



Registration Guide

[Academic Advisement](#)

While planning for your courses, be sure to review prerequisites for all of your remaining coursework, not just for next semester's classes. After reviewing the prerequisites, you may decide to change your classes to prepare for future courses. It is ultimately your responsibility to ensure that you are on the right track for graduation. Please see PAWS for your advisor's name and your enrollment appointment time. When you meet with your advisor, be prepared with a completed Major Check Sheet and a list of courses you intend to take during your next semester. Use the following tools to assist you in your course planning process:

[Major Check Sheets & Suggested Four Year Sequences](#)

[Course Sequencing Form \(from the Center for Student Success\)](#)

[Schedule Grid](#)

[PAWS Tutorial](#)

Liberal Learning

The Liberal Learning curriculum underwent a small change starting for all incoming Fall 2015 students (both freshman and transfer students). Prior to Fall 2015, some FSPs also counted for one of the Liberal Learning domains. While FSPs may still satisfy a Civic Responsibility, they may no longer also count for a domain. With this change, the Additional Arts & Humanities requirement was removed. If you attended TCNJ prior to Fall 2015 but changed your major during or after Fall 2015, your PAWS Academic Requirement Report may be incorrect. Your Liberal Learning requirements are determined by your year of matriculation into TCNJ. Your Major requirements are determined by the academic year for which your major was declared.

For a list of approved Liberal Learning courses, see [here](#). For instructions on how to search for Liberal Learning courses, see [here](#).

Credit Overload Form

It is strongly advised that those students who will be requesting a credit overload for the upcoming semester submit their request form several days prior to the start of their registration. This allows ample time for the request to be reviewed and if approved, cleared in PAWS. Please plan ahead!

Students Nearing Graduation

Thoroughly review your PAWS account the semester prior to graduation. Remember, to graduate, you must:

1. Complete all required courses (Liberal Learning and Major/Minor requirements).
2. Earn the required number of units for your major (32 units for all business majors outside of Accounting; Accounting majors must complete 32.5 units).

Major Check Sheets and Suggested Four Year Sequences

Please use check sheets in conjunction with PAWS. Remember, your major requirements are determined by the year you change your major. Liberal Learning requirements are determined by the year you entered TCNJ.

Change of Major

Those students who are interested in changing their major should review the change of major application process to guide them in planning their courses. If you are interested in changing your major to a program outside the School of Business, please reach out to the respective school/department for more information.

Registration Holds

View your PAWS account to determine if you have any registration holds. To have an advising registration hold released, you must meet with your advisor. For holds that have been placed on your account by a department outside the School of Business, you should contact the respective department. The School of Business cannot remove holds that are placed on your account from another department.

Internships

- Internship Enrollment Requirements:
 - o Must have minimum cumulative GPA of 2.5
 - o Students are permitted to do up to 2 units worth of internship(s)*
 - o Must be Junior/Senior status to register for an internship for credit
 - o Paperwork must be completed (including all necessary signatures) and submitted by the last day of the Add/Drop period

Students may take a second internship in the same program only in situations where they will be able to apply essentially different knowledge, methods, or skills than those applied in the prior internship.

***No student should receive credit for more than two internship experiences. Accounting majors who wish to pursue a second internship in Accounting may do so only in the summer. This credit may not be used to satisfy minimum units toward graduation but may be applied toward the 150-CPA credit requirement.**