

THE COLLEGE OF NEW JERSEY

**ACADEMIC REQUIREMENTS, CREDIT TRANSFER,
& REGISTRATION FOR NATIONAL EXCHANGE**

1. Please be aware that neither TCNJ nor the host institution guarantees course availability upon your arrival at your institution. However, individuals **MUST** enroll in a minimum of **TWELVE CREDIT HOURS** in order to retain matriculated status and eligibility for Financial Aid, scholarships and loans. Courses will not transfer if taken "Pass/Fail" status at Host institution!

2. You must notify your Academic Advisor and the Office of Records and Registration at TCNJ after "add/drop" is completed at your location. Make sure that **ALL DATA ABOUT EACH COURSE IS INCLUDED**. Failure to do so may mean loss of credit. You may send e-mail to geiman@tcnj.edu or FAX (609) 637-5184 to provide data. The information **MUST** include personal contact information while away, the courses you are taking, the names of the instructors, the requirements for the course including course descriptions and the mode of assessment (grading scale). This data will be used in the event of a problem in securing a grade for your transcripts.

Upon completion of your Study Abroad experience: It is your responsibility as an exchange student to have a transcript sent from your host institution to the Office of Records and Registration at TCNJ and one copy sent to the Office of International and Off-Campus Programs and Summer School at TCNJ. Erica Geiman in the Office of Records and Registration will be reviewing your transcripts and entering your grades upon approval.

3. Registration for courses at TCNJ while at host school: Registration may be conducted via TESS on the Internet (see flier in the Orientation packet). If you are unable to log on from overseas, then you will have to make arrangements with a parent or a friend to register you via TESS. A reliable friend and/or parent should have full knowledge of your plans and be able to verify that the necessary steps for registration are followed. Give your TESS pin number and Social Security number to this individual. This person will also be responsible for supplying you with a current class schedule. If you do not follow this course of action, you will not be registered for the semester following you stay abroad. Failure to register may result in an inactive status and loss of financial aid.

Office of Records and Registration, Green Hall 112, phone 609-771-2647. fax 609-637-5184
Office of International and Off-Campus Programs and Summer School, Green Hall 111,
phone 609-771-2596. fax 609-637-5124

I HAVE READ AND UNDERSTOOD THE ABOVE INFORMATION

Signature of Student _____ Major of Student _____

Print Name of Student _____

THE PERSON RESPONSIBLE FOR MY REGISTRATION WHILE I AM OVERSEAS IS:

Name: _____

Address: _____

Phone Number _____

Signature _____

Original: Office of International and Off-Campus Programs and Summer School
Copy: Student
Revised: 8/2006

