

<b>Section:</b>	V.3.39	
<b>Title:</b>	Registration	
<b>Effective Date:</b>	October 20, 2017	
<b>Approved By:</b>	Director of Records and Registration	
<b>Responsible Unit:</b>	Enrollment Management (609) 771-3080; <a href="mailto:recreg@tcnj.edu">recreg@tcnj.edu</a>	
<b>Related Documents:</b>	N/A	
<b>History:</b>		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	October 20, 2017	Updated policy
1.0	August 1, 2011	New policy; Initial Release. Includes former Adding and Dropping Policy

## I. INTRODUCTION

The policy outlines the college's registration and enrollment period.

## II. DEFINITIONS

N/A

## III. POLICY

The registration period for continuing students for the Fall semester generally takes place in April and registration for the Spring semester and summer terms occur in November. Students will select their courses for the next semester once they are given an individual registration appointment by the Office of Records and Registration scheduled during the announced initial registration period. The registration appointment reflects the first time a student is eligible to register. Continuing students should register during the initial registration period in order to support the college's enrollment management initiate. Students who fail to register during this initial registration period will be assessed a late registration fine. Undergraduate students follow a descending degree credit schedule resulting in seniors registering first, followed by juniors, etc.

Students may make adjustments to their registration by dropping or adding a course only during the drop/add period. The add/drop period is anytime before the semester begins and during the first week of classes. The College's electronic registration system PAWS should be used to make these registration changes.

Students may make adjustments to their registration/course enrollments from the day they initially register until the end of the first week of classes. The College's online Schedule of Classes on PAWS' class search will contain specific semester dates. Schedule changes should be made using The College's electronic registration system PAWS. In cases where a class enrollment is at its designated maximum, the student must be approved by the Department Chairperson or Assistant Dean to enroll in the class. Registration for these classes may be done in person by the student at the Office of Records and Registration with any accompanying written approval or in the consenting department. Following course registration, students will receive an email notification (to their TCNJ email account) that the bill is available online via PAWS. When a student's account balance has been paid in full, a student's registration will be considered completed.