NAVIGATING PAWS ADVISING/REGISTRATION FEATURES

I. PAWS HOME PAGE

If you don’t know who your advisor is, you can find his/her contact information under the “Advisor” tab. Make sure that you schedule an appointment to meet BEFORE your enrollment time, especially if you have an advising hold on your account. Only your faculty (academic) advisor can lift this hold; you will not be able to register for your classes until you meet with your advisor. Most advisors post advising sign-up sheets on their door/near their office, prior to each advising/registration cycle.

Before you meet with your advisor, check your account for any HOLDS, found under the “Holds” tab. Your academic advisor can ONLY lift advising holds. Any other holds on your account will have to be rectified with the appropriate offices. For example, for a health hold you would have to go to Student Health Services to solve the problem. For a financial hold, you’d have to make a trip over to Green Hall. Specific information about the holds should be provided on PAWS.
You can find out your enrollment date and time under the “Enrollment Dates” tab. You can see from the PAWS home screen the date when you are able to begin enrolling. **HOWEVER, YOU NEED TO ACTUALLY CLICK ON THIS TAB TO SEE THE TIME AT WHICH YOU ARE ABLE TO ENROLL.** Click on “details”. The time at which you register for your courses will be listed under “Appointment Begins”. **BE READY TO ENROLL AT THIS TIME, SO THAT YOU MAXIMIZE YOUR CHANCES OF GETTING A SEAT IN THE CLASSES YOU WANT/NEED.**

Note: If you do not register for classes before the registration window ends, you will be charged with a late registration fee. (Typically, the late registration fee is issued at midnight on the last registration date. For example, for Spring 2015, undergraduate students must register before 11:59PM on November 16, 2014 to avoid the late registration fee of $150).
II. ACADEMIC REQUIREMENTS

To see the requirements for Liberal Learning and your current major, second major and/or minor, that you have already fulfilled/still need to complete, you can go to the Academic Requirements page. This page lists all of the requirements you must meet for graduation, with the courses you have taken/are currently enrolled in.
Collapsed tabs indicate that a requirement has already been fulfilled and you therefore aren’t required to take another course in that category to graduate.

Open tabs indicate that you have one or more requirements to fill in that section. Don’t forget about these when you’re going to register for your courses. You do have the duration of your time at TCNJ to complete everything, but try not to leave everything until the last minute.

Under each tab, you’re able to search for courses that meet a given requirement. These courses aren’t necessarily offered every semester, so you need to check their availability. This gives you a starting place to find courses that you may be interested in taking that will fulfill some requirements.
III. SEARCHING FOR CLASSES

MAKE SURE YOU ARE LOOKING AT COURSES FOR THE RIGHT SEMESTER!!!

Input course information, as necessary. Be aware that you can adjust the search results, based on course number (either exact or within a range), meeting time, etc.

I would recommend NOT using the class meeting time to refine your search. Try to be open-minded about when you have classes. Sometimes, the “best” courses – whether they’re ones that you’re really interested in or need – are offered at times that may not be ideal and that you would have otherwise screened out. It’s better to get a broad sense of what is available for the semester, and then narrow down your options from there.

If there is a field that you are particularly interested in (ex. Psychology or Sociology), you can also plug in the subject, WITHOUT any identifying course information. If there aren’t more than a certain number of courses offered for that semester, ALL of the courses offered will appear.
When you are searching for courses, be aware of any prerequisites that they may have. Sometimes, a course you really want to take will have one or more courses as prerequisites. LOOK INTO THESE COURSES. Don't be blindsided if you have to take any additional courses to take the prerequisites. This may require a bit of planning ahead.

If you select a particular course section (NOT “select”) you are able to see all of the details about the course (i.e. course description, enrollment information, etc.)
CLASS DETAILS: This section gives you a bit of an idea of what to expect from the course, in terms of its structure (class components). I find this most helpful in planning out WRITING INTENSIVE courses.

MEETING INFORMATION: This section lists the details about where and when the class meets, and who the professor is. Bear in mind any scheduling conflicts you may have (write them out!). The “meeting dates” section lists the start and end dates of the semester. Check again that you’re looking at the right semester.

ENROLLMENT INFORMATION: Information about enrollment requirements – what criteria must you meet to be eligible to enroll in the course? Class attributes – what academic requirements does a course fill for graduation? KEEP TRACK OF THESE!

CLASS AVAILABILITY: This information is also visible from your shopping cart. Be conscientious about this. Make sure you’re tracking how many seats are left in the class during the enrollment period so that you aren’t blindsided on your enrollment date if classes have filled.

COURSE DESCRIPTION: Are you actually interested in taking this course?
Access your Shopping Cart either from the PAWS Home Screen or while you're searching for classes.
Populate your shopping cart with various courses/sections you are considering taking next semester. There is no limit on how many courses you can put in your shopping cart – it is just a useful tool for you to keep all of your relevant information in one place and to help you build your schedule.

Make several tentative schedules. You never know which courses will/won’t be filled by the time you are registering. It’s better to put the extra thought in early so that you are prepared, than to have to make a rushed decision during your timeslot.

**VALIDATE YOUR SHOPPING CART.** Select courses that make up a tentative schedule and click the “Validate” button. This will verify that you are eligible to enroll in the courses you are hoping to take.
The red X indicates that there is a potential barrier to you enrolling in a particular course. If there is a prerequisite that you haven’t met/accounted for, this will be indicated by validating your shopping cart. You may have to reevaluate some of your course selections, so that you will be able to take the course you want, during another semester.

For courses where you need instructor consent to enroll in the class, you will need to have a conversation about taking the course with the professor who will be teaching the section. They will give you more information about how to actually enroll/be enrolled in the course.

The green check mark indicates that you have met the requirements to take the course. You should be able to register come your enrollment time. However, there could potentially be some difficulties enrolling, particularly if the course is outside of your major. Make sure that you do your research beforehand (read the department’s registration newsletter) to see that you are actually eligible to take the course.

Sometimes there are glitches in the system and you’re not immediately able to enroll in courses you should be able to get into. In this situation, department secretaries or program assistants are excellent resources. They may be able to tell you why you weren’t able to register or (IF YOU SHOULD BE ABLE TO GET INTO AN OPEN COURSE) they may be able to register you for the course. If they’re not able to help you personally, they can always direct you to the appropriate resources.
You can access the form to create a “What-If Report” from the PAWS Home Screen.

The What If Report is similar to your Academic Requirements page; HOWEVER, you are able to input hypothetical scenarios to view the requirements you would need to fill under different conditions.
For ACADEMIC PROGRAMS, you are able to input as many as 3 programs of study (none of which actually have to be declared). See what the requirements would be if you changed your major, or if you decided to take on a second major or pick up a minor (or two). Check out specializations within majors. Add on a hypothetical concentration to see how your liberal learning requirements would be covered. If you’re in the Honors Program, add on that course to see how you will/have incorporate(d) the honors requirements into your schedule.

Check out the What-If Course List. Put in hypothetical courses (for instance, the ones that you have populated in your shopping cart, as tentative schedules). This can help you to map out which courses are filling which requirements and can help keep track of which requirements you will have filled.
Read and use your What If Report the same way that you would read your Academic Requirements page! Be creative!
VI. ENROLLING IN COURSES

ON YOUR ENROLLMENT DATE:
Validate your ideal schedule, just to be sure that you have no conflicts

AT YOUR ENROLLMENT TIME:
Select the courses you want in your schedule and click the ENROLL button.

A separate page should come up. YOU MUST CONFIRM YOUR SELECTIONS IN ORDER TO OFFICIALLY ENROLL IN YOUR COURSES. Make sure that you click “finish enrolling” to receive confirmation that you have been enrolled in your courses.

It is possible that classes you want to take will fill before you have a chance to enroll in your courses. If this is the case, make the best of it. Make sure that you have alternate schedules in mind before enrolling.

Keep in mind that once you enroll in your courses, you are still able to SWAP them and make schedule changes, even after the registration cycle ends. Keep an eye on the PAWS class search. A seat in a class that you really wanted to take may just open up!