

# Roar\*

THE COLLEGE OF NEW JERSEY

**\*That's what Lions do**



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## TCNJ Lingo

Every college has its own “language,” with acronyms and lingo for the people, places, and details that make it unique. Get a head start on learning ours!

<b>Griffin</b>	transfer student mentor
<b>PAWS</b>	Primary Academic Web Services (a.k.a. your online student record)
<b>Roscoe</b>	TCNJ’s friendly lion mascot (He loves high fives!)
<b>CA</b>	Community advisor
<b>EduRoam</b>	TCNJ’s WiFi access
<b>AIMM</b>	Art and Interactive Multimedia Building
<b>Ed/Ed Caf</b>	Education Building/Education Café
<b>Lib/Lib Caf</b>	Gitenstein Library/Library Café
<b>Mayo</b>	Mayo Concert Hall (Music Building)
<b>T-Dubs</b>	Travers/Wolfe halls dining area
<b>The Loop</b>	Metzger Drive (the road that encloses campus)
<b>The Stud</b>	Brower Student Center



# Hi!

We are Chere and Lindsay, and we will be supporting you throughout your transition to TCNJ. We can't wait to meet you on campus soon!

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.



For a sneak peek  
at all the amazing things we  
are planning for you this summer,  
follow us on Instagram  
([@tcnjtransitions](#)).

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## Welcome, New Lion!

You may be new here, but thankfully, we aren't.  
Based on our experiences, here are some of our favorite  
“knowledge nuggets” for you to consider:

- #1 Biggest mistake you can make?** Forgetting to check your TCNJ email. Most offices on campus communicate only through email, and you will absolutely miss important deadlines (including online orientation) by not logging in to check every few days.
- #2 Help us 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 new students stay on track and be less overwhelmed.
- #3 TCNJ offers a personalized, collaborative, and rigorous education.** Each of our seven undergraduate academic schools (and the departments within) does things a little differently. Don't assume your pre-registration process will be exactly the same as someone else's.
- #4 Your PAWS ID number is 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.

## Welcome, Families!

We know that you will play an integral part in supporting your student through this period of big change, so here are some tips 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 your personal email address. Email the Office of Admissions ([admiss@tcnj.edu](mailto:admiss@tcnj.edu)) and ask to be added to your student's online portal.
- #2 COACH. DON'T DO.** Reinforcing action items and deadlines to help your student stay on track is great, but they should take ownership over this process and lead the way.
- #3 Quiz your student on that PAWS ID number.** It really is needed for everything!
- #4 If you can, attend any in-person or virtual guest sessions over the summer.** Welcome Week in August doesn't currently include any guest-specific programming, so these summer sessions are your best opportunity to learn about campus resources and student support services and to get YOUR questions answered!
- #5 WE SEE YOU, TOO.** While our primary focus is your student, we are both mothers of two and can only imagine how excited and nervous you must be. If there is any way we can help, please don't hesitate to contact us.



# Summer 2025 Timeline

## May

- May 6* • **Online Orientation (NSO 55) Opens**  
Online orientation is hosted in Canvas (TCNJ's course management system) and contains important information, deadlines, and tasks to complete both over the summer and into your first semester. You will receive an email sent to your TCNJ account with instructions on how to access Canvas.
- **Placement Testing Opens**  
Access the module in NSO 55 to determine whether or not you need to take a placement exam in a second language or mathematics. If you did not submit official test scores during the application process but would like to do so for purposes of placement, please have College Board send them to TCNJ ASAP.
- **Directed Self-Placement for Writing (First-Year Students Only)**  
All incoming first-year students should complete and submit the placement survey for writing.
- **Transfer eBook Available (Transfer Students)**  
Access this resource in NSO 55 (online orientation) for step-by-step instructions to prepare for registering for your first semester.
- **Housing Application Opens for All Students**  
To apply to live on campus, access NSO 55.
- May 22-23* • **TCNJ Commencement**  
Thank you in advance for your patience while we celebrate our graduates!
- May 30* • **Placement Testing Due**  
If applicable, please complete any required placement exams in a second language or mathematics by this date.

## June

- **AP Scores**  
Confirm that College Board will be sending your scores to TCNJ.
- June 1* • **Final Transcripts Due (Transfer Students)**  
Transcripts should be sent to:  
Office of Admissions  
PO Box 7718  
Ewing, NJ 08628-0718
- June 2* • **First-Semester Worksheet Opens (First-Year Students Only)**  
TCNJ uses your academic profile and responses to the First-Semester Worksheet to pre-register you for fall classes. Access NSO 55 to begin.
- **Housing Accommodation Requests and Supporting Medical Documentation Due**  
If you require a housing accommodation, requests are due to the Accessibility Resource Center (ARC) by this date. Requests should not be submitted to Residential Education and Housing, as they are not responsible for determining eligibility. Visit [arc.tcnj.edu](http://arc.tcnj.edu) for more details.

- June 17* • **Last Day to Submit Your First-Semester Worksheet (First-Year Students Only)**
- June 18* • **Housing Application Due (First-Year Students Only)**
- June 24* • **Housing Room Selection Begins (First-Year Students)**  
First-year students who have completed their application will be randomly assigned a time slot on Tuesday, June 24, to select their residence hall and room. The portal will stay open until Sunday, July 6, for those who are not able to select a room during their assigned time slot.

## July

- **Financial Aid**  
Official financial aid offer notifications are sent to TCNJ email accounts weekly starting in mid-July.

- July 1* • **Final Transcripts Due (First-Year Students)**

Transcripts should be sent to:

Office of Admissions  
PO Box 7718  
Ewing, NJ 08628-0718

- **Pre-Entrance Health Requirements Due**  
Upload the necessary forms and information by this date to avoid holds (on housing and registration) and late fees.

- July 15-24* • **New Student Orientation (On Campus)**

First-year students are assigned one date (below) based on their academic major. First-year School of Education students attend based on their content area. All transfer students, regardless of major, attend on the same day.

The schedule and RSVP form will be sent to your TCNJ email address in June, and families and supporters are encouraged to attend!

- |                            |   |
|----------------------------|---|
| <b>Tuesday, July 15:</b>   | All Transfer Students   |
| <b>Wednesday, July 16:</b> | Center for Student Success (Undeclared General Majors and Pathway Program)  |
| <b>Thursday, July 17:</b>  | School of Education; School of Humanities and Social Sciences   |
| <b>Tuesday, July 22:</b>   | School of the Arts and Communication; School of Education (including Speech Pathology and Audiology); School of Science |
| <b>Wednesday, July 23:</b> | School of Education; School of Engineering; School of Nursing and Health Sciences                                       |
| <b>Thursday, July 24:</b>  | School of Business  |

- Week of July 28* • **“Drop and Go” Move-In Sign-Ups Open**

Students living on campus will receive an email on this date with instructions to sign up for a three-hour move-in window between August 15–20.



## August

- **Summer Reading Assignment Due (First-Year Students Only)**  
Visit NSO 55 for finalized due dates and assignment details.

*August 15–20*

- **“Drop and Go” Move-In**

Students living on campus will pick up their key and move belongings into their residence hall room during the three-hour window selected earlier in the summer. Students will go home and return to campus on Thursday, August 21, for the start of Welcome Week.

**As a reminder:** Students who have not submitted their pre-entrance health requirements by the July 1 deadline (and subsequently have a housing hold placed on their account) will not be able to sign up for a “drop and go” time slot.

*August 21–25*

- **Welcome Week**

A long-standing TCNJ tradition, Welcome Week is the culminating event of your transition to the college. This five-day program for ALL new students comprises 100+ mandatory and optional events and gives you the chance to create memories that will truly last a lifetime. More details will be shared over the summer.

*August 26*

- **First Day of Classes!**

# The College Core

## Information for All Students

Although students at TCNJ can enroll in more than 160 different undergraduate programs of study, all students complete the College Core. The foundation of your education, the College Core ensures that you have knowledge and skills in areas outside the specific discipline you plan to study.

Why does TCNJ include this in your college education? Why not just complete a major? The College Core 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 open your eyes to other worlds and perspectives. Employers want broadly trained graduates; in fact, 93% of employers say that the ability to think critically, communicate clearly, and solve complex problems is MORE important than a job candidate's specific major.



## Additional Information for First-Year Students

As an incoming first-year student, you'll need to meet several College Core requirements this summer and through your first year at TCNJ.

- **Summer Reading Program** – SRP 099 includes discussion of the book with your classmates and a facilitator during Welcome Week.
- **Information Literacy** – IDS 102 is an online, 0-credit course that teaches you how to conduct research for a class and how to find and evaluate information sources. You'll be pre-registered into this course this fall.
- **The First-Year Seminar (FYS)** – The FYS is a small, seminar-style class (usually capped at 18 students) that enables you to work closely with peers and a professor on a topic outside of your major. This course is one of the most important of your College Core courses during your first year, and it will build your critical thinking, information literacy, oral presentation, and writing skills. The course options change each year but always offer a variety of topics like time travel, social justice, business startups, pop culture, leadership, and the history of wars, to name a few. You will have the opportunity to select your top six choices for the FYS when you

fill out the First-Semester Worksheet. TCNJ makes every effort to give you one of these six when pre-registering you for your fall classes, though it isn't guaranteed.

- **Directed Self-Placement for Writing** – The FYS builds writing and research skills but requires a certain level of writing readiness for success. To determine that readiness, all incoming students will complete and submit the Directed Self-Placement survey before pre-registration.

Each of you will assess your own readiness for the course and will have the opportunity to enroll in First-Year Writing Studio (FYW 101), a 2-credit course that you will take concurrently with the FYS. In this course, we work together on drafts for the writing assignments you are given in your FYS so that by the time the essay is due, you will have written multiple drafts. The material for the course comes mainly from the writing assignments for your FYS and, on occasion, from your Writing Studio instructor. Students meet weekly as a class, weekly with a tutor, and every other week with the Writing Studio instructor for an individual consultation.



## Additional Information for Transfer Students

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There is a good chance that some of the courses you completed at your previous institution will satisfy our College Core requirements. If you have an associate degree (AS or AA only) from a New Jersey community college that you completed after high school, you are exempt from all College Core requirements, including the First-Year Seminar (FYS), social justice, and second-language requirements. You will, however, need to complete IDS 102 (Information Literacy Proficiency), as do all undergrads at TCNJ.

If you have another degree (an associate degree from another state or a bachelor's) or don't have a degree, your individual courses will be evaluated to determine which ones meet which College Core requirements. Although TCNJ courses are worth 4 credit hours, transfer courses need to be worth only 3 credits to satisfy College Core requirements. The exceptions are laboratory science courses, which must be worth 4 credits (lecture and lab combined).

As a transfer student, you are exempt from the FYS if you meet one or more of the following criteria:

- You have transferred (or will transfer) 7.5 or more course units (30 credits) from a regionally accredited institution of higher learning. In this case, you will also be exempt from the social justice requirements.
- You have completed an entire first year at a four-year institution (not a community college), even if the credits do not total 30 (7.5 units). You would not be exempt from the social justice requirements.
- You have completed a content-based full course (at least 3 credits) that serves as a First-Year Seminar course at your previous institution. Courses that prepare you for college life (e.g., how to study, where to access resources) do not qualify, nor do topics-based writing courses that focus on building writing skills. You would not be exempt from the social justice requirements.



# Office of **Records and Registration**

## **Information for All Students**

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 ways.

There are a few items specific to new students that must be completed before you arrive on campus in August. Please reference the information below based on your entry status (first-year or transfer student) and always be mindful of communications from this office!

### **Placement Testing (May)**

As a student enrolling at TCNJ, you may be required to take placement tests or meet departmental assessments to ensure appropriate course placements. Access the Placement and Assessment website ([tcnj.edu/placement-assessment](https://tcnj.edu/placement-assessment)) via your online orientation (NSO 55) to determine which, if any, placement tests you need to take. Most TCNJ placement tests are administered online.

### **Advanced Placement (AP), International Baccalaureate (IB), and College Coursework (June)**

AP test scores must be sent to TCNJ through College Board to be considered official. The Office of Records and Registration anticipates receiving AP scores in July (for May 2025 exams) and will make adjustments to your fall schedule at that time (if applicable). Please visit the College Board website

([collegeboard.org](https://collegeboard.org)) to learn more and confirm that TCNJ will be receiving your scores. Failure to do so in June may result in scheduling delays in July.

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

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

If you are earning an associate degree, this information needs to be posted on your transcript.

### **Fall Semester Schedule (July)**

Your fall schedule will be finalized and available in PAWS to review in mid-July, just prior to orientation. Questions or concerns can be addressed during orientation.



## **Additional Information for First-Year Students**

### **Directed Self-Placement Survey for Writing (May)**

All incoming students should complete and submit the Writing-Directed Self-Placement Survey by Friday, May 30. The survey will be administered in Canvas, and you will receive instructions to access it via your TCNJ email address.

### **First-Semester Worksheet (June)**

All students are required to complete the First-Semester Worksheet, an interactive and comprehensive online form that collects information used to build your fall class schedule. Access NSO 55 to complete. The worksheet will

open in early June, and you will have approximately 10 days to respond.

What do you need and what should you think about before starting the First-Semester Worksheet? Here are some helpful tips to review so you are prepared when the worksheet opens.

### **What You Will Need**

- TCNJ Login (username and password)
- 6-digit PAWS ID number
- SAT/ACT scores (if applicable)
- AP scores (if applicable)

### Helpful Tips

- Language: If your major has a language requirement, give some thought to what you would like to study. TCNJ offers a number of different languages, so incoming students may either continue with one previously studied or start a new one.
- You may exit the worksheet and return to it at any time before the deadline without losing your progress.
- We highly recommend that you complete the worksheet on either a desktop or laptop computer.
- Save or print a summary of your responses after you submit the worksheet.
- Technical or troubleshooting questions? Email [fsw@tcnj.edu](mailto:fsw@tcnj.edu).



## Additional Information for Transfer Students

### Transfer Credit Facts

- TCNJ is on a unit system (1 unit = 4 credits).
- 3 credits in transfer equals .75 TCNJ units.
- 15.5 units (62 credits) is the transfer-credit maximum from a two-year institution.
- 22.5 units (90 credits) is the transfer-credit maximum from a four-year institution.
- Pre-algebra, algebra, and reading courses will not be accepted in transfer.
- A minimum grade of “C” is required to transfer a course.
- Courses and credits transfer, not the letter grade. You will start at TCNJ with a 0.00 GPA.
- Placement testing is required for all students wishing to transfer second-language courses to TCNJ (based on the student’s major).
- Students transferring with fewer than 7.25 units (29 credits) will be classified as freshman-level transfer students.
- Freshman-level transfer students will be required to complete all courses that our “first-year” freshman students are required to complete, including the First-Year Seminar (FYS) course and the social justice courses (First-Year Community Engagement; Gender and Sexuality; Global Perspectives; and Race and Ethnicity).
- Students entering TCNJ with 7.25 units (29 credits) or more will not be required to complete the FYS course or any social justice requirements at TCNJ.
- In some cases, you may need to seek further evaluation of your credits.



### A Special Message for Associate Degree Students

If you are a transfer student receiving an AA/AS degree from a New Jersey community college after high school, you will receive “full faith in credit” under the Lampitt Bill/Comprehensive Transfer Agreement. (AAS and AFA degrees do not fall under the Lampitt Bill.) TCNJ will accept the entire degree up to our credit maximum of 16.5 units (66 credits), and you will enter TCNJ with junior standing. Junior standing at TCNJ is 15 units (60 credits).

Please note that associate degrees with less than 64 credits will place you at sophomore standing. You will have satisfied all College Core (general education) requirements at the college, including second-language requirements.

# Office of **Student Financial Assistance**

In preparation for the 2025–26 academic year, the Office of Student Financial Assistance 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**

### **Financial Aid Offer Notifications**

Financial aid offer notifications were sent in March to eligible students who have completed their application and financial aid file. The notifications are emailed on an ongoing basis as your files are completed and verified. You should monitor your TCNJ email account regularly for instructions to review financial aid offers in PAWS.

### **Federal Verification**

Any outstanding items in your PAWS “To-Do List” must be submitted and reviewed before a financial aid offer can be processed.

### **State Verification**

The New Jersey Higher Education Student Assistance Authority may have selected some students for state verification before confirming their eligibility for the New Jersey Tuition Aid Grant.





NJHESAA would have contacted students via email regarding outstanding documents. Students can check the status of their NJTAG offers by visiting [njgrants.org](http://njgrants.org) and logging in to their 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, please refer to the Alternative Student Loan list at [tcnj.edu/alt-student-loans](http://tcnj.edu/alt-student-loans). To estimate the alternative loan amount needed, refer to the 2024–25 cost of attendance information at [tcnj.edu/cost-of-attendance](http://tcnj.edu/cost-of-attendance). You can begin to apply for alternative loans in June. If you prefer to wait until the 2025–26 tuition and fees rates are announced in July, the amounts can be confirmed in the initial fall 2025 bill. The college's Office of Student Accounts will email a bill to your TCNJ email account.

### **Installment Payment Plan**

Information regarding the installment payment plan will be included in the initial fall bill. For additional information, please visit [tcnj.edu/payment-plan](http://tcnj.edu/payment-plan) or call the Office of Student Accounts at 609.771.2172.

## **All Students**

### **Private Scholarships Reporting**

You must report all private scholarships and grants to this office. Doing so will ensure that your student account will be credited with the correct offer amount, which will also then be deducted from your fall tuition bill. To report, log into your PAWS account, click on the financial aid tile, and then select "Report Private Scholarship." Enter the title of the scholarship, the name of the donor (if different from the scholarship title), and the amount.

### **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 the 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.

### **Non-Financial Aid Applicants**

There is still time to complete the Free Application for Federal Student Aid (FAFSA). To file the FAFSA, visit [studentaid.gov](http://studentaid.gov) (TCNJ School Code: 002642); allow two weeks for processing and for TCNJ to receive the information. Please note that TCNJ cannot certify any private/alternative loan unless a FAFSA is on file with our office.

Students selected for federal and/or state verification should refer to the information under "Financial Aid Applicants." Financial aid offer notifications are sent to students' TCNJ email accounts on a weekly basis upon completion of their financial aid file.



# Office of **Student Accounts**

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 2025–26 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 you (via your TCNJ email address) and to authorized users. The college does not send paper bills to your home residence. Please check your email regularly to ensure timely payment and avoid incurring any late payment fines.

The college offers multiple payment options including online (credit card or e-check), mail, wire transfer, or in person (cash or check only; cash requires a government-issued ID). If paying by credit card, please note there is a convenience fee charged by our third-party processor. If paying by paper check, please make sure to notate your name and PAWS ID number.

Visit the billing website ([studentaccounts.tcnj.edu/billing](https://studentaccounts.tcnj.edu/billing)) for more details and to access the fall 2025 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, wellness fee, and card service fee (subject to change).

### **Student Refunds and Withdrawal/Leave of Absence**

Student refunds are processed based on the TCNJ Refund and Repayment Policy. Visit the Office of Student Accounts website ([studentaccounts.tcnj.edu](https://studentaccounts.tcnj.edu)) for more details, including information on financial aid disbursements and overpayments. Refunds are processed via direct deposit. All students are required to sign up for direct deposit, as it is the most secure and efficient refunding method.

If you withdraw or take a leave of absence, you may receive a pro-ration of tuition and mandatory fees based upon when you submit the completed withdraw or leave of absence documentation to the Office of Records and Registration.

**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 ([tcnj.edu/academiccalendars](https://tcnj.edu/academiccalendars)) for specific dates. After the fifth week of classes, there are no refunds issued if you withdraw or take 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**

Transact Campus 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. For more information, visit [tcnj.edu/payment-plan](https://tcnj.edu/payment-plan).

### **Tuition Payment Plan Features**

- Payments 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

Monthly installments, along with start and end months, are subject to change.

- Five monthly payments, due on the 25th of each month
- \$25 enrollment fee (subject to change)
- Fall semester plan runs from August 25 to December 25
- Spring semester plan runs from January 25 to May 25

## Enrollment Timeline

**Late July 2025:** Enrollment is available online after the semester bill is issued.

**Late July 2025:** 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).

**August 25, 2025:** First payment due date (subject to change).

## 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 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.

You will receive guidelines and instructions on how to upload a photo for your TCNJ ID Card in early summer.

## Get-It Points

The TCNJ ID Card also contains a debit-based feature, where you or your 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 and certain eateries on campus (including the C-Store and Traditions), as well as for printing services.

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

- through the Online Card Office via credit card (Visa, MasterCard, and Discover are all accepted)
- by in-person deposit at the Office of Student Accounts (Green Hall, Room 119) via cash, check, or credit card with a government-issued photo ID.

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

## Authorized Users

You can grant permission for someone else — an authorized user — to view and discuss your billing, financial aid, and/or education records. In accordance with the Family Educational Rights and Privacy Act (FERPA), you are eligible to grant authorized user access to up to three individuals with whom you wish to share your account details. Once signed up as an authorized user, these individuals are granted access to the college's online student system (PAWS) and are eligible to discuss pertinent account details with TCNJ officials who would otherwise be able to discuss this information only with you. Authorized users will be required to know their PIN that was assigned to them by their student when contacting the college.

Instructions on how to set up an authorized user can be found at [authorizeduser.tcnj.edu](https://authorizeduser.tcnj.edu).

## Authorized Payer

You can also give permission to someone else — an authorized payer — to make a payment online on your behalf. You will need to register all payers before they will be able to make an online payment toward your student account. You can complete this process through PAWS; for instructions, visit [tcnj.edu/authorized-payer](https://tcnj.edu/authorized-payer).

# Office of **Student Accounts** *(continued)*

## **Parking Services**

Visitors may obtain a daily visitor parking pass from Campus Police (in the Administrative Services Building) or from the Information Booth located in front of Trenton Hall. For a list of parking lot numbers and locations, visit [parking.tcnj.edu/map](http://parking.tcnj.edu/map).



### **Additional Information for First-Year Students**

First-year residential students are not permitted to have a vehicle on campus. However, you are permitted to purchase a parking permit for a maximum of two weeks per semester. To purchase your permit, you will be required to visit our vehicle registration portal and register your vehicle. Payment will be required at this time for the one- or two-week permit. Your license plate number will act as your permit. For more information, visit [parking.tcnj.edu/residents](http://parking.tcnj.edu/residents).

First-year students commuting to campus may purchase a parking permit online in early August by visiting [parking.tcnj.edu](http://parking.tcnj.edu).



### **Additional Information for Transfer Students**

A transfer student who has completed at least two semesters at another institution is permitted to have a vehicle on campus, as is any student who will be commuting. You may register your vehicle and purchase your permit online in early August by visiting [parking.tcnj.edu](http://parking.tcnj.edu).

Transfer students who have completed less than two semesters at another institution and plan to live on campus will not be permitted to have a vehicle. However, you are allowed to purchase a parking permit for a maximum of two weeks per semester. To purchase your permit, you will be required to visit our vehicle registration portal and register your vehicle. Payment will be required at this time for the one- or two-week permit. Your license plate number will act as your permit.

### **Citation Appeals**

You can appeal any parking citation you believe to be unjust by filing within 15 days of issuance

(subject to change) and submitting the proper appeal form electronically. Appeals will be handled in accordance with TCNJ's Citation Appeals Board procedures. Visit the Parking Services website for more details on how to file an appeal. Questions may be sent to the Parking Manager by emailing [parking@tcnj.edu](mailto:parking@tcnj.edu) or by calling 609.771.3144.

## **Student Health Insurance Plan**

All full-time students are charged for the Student Health Insurance Plan (SHIP) and will need to either enroll or waive the health insurance coverage. There will be an enrollment/waiver period for you to complete either process. If you have health insurance coverage through an outside provider, you may complete the waiver process. Over the summer, all full-time students will be sent an email to their TCNJ email account with comprehensive details on how to enroll/waive and on 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, and 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 at [tcnj.edu/tuition-refund-insurance](http://tcnj.edu/tuition-refund-insurance).

## **Tax Credit for Higher Education**

Each year, TCNJ prepares and sends a 1098T Tuition Statement Form, as required by IRS regulation, to all students who made 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.



## **Tutorials**

There are tutorials and user guides for many of the items discussed in this section. For further information, please visit [tcnj.edu/paws-tutorials](http://tcnj.edu/paws-tutorials).





## Health and Wellness Services

### Counseling and Prevention 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 Prevention Services (CAPS)**

offers counseling, prevention, postvention, advocacy, crisis support, and recovery support services for all currently enrolled students. CAPS has two campus locations: Eickhoff Hall, Suite 107, and Forcina Hall, Suite 308. Clinical and prevention services include brief, solution-focused individual counseling; a wide range of theme-focused, skill-based, and process-oriented groups; crisis intervention services; alcohol and drug support and recovery services; anti-violence initiatives; outreach; consultation and training to faculty and staff; and graduate student clinical training. A clinical case manager also helps connect you 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
- Substance abuse concerns
- Sexual assault/dating violence
- Relationship difficulties
- Questions about identity
- Managing existing mental health conditions
- Recovery support

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 the direct supervision of licensed professionals. All staff members have expertise in working with college student concerns. We maintain a large database of community providers (including

## Health and Wellness Services *(continued)*

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 and sign up for a 10-minute telehealth meeting, both of which you can do through the Online Wellness Link (OWL) portal at [tcnj.medicatconnect.com](http://tcnj.medicatconnect.com), to help us determine how to help.

During the 10-minute meeting, you will meet by telehealth with a staff member to discuss connection to services. If you already have a mental health provider you would like to continue meeting with via teletherapy, you can sign out a telehealth therapy room through CAPS. You can call 609.771.2247 to make these reservations.

CAPS is part of the Health and Wellness Unit at TCNJ. All areas within work collectively to offer you the best services and education; these areas include:

- CAPS: Mental Health Services
- SWHP: Student Wellbeing and Health Promotion
  - The Cares Program
  - Alcohol and Drug Support Services
  - Collegiate Recovery Community
  - Anti-Violence Initiatives
  - Religious and Spiritual Life
  - Health Promotion and Resiliency
- Student Health Services
- Office of the Dean of Students

### Student Health Services

Student Health Services (Eickhoff Hall, Suite 107) provides confidential, convenient, and cost-effective healthcare services to currently enrolled TCNJ students.

Their team of medical professionals has expertise in primary care as well as specializations in sexual and gynecological health and travel medicine and can provide you with a range of services, including: physicals/wellness visits; management of acute problems such as respiratory illnesses, stomach pains, sprains and strains, and skin rashes; testing for sexually transmitted infections; travel and routine immunizations; and TB testing. More information can be found on the Student Health Services website at [health.tcnj.edu](http://health.tcnj.edu).

Hours of operation during the fall and spring semesters are Monday to Friday, 8:30 a.m. to 4 p.m. It is easy to schedule an appointment using the Online Wellness Link at [tcnj.medicatconnect.com](http://tcnj.medicatconnect.com) or by calling 609.771.2889.

Student Health Services works to create an open, safe, and inclusive environment for all students, regardless of sexual orientations and gender identities. All medical care is strictly confidential. We want you to be open and honest with us about your concerns and to trust that we safeguard the privacy and security of your healthcare information. Information about your visit to the office can be released only with your express permission unless mandated by law.

Student Health Services is not able to provide the following: allergy shots; care or monitoring



### Please Note:

Prospective varsity student-athletes must complete additional health requirements, which are submitted to the athletic training staff in the Department of Athletics through the "ATS" portal. More information will be emailed to all varsity student-athletes over the summer.

Students who submitted health forms to attend Pre-College Summer Programs at TCNJ must still complete the TCNJ Pre-Entrance Health Requirements for incoming undergraduate students.



of chronic (long-term), unstable, or complicated health conditions; collection of specimens for laboratory tests ordered by your healthcare provider; physical therapy; on-site pharmacy; administration of medication or treatments ordered by your healthcare provider; dental care; space in the office for infusions and treatments; or the receipt or storage of your personal medication or medical supplies.

## **TCNJ Pre-Entrance Health Requirements: Due July 1**

The state of New Jersey and TCNJ mandate that incoming students meet pre-entrance health requirements. These requirements apply to students who live on and off campus. The due date for completing these health requirements is July 1, 2025.

Pre-entrance health requirements may take time to complete. It is important to get started right away by accessing your online new student orientation (NSO55). This will direct you to the Pre-Entrance Health Requirement webpage. It is important to carefully follow the instructions to ensure you have submitted all necessary information. If you are missing any required vaccinations, contact your healthcare provider or local retail pharmacy to

receive them. Please email Student Health Services at [health@tcnj.edu](mailto:health@tcnj.edu) if you have any questions or problems.

After you submit your health requirements, they will be reviewed by the immunization compliance specialist in Student Health Services, and you will receive notice of the outcome of this review. This email will be sent to your TCNJ email address, so please continue to check it regularly.

**If your pre-entrance health requirements are incomplete on July 28, 2025, if applicable, you will be prevented from selecting a “drop and go” date for move-in until all requirements are met. Additionally, if your pre-entrance health requirements are incomplete on August 1, 2025, you will incur a registration hold.**

These holds will be released when your pre-entrance health requirements are complete. If you have not completed health requirements by August 10, 2025, you will incur a nonrefundable \$50 late fine. If you live off campus and have not completed your health requirements by October 1, 2025, you will incur an additional non-refundable \$50 late fine.

Extensions will be provided only if you qualify for a temporary or permanent medical exemption.







# Residential Education and Housing

Living in a residence hall is not only a practical experience, but also a social and educational one. Residential Education and Housing has a curricular approach meant to assist you in developing skills related to resilience, self-awareness, 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. Our programs and services connect to “Grow the Lion, Grow the Pride.”

We support this by having a team of professional staff members (many 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 approximately one community advisor (CA) per 25 residents in our first-year areas who are assigned to help develop and assist you in navigating the challenges of living in the residence halls and being a college student. Our returning students have approximately one CA per 40 residents.

TCNJ houses students according to their 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 your developmental needs and interests.

Living in the residence halls is a significant adjustment from living at home with family or other support networks. Many 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 can help you navigate community and roommate conflicts. Specifically:

1. All roommates are expected to complete a shared living agreement to discuss expectations related to noise, room cleanliness, and which personal belongings are sharable and which are not.
2. Due to the number of students who choose housing, room changes may be difficult to coordinate, especially in the first semester.
3. Our first step is to revisit the shared living agreement or to recommend mediation. In some cases, you may work with our office to coordinate a one-to-one room swap, providing there is another set of roommates in your cohort willing to swap with you.
4. Living with people you don’t know well is challenging. Living with those you know well but have never lived with is often more difficult. By participating in this process of revisiting the roommate agreement and entering mediation, students are often able to create effective resolutions to their conflict. They also gain confidence and skills in communication and conflict resolution.

On the following pages, you’ll find information to help you prepare to become a residential student. Please be sure to visit our website ([housing.tcnj.edu](https://housing.tcnj.edu)) for more information, including a suggested packing list, policies, virtual tours, images of residential facilities, and more.



## Requirement for First-Year Students

Starting this fall, all first-year students are required to live on campus. This change is to support your long-term success and ensure you are connected to a vibrant campus full of resources and opportunities. Both national and campus data shows that students who live on campus during their first year are more likely to stay in school and graduate on time. First-year students still need to submit the formal housing application (instructions on page 20) to participate in the room selection process and choose a meal plan.

# Residential Education and Housing *(continued)*

## Application Timeline



### First-Year Students

Housing applications will be available beginning **Tuesday, May 6, 2025**. Students who would like to live on campus should submit their housing application by **Wednesday, June 18, 2025, at 11:59 p.m.** Students who apply by the June 18 deadline will be *randomly assigned a time slot* to self-select their room, while students who apply after the deadline will automatically be given the last time slot. Room selection will begin on **Thursday, June 24, 2025**.



### Transfer Students

Housing applications will be available beginning **Tuesday, May 6, 2025**. Transfer students only will be able to select their space on a *first-come, first-served* basis upon applying for housing and signing the contract.

### Housing Exemptions

Incoming new students are required to complete the housing application and live on campus. Specific populations are able to request exemption from the housing requirement, including transfer students and students over the age of 21. More information and how to request an exemption can be found online at [housing.tcnj.edu](https://housing.tcnj.edu). Exemptions are accepted until Wednesday, June 18, 2025.

## Housing Accommodations

If you believe you need special housing accommodations for medical or physical challenges, you must first connect with our Accessibility Resource Center. Information about the process can be found at [arc.tcnj.edu](https://arc.tcnj.edu). Please note that first-year students approved for

accommodations may live in a residence hall that is not with other first-year students.

### Requesting a Roommate

First-year students who have completed the housing application and signed the contract will have the opportunity to form a roommate group with their desired roommate(s) to be housed together. The roommate group step of the housing application will be available from the time the application opens through the room selection process.

*Roommate matching is optional.* All first-year students have the option to form a roommate group with whomever they choose. We encourage you to consider what you want out of your on-campus living experience at TCNJ; whether you decide to live with a chosen roommate or meet someone new, our goal is to ensure you are happy and thriving as a member of our campus community. In our experience, the most successful roommate pairings are not the ones whose lifestyles perfectly align, but the ones who practice good communication skills.

## Move-In Requirement – No 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. A “health hold” will be automatically placed on your account and will be removed only when you’ve completed the pre-entrance requirements; until then, you will not be able to participate in or sign up for “drop and go” move-in. Please review the TCNJ Pre-Entrance Health Requirements section of this booklet for more details.



## Instructions to Live on Campus

*Applying for housing at TCNJ is easy as 1-2-3!*

### #1

Log into MyHousing, which you can find under the “All Apps” grid on the TCNJ Today page or through your online new student orientation (NSO 55). Select “Housing Application.”

### #2

Click on the “Academic Year 2025–2026 Application.”

### #3

Fill out the required information and sign your housing contract.

**Housing costs** are determined by the TCNJ Board of Trustees at their July meeting. Please note that single-occupancy and double-occupancy rooms have different prices.



## Bring this, **not that!**

As stores start promoting all those amazing “back to school” sales, 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 our behavioral expectations as published in our Guide to Residence Living, as there are a number of prohibited items. That cool wall-sized tapestry you bought last weekend is a fire hazard that you would need to send back home.

## Here are just a few of the more common items:

Bring This	Not That!	Why?
Surge protector	Extension cords	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 longer cords.
Fans	Portable heaters or air conditioners	Portable heaters and air conditioners can overwhelm the electrical capacity of the residence halls.
Plug-in air fresheners, air deodorizers	Candles or incense	Candles and incense are a fire risk.
Framed photos	Tapestries	These are a state fire-code violation due to flammability.

# Meal Plans

## Residential Student Plans

All first-year and sophomore residential students can choose between any of the Meals Per Week plans offered. These plans offer you flexibility and variety at a great value. Meals Per Week plans contain the following components:

- **The Atrium at Eickhoff:** Students with a Meals Per Week plan are permitted a set number of times per week they can dine at “Eick,” a full-service, award-winning dining hall featuring a vegetarian menu, grill, allergen-free zone, pizza, tacos, salad bar, sandwich station, and a number of other options.
- **Points:** These points give you flexibility to dine at any of Sodexo’s 10 different retail locations. One point = \$1. Points carry over from fall to spring semester as long as you have a spring meal plan; however, any remaining points at the end of the spring semester are forfeited.
- **Meal Equivalency:** All Meals Per Week plans allow you to participate in Meal Equiv once daily on weekdays. This allows you to grab lunch at the Lions Den between classes, replace dinner with a late night trek to T-Dubs, or grab coffee and a breakfast sandwich at the Library Café before 8 a.m., for example (maximum value: \$9.38).
- **Guest Swipes:** All Meals Per Week plans come with two guest swipes per semester (Monday–Friday). This is a perfect opportunity to feed a friend or treat a family member to dinner.

Residential students will select their meal plan on the MyHousing portal. Changes may be made through Friday, August 29, 2025.

Plan	Flex Points for 2024–25*	2024–25 Pricing*
19 Meals Per Week	\$203.96	\$2,846.25
15 Meals Per Week	\$339.57	\$2,786.95
10 Meals Per Week	\$534.71	\$2,721.71

\*All pricing and point allocations are per semester and reflect the 2024–25 academic year rates. There will be a fee increase for the 2025–26 academic year, as determined at the July 2025 TCNJ Board of Trustees meeting. Please check the dining website ([tcnj.sodexomyway.com](http://tcnj.sodexomyway.com)) for updates.

Residential students have additional dining plans to choose from during their junior and senior years, allowing more flexibility as they progress to housing that has more opportunity to prepare their own meals in their townhouse or apartment.

Juniors and seniors living in the townhouses or apartments can choose either a Meals Per Week plan or an A La Carte plan. Juniors or seniors living in Phelps Hall or Hausdoerffer Hall can also opt for the Apartment plan, if desired.

**A La Carte** meal plans providing dining points for you to use at any dining location on campus. One point = \$1. Points carry over from fall to spring semester as long as you have a spring meal plan; however, any remaining points at the end of the spring semester are forfeited.

Plan	Flex Points	2024–25 Pricing Per Semester*
A La Carte 1	\$2,312.57	\$2,312.57
A La Carte 2	\$1,986.44	\$1,986.44
Apartment**	\$1,139.69	\$1,139.69

\*All pricing and point allocations are per semester and reflect the 2024–25 academic year rates. There will be a fee increase for the 2025–26 academic year, as determined at the July 2025 TCNJ Board of Trustees meeting. Please check the dining website ([tcnj.sodexomyway.com](http://tcnj.sodexomyway.com)) for updates.

**Campus Town Dollars**

Additionally, all students with a Meals Per Week or A La Carte Meal plan are charged for and receive \$100 per semester in Campus Town Dollars. A list of participating businesses is updated regularly on the TCNJ housing website.

**Commuter Student Plans**

Commuter students also have the option of participating in a dining plan. Dining plans are tax-free (unlike paying at the register with cash, credit, or debit), offer flexible options, and ease the potential stress of packing meals and snacks. Last year, more than 400 commuters opted into a meal plan, whether their commute was from North Jersey or the Campus Town apartments!

Commuters can choose from any of the Meals Per Week or A La Carte plans listed on the prior page, or they can choose one of our Block Meal plans. Block Meal plans allow students to swipe into the Atrium at Eickhoff (“Eick”) a limited number of times throughout the semester for any meal period (breakfast, brunch, lunch, or dinner). Flex Points or CampusTown Dollars are not included in Block Meal plans.

Block Plan	2024–25 Pricing Per Semester*	Meals Allotted
Block 50	\$504.03	50 swipes into Eickhoff
Block 25	\$260.90	25 swipes into Eickhoff

\*All pricing is per semester and reflects the 2024–25 academic year rates. There will be a fee increase for the 2025–26 academic year, as determined at the July 2025 TCNJ Board of Trustees meeting. Please check the dining website ([tcnj.sodexomyway.com](https://tcnj.sodexomyway.com)) for updates.

Commuter students will select their meal plan on the MyHousing portal. Changes may be made through Friday, August 29, 2025.





# Helpful **Links**

<b>Accessibility Resource Center</b> .....	<a href="http://arc.tcnj.edu">arc.tcnj.edu</a>
<b>Authorized Users</b> .....	<a href="http://authorizeduser.tcnj.edu">authorizeduser.tcnj.edu</a>
<b>Billing</b> .....	<a href="http://studentaccounts.tcnj.edu/billing">studentaccounts.tcnj.edu/billing</a>
<b>Card Services</b> .....	<a href="http://cardservices.tcnj.edu">cardservices.tcnj.edu</a>
<b>College Board (AP Scores)</b> .....	<a href="http://apscore.collegeboard.org/scores">apscore.collegeboard.org/scores</a>
<b>College Core</b> .....	<a href="http://collegecore.tcnj.edu">collegecore.tcnj.edu</a>
<b>Computer Recommendations</b> .....	<a href="http://tcnj.edu/laptops">tcnj.edu/laptops</a>
<b>Counseling and Prevention Services</b> .....	<a href="http://caps.tcnj.edu">caps.tcnj.edu</a>
<b>Dining Services</b> .....	<a href="http://tcnj.sodexomyway.com">tcnj.sodexomyway.com</a>
<b>Family Education Rights and Privacy Act (FERPA)</b> .....	<a href="http://recreg.tcnj/student-privacy-rights">recreg.tcnj/student-privacy-rights</a>
<b>First-Year Experience (Summer Reading Program Information)</b> .....	<a href="http://fye.tcnj.edu">fye.tcnj.edu</a>
<b>First-Year Seminar (FYS)</b> .....	<a href="http://fys.tcnj.edu">fys.tcnj.edu</a>
<b>IT Help Desk</b> .....	<a href="http://helpdesk.tcnj.edu">helpdesk.tcnj.edu</a>
<b>Online Wellness Link (Patient Portal)</b> .....	<a href="http://tcnj.medicatconnect.com">tcnj.medicatconnect.com</a>
<b>Placement and Assessment</b> .....	<a href="http://tcnj.edu/placement-assessment">tcnj.edu/placement-assessment</a>
<b>Records and Registration</b> .....	<a href="http://recreg.tcnj.edu">recreg.tcnj.edu</a>
<b>Residential Education and Housing</b> .....	<a href="http://housing.tcnj.edu">housing.tcnj.edu</a>
<b>Student Accounts</b> .....	<a href="http://studentaccounts.tcnj.edu">studentaccounts.tcnj.edu</a>
<b>Student Financial Assistance</b> .....	<a href="http://financialaid.tcnj.edu">financialaid.tcnj.edu</a>
<b>Student Health Services</b> .....	<a href="http://health.tcnj.edu">health.tcnj.edu</a>
<b>Student Transitions</b> .....	<a href="http://studenttransitions.tcnj.edu">studenttransitions.tcnj.edu</a>
<b>TCNJ Today</b> .....	<a href="http://today.tcnj.edu">today.tcnj.edu</a>
<b>Tuition Payment Plan</b> .....	<a href="http://tcnj.edu/payment-plan">tcnj.edu/payment-plan</a>
<b>Tutoring Center</b> .....	<a href="http://tutoringcenter.tcnj.edu">tutoringcenter.tcnj.edu</a>
<b>Writing Program</b> .....	<a href="http://writing.tcnj.edu">writing.tcnj.edu</a>



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# Campus Map



**TCNJ** THE COLLEGE OF  
NEW JERSEY