

April 28, 2009

Name
Address

Dear Name

Welcome to The College of New Jersey (TCNJ). We look forward to the significant contribution you will make as a citizen of our community. The purpose of my letter is to introduce you to some tools and to outline a series of communications that will facilitate your enrollment at TCNJ. The "myTCNJ" portal will allow you to access these tools such as email, PAWS, SOCS, calendar and other services.

TCNJ Email Account

It is very important for you to set up your TCNJ email account as it is our official mode of communication.

1. Go to account.tcnj.edu
2. Select Account Lookup and follow the instructions.
3. Your Six Digit Student (PAWS) ID is xxxxxx
4. Please remember your username and password. This will also serve as your sign-on into PAWS.
5. Access your email through "myTCNJ" located on the upper right of the TCNJ home page www.tcnj.edu

PAWS (Primary Academic Web Services)

PAWS is where you will access course descriptions, select classes for your shopping cart, process enrollments, review your academic advising report, update personal information and review and process student account information.

We ask that you begin to familiarize yourself by accessing PAWS through the "myTCNJ" portal. Sign in using the username and password which was established during your email account lookup.

In the upcoming weeks, you will receive a series of letters introducing you to your academic program. Our next communication will be on Placement Testing followed by a letter from Robert Anderson, Assistant Provost for Liberal Learning and Advising, who will discuss Liberal Learning and the First Seminar Program. In mid-May you will receive information from your academic department that will introduce you to your first semester sequence of courses and the college's on-line academic advising report.

Together, we will begin to construct your Fall 2009 schedule of classes using our PAWS system. The College will pre-register you for courses based on your admitted major. When presented with a choice between different requirements, we will ask you to add those selections to your PAWS enrollment shopping cart. We are committed to having your schedule of classes built by the time you meet with your academic department during your June orientation day. You will be able to make adjustments and finalize your schedule at that time.

Invitation to your orientation day will be mailed late May. For more information, please go to www.tcnj.edu/~recreg/orientation. Staff members in Records and Registration look forward to working with you over the next several months and throughout your career at TCNJ. Best wishes and congratulations.

Frank Cooper

Frank Cooper
Director of Records and Registration