June may result in scheduling delays in July.

Official transcripts for IB and other college course work should be sent directly from the institution to:

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

○ Your First Semester Class Schedule (July)

Your Fall 2019 schedule will be finalized and available in PAWS to review in mid-July, just prior to on-campus orientation. Questions or concerns can be addressed at your department session when you are on campus the week of July 15.

Helpful Tips

- *Roommates: If you wish to request a roommate, you will need their name and TCNJ email address to complete that portion of the FSW.*
- *Language: If your major has a language requirement, give some thought to what you would like to study. TCNJ offers ten different languages, so incoming students may either continue with one previously studied or start a new one.*
- *You may exit the FSW and return to it at any time before the deadline without losing your progress.*
- *We highly recommend that you complete the FSW on either a desktop or laptop computer.*
- *Save or print a summary of your responses after you submit the FSW.*
- *Technical and troubleshooting questions? Email fsw@tcnj.edu.*



PAWS

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