

May 20, 2009

Name
Address
City

Dear name

Welcome to The College of New Jersey (TCNJ). We are delighted that you have chosen The College as a place to continue your academic and personal growth, as well as a place where you can make a significant contribution and fulfill your potential as a citizen of our community. The purpose of this letter is to introduce you to some tools and placement information 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. Please note that once you activate your email you may begin to receive pertinent information from various student services offices.

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 (completed transfer model), 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 addition, please review the Placement Assessment Booklet on our website www.tcnj.edu/~recreg/placementTest and refer to your admissions package which included any required placement testing information. Attached are the highlights of our booklet which lists the times and dates of our language testing. Writing and Calculus Assessment can be determined by the criteria outlined in the Placement Assessment Booklet.

You and your advisor will use the results of these various assessments to select courses at the Transfer Orientation Program scheduled on June 15. Please mark your calendars! You will be required to attend the full day orientation program and a formal invitation will be sent to you in a few weeks. This Orientation letter will also update you on the use of the shopping cart and your academic advising report to prepare you for your visit with us on June 15th.

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

Director of Records and Registration