

<b>Section:</b>	V.3.15	
<b>Title:</b>	Official Methods of Communication	
<b>Effective Date:</b>	September 27, 2017	
<b>Approved By:</b>	Director of Admissions	
<b>Responsible Unit:</b>	Undergraduate Admissions (609) 771-2131; <a href="mailto:tcnjinfo@tcnj.edu">tcnjinfo@tcnj.edu</a>	
<b>Related Documents:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Admissions Mission Statement and Guiding Principles</a></li> </ul>	
<b>History:</b>		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	September 27, 2017	Reviewed; no changes made
1.0	June 6, 2011	New policy; Initial Release

## I. INTRODUCTION

The Office of Admissions at The College of New Jersey recognizes that active communication with our general public and our applicants is an integral part in the admissions process. Applicants to TCNJ will receive many correspondences throughout the admissions cycle. In order to reach our overall goal of informing students of their admissions status in a timely manner, TCNJ follows set guidelines. Electronic communication allows us to speed the delivery of information and will offer fiscal savings to the College by reducing mailing costs.

## II. DEFINITIONS

- A. Electronic Communications (email): allows for TCNJ to provide the fastest and most up-to-date information from the College
- B. Regular Mail: Correspondences mailed through the post office

## III. POLICY

- A. Email:
  - a. TCNJ Admissions uses electronic communication (e-mail) as an official method of communication. All freshman and transfer applicants are required to confirm their e-mail address on the TCNJ Supplement to the Common Application. This submission binds the applicant to the following terms:
    - i. Acknowledging that the provided account will receive all e-mails related to the student's application status
    - ii. Ensuring that the provided e-mail account remain active and valid

- iii. (Monitoring) Checking the provided account on a consistent basis
  - iv. Adding [admiss@TCNJ.edu](mailto:admiss@TCNJ.edu) to their e-mail address book
- B. Regular Mail:
- a. TCNJ uses regular mail as an official method of corresponding with prospects, applicants and accepted students. The address provided on the official application will be used throughout the application cycle.
  - b. All admissions decisions will only be mailed to an applicant's home address.