

THE COLLEGE OF NEW JERSEY

SPRING 2016 REGISTRATION APPOINTMENT PERIOD

Initial Registration Period for Undergraduate and Graduate Students



**Tuesday, November 3
Through Friday, November 13**



- Your enrollment appointment reflecting the first time you will be eligible to register for the Spring 2016 semester can be accessed via your PAWS account. To view your scheduled enrollment appointment, visit the **Enrollment Appointment** section in the PAWS Student Center. Once eligible, students remain eligible throughout the registration period. Undergraduate students who do not register by 11:59pm on Sunday, November 15, will be subject to a late registration fine. Graduate Students have until Tuesday, December 15: **Late Registration Fine Undergraduate: \$150 Graduate: \$125**
- The Spring 2016 Schedule of Classes is available on PAWS and can be viewed by using the **Search for Classes** button. Both **Winter 2016 and Summer 2016 registration** are also open along with Spring 2016 registration. Check PAWS frequently for any updated winter/summer course offerings and consult with your advisor for appropriate course selections.
- Visit the [PAWS HELP](http://pawshelp.pages.tcnj.edu/) website for complete information on how to log-in to PAWS, search for classes, browse the Course Catalog, view your Holds, add courses to your Shopping Cart, and register for classes: <http://pawshelp.pages.tcnj.edu/>
- Use the Validate feature directly from your PAWS Shopping Cart to check for potential pre-requisite issues before registration! For more information on the Validate feature, visit: <http://pawshelp.pages.tcnj.edu/files/2011/07/validate.pdf>
- Check PAWS early and frequently for **Holds** that will prevent you from registering. All Hold Flag information can be viewed under the **Holds** section in the PAWS Student Center.
- Access your **Academic Requirements Report** on PAWS to view your degree requirements via the **Advising Tools** link.
- Make an appointment to see your advisor to discuss your Academic Requirements Report. Your advisor's name and email address can be located in your PAWS Student Center.
- Double-check call numbers and course sections **prior** to your registration appointment for schedule changes and periodic updates.
- **Graduate Students:** If you are a non-matriculant who is applying for Spring matriculation, you should not register during this timeframe. If accepted for matriculation, you will be invited to register during the Graduate Orientation session in January.

**THE OFFICE OF RECORDS AND REGISTRATION
Green Hall 112, 8:30 AM – 4:30 PM**