

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 important items specific to first-year students that must be completed before you arrive on campus in August. Please reference the enrollment checklist and First Semester Worksheet information below, and always be mindful of communications from this office!

Preparing for the First Semester Worksheet

What do you need and what should you think about before starting the FSW? Here are some helpful tips to review so you are prepared when the FSW opens on June 1:

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 college advancement and chief communications and marketing officer
(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 your academic department and 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 are 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 the Placement and Assessment Booklet to determine which tests you need to take. Most TCNJ placement tests are administered online.

○ First Semester Worksheet (June)

All students are required to complete the First Semester Worksheet, an interactive and comprehensive online form that collects information used to build your fall class schedule. Access NSO 55 to complete. The FSW will open on Tuesday, June 1, 2021, and close on Friday, June 11, 2021.

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

AP test scores must be sent to TCNJ through College Board to be considered official. The Office of Records and Registration anticipates receiving AP scores in July and will make adjustments to your fall schedule at that time (if applicable). Please visit the College Board website (collegeboard.org) 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 coursework 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 2021 schedule will be finalized and available in PAWS to review in mid-July, just prior to orientation. Questions or concerns can be addressed at your virtual department session when you meet online the week of July 19.

Helpful Tips

- *Language: If your major has a language requirement, give some thought to what you would like to study. TCNJ offers 10 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 or troubleshooting questions? Email fsw@tcnj.edu.*



SRP
Summer Reading Program

NSO 55
New Student Orientation

FYS
First Year Seminar