Roar*
THE COLLEGE OF NEW JERSEY

*That’s what Lions do
Every college has their own “language,” comprised of acronyms and slang for the people, places, and details that make it unique.

Look for the icon throughout this booklet to get a head start on our “language!”
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WELCOME, NEW LION!

Hi!

My name is Lindsay Barndt and I’m the Director of the Office of Student Transitions.

I can’t wait to meet you at on-campus orientation in July!

WELCOME, PARENTS AND GUARDIANS!

FOR A SNEAK PEEK AT ALL THE

Enjoy the journey. Embrace the excitement (and the nervousness!) and remember that we are all in this together. You have more support than you can even begin to realize.
You may be new here, but thankfully I’m not and I’ve seen my fair share of issues over the years. Here are some of my favorite “knowledge nuggets” for you to consider.

#1
**BIGGEST MISTAKE you can make?**
**Forgetting to check your TCNJ email.** Most offices on campus only communicate with you this way and you will absolutely miss important deadlines (including online orientation) by not logging in to check every few days.

#2
**HELP ME HELP YOU** via the Transition Times. It’s a newsletter emailed to your TCNJ account every two weeks all summer long. It takes two minutes to read and is proven to help keep new students **on track and less overwhelmed.**

#3
**PERSONALIZED, collaborative and rigorous education.** Each of our seven academic schools, and the departments housed within them, do things a little differently. Don’t assume your process will be exactly the same as someone else’s.

#4
**YOUR PAWS ID NUMBER** is now officially your new BFF. You need those six digits for everything... memorizing it would be a great idea.

#5
**SUMMER REMINDER:**
We (TCNJ faculty and staff) like taking time off too! To do research, lead study abroad opportunities or simply spend time with our families. Please be mindful of this when contacting us, and we will do our best to respond in a timely manner.

We both know that you will play an integral part in supporting your student through this period of big change, so here are some “knowledge nuggets” for you as well!

#1
The **TRANSITION TIMES** is for you too! Parents and Guardians can **opt in at any time** and have it sent to their personal email address. Visit the Parents tab on the Student Transitions website to sign up.

#2
**COACH... DON'T DO.** Reinforcing action items and deadlines to help them stay on track is great, but your student should be taking ownership over this process and leading the way.

#3
Quiz your student on that **PAWS ID NUMBER... they really do need it for everything!**

#4
If you can, **attend on-campus orientation in July.** There is no parent programming during Welcome Week in August, so this your best opportunity to learn about campus resources, student support services and get YOUR questions answered!

#5
**I SEE YOU TOO.** While my primary focus is your student, I am the mother of a six year old and six month old. I can only imagine how excited and nervous you must be. If there is anything my office can help with, please don’t hesitate for a moment to contact us.

AMAZING THINGS WE ARE PLANNING FOR YOU THIS SUMMER, FOLLOW US ON INSTAGRAM (@OST_TCNJ).
SUMMER 2019 **TIMELINE**

**MAY**

- **20**
- **23–24**
- **28**

**JUNE**

- **7**
- **10**
- **14**
- **18**

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**TCNJ Commencement**
Most academic and administrative offices are either closed or operating with limited staff during this time. Thank you in advance for your patience while we celebrate our graduates!

**Writing Placement Exam Opens**
Students will receive an email to their TCNJ account with instructions on how to access.

**Online Orientation (NS O55) Opens**
Online orientation is hosted in Canvas and contains all of the information you need to complete your major summer deadlines. Students will receive an email to their TCNJ account with instructions on how to access.

**Placement Testing Opens**
Access Module 1 in your online orientation and determine whether or not you need to take a placement test or assessment in second language or calculus.

**First Semester Worksheet (FSW) Opens**
TCNJ uses your responses in the FSW and academic profile to preregister you for fall classes. Access Module 1 in your online orientation to begin.

**Housing Application Opens**
To apply to live on campus, access your online orientation. Visit Module 2 for more details.

**Writing Placement Exam Due**

**Additional Placement Testing Due**
If applicable, please complete any required tests in second language by this date.

**Last Day to Submit your First Semester Worksheet (FSW)**
This is also the last date you can request a roommate if you are applying to live on campus.

**Housing Applications Due**

**AP Scores**
Confirm that College Board will be sending your scores to TCNJ. Scores are sent in early July, and adjustments to schedules (if applicable) will take place prior to your arrival for on-campus orientation.

**Financial Aid**
Official financial aid award notifications are sent to TCNJ email accounts weekly starting in late June.
**Canvas**
Your online access to class information and assignment submission.

**FSW**
First Semester Worksheet

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**JULY**

1

15

18

**Final High School Transcripts Due**
Transcripts should be sent to the Office of Admissions, PO Box 7718, Ewing, NJ 08628-0718.

**On-Campus Orientation**
Students are assigned one date (below) based on their academic major. School of Education students attend based on their content area. The finalized schedule and RSVP form will be sent to your TCNJ email address in early July, and parents/guardians are encouraged to attend!

**Monday, July 15:**
School of the Arts & Communication; School of Engineering; Open Option Education Students; Speech Pathology Majors

**Tuesday, July 16:**
School of Science

**Wednesday, July 17:**
School of Humanities and Social Sciences

**Thursday, July 18:**
School of Business; School of Nursing, Health, and Exercise Science

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**AUGUST**

1

15

22

26

27

**Housing Assignments Announced**

**Summer Reading Assignment Due**
Visit the First-Year Experience website for finalized due dates and assignment details.

**First Day of Classes!**

**Move-In and Welcome Week**

**Pre-Entrance Health Requirements Due**
Please note that due to their summer program requirements, EOF students must complete by June 9.

**Canvas**
Your online access to class information and assignment submission.
The Stud: Brower Student Center
T-Dubs: Travers/Wolfe Halls Dining Area
The Loop: Metzger Drive
   (the road that encloses campus)
Lib/Lib Caf: Gitenstein Library/Library Café
AIMM: Art and Interactive Multimedia Building
Mayo: Mayo Concert Hall (Music Building)
Ed/Ed Caf: Education Building/Education Café
Although students at TCNJ enroll in over 50 different programs of study, all students complete the Liberal Learning Program.

The foundation of your education, Liberal Learning ensures that you have knowledge and skills in areas outside the specific discipline you plan to study.

Why does TCNJ include Liberal Learning in your college education? Why not just complete a major? Liberal Learning will provide you with the skills, knowledge, and experiences that ensure you will be successful during and after college, in both your professional and personal life. It will deepen your understanding of yourself and the world around you and will open your eyes to other worlds and perspectives. And, employers want broadly trained graduates; in fact, 93 percent of employers say that the ability to think critically, communicate clearly, and solve complex problems is MORE important than the job candidate’s specific major.

As an incoming new first-year student, there are several Liberal Learning requirements you will meet this summer and through your first semester at TCNJ. One of these is the Summer Reading Program (SRP 099), which includes discussion with your classmates and a facilitator during Welcome Week. As a bonus, you’ll get to see the author give a presentation on campus during the fall semester. Another is Information Literacy (IDS 102), an online, zero-credit course that teaches you how to conduct research for a class and how to find and evaluate information sources. You’ll be preregistered into this course this fall.

You’ll also take one of the most important of your Liberal Learning courses this fall: the First Seminar Program (or FSP, for short). The FSP is a small, seminar-style class (usually capped at 20 students) that enables you to work closely with peers and a professor on a topic outside of your major. Each year the course options change but always offer a variety of topics like time travel, social justice, business startups, pop culture, leadership, and the history of wars (just to name a few of the over 70 fascinating topics!).

You will have the opportunity to select your top six FSP choices when you fill out the First Semester Worksheet (FSW), and although not guaranteed, TCNJ makes every effort to give you one of these six when preregistering you for your fall classes. In an effort to extend the learning and discussion beyond the classroom, residential students live on the same floor in the residence halls as their FSP classmates. Please note that if you are requesting to live with a specific person, you will forfeit your FSP preferences and simply be placed in one that accommodates both your schedule and that of the person you’d like to live with.
Whether it’s maintaining the academic and registration calendars, completing degree and enrollment verifications, processing transcript requests, or providing advising resources, the Office of Records and Registration impacts every TCNJ student in a variety of different ways.

Specifically for our first-year students, there are a few important items that need to be completed before you arrive on campus in August. Please reference this enrollment checklist and First Semester Worksheet information below, and always be mindful of communications from this office!

Preparation for the First Semester Worksheet (FSW)

What do you need, and what should you think about before starting the FSW? Below is some helpful information to review so you are prepared when the FSW opens on May 28:

**What You Will Need**

- TCNJ Login Username and Password
- 6-digit PAWS ID Number
- SAT/ACT Scores
- AP Scores (Optional)

**OL**  
Orientation Leader

**Dave Muha**  
Associate Vice President for Communications, Marketing, and Brand Management  
(Also known as the snow day announcer!)

**Roscoe**  
TCNJ’s Friendly Lion Mascot  
(He loves high fives!)
Enrollment Checklist

The following four step enrollment checklist will provide the Office of Records and Registration with the information needed to pre-register you for your first semester class schedule this fall.

- **Placement Testing (May)**
  As a student enrolling at TCNJ, you will be required to take the Writing Placement Exam. You may also be required to take additional tests or meet departmental assessments to ensure appropriate course placement in your first year courses. Access Module 1 in your online orientation (NSO55) to determine which tests you need to take. Most TCNJ placement tests are administered online.

- **First Semester Worksheet (May/June)**
  All students are required to complete the First Semester Worksheet (FSW), an interactive and comprehensive online form that collects information used to build your fall class schedule. Access Module 1 in your online new student orientation (NSO55) to complete. The FSW will open on Monday May 28, 2019 and close on Monday, June 10, 2019.

- **Advanced Placement (AP), International Baccalaureate (IB), and College Course Work (June)**
  AP test scores must be sent to TCNJ through College Board to be considered official. The Office of Records and Registration will receive AP scores in early July, and will make adjustments to your fall schedule at that time (if applicable). Please visit the College Board website to learn more and confirm that TCNJ will be receiving scores. Failure to do so in June may result in scheduling delays in July.

  Official transcripts for IB and other college course work should be sent directly from the institution to:

  The College of New Jersey  
  Office of Admissions  
  PO Box 7718  
  Ewing, NJ 08628-0718

- **Your First Semester Class Schedule (July)**
  Your Fall 2019 schedule will be finalized and available in PAWS to review in mid-July, just prior to on-campus orientation. Questions or concerns can be addressed at your department session when you are on campus the week of July 15.

  **Helpful Tips**

  - Roommates: If you wish to request a roommate, you will need their name and TCNJ email address to complete that portion of the FSW.
  - Language: If your major has a language requirement, give some thought to what you would like to study. TCNJ offers ten different languages, so incoming students may either continue with one previously studied or start a new one.
  - You may exit the FSW and return to it at any time before the deadline without losing your progress.
  - We highly recommend that you complete the FSW on either a desktop or laptop computer.
  - Save or print a summary of your responses after you submit the FSW.
  - Technical and troubleshooting questions? Email fsw@tcnj.edu.

PAWS
Primary Academic Web Services  
(a.k.a. your online student record)
In preparation for the 2019–20 Academic Year, the Office of Student Financial Assistance (OSFA) has outlined some important reminders about the financial aid process for both financial aid applicants and non-financial aid applicants.

We are here to counsel you on various resources to help fund your college education. Please do not hesitate to contact our office if you need additional assistance.

Financial Aid Applicants

Private Scholarships Reporting
Students must report all private scholarships and grants to the OSFA. This will ensure that your student account will be credited with the correct award amount and be deducted from your fall tuition bill. Log into PAWS to complete and submit the Private Scholarship Information Form.

PAWS Main Menu → Student Self Service → Campus Finances → Report Private Scholarships

Authorized Users (Auxiliary Access)
Our office recognizes that there is a delicate balance between the responsibility for maintaining student privacy rights and providing effective and efficient service to our students. Due to the federal law known as Family Educational Rights and Privacy Act (FERPA), we are unable to correspond with anyone other than the student regarding financial aid. This Authorized User feature allows students to grant a third party (parent, grandparent, aunt, etc.) the ability to review, at the student’s discretion, financial aid, billing emails, bill payment, and student record information. Visit the Student Accounts section for more details.

All Students

Financial Aid Applicants

Non-Financial Aid Applicants
Financial Aid Award Notifications
Financial aid award notifications will be sent in late June to eligible students who have completed their applications and financial aid file. The notifications are emailed on an ongoing basis as student’s files are completed and verified. Students should monitor their TCNJ email account regularly for instructions to review financial aid awards in PAWS.

Federal Verification
If there are outstanding items in student’s PAWS “To Do List,” financial aid awards cannot be processed until these items are submitted and reviewed.

State Verification
New Jersey Higher Education Student Assistance Authority (NJHESAA) may have selected some students for state verification before confirming their eligibility for the New Jersey Tuition Aid Grant (NJTAG).

NJHESAA would have contacted students via email regarding outstanding documents. Students can check the status of their NJTAG awards by logging onto www.njgrants.org and log-in to your NJFAMS Account. NJHESAA Customer Care Representatives may be contacted by calling 1.800.792.8670. All students will receive an email regarding eligibility for the NJTAG.

Alternative Loans
If you are considering applying for an alternative loan, refer to the Alternative Student Loan list on our website. To estimate the amount of alternative loan you may need refer to the 2018–19 Cost of Attendance on the Office of Student Accounts website. Students can begin to apply for alternative loans in June. If you prefer to wait until the 2019–20 Tuition and Fees rates are announced in July, the amounts can be confirmed in the initial Fall 2019 bill. The bill will be emailed to student’s TCNJ email account by the Office of Student Accounts.

Installment Payment Plan
Information regarding the installment payment plan will be included in the initial fall bill. For additional information refer to the Installment Payment Plan link on the Office of Student Accounts website or call the Office of Student Accounts at 609.771.2172.

There is still time to complete the Free Application for Federal Student Aid (FAFSA). If students want to file the FAFSA, visit www.fafsa.gov (TCNJ School Code: 002642). Please allow two weeks for processing. If the student is a New Jersey resident who wants to be considered for state aid, remember to click the State Application link on the FAFSA confirmation page to answer the state questions.

Please note that TCNJ cannot certify any alternative loan unless a FAFSA is on file.
Students selected for federal and/or state verification should refer to the information under ‘Financial Aid Applicants.’ Financial aid award notifications are sent to student’s TCNJ email accounts on a weekly basis when their Financial Aid File is completed.
The Office of Student Accounts serves the students, faculty, and staff at The College of New Jersey by providing several important services. In preparation for the 2019–20 Academic Year, please read below to learn more about billing, the tuition payment plan, Authorized Users, the TCNJ ID Card, parking services, and the student health insurance plan waiver/enrollment process.

**Billing**

**General Overview**
TCNJ bills separately for the fall and spring semester. Per college policy, billing statements are sent to students (via their TCNJ email address) and Authorized Users. The college does not send paper bills to the home residence of students. Please check your email regularly to ensure timely payment and avoid incurring any late payment fines.

The college offers multiple payment options including online by credit card or e-check, by mail, wire transfer, or in person (cash or check only). If paying by credit card, please note there is a convenience fee charged by our third party processor. There is not a charge when paying by e-check. If paying by paper check, please make sure to notate the student’s name and PAWS ID number.

Visit the billing website for more details, and to access the Fall 2019 billing calendar.

**Mandatory Fees**
These charges are reviewed and approved by the TCNJ Board of Trustees and charged as part of the semester billing statement. Mandatory fees include the General Service Fee/Capital, Student Center Fee, Student Activity Fee, Student Transitions Fee and Card Service Fee.

**Student Refunds and Withdrawal/Leave of Absence**
Student refunds are processed based on the TCNJ Refund and Repayment Policy. Visit the Student Accounts website for more details, including information on financial aid disbursements and overpayments. Refunds are either distributed as checks via U.S. mail or direct deposit into a student’s bank account. The student would need to sign up for direct deposit prior to the refund being processed.

Students who withdraw or take a leave of absence may receive a certain percentage refund of paid tuition and fees based on the time they notify the Office of Records & Registration and complete the withdraw or leave of absence process.

**Prior to the Start of the Semester or During the Add/Drop Period:** 100% Refund

**End of Add/Drop Period to End of Third Week of Classes:** 75% Refund

**End of Third Week of Classes to End of Fifth Week of Classes:** 50% Refund

Please view the online academic calendar for specific dates. After the fifth week of classes, there are no refunds issued if a student withdraws or takes a leave of absence.

A student who reduces their course load from full to part time will only receive a refund of billable tuition and fees on or before the official last day of the Add/Drop period.
Tuition Payment Plan

The Cash Net tuition payment plan is the only payment plan offered by The College of New Jersey. It allows you to pay your semester charges for tuition, fees, and room and board, in installments.

Tuition Payment Plan Features

• Pay for your bill in monthly installments
• Minimal enrollment fee
• No interest charged (this is not a loan)
• No credit check or co-signer needed
• Flexibility to adjust the payment plan as needed throughout the semester
• Monthly payments due on the 25th of every month

Semester Installment Plan

• Five monthly payments, due on the 25th of each month
• $25 enrollment fee (subject to change)
• Fall semester plan runs from July 25 to November 25
• Spring semester plan runs from December 25 to April 25

Enrollment Timeline

Mid-June 2019: Enrollment is available online.
Late July 2019: The fall semester bill will be available on PAWS. Students will be notified of the bill via an email notification to their TCNJ email account. Please review the bill and sign up for the payment plan (if applicable).
July 25, 2019: First payment due date. Last day to enroll without having to make back payments.
September 5, 2019: Last day to enroll for the 2019 fall semester plan.
TCNJ ID Card

The TCNJ ID Card is the official photo identification card for the college, providing easy access to college resources and a wealth of innovative technologies. It allows entrance into campus buildings, fitness facilities, labs, and campus events, in addition to hosting your meal plan and Get-It Points for on-campus spending.

The ID card is the property of The College of New Jersey and is non-transferable. Only the person pictured on the ID card will be permitted to spend funds from the account, and at some locations the cardholder will be required to sign a receipt for goods purchased. ID cards will be confiscated if presented by someone other than the cardholder or if the card is involved in inappropriate or illegal use. Fraudulent use of the card will result in disciplinary action.

Students will receive guidelines and instructions on how to upload a photo for their TCNJ ID Card in May.

Authorized Users

An Authorized User is an individual who has been granted permission, by their student, to view and discuss their student’s billing, financial aid, and/or education records. In accordance with the Family Educational Rights and Privacy Act (FERPA), TCNJ students are eligible to grant authorized user access to up to three individuals with whom they wish to share their account details. Once enrolled, these individuals are granted access to the college’s online record system (PAWS) and eligible to discuss pertinent account details with TCNJ officials who would otherwise only be able to discuss this information directly with the student.

The website and instructions on how to set up an Authorized User can be found on the Helpful Links page.

Get-It Points

The TCNJ ID Card also contains a debit-based feature, where students or parents/guardians can deposit money onto the card via one of the methods listed below. Get-It Points can be used on purchases at the TCNJ Bookstore, Student Health Services, and certain eateries on campus (including the C-Store and Traditions), as well as printing services.

There are several ways to make a deposit onto your Get-It account:

- Through the Online Card Office via credit card (Visa, MasterCard, and Discover are all accepted)
- PHIL machine via cash or credit card (located in the Gitenstein Library)
- In-person deposit at the Office of Student Accounts (Green Hall 119) via cash, check, or credit card

The ID card functions strictly as an electronic wallet system. Cash cannot be withdrawn from this account. Refunds are available only when a student will no longer be attending TCNJ (i.e., graduation or withdraw from the college), and are mailed in the form of a check to the student’s permanent living address.

Parking Services

First year residential students are not permitted to have a vehicle on campus during their first year, however they are permitted to purchase a parking permit for a maximum of two weeks per semester. In order to obtain this permit, the student must bring their license and vehicle registration, with full payment, to The Office of Student Accounts (Green Hall 119) during normal business hours.

First year students commuting to campus may purchase a parking decal online in early August through the Campus Automobile Registration System (CARS). Visit the Student Accounts website to access.

Visitors may obtain a daily parking pass from Campus Police (Administrative Services Building) or the Information Booth located in front of Trenton Hall. For a list of parking lot numbers and locations, visit the Parking website.

Citation Appeals

All parking citations that are believed to be unjustly received may be appealed. In order to do so, appeals must be filed within 30 days of issuance and submitted electronically on the proper form. Appeals will be handled in accordance with TCNJ’s Citation Appeals Board procedures. To file an appeal, log into CARS and click on the “Outstanding Citations” link. Questions may be emailed to the Parking Manager at parking@tcnj.edu or call 609.771.3144.
Student Health Insurance Plan

All full-time students are charged for the Student Injury and Sickness Insurance Plan (SISIP). All students will need to either enroll/waive the health insurance coverage. There will be an enrollment/waiver period for students to complete either process. If a student has health insurance coverage through an outside provider, they may complete the waiver process. Over the summer, all students will be sent an email to their TCNJ email account with comprehensive details on how to enroll/waive and the deadlines.

Tuition Refund Insurance

TCNJ is pleased to offer Tuition Refund Insurance through GradGuard. This program provides students with an exclusive suite of benefits designed to help protect you during your academic year. This insurance policy will potentially refund you for the cost of tuition, fees, on-campus room and board, up to the chosen policy limits should you not be able to complete an academic term, as recommended by a doctor, for a covered medical reason. Additional information can be found on the Student Accounts website.

Tax Credit for Higher Education

Each year, TCNJ prepares and sends a 1098T Tuition Statement Form to all students that makes payment toward qualified tuition and related expenses during the prior tax year. These forms are mailed or sent electronically no later than January 31 of the following year.
HEALTH AND WELLNESS SERVICES

Counseling and Psychological Services

College is often an exciting time filled with great opportunities to learn, grow, and experience new things. It can also create a significant amount of stress. Knowing the mental health and wellness resources available to you will help you plan for those times you might need a little extra support.

Counseling and Psychological Services (CAPS) is the primary mental health service on campus for all currently enrolled students. CAPS is located in Eickhoff Hall, Suite 107 and offers a variety of services including brief, solution-focused individual counseling; a wide-range of theme-focused, skill-based and process oriented groups; crisis intervention services; prevention, postvention and outreach services; consultation and training to faculty and staff; and graduate student clinical training. There is also a clinical case manager who helps connect students to referrals and other support services both on and off campus. Here are just a few of the common reasons students seek support at CAPS:

- Stress and anxiety
- Depression and loneliness
- Trauma or grief
- Adjustment challenges
- Relationship difficulties
- Questions about identity
- Managing existing mental health conditions

CAPS is staffed by a team of licensed mental health professionals as well as interns from both master’s and doctoral degree granting programs, under direct supervision from licensed professionals. All staff members have expertise in working with college student concerns. We maintain a large database of community providers (including two new programs on or adjacent to campus) who can provide specialized and longer-term care if needed.

Access to services is simple. Just fill out a brief online Request for Services form located on Online Wellness Link, OWL, to help us determine how to help, and you will be contacted by a staff member for next steps (generally within a day or two).

Student Health Services

Student Health Services (SHS) is located in Eickhoff Hall, Suite 107. This office provides confidential, convenient, and cost-effective health care services to TCNJ students while they are taking classes.

Staffed with board-certified nurse practitioners and a physician, services include the evaluation, diagnosis, and treatment of a variety of illnesses, conditions, and minor injuries; travel health evaluation and prescriptions, routine and travel vaccinations, physical exams, TB testing and latent TB treatment, suture removal, gynecological services, including birth control, STD testing, and on-site rapid laboratory testing for strep throat, flu, mononucleosis, pregnancy, urinary infections, and blood glucose. Other laboratory testing is performed by Quest Diagnostics or Lab Corp. Office visits for sickness and injury are free to TCNJ students. There is a charge for laboratory testing, birth control, emergency contraception, physicals, travel consults, vaccinations, TB tests, and certain supplies. For more information, see the Student Health Services website.

Hours of operation during the fall and spring semesters are Mon.–Fri., 8:30 a.m. to 4 p.m. Appointments are scheduled by calling 609.771.2889, or by logging in to the Online Wellness link, “OWL.” Emergency medical assistance can be obtained by calling 9-1-1. Blue-light call boxes and telephones are available for use in key locations across campus.

Student Health Services does not provide the following: allergy shots, “weight checks”, care or monitoring of chronic (long-term), unstable, or complicated health conditions, collection of specimens for laboratory tests ordered by the student’s healthcare provider, physical therapy, on-site pharmacy, administration of medication or treatments ordered by the student’s healthcare provider, space in the office for infusions and treatments, or the receipt or storage of a student’s personal medication or medical supplies.

Residential first year students who demonstrate a compelling need for personal transportation to attend frequent, scheduled medical or psychological appointments, may qualify for a parking exception. Appointments must be scheduled at least weekly and not on an “as-needed” basis. Residential and commuter students with mobility limitations can apply for “closer” parking to classes.
TCNJ Pre-Entrance Health Requirements—Due July 15

The state of New Jersey and TCNJ mandates that incoming students meet pre-entrance health requirements. These requirements apply to students who live on and off campus. The due date for completion of health requirements is July 15, 2019 (June 9, 2019 for EOF students). Requirements are submitted to Student Health Services through the Online Wellness Link, “OWL.”

PLEASE NOTE: Prospective varsity student-athletes must complete ADDITIONAL health requirements. These requirements are submitted to the Athletic Training Staff in the Department of Athletics through the “Magnus Health” portal. For more information, visit the TCNJ Athletics website. Students who submitted health forms to attend Pre-College Summer Programs at TCNJ must still complete TCNJ Pre-Entrance Health Requirements for incoming first-year and transfer students.

Pre-entrance health requirements take time to complete so it is important to get started right away by accessing Module 2 in your online new student orientation (NS 055). This will direct you to print out the “TCNJ Pre-Entrance Health Requirement Packet.” If you are missing any vaccinations required by TCNJ, contact your healthcare provider or local retail pharmacy to receive them.

After you submit health requirements in OWL, they will be reviewed by the Immunization Compliance Specialist in Student Health Services. An email will be sent to your TCNJ email account informing you of the outcome of this review. It is important that you monitor your TCNJ email account daily for this and other OWL notices, and not assume that you have completed health requirements.

Students with incomplete pre-entrance health requirements on August 1, 2019 will incur a registration hold and, if applicable, be placed on the “No Move-In List” for TCNJ housing. These holds will be released when pre-entrance health requirements are complete. Students who have not completed health requirements by August 10, 2019 will incur a non-refundable $50 late fine. Students living off-campus who have not completed health requirements by October 1, 2019 will incur an additional non-refundable $50 late fine. Extensions will only be provided to students who qualify for a temporary or permanent medical exception.

Students planning to live in TCNJ housing are required to have one dose of meningococcal meningitis ACYW vaccine (i.e., Menatra®, Menveo®) received at or after age 16. The timing of this vaccination is important to provide protection through the high risk years for meningococcal meningitis. This requirement is consistent with immunization recommendations from the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics, and the American College Health Association. Please note that meningococcal meningitis B vaccination (i.e., Trumenba®, Bexsero®) is NOT required and cannot be substituted for meningococcal meningitis ACYW vaccination.
Our Philosophy

Living in a residence hall is not just a practical experience but a social and educational one. Residential Education and Housing has a curricular approach meant to assist students in developing skills related to health and wellness, conflict management, communication and community engagement. Our halls are diverse communities where students from different races, ethnicities, religions, political affiliations, sexual orientations, and many other identities come together to live and learn.

We support this by having a team of professional staff members with master’s degrees in student development, higher education, or a related field who live in the residence halls and support students via programming and coaching. Additionally, we have more than 100 well-trained student staff members (we call them Community Advisors, or CAs) across campus who are assigned to help these communities develop and grow and assist individuals in navigating the challenges of living in the residence halls and being a college student.

TCNJ houses students according to cohort. This means all sophomores live together, all juniors and seniors live together and all first-year students live together. This allows us to provide support, programming and resources most relevant to the developmental needs and interests of students.

All first year students live in a learning community based around their First Seminar Program (FSP). Students in First Seminars actively discuss and debate questions and controversies on a wide variety of topics and are led by faculty who are engaged with the questions at hand. First seminar students live on the same floor in the residence halls as their classmates so that the learning and discussion can extend easily beyond the classroom.

Living in the residence halls is a significant adjustment from living at home with family or other support networks. Most of our students will have a roommate and share a small space for the first time in their lives. It may also be their first time living away from family. We especially recommend you review our website to learn more about how the college helps students navigate community and roommate conflicts. Specifically:

• All roommates are expected to complete a shared living agreement to discuss expectations related to noise, guests, cleanliness of the room, and which personal belongings are sharable and which are not.

• Due to the number of first-year students who choose housing, room changes are very difficult to coordinate, especially in the first semester.

Our first step is to revisit the shared living agreement or recommend mediation. In some cases, residents may work with our office to coordinate a one to one room swap, providing there is another set of roommates on their floor willing to swap with them.

Living with people you don’t know well is challenging. Living with those you know well but never lived with is often more difficult. By participating in this process of revisiting the roommate agreement and mediation, students are often able to create effective resolutions to their conflict. They also gain confidence and skill in communication and conflict resolution.

The following is some information to help you in preparing to become a residential student. Please be sure to go to our website for more information, including a suggested packing list, policies, videos, and images of residential facilities and more!
Housing applications will be available starting on **Tuesday, May 28, 2019**. Students who would like to live on campus should submit their housing application by **Tuesday, June 18, 2019**. While students can apply after this date, they will only be assigned a space based on availability. Students who apply by the deadline will be notified of their housing assignment by **Thursday, August 1, 2019**.

**Housing Accommodations**
Students who believe they need special housing accommodations for medical or physical challenges must work directly with Disability Support Services (DSS). Information about the DSS process can be found on their website. Please note: students approved for accommodations may live in a residence hall that is not with first-year students.

**Requesting a Roommate**
Housing assignments in the first year area are dependent on FSPs; students interested in living together must be in the same FSP section. In order to increase the odds of students living with their requested roommate, students are required to indicate the preferred roommate on the First Semester Worksheet (FSW). Monday, June 10, 2019 is the deadline for completing the FSW.

Students requesting a roommate will be placed into an FSP that fits the schedule of both roommates but will not be able to choose their FSPs. Due to constraints on course space, housing and schedules, the college cannot accommodate BOTH roommate requests and FSP course interests. **Please note: roommate requests are not guaranteed and depend on scheduling, seat availability, and both students correctly requesting each other as roommates on the FSW.**

Although roommate requests made through the FSW will be honored whenever students are placed in the same FSP section, we do not recommend students request roommates. In our experience, we find that first-year students who have never had a chance to see how their friends live, often struggle with effectively communicating expectations for living together and addressing conflicts and they make assumptions that because they are friends or have similar interests, they will be compatible roommates.

**Move In Requirement—Clear Health Hold**
The State of New Jersey and TCNJ require all new students to complete pre-entrance health requirements as a condition for entry to campus housing. Please review the TCNJ Pre-Entrance Health Requirements section of this booklet for more details.

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**RESIDENTIAL EDUCATION AND HOUSING (cont’d)**

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**I Want to Live on Campus!**
*Applying for housing at TCNJ is easy as 1-2-3!*

1. **#1** Access Module 2 in your online new student orientation (NS O55). Once logged into My Housing, select First Year Application.
2. **#2** Click on the Academic Year 19–20 application.
3. **#3** Fill out the required information and sign your housing contract.

---

#1

Access Module 2 in your online new student orientation (NS O55). Once logged into My Housing, select First Year Application.

#2

Click on the Academic Year 19–20 application.

#3

Fill out the required information and sign your housing contract.
BRING THIS, NOT THAT!

As stores start promoting sales on all that amazing “Back to School” residence hall room design, please keep a few things in mind.

#1
Aside from personal essentials, don’t make major shared purchases (i.e. TV, fridge) until you have your roommate assignment.

#2
Residence hall rooms are shared spaces. You may want to pack just the essentials, knowing that Labor Day is a three day weekend and an opportunity to stock up on anything else you need.

#3
Be aware of the policies printed in our Guide to Residence Living. There are a number of prohibited items. That cool wall-sized tapestry you bought last weekend could be a fire hazard that you would need to send back home. Here are just a few of the more common items:

<table>
<thead>
<tr>
<th>Bring This</th>
<th>Not That!</th>
<th>Why?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surge Protector</td>
<td>Extension cords</td>
<td>Extension cords are meant for temporary use and can be a fire hazard with frequent or long term use. Surge protectors will protect valuable electronics from power surges and many do come with larger cords.</td>
</tr>
<tr>
<td>Fans</td>
<td>Portable heaters or air conditioners</td>
<td>Portable heaters and air conditioners can overwhelm the electrical capacity of the residence halls.</td>
</tr>
<tr>
<td>Plug in air fresheners, air deodorizers</td>
<td>Candles or incense</td>
<td>Candles and incense are a fire risk.</td>
</tr>
</tbody>
</table>
Fall 2019

Thursday, August 22 ● First Year and Transfer Move In Day
Sunday, August 25 ● Sophomore and Upper Class Residence Halls Open
Wednesday, August 28 ● Fall 2019 Meal Plan Change Deadline

Wednesday, November 27 ● Thanksgiving Break - Residence Halls Close @ 9 a.m.
Sunday, December 1 ● Thanksgiving Break - Residence Halls Open @ 2 p.m.
Monday, December 2 ● 2020–21 Housing Applications Go Live

Tuesday, December 17 ● Winter Break - Residence Halls Close @ 8 p.m.

Spring 2020

Sunday, January 26 ● Residence Halls Open @ noon
Wednesday, January 29 ● Spring 2020 Meal Plan Change Deadline

Sunday, February 9 ● 2020–21 Housing Application Deadline
Sunday, February 9 ● Deadline to Cancel 2020–21 Housing Contract without Penalty

Monday, March 2 ● Room Selection - Rising Sophomores
Tuesday, March 3 ● Room Selection - Rising Juniors and Seniors
Monday, March 9 ● Final Opportunity to Cancel 2020–21 Housing Contract for any Reason ($250 fee)

Friday, March 13 ● Spring Break - Residence Halls Close @ 8 p.m.
Sunday, March 22 ● Spring Break - Residence Halls Open @ 2 p.m.

Tuesday, May 19 ● End of Academic Year - Residence Halls Close @ 8 p.m.
Carte Blanche (CB) Plans

Who is eligible: All TCNJ students (residents and commuters)

Carte Blanche (CB) meal plans are by far the most popular among students living on campus. They offer students flexibility and variety at a great value. Carte Blanche meal plans contain three main components:

- **Access to The Atrium at Eickhoff.** CB meal plans give you unlimited access to The Atrium at Eickhoff either all day, or from 11 a.m. to close, depending on the plan you choose. Stop in as many times as you want for a full meal, or just for a snack.

- **Carte Blanche points.** CB points give you flexibility around campus, as these can be used at any one of our eight retail locations. These can also be used to pay for a visiting friend or family member to enter The Atrium at Eickhoff. 1 point = $1. Points carry over from fall to spring as long as you have a spring meal plan, however, any remaining points are forfeited at the end of the spring semester.

- **Meal Equivalency.** For added flexibility and variety, Meal Equivalency allows a Carte Blanche meal plan holder to forgo unlimited swipes into The Atrium at Eickhoff during the Meal Equivalency period for $8.31* worth of food at The Lion’s Den, Traditions, The Library Café, Education Café, and STEM Forum Café. If a purchase goes over the Meal Equivalency amount, the balance can be covered by Carte Blanche points, Get It points, cash, or credit card. **Using Meal Equivalency at these designated locations will prohibit you from entering The Atrium at Eickhoff during Meal Equivalency period (11 a.m.–1:30 p.m.).** Only one bottled beverage is allowed per Meal Equivalency swipe.

Please refer to the chart below for details on our Carte Blanche plans:

<table>
<thead>
<tr>
<th>Plan</th>
<th>Access to The Atrium at Eickhoff</th>
<th>CB Points for 2018–19*</th>
<th>Fall 2018 Price*</th>
<th>Spring 2019 Price*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carte Blanche Plus</td>
<td>All day</td>
<td>745</td>
<td>$2,643.79</td>
<td>$2,511.99</td>
</tr>
<tr>
<td>Carte Blanche A</td>
<td>All day</td>
<td>459</td>
<td>$2,374.19</td>
<td>$2,255.22</td>
</tr>
<tr>
<td>Carte Blanche B</td>
<td>All day</td>
<td>287</td>
<td>$2,204.34</td>
<td>$2,093.53</td>
</tr>
<tr>
<td>Carte Blanche C</td>
<td>11 a.m.–Close</td>
<td>173</td>
<td>$1,921.67</td>
<td>$1,825.66</td>
</tr>
</tbody>
</table>

*All pricing, point allocation, and meal equivalency amounts stated reflect the 2018–19 academic year rates. There will be a fee increase for the 2019–20 academic year as determined at the July 2019 Board of Trustees meeting.

Please check the website for updates.
Geared toward today's student, our easy online ordering option means just a couple of clicks and you're on your way!

Specially designed for residence hall rooms, our units offer plenty of space for both roommates. Share the cost, and avoid the expense and hassle of purchasing, transporting, and storing a unit of your own. And no worries, if both roommates reserve one we will automatically refund one order.

MyMicroFridge.com Delivers. Literally.
Order by August 10th and your MicroFridge will be in your room before you arrive on campus.

“Move-In Day” Just Got Much Easier.

Visit us at mymicrofridge.com or call 1.800.525.7307

Refrigerator
› 2.13 cu. ft. Fridge
› Two full-width wire shelves
› Two door racks with 2-liter bottle storage
› Temperature control

Freezer
› .74 cu. ft. freezer
› Separate zero-degree frost-free freezer provides long-term frozen food storage
› Full-width door shelf

Microwave
› 700 watts provide superior cooking
› Electronic touch pad controls with LED display and clock
› 3 cooking levels – high, medium and defrost
› Turntable system provides even cooking

Yearly Rental Fee $159.99
HELPFUL LINKS

Authorized Users: authorizeduser.tcnj.edu/

Billing: studentaccounts.tcnj.edu/billing/

Card Services: cardservices.tcnj.edu/

College Board (AP Scores): apscore.collegeboard.org/scores

Counseling and Psychological Services (CAPS): caps.tcnj.edu

Dining Services: tcnj.sodexomyway.com

Disability Support Services: differingabilities.tcnj.edu

Family Education Rights and Privacy Act (FERPA): recreg.tcnj.edu/student-privacy-rights/

First Seminar Program (FSP): fsp.tcnj.edu/

First Year Experience: fye.tcnj.edu/ (Summer Reading Program Information)

Liberal Learning: liberallearning.tcnj.edu

Office of Student Transitions: studenttransitions.tcnj.edu

OWL (Online Wellness Link): tcnj.medicatconnect.com (Patient Portal)

Register The Pride (New Student Registration and Enrollment): firstreg.tcnj.edu

Residential Education and Housing: housing.tcnj.edu

Student Accounts: studentaccounts.tcnj.edu

Student Financial Assistance: financialaid.tcnj.edu

Student Health Services: health.tcnj.edu

Student Transitions: studenttransitions.tcnj.edu

TCNJ Today: today.tcnj.edu

Tuition Payment Plan: www.TuitionPaymentPlan.com/tcnj