

Sender: Frank Cooper

Audience: Students

Subject: Fall 2021 and Winter 2022 Registration

Date: March 9, 2021

Dear TCNJ Student,

It is hard to believe that registration for the Fall 2021 semester is just around the corner! In keeping with our commitment to prepare students for registration, we have compiled some important information that every student should know about Fall 2021 registration.

The Fall 2021 Schedule of Classes, Enrollment Appointments, Shopping Cart, and Validation are now available in PAWS.

The “Instruction Mode” for Fall 2021 classes is expected to return fully to in-person instruction, except for those classes and programs that were designated as online or blended as their regular delivery mode. If the public health situation dictates a different response, the college will adjust accordingly.

The Summer 2021 and the Winter 2022 Schedule of Classes are also available in PAWS.

Read below for steps you should take to prepare for registration and ensure a successful process:

Beginning Tuesday, March 9th:

1) View Your Enrollment Appointment in PAWS: The initial Fall 2021 registration period for undergraduate and graduate students will begin on April 6 and run through April 16, 2021. Access your PAWS student center to find out the exact date and time you can begin to register by viewing your Enrollment Appointment.

2) Access your Academic Requirements Report on PAWS to view your degree requirements via the Advising Tools link.

3) Search for Classes and Fill Your Shopping Cart: The Fall 2021 Schedule of Classes will be available on PAWS beginning today, March 9. Prepare for registration by adding courses to your Enrollment Shopping Cart prior to your enrollment appointment. For videos and instructions on how to use your Enrollment Shopping Cart, go to [PAWS Help](#).

4) Check for Requisite Issues: Check to see if you have met enrollment requirements prior to your enrollment time. The Validate feature (available in your Shopping Cart) alerts you to any requisite issues that may prevent you from enrolling in a class. For quick tips on using the Validate feature, visit [Validate](#) or watch the [Validate Video](#).

5) Resolve Requisite Issues before Registration: If the Validate feature identifies a potential requisite issue, and you are confident that the requisite was met, contact the Office of Records and Registration (recreg@tcnj.edu) for assistance.

6) Check your PAWS student center account early and frequently for Holds: **Some** holds will prevent you from registering for your classes. If there is a hold on your account, click on the “Details” link to check if the hold affects registration and, if so, resolve any registration holds prior to your Enrollment Appointment. Holds are subject to be placed throughout the month of March.

7) Meet with your adviser: We encourage you to schedule a consultation with your advisor as soon as possible to ensure appropriate course selection. Follow any scheduling instructions you receive from your advisor or your department.

If you are a student in the School of Science, *your academic advisor will contact you to schedule an advising appointment. Please watch for this upcoming communication.*

School of Engineering students *should reach out to their faculty advisors now to schedule their advising appointment. Advisors will review students' course selection plans and clear advising holds. Failure to meet with your School of Engineering advisor to clear advising holds will not allow you to process registration transactions.*

8) If the course that you are attempting to enroll in is at its full capacity, you may request to be waitlisted. Waitlist procedures vary according to departments.

Please see the [Fall 2021 Waitlisting Process](#) which outlines waitlist procedures and/or contact information for each department/subject area.

Planning ahead is the key to a successful registration process. If you have any questions or need additional information, please feel free to contact the Office of Records and Registration at recreg@tcnj.edu or visit our webpage: <http://recreg.pages.tcnj.edu>

Best Regards,

Frank Cooper
Executive Director
The Office of Records and Registration