

# ACADEMIC PLANNER

2022-2023



**Center for Student Success** 

## TABLE OF CONTENTS

This planner includes study tips and strategies, information pages on various campus resources and departments. Below is a full list of what is included, as well as its corresponding page number(s). You can click on the description to go the page.

For the most updated information regarding TCNJ's plans for the fall semester, please visit the TCNJ Fall 2022 Return to Campus website.

Title/Description Page

CENEDAL INCODMATION	
GENERAL INFORMATION ACADEMIC CALENDAR – FALL/WINTER	
	2
ACADEMIC CALENDAR – SPRING/SUMMER	3
USING GOOGLE CALENDAR	4
IMPORTING GOOGLE CALENDAR EVENTS	5
IMPORTANT NUMBERS AND WEBSITES	6
CENTER FOR STUDENT SUCCESS (CSS)	7
CENTER FOR STUDENT SUCCESS WORKSHOP SERIES	8
TIPS FOR STUDY SKILLS	
SEVEN STEPS TO A SUCCESSFUL SEMESTER	9-10
TEST TAKING STRATEGIES	11
READING AND NOTETAKING TIPS	12-13
TIME MANAGEMENT TIPS	14
TIME MANAGEMENT GRID	15-16
RECORD OF ACHIEVEMENT FORM	17-18
ADVISING RESOURCES	
ACADEMIC ADVISORS	19
PEER ACADEMIC COACHES (PACS)	20
COURSE SEQUENCING FORM	21
DEPARTMENTAL INFORMATION PAGES	
INFORMATION TECHNOLOGY	22
TUTORING	23
ACCESSIBILITY RESOURCE CENTER	24
LIBRARY	25
RECORDS AND REGISTRATION	26
DIVISION OF INCLUSIVE EXCELLENCE	27
INTERCULTURAL AFFAIRS	28
CENTER FOR GLOBAL ENGAGEMENT	29
WINTER/SUMMER CLASSES	30
OFFICE OF STUDENT INVOLVEMENT & TRANSITIONS	31
OFFICE OF LEADERSHIP	32
PRESS PAWS	33
CAREER CENTER SAVE THE DATE	34
STUDENT HEALTH SERVICES	35-36
RELIGIOUS AND SPIRITUAL LIFE	37
COUNSELING AND PREVENTIVE SERVICES	38-39
DINING SERVICES	40-41
BOOKSTORE	42
PLANNER WEEKLY CALENDAR	43-84

# TCNJ Academic Calendar 2022 - 2023

Fall Term				
Monday, 8/29	Convocation			
Tuesday, 8/30	Fall classes begin			
Tuesday, 8/31-Wednesday, 9/8	Add/Drop week			
Monday, 9/5	Labor Day, No class			
Tuesday, 9/6	Follow Monday schedule			
Friday, 10/7	Last day to submit Change of Major form to academic dept for Spring registration			
Monday, 10/10 - Tuesday, 10/25	Mid-Semester Progress Reports			
Monday, 10/10 - Tuesday, 10/11	Fall Semester Break			
Tuesday, 11/1	Last day to request or rescind ungraded option			
Tuesday, 11/1	Last day to withdraw from full semester course with "W"			
Tuesday, 11/1	Last day to withdraw from the College with "WD" in all courses			
Tuesday, 11/1 - Friday, 11/11	Spring & Summer registration window			
Wednesday, 11/23 - Friday, 11/25	Thanksgiving Break			
Friday, 12/9	Last day of Fall classes			
Saturday, 12/10 - Tuesday, 12/13 Saturday, 12/17 - Sunday, 12/18	Reading days (Reading day on Tuesday, 12/14 until 5pm)			
Tuesday, 12/13 - Friday, 12/16 Monday, 12/19 - Tuesday, 12/20	Exam period (Exams begin at 5pm on Tuesday, 12/14)			
Friday, 12/23	Fall grades due			
	Winter Term			
Monday, 12/26/22 - Sunday, 1/22/23	Winter Term			
Tuesday, 12/29	Last day to Add/Drop courses for Winter Session with 100% refund			
Tuesday, 1/3	Winter Session classes begin			
Monday, 1/10 - Wednesday, 1/12	Winter Session Mid-Semester Progress Reports			
Friday, 1/13	Last day to Withdraw from a course with a "W"			
Friday, 1/20	Winter Session classes end			
Monday, 1/23	Winter Session grades due			

For the most updated academic calendar, please visit the <u>Academic Calendar</u> website online.

# TCNJ Academic Calendar 2022 - 2023

	Spring Term
Monday, 1/23	Spring classes begin
Monday, 1/23- Tuesday, 1/31	Add/Drop week
Friday, 3/3	Last day to submit Change of Major form to academic dept for Fall registration
Monday, 3/6 - Monday, 3/20	Mid-Semester Progress Reports
Monday, 3/13 - Friday, 3/17	Spring Break
Monday, 3/27	Last day to request or rescind ungraded option
Monday, 3/27	Last day to withdraw from full semester course with "W"
Monday, 3/27	Last day to withdraw from the College with "WD" in all courses
Tuesday, 4/4 - Friday, 4/14	Fall & Winter registration window
Friday, 5/5	Last day of Spring classes
Saturday, 5/6- Monday, 5/8 Saturday, 5/13 - Sunday, 5/14	Reading days
Tuesday, 5/9 - Friday, 5/12 Monday, 5/15	Exam period
Thursday, 5/18 - Friday, 5/19	Commencement
Monday, 5/22	Spring grades due
Monday, 5/22	Summer Session 1 Classes Begin
Monday, 5/22 – Thursday, 8/17	Summer Term
Tuesday, 5/25	Last day to Add/Drop courses for Summer Session 1 with 100% refund
Monday 5/29	Memorial Day, No Classes
Tuesday, 5/30—Thursday, 6/2	Summer Session 1 Mid-Semester Progress Reports
Friday, 6/3	Make-up day for Summer Session 1 Memorial Day holiday
Friday, 6/3	Last day to withdraw from a course with a "W" during the Summer Session 1 Session
Friday, 6/10	Summer Session 1 classes end
Monday, 6/13 - Thursday, 7/14	Summer Session 2
Monday, 7/18 - Thursday, 8/18	Summer Session 3

For the most updated academic calendars, please visit the <u>Academic Calendar</u> website online.



# 10 Tips to Help Maximize Google Calendar



- **1.** Download the **Google Calendar App** to your phone or tablet.
- There are components included on the app that will enhance your capabilities.
- 2. Create different calendars, organized by class and/or by theme.
- Class examples include Biology 102, Chemistry 201, FSP 164, Math 128.
- Theme examples can include academic, personal, clubs, work, etc.
- This will allow you to color-code your calendars for easier viewing.
- 3. You should input all of your fixed time for the semester and make it recurring.
- **4.** Be sure to <u>set notifications/reminders</u> for calendar events that require your attendance. These can be set to remind you 5-10 minutes prior to the event.
- **5.** Once you have inputted your fixed schedule, <u>layer any activities and/or involvement</u> that may be flexible. The more you include, the more accurate your calendar.
- Examples include: study times, group work, personal wellness, family time, TV shows, etc.
- **Use the Goals setting** to allow Google to find time in your schedule to make time for things you would like to do. In this feature you identify a goal and how much time you want to put into it, then Google suggests times that work using your current calendar.
- **7.** Remember the <u>different calendar views</u> you can use to stay current, which include daily, weekly, monthly, and 3 days. Each of these calendar views gives you a different snapshot of your responsibilities.
- 8. The <u>Schedule View is literally a daily agenda</u>. Get into the habit of looking at it the night before and at the beginning of your day to help you to focus.
- **Color code your calendar events** to make your calendar visually appealing and create a clearer organization. As stated in #2, you can choose to have a calendar for classes, one for studying, one for clubs/organizations, work, etc. Each can be identified by a different color.
- **10.** <u>Use your syllabi to input reminders</u> for due dates of assignments, quizzes, tests, etc. This will help you identify when you should study. This is different from notifications that alert you of an event for which you need to be present.

# Importing Events into Google Calendar

Along with scheduling recurring events (like classes, tutoring, work hours, study hours, etc.), you can also import a list of non-recurring events. This is ideal for when you have a list of events that are more random in their dates/times, that you want to import into your Google Calendar. Examples of these types of events would be the TCNJ Academic Calendar, athletic list of games, a student organization's events for the semester, etc. This could be done by importing .csv (comma separated values) files into Google Calendar.

All the events would need to be organized into a spreadsheet, then saved as a .csv file to your computer. To then import that file of events, follow the steps in this link: **Import events into Google Calendar**. (These directions are for working from a computer.)

- ⇒ When importing these files, it is important to note that you will not be able to "undo" the action. If you wanted to delete the imported events, that would need to be individually.
- ⇒ When adding events, you should consider whether you want to add them as a "new" calendar or into your own personal calendar. Either way allows you to view the events, but having multiple calendars can provide you with more flexibility in color-coding of event types.
- ⇒ When adding events that are classified as "all-day" it is advisable to add these to a <u>new</u> calendar you create, as they will block out your availability for the full day in your calendar. An example of these type of all-day events can be found within the Academic Calendar, which includes items such as *Last day to submit a change of major form* or *Last day to request ungraded option*.

Click on the link below to gain access to the **TCNJ Academic Calendar**, which will take you to a Google Sheets file. Download and save it to your computer as a ".csv" file, then follow the <u>directions</u> to import it into a Google Calendar.

### TCNJ ACADEMIC CALENDAR

As noted above, it is <u>highly recommended</u> that you <u>create a new calendar</u> titled "Academic Calendar" and be sure to download these events into that new calendar.

# Important Phone Numbers And Websites

The College area code is 609. Most extensions have a prefix of 771.

#### **CAMPUS OFFICES / RESOURCES ACADEMIC SCHOOLS** 609-771-XXXX 609-771-XXXX 3199 Accessibility Resource Center 2278 Arts & Communication 2572 Alcohol & Drug Education Program 3064 Business 2572 Anti-Violence Initiatives 2100 Education 2238 Athletics 2538 Engineering 2345 Campus Police 3434 Humanities & Social Sciences 2161 Career Center 2591 Nursing, Health, & 2596 Center for Global Engagement **Exercise Science** 2724 Science 3452 Center for Student Success \*\* College Bookstore - 609-359-5056 2247 Mental Health Services **DIGITAL RESOURCES** 2280 Educational Opportunity Fund Program CSS Virtual Advising Resource—https:// 2889 Health Services css.tcnj.edu/remote-virtual-learning-2660 IT Help Desk resources/ 2311 Library 2141 Records & Registration IT Virtual Resource—https://it.tcnj.edu/ 2301 Residential Education & Housing 2466 Student Involvement 2172 Student Accounts Student Affairs Virtual Opportunities— 2211 Student Financial Assistance https://sa.tcnj.edu/virtual-opportunities/ 2201 Student Affairs 3325 <u>Tutoring Center</u>



#### **IMPORTANT WEBSITES**

Advising Resources
Liberal Learning Program
PAWS
TCNJ Policies
Undergraduate Bulletin

advisingresources.tcnj.edu liberallearning.tcnj.edu pawshelp.pages.tcnj.edu policies.tcnj.edu bulletin.tcnj.edu

# Center for Student Success

# Unlock Your Potential!

## What is the Center for Student Success (CSS)?

CSS was established to provide students with access to *personalized* coaching and advisement with the goal of strengthening their academic performance and promoting student success and retention. The staff is dedicated to the academic success and development of the "whole student."

## **CSS Services (open to ALL students):**

Make sure you view our <u>CSS YouTube channel</u> for helpful tips and advice on advising and student success strategies.

Personalized Academic Coaching (Study Skills, Time Management, etc.)

Supplemental Academic Advising (Students in Transition, Course Selection, etc.)

Academic Success Workshops (Preparing for Finals, Note Taking, etc.)

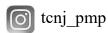
Peer Advising Coaches (Navigating PAWS, Preparing for Registration, etc.)

We now offer virtual advising and coaching appointments!

#### P.R.I.D.E. Mentoring Program

 $\underline{P}$ reparing  $\underline{R}$ emarkable  $\underline{I}$ ndividuals  $\underline{D}$ etermined to  $\underline{E}$ xcel

For more information, check out the PMP website or email mentoring@tcnj.edu



### How to make an appointment:

Make appointment directly with a CSS Advisor through our website: https://css.tcnj.edu/contact-us/

If you're not sure who you want to make an appointment with, click **HERE** to find out who would be the best match for your needs.

Email: css@tcnj.edu Website: css.tcnj.edu





We will be offering **In-Person Workshops** for the 2022-2023 academic year!

More information on the workshops and how to register for them can be found on our *CSS website*. Registration will be *required* to attend.

## FALL 2022 WORKSHOPS:

College 101: Superpowers to Success
Wednesday, September 14th at 2:00pm-2:50pm in ED 115

# How to Balance Academics and Social Life as a College Student: Managing your time

Wednesday, September 28th at 2:00pm-2:50pm in ED 115

Asking for Help: Utilizing Campus Resources
Wednesday, October 12th at 2:00pm-2:50pm in ED 115

Push Past Procrastination & Take Action for your Upcoming Exam Wednesday, November 30th at 2:00pm-2:50pm in ED115

Spring 2023 workshops will be announced on our website and on our Instagram in January 2023.

To learn more about our workshop topics and other student success tips...

"Instagram Tidbits" and "Deep Dives"

PLEASE MAKE SURE FOLLOW US ON INSTAGRAM



# 7 Steps to a Successful Semester

By the Advising Bar



# Step 1

# Evaluate your Academic Habits and Past Performance

Ask yourself:

- What went well and why?
- What did not go well and why?
- What changes can/need to be made?

# Step 2

### **Set your Goals and Objectives**

- Put your goals in writing!
- Review them and make sure they are SMART goals

Specific

Measurable

Attainable

Reasonable

Time-Based

 Hold yourself accountable to the goals and objectives you set

## Step 3

# Manage your time and stay organized

- Use a planner or google calendar to keep track of to-dos and assignments
- Break down a study schedule to avoid cram studying
- Make a spreadsheet of your due dates

# **Tips 4 - 7**

## Step 4

#### **Position Yourself to Succeed**

- GO TO CLASS! If you miss class it is very easy to fall behind because you may miss key information
- Be prepared for class with the required text, note taking tools, or other requirements
- Be an active learner; the more you engage the more you are likely to remember

# Step 5

# Be Aware of your Academic Resources

- Your Professor Office Hours: Can be found on their syllabus
- The Tutoring Center: Schedule at tcnj.mywconline.com
- Canvas, PAWS, Undergraduate Bulletin, Departmental Websites
- READ YOUR EMAIL!
- Visit the Center for Student Success and the Advising Bar
- The Accessibility Resource Center

## Step 6

## Monitor and Evaluate your Progress Regularly

- Self-evaluate your progress by keeping track of your class performance
- Monitor your grades
- Assess what study techniques are working and keep/ change your methods.
- Meet with professors for feedback

## Step 7

#### **Build Your Momentum**

- Learn how to respond to challenges, pitfalls, and failures in a healthy way.
- Seek advice and help when it is needed!
- Take breaks and mental health days to avoid burnout.
- Don't give up! Just because you may have setbacks does not mean you are not capable!

## What will you do this semester to succed?

# Test Taking Strategies!!



PEER ACADEMIC COACHES

## **Multiple Choice Questions**



- Read directions thoroughly
- Read all answers before answering
- If you have no idea what the answer is:
  - Eliminate all answers you are confident are not correct
  - If it calls for sentence completion, eliminate the answers that would form grammatically incorrect sentences
  - If two quantities are almost the same, choose one of these
  - If answers cover a wide range, choose one in the middle of the range

## **True/False Questions**

- Read carefully, as one word can make a statement inaccurate
- Answer these questions quickly and go with your first instinct
- Look for qualifiers like, *all, most, sometimes, never,* or *rarely*
- Pay special attention to absolute qualifiers like *always* and *never* should be

### Short Answer/Fill-in the Blank

- Concentrate on key words and facts
- Keep it brief
- Know your subject backwards and forwards

# d

### Open-Book/Open-Note Test

- Write down any formulas you need on a separate sheet
- Organize your notes to save time when flipping pages
- Use the glossary/table of contents
- Be familiar with the readings and notes

## **Essay Questions**

- Clearly understand what the question is asking
- Make a quick outline before you start writing
  - Helps you write faster, makes you less likely to leave out facts, and ensures you include only relevant information
- Be sure to fully answer the question, not just including all the facts you know about the subject



#### Create an Outline

List the chapters, main ideas, examples

#### **Cornell Format**

Allows easy reference and understanding

#### **Note Cards**

Color code classes, chapters, and examples

## **Create Mind Maps**

Discover what helps you learn and use it

## **General Note taking Tips**

- Label your pages with the date, chapter, subchapter, and course
- Leave some room for annotations when studying
- Use symbols to remember places where you had confusion
- Avoid cluttered notes for easy read

# Sample Cornell Notes Layout QUESTIONS/ NOTES/EXAMPLES **KEY WORDS** Here you write key words, equations, Here you write your notes, points of example solutions, etc. confusion, or questions.

## **PAGESUMMARY**

Here you create a quick summary of your notes to make sure you understand what you learned

# **Time Management Tips**

#### **Plan Your Time Wisely**

- Use monthly planners to map out syllabing (assignments and exams) to anticipate "rough weeks"
- Plan your committed and free time and post where visible
- Balance your time! Academic/Social/Leadership
- Treat studying like a 9-5 job or class
- Schedule blocks and stick to them!
- Use priority lists for daily tasks

#### **Create a Study Plan**

- Identify all key assignments
- Group by type (paper, presentation, project, etc.)
- Organize by due date
- Break up into small tasks
- Work backwards from the future to the present and assign due dates
- WRITE IT DOWN!!!

### **Schedule Study Time**

- Use GOOGLE CALENDAR!
- Schedule fixed blocks of time first
- Include time for errands & fun
- Set realistic goals
- Allow flexibility in your schedule
- Avoid scheduling marathon sessions!
- Set clear starting & stopping times
- Plan for the unplanned

### Time Management Tips

- Study difficult (or uninteresting) subjects first
- Be aware of your best time of the day
- Use waiting time
- Use a regular study area
- Study where you will be alert
- Pay attention to your attention
- Agree with roommates about study times
- Unplug from social media and other distractions
- Learn to say NO
- Hang a DO NOT DISTURB sign on the door
- Get ready the night before
- Notice how others misuse your time
- Ask: What is one task I can accomplish toward my goal?
- Ask: Am I being too hard on myself?
- Perfection always necessary?
- Important, but not urgent?



# Time Management ~ Fall Semester

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00							
9:00-10:00							
10:00-11:00							
11:00-12:00							
12:00-1:00							
1:00-2:00							
2:00-3:00							
3:00-4:00							
4:00-5:00							
5:00-6:00							
6:00-7:00							
7:00-8:00							
8:00-9:00							
9:00-10:00							
10:00-11:00							
11:00-12:00							

# Time Management ~ Spring Semester

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00							
9:00-10:00							
10:00-11:00							
11:00-12:00							
12:00-1:00							
1:00-2:00							
2:00-3:00							
3:00-4:00							
4:00-5:00							
5:00-6:00							
6:00-7:00							
7:00-8:00							
8:00-9:00							
9:00-10:00							
10:00-11:00							
11:00-12:00							

# CSS Record of Achievement Fall Term



For directions and a sample of how to complete this form, click

Class:						
FALL 20 GRADE GOAL						
DATE:	ASSIGNMENT / PROJECT / EXAM / QU	IIZ % FINAL Grade	PTS/ Grade			

Class:							
FALL 20 GRADE GOAL							
DATE:	ASSIGNMENT / PROJECT / I	EXAM / QUIZ	% FINAL Grade	PTS/ GRADE			

Class:	Class:					
FALL 20	FALL 20 GRADE GOAL					
DATE:	ASSIGNMENT / PROJECT / EXAM	I / QUIZ	% FINAL Grade	PTS/ GRADE		

Class:						
FALL 20 GRADE GOAL						
DATE:	ASSIGNMENT / PROJECT	/ EXAM / QUIZ	% FINAL Grade	PTS/ GRADE		

# CSS Record of Achievement spring Term



For directions and a sample of how to complete this form, click

Class:						
SPRING 20 GRADE GOAL						
DATE:	ASSIGNMENT / PROJECT	/ EXAM / QUIZ	% FINAL Grade	PTS/ GRADE		

Class:				
SPRING 2	0	GRADE GOA	L	
DATE:	ASSIGNMENT / PROJECT	/ EXAM / QUIZ	% FINAL Grade	PTS/ GRADE

Class:	Class:					
SPRING 2	10	GRADE GOAL				
DATE:	ASSIGNMENT / PROJECT	/ EXAM / QUIZ	% FINAL Grade	PTS/ Grade		

Class:					
SPRING 20		GRADE GOAL			
DATE:	ASSIGNMENT / PROJECT /	ASSIGNMENT / PROJECT / EXAM / QUIZ		PTS/ Grade	

# **Academic Advisors**

How to contact them, what to discuss, and how to prepare...

#### How do I know who my advisor is?

Your advisor's name is conveniently located on your PAWS "Student Center." There is also a link to email them through PAWS.

#### How will I meet with my advisor?

Advising appointments can take place either in-person or remotely. You should contact your advisor to find out their method of scheduling and conducting appointments.

### How can my advisor help me?

Advisors can...

- ⇒ Work with you to help plan next semester's schedule
- ⇒ Answer questions about your major, minor and liberal learning requirements
- ⇒ Discuss concerns you may be having regarding your coursework and major choice
- ⇒ Discuss internships and job opportunities
- ⇒ Give great insight into your field of study
- ⇒ Provides referrals for other resources when needed

#### How should I prepare for a meeting with my advisor?

- Don't wait until the last minute to set up an appointment. Reach out to your advisor early, especially prior to course registration.
- Review the CSS how-to videos located on our website to learn how to use the academic requirements page in PAWS, the shopping cart feature, and more.
- Familiarize yourself with your PAWS advisement report to better understand your program requirements.
- ◆ Look at the class schedule and plan ahead by adding courses to your "shopping cart."
- Tentatively plan out your next few semesters using a <u>Course Sequencing Form</u>, Excel spreadsheet or other organized method.
- Come with specific questions in mind regarding your major, minor, career aspirations, etc.

# Peer Academic Coaches



Want help navigating PAWS and/or departmental websites?

Want to learn how to have the most productive meeting with your Academic Advisor?

Need clarification on TCNJ academic policies and procedures?

# Aska "PAC"

<u>Peer Academic Coaches (PACs)</u> are specially trained students who can provide student-focused guidance for scheduling questions, researching programs, and policy clarification. The PACs can help to support the faculty/staff Academic Advisor and student relationship by helping the students to prepare for their advising appointments. PACs can also assist students with questions on general time management and/or test taking tips!

Drop in during the PAC Open Hours in the lobby of Roscoe West Hall.

Visit our PAC website for details on drop-in hours: <a href="mailto:css.tcnj.edu/pacs">css.tcnj.edu/pacs</a>

# **Course Sequencing Form**

Summer 20	Fall 20	Winter 20	Spring 20
Summer 20	Fall 20	Winter 20	Spring 20
	_		
Summer 20	Fall 20	Winter 20	Spring 20
Summer 20	Fall 20	Winter 20	Spring 20

Notes:



As we plan to return to the campus for Fall 2022, here are a few tips and recommendations from the Information Technology Department to help you ease back into the office.

- 1. Wireless: You may need to re-onboard your device(s) to connect to eduroam. For information and instructions about connecting to wireless, check out this <u>Knowledge Base Article</u>.
- 2. TCNJ enforces the use of Google's 2-Step Verification (also known as 2SV, Two-Factor Authentication, or Multi-Factor Authentication) for all TCNJ Google accounts. This implementation has also changed our password policy, and no longer requires you to change your password every 180 days. For more information about 2SV or how to set it up, visit this <a href="Knowledge Base Article">Knowledge Base Article</a>.
- 3. Your TCNJ provided computer (PC/Mac) may not have been turned on since the last time you left campus. After turning it on, you may receive Windows or Mac updates, which may take some time to download and install. Do NOT turn off your computer while updates are being installed. Kindly confirm your work has been saved, as the computer may require a restart at times.
- 4. If you're unable to print, please open a Help Desk ticket and we will contact you to troubleshoot the issue. For more information about printing, check out these Knowledge Base Articles: Click Here
- Classroom Technology: For questions and/or training requests using the classroom technology, please visit the <u>AV Training Request form</u>. If you're experiencing an issue in a classroom, contact the Help Desk immediately. The Help Desk will dispatch a technician to the classroom. For more information regarding classroom technology, visit the <u>MTSS website</u>.
- 6. If you're experiencing any other issues with technology, please contact the Help Desk at x2660, (609) 771-2660, via email <a href="mailto:helpdesk@tcnj.edu">helpdesk@tcnj.edu</a> or <a href="mailto:open a Help Desk request">open a Help Desk request</a> with as much information as possible so that we can provide you with a solution as quickly as possible.
- 7. For Canvas related questions or assistance with integrating technology in teaching and learning for face-to-face, blended and online courses, contact the Office of Instructional at <a href="mailto:canvashelp@tcnj.edu">canvashelp@tcnj.edu</a> or visit <a href="mailto:instructionaldesign.tcnj.edu">instructionaldesign.tcnj.edu</a>.





Peer tutors facilitate student learning and support the teaching of TCNJ professors. Tutors are trained in principles of shared learning and are certified by the College Reading and Learning Association (CRLA).

## **Tutoring Services**

- •Individual and Group Tutoring Sessions in writing and most subjects are available free for TCNJ students 7 days/week, 8am-8pm, online and in person
- Drop-In Tutoring for Math/Sciences and Writing
- Campus Write-In
- eTutoring

## How to Schedule a Tutoring Appointment

Schedule individual and group tutoring appointments online and in person during Fall and Spring semesters through WCOnline: tcnj.mywconline.com or this QR code:

To access asynchronous eTutoring: etutoringonline.org

## Become a Peer Tutor

Peer tutoring is a paid and rewarding campus job! We recruit once a year in early Spring for the following academic year. Information sessions are held in late February.

## Additional E-Tutoring Services

### **eQuestions**

Asynchronous question space where you can leave a question for the next available Consortium tutor to answer.

#### Live Online Sessions

Synchronous live-chat in real-time with a Consortium tutor.

#### Online Writing Lab

Asynchronous feedback on an in-progress draft in any subject or course.

Roscoe West Hall, Suite 101 609-771-3325 tutoring@tcnj.edu tutoringcenter.tcnj.edu Social Medias: @tcnjtc

#### **ACCESSIBILITY RESOURCE CENTER:**

### Advancing Access and Universal Design on Campus

Accessibility Resource Center (ARC) collaborates with students, faculty, staff and guests to advance access within the campus community and to further extend both the mission of The College of New Jersey and the mission of the Division of Inclusive Excellence to persons with disabilities. As part of this effort, ARC promotes an awareness of disability as a facet of diversity with underpinnings of collaborative efforts being rooted in social justice.

#### STUDENTS' FREQUENTLY ASKED QUESTIONS

#### Q: How do I get connected with Accessibility Resource Center (ARC) at TCNJ?

**A:** To get connected with ARC, you should fill out the accommodation request form (find it on our website at: <a href="arc.tcnj.edu/accommodation-process">arc.tcnj.edu/accommodation-process</a>. The affiliation form serves as a starting point for formulating an accommodation plan and can address needs in the classroom, housing, dining and other areas of your life and work at TCNJ, as appropriate.

#### Q: Do I need to provide documentation of disability to receive accommodations at TCNJ?

**A:** Yes, we ask for documentation as part of the process. Documentation should reflect how your disability is anticipated to intersect with the college experience, and may include documentation of prior accommodations (i.e., 504 or IEP) and/or diagnostic materials or a letter from a treating professional. Please refer to <a href="arc.tcnj.edu/accommodation-process">arc.tcnj.edu/accommodation-process</a> for details. If no documentation is available at this time, contact us. You do not need to re-apply for accommodations every year.

#### Q: What happens after I submit my ARC affiliation form and my documentation?

**A:** After you submit your ARC affiliation form and documentation, the information will be reviewed by an ARC Specialist. After the review, an ARC Specialist will connect with you to collaborate in the identification and implementation of your accommodations.

## Q: I received accommodations in high school. Will these same accommodations be available to me as a TCNJ student?

**A:** Not exactly. It is important to consider the differences between the K-12 educational environment and the college environment. An ARC Specialist will work with you (and your faculty) to develop an accommodation plan that provides appropriate educational access.

#### Q: How will my professors know that I am affiliated with ARC?

**A:** You will receive a memo of accommodation at the beginning of each semester for sharing with your instructors. It only references the appropriate accommodations, never a diagnosis. You are expected to keep the lines of communication open with your faculty with regard to access and accommodations throughout the semester.

#### Q: I have additional questions or concerns, who can I contact?

**A.** We welcome your questions and concerns. Please let us know by email at <a href="mailto:arc@tcnj.edu">arc@tcnj.edu</a> or via phone at 609-771-3199. And please also visit our website at arc.tcnj.edu.

#### HALLLP!

#### library.tcnj.edu

Welcome to Ask A Librarian at library.tcnj.edu/ask. We help via email, live chat, text. Or you can visit us in person in the library.

My first college paper is due next week!



We can help! Gitenstein Library's got you covered!

Phew.



What kinds of sources does the library have? My profs are asking for more than just books.



We have 65,000+ journals & 100+ databases (that's millions of articles from journals, magazines & newspapers). And lots of streaming videos and music. Plus, a K-12 curriculum collection, too. We can help you select the ones that are right for you.

What if Gitenstein Library doesn't have what I need?



We'll get it for you through our interlibrary loan (ILL) service. Journal articles are typically delivered same day or next day, and books are pretty speedy, too. 🦸



Yes. 1. Our site (library.tcnj.edu) has a ton of material that's accessible instantly & electronically.

2. Our document delivery service will send you scans of book chapters and journal articles.

The library has the book I need. Can you grab it for me?





Yup. If you request a hold, you can pick it up in person. Instructions are at libguides.tcnj.edu/holds.

How do I learn more about using the library?

In your Canvas course list, look out for IDS 102, Info Literacy Proficiency. It's online, self-paced, and full of helpful tips. Every new TCNJ student is required to pass it. Fall '22 due date: Oct. 18.

Alright. I better get to work on this paper.





Sounds good! Don't forget that you can always find us at library.tcnj.edu/ask or text us at (609) 482-3981.



## The Office of Records and Registration

Green Hall 112 | P: 609.771.2141 | F: 609.637.5184

## R&R Services

- Academic Requirement Reports
- Academic Standing and Dismissals
- Changing Major/Minors
- Class Scheduling
- Course and College Withdrawals
- Course/Class Enrollment
- Degree and Enrollment Verification
- Graduation/Degree Check Out

- ✓ Mid-Semester Progress Report **Evaluations**
- ✓ Official Transcript Request
- PAWS Help and Tutorials
- Policy Compliance
- Records Reporting and Retention
- Student Privacy Rights (FEPRA)
- Transfer and Test Credit Evaluations

#### **Academic and Registration Calendar:**

https://academics.tcnj.edu/academic-calendars/

Visit for Important Dates and Deadlines



**TCNJRecReg** 

Email: recreg@tcnj.edu

Web: recreg.tcnj.edu



#### Vision for Inclusive Excellence

To support the college's resolute commitment to inclusive excellence and social and racial justice.

#### Mission of the Division

The goal of the Division of Inclusive Excellence is to create a culturally vibrant and collaborative campus community based on the core values of diversity, equity, inclusion, and belonging. To that end, we seek to make TCNJ inclusive of all —regardless of an individual's social and cultural background or level of ability — in admission, employment, and participation in its educational programs, services, and activities.

#### Accessibility Resource Center

The Accessibility Resource Center (ARC) collaborates with students, faculty, staff and guests to advance access within the campus community. As part of this effort, ARC promotes an awareness of disability as a facet of diversity with underpinnings of collaborative efforts being rooted in social justice. Contact us for support services, learning accommodations, and more!

#### **Contact Information**

609-771-3199 (Campus Phone) arc@tcnj.edu (Office Email)

#### **Equal Employment**

#### Opportunity Programs

The Equal Employment Opportunity Programs (EEOP) area offers investigative services into workplace discrimination, professional development around inclusive practices, recruitment and retention of diverse staff and faculty, and compliance with state and federal guidelines.

#### **Contact Information**

609-771-2826 (Campus Phone) eeo@tcnj.edu (Office Email)

#### Institutional Equity & Intercultural Affairs

Institutional Equity and Intercultural Affairs (IEIA) focuses on promoting inclusive policies and processes for students, staff, and faculty. This team influences campus life through critical conversations around curriculum, programming, intergroup dialogues, and educational practices. Past IEIA initiatives have included advising Employee Affinity Groups, programming for men of color, first-generation students, and LGBTQIA+ communities, the annual Diversity Summit, and establishment of the Intercultural Center.

#### **Contact Information**

@tcnj\_ica (Instagram)
inclusion@tcnj.edu (Office Email)

Visit the Intercultural Center in Room 201 of Roscoe West Hall!

Division of Inclusive Excellence Roscoe West Hall, Suite 202 2000 Pennington Road Ewing, NJ 08618 Contact Us:

<u>diversity.tcnj.edu</u>
<u>inclusion@tcnj.edu</u>
@tcnj\_inclusive\_excellence



# ABOUT US

The Office of Intercultural Affairs in the Division of Inclusive Excellence supports campus efforts to build a more inclusive environment for students. We work collaboratively with cultural and identity-based student organizations and campus departments to create programs, trainings, and discussions that increase our collective cultural awareness.

CONTACT US OR FOLLOW US ON SOCIAL MEDIA!

@tcnj\_ica
inclusion@tcnj.edu
diversity.tcnj.edu

INTERCULTURAL CENTER
IN ROSCOE WEST HALL | RM. 201

Monday - Thursday 10:00AM - 9PM

> Friday 10AM - 8PM



# THE COLLEGE OF Center for Global NEW JERSEY Engagement

Green Hall 107; Phone: 1-609-771-2596

Email: goglobal@tcnj.edu; Website: cge.tcnj.edu



abroad, please attend one of our weekly sessions:

The Center for Global Engagement promotes a variety of credit-bearing education abroad activities: semester abroad, short term faculty-led, internships, research and service abroad. We have opportunities for majors in all seven TCNJ Schools to study abroad and can help you find a program that works for your academic needs and your budget.

We are available Monday through Friday to connect with students via email or for virtual or in-person appointments. Please see <a href="here">here</a> for our online appointment request page. You can also visit our <a href="website">website</a> or email us <a href="mailto:(goglobal@tcnj.edu">(goglobal@tcnj.edu</a>) to learn more about our education abroad opportunities & programming.

For an overview of the study abroad application process and the opportunity to learn more about various opportunities

What: "Study Abroad 101"

**When:** Wednesdays 9/14, 9/21, 10/5, 10/12, 10/19

Where: Engage with us virtually- see more information here

\*Interested in learning how you can finance study abroad check out our resource webpage <a href="here">here</a> and our scholarship opportunities webpage <a href="here">here</a>

#### Start planning now to make your study abroad dream a reality!

Application timelines/priority deadlines are as follows:

- Spring Semester 2023 programs = September 30, 2022
- Winter Faculty-Led 2023 programs = September 23, 2022/ Deposit due = October 7, 2022
- Non Faculty-Led Winter 2023 Programs = November 4, 2022
- Summer Faculty-Led 2023 programs = February 10, 2023 / Deposit due= February 24, 2023
- Academic Year 2023-2024, Fall Semester 2023 & Non-Faculty-Led Summer 2023 programs = March 3, 2023



# **SUMMER & WINTER**

## WHY take summer/winter courses?

Summer and winter courses offer students a great opportunity to explore new courses or to retake courses while not interfering with fall and spring schedules. Summer and winter courses also provide flexibility in fulfilling a multitude of different major, minor, and graduation requirements. These sessions provide all of the benefits of a full-time TCNJ class in a compact and convenient time frame.



# **HOW do I register?**

As a current TCNJ student, you can register for summer and winter courses through PAWS. Course options, scheduling, session dates, and fees can be found on our websites.

## Office of Graduate Studies Summer & Winter Programs

Green Hall: Room 202 Phone: (609)771-2369 E-mail: summer@tcnj.edu

Website: summer.tcnj.edu | winter.tcnj.edu

@TCNJSummer on Facebook, Instagram, and Twitter

# WHAT type of courses do we offer?

Many schools and departments offer a variety of courses during summer and winter sessions. These courses are offered in varied formats:

**Blended learning:** a combination of online and inclass learning; gives students the opportunity to have face-to-face time with their professors and fellow classmates, but also allows them more flexibility to take the courses at their own pace

**Online:** courses taken completely online for students who may be unable to travel to campus or who are looking for a more convenient option

**On-campus:** courses for students who prefer to complete courses in a traditional setting and format with full face-to-face time with professors

**Travel:** courses allow for face-to-face classes, while simultaneously broadening geographical horizons and earning credit







# GET INVOLVED

The Office of Student Involvement connects students with opportunities to get engaged with the campus community. Overseeing over 230 Recognized Student Organizations, OSI strives to support the development of these organizations and their members through various programs and initiatives

Check your TCNJ
email and follow
@thisweekattcnj
on Instagram to
stay updated on
upcoming
meetings, events,
and more!

Check out our website
involvement.tcnj.edu and
download the TCNJ Roar App
to see a full list of our
Recognized Student
Organizations.
Follow @roartcnj on
Instagram to see what else
OSI is up to!



# **OFFICE OF LEADERSHIP**

#### THE COLLEGE OF NJ

The Leadership Office is dedicated to providing students with a better understanding and practice of leadership. This is achieved through a variety of experiential programs and activities both in and out of the classroom. The goal of the office is to help students become more effective citizens in their community by demonstrating how they can affect groups of people and providing opportunities to explore their own personal growth.

#### LEADERSHAPE & CATALYST

LeaderShape® is a nationally recognized leadership program. This year, we will be offering Catalyst, by the creators of the Leadershape Institute which is a one day leadership conference that focuses on leadership development and exploring your passions. Stay tuned to our social media to find ways that you can participate.



#### **LEADER SHIP** COACHING

Interested in learning more about your personal leadership journey? Are you a current student leader who is looking to get some advice? Are you a new student leader who is looking for ways to get involved? Schedule a coaching session with Dr. Rana through the Handshake portal.



#### EMERGING LEADERS INSTITUTE

The Emerging Leaders Institute, based on the Social Change Model of Leadership, focuses on the idea that leadership is centered on three areas: the individual, the group and the community. The ELI is a 8 week co-

community. The ELI is a 8 week co-curricular program for first year and sophomores that takes place in the Spring semester. Upperclassmen serve as mentors for the students as they participate in the program. Applications for participants and mentors are available in the Fall prior to the Spring program.



#### **TEDXTCNJ**

TEDx was created in the spirit of the TED's mission "ideas worth spreading". Presenters give a short speech on a specific topic. The conference is planned in conjunction with faculty, staff, and students. The TedxTCNJ Conference will take place in the Spring semester



great way to jump-start your leadership journey. The conference has a number of different interactive workshops on a variety of leadership topics such as Public Speaking, Group Dynamics, Taking your leadership to the next level, etc. The conference is open to all students and is free of charge.

Registration is encouraged and is available on our website



### **LEADERSHIP** SPEAKERS & **TRAININGS**

The Leadership Office brings different speakers to campus to talk about different aspects of leadership. We also conduct leadership trainings for student organizations and students in general. We also offer the Student Professional Development series, where students can attend a variety of leadership workshops at no cost.



# HOW DO YOU LEAD?

### **CONNECT WITH US**

http://www.leadership.tcnj.edu Like us on Facebook LeadershipTCNJ Twitter @TCNJ\_Leadership Instagram at TCNJLeadership



# PRESS PAWS **PROJECT**

#### INSPIRED BY

PRINCETON PERSPECTIVE PROJECT @ PRINCETON UNIVERSITY

> IMPERECTION PROJECT @ VANDERBILT UNIVERSITY

## **OUR MISSION**

THE MISSION OF THE PRESS PAWS PROJECT IS TO DEBUNK THE MYTH OF THE "PERFECT STUDENT" AT TCNJ BY ENCOURAGING STUDENTS TO PRESS PAUSE IN ORDER TO REFLECT ON AND EMBRACE THEIR SETBACKS.

WE ARE COMMITTED TO BUILDING A SUPPORTIVE AND COLLABORATIVE CAMPUS ENVIRONMENT TO RAISE AWARENESS ON HOW TO COPE WITH THE ANXIETIES, PRESSURES, AND EXPECTATIONS OF BEING A COLLEGE STUDENT THROUGH HEALTHY & OPEN DIALOGUE, AS WELL AS PEER-TO-PEER CONVERSATIONS.

## CONNECT WITH US!

MFR211F: PRESSPAWS.TCNJ.EDU

INSTAGRAM: @TCNJPRESSPAWS O

EMAIL: PRESSPAWS@TCNJ.EDU





## **OUR GOALS**

- ALLEVIATING THE BURDEN OF UNREALISTIC EXPECTATIONS TO PREVENT BURNOUT
- TEACHING STUDENTS THE IMPORTANCE OF "PRESSING PAUSE" & SHIFTING FROM A "FIXED" MINDSET TO A "GROWTH" MINDSET
- INCREASING SELF-EFFICACY BY CULTIVATING RESILIENCE
- EMBRACING OUR DIFFERENCES AND REALIZING SUCCESS LOOKS DIFFERENT **FOR EVERYONE**
- CONQUERING THE FEAR OF FAILURE & REDEFINING FAILURE AS A LEARNING **PROCESS**



#### ROSCOE WEST 102 \* 609-771-2161 \* CAREER.TCNJ.EDU \* @TCNJCAREER

#### SAVE THE DATE

FOR FULL DETAILS ON OUR EVENTS + HOW TO PREPARE VISIT US AT career.tcnj.edu

#### Introduction to Networking (Prepare and Practice)

Wednesday, 9.14.22 | 1pm - 3 pm | Education 212

#### Social Impact, Human Services, Government, and Education Industry Networking

Wednesday, 9.28.22 | 10 am - 12:30 pm | Brower Student Center Room 100

#### Engineering, Technology, Healthcare and Life Sciences Industry Networking

Wednesday, 9.28.22 | 1:30pm - 4pm | Brower Student Center Room 100

#### Creative, Accounting, Business and Media Industry Networking

Friday, 9.30.22 | 11am - 2pm | Brower Student Center Room 100

#### Fall Leadership Conference

Monday, 10.3.22 to Friday, 10.7.22 | Online + In-Person

#### Graduate & Professional School Fair (Virtual)

Thursday, 10.6.22 | 2pm - 4pm | TCNJ Handshake Online

#### Career Exploration Series: Alumni Career Panels

Life and Health Sciences

Wednesday, 10.12.22 | 6:30pm - 7:45 pm | Virtual via Zoom

Engineering and Technology

Wednesday, 11.9.22 | 6:30pm - 7:45 pm | Virtual via Zoom

Management, Operations,

Human Resources and Finance

Wednesday, 12.7.22 | 6:30pm - 7:45 pm | Virtual via Zoom

#### Dining Out in Professional Style: Networking

Wednesday, 11.16.22 | 12pm – 3pm | Education 212

#### **Spring Industry Networking Events**

February 2023 | In-Person

#### **Exit Strategy Series**

March 2023 | Online + In-Person

#### **Education Networking Recruitment Events**

Spring 2023 | TBA

## **TCNJ**

#### STUDENT HEALTH SERVICES

Located in Eickhoff Hall, Suite 107. This office provides confidential, convenient, and cost-effective medical services to all matriculated TCNJ students who are currently taking classes regardless of health insurance. It is staffed with board-certified nurse practitioners and physicians. Visit our website: https://health.tcnj.edu/.

2022-2023 Semester Hours Monday - Friday: 8:30am to 4:00pm closed weekends & when TCNJ offices are closed for weather-related issues.

Appointments are required.

it is EASY to schedule an appointment with SHS:

•Online: OWL (Online Wellness Link) at https://tcnj.medicatconnect.com

•Telephone: 609-771-2889

#### **Services**

- •Treatment of acne, asthma flares, backache, bladder infections, burns, cold sores, constipation, cough, diarrhea, earaches, fatigue, fever, foot pain, headaches, insect stings/bites, minor cuts/bruises, nausea/vomiting, pink eye, poison ivy, rashes, removal of sutures (stitches), respiratory infections, ringworm, seasonal allergies, sinus infections, skin irritations/infections, sore throat, sprains & strains and swollen glands.
- •Rapid office testing for strep, flu, mononucleosis, urinary tract infection, HIV & pregnancy. Other lab tests if indicated during the patient visit and ordered by SHS' staff can be collected & sent to Lab Corp or Quest Diagnostics depending on insurance preference.
- •At-home COVID tests, available for purchase from the SHS receptionist.
- •Vaccinations & Flu Shot Clinics check your email for flu shot clinic dates.
- •Tuberculosis (TB) testing & treatment for Latent Tuberculosis (+ TB tests).
- •Pre-travel medical consultation, including prescriptions for medicine to prevent malaria, traveler's diarrhea, high altitude illness, and vaccinations such as typhoid, Japanese encephalitis, cholera and hepatitis A.
- •Sexual & reproductive health care including annual examinations, PAP testing as indicated, STI screening and treatment, PrEP, pregnancy tests, emergency contraception, birth control pills and other short-term contraceptive methods.
- •Emergency Contraception, available for purchase from the SHS receptionist.





# TCNJ STUDENT HEALTH SERVICES



#### Cost

Students do not need to be enrolled in the TCNJ student health insurance plan to use Student Health Services. Depending on the medical needs of the patient during an office visit, there may be some minor charges for office-based rapid diagnostic tests, medications and medical supplies. Prices are posted on the SHS' website at https://health.tcnj.edu/cost/ and are payable by cash, MasterCard, Visa, Discover, or TCNJ Get-It Card at the time of the office visit. Please note that outside medical facilities are used for x-ray, pharmacy and laboratory; it is therefore vital to bring your health insurance & prescription cards with you.

#### Confidentiality

All medical care provided in SHS is strictly confidential. This information includes diagnosis, appointment history, test results, and billing information. SHS offers students an environment where they can be open and honest about their health concerns and have their privacy and security of their healthcare information protected unless mandated by law to release it. Blanket consents for access to records for future medical care that may be provided in SHS will not be honored.

#### **Pre-Entrance Health Requirements**

TCNJ requires students to complete their Pre-Entrance Health Requirements before the stated deadlines. For more information, please visit: https://health.tcnj.edu/new-students/

#### When Emergency Medical Care is Needed

- •Call 9-1-1 from any campus telephone
- •Call 609-771-2345 or 9-1-1 from your cell phone
- •Blue-light call boxes located across campus

#### **Contact Us**



609-771-2889



health@tcnj.edu



www.tcnj.edu/healthservices



Religious & Spiritual Life (RSL) functions to provide an open and collaborative environment in which members of the campus community can nourish their spirits as well as pursue religious inquiry and practice. We have several recognized student organizations, within RSL, that host services, workshops, and events centered around religion, spirituality, mindfulness, and compassion.

For more information about all of our groups, and other opportunities from RSL, please visit our website at: https://religiousandspirituallife.tcnj.edu/home/

Follow Us On Instagram: @RSLTCNJ

Like Our Facebook Page: https://www.facebook.com/TCNJ-Religious-Spiritual-Life-105106074672662

Email Our Undergraduate Intern at rslintern@tcnj.edu



# **COUNSELING AND PREVENTION SERVICES**

COUNSELING | PREVENTION | POSTVENTION | ADVOCACY | CRISIS SUPPORT | RECOVERY SUPPORT



# **COUNSELING**

Free, brief individual counseling, group counseling and referral services to TCNJ students. To request an appointment, fill out a "Request for Services" form on your Online Wellness Link (OWL).

## **PREVENTION**

Prevention education for a variety of topics such as stress management, healthy relationships, violence prevention, healthy choices around alcohol and other drugs.

# **POSTVENTION**

Support on a community level during times of loss or national tragedy by providing postvention responses and offering small and larger group debriefing sessions.

# **ADVOCACY**

Advocacy services for victims/survivors of sexual assault, domestic/dating violence and stalking, which include academic/housing accommodations, accompaniment to local resources, and advisement through criminal and school adjudication processes.

# **CRISIS SUPPORT**

CAPS counselors are available to assist students with emergencies and urgent situations through our daily walk-in service (Eickhoff Hall 107) and oncall system. For situations involving immediate threat to life, please call 911.

# **RECOVERY SUPPORT**

Comprehensive
support for those
seeking recovery
through the Collegiate
Recovery Community,
Lion's House (recovery
housing), and mutual
support meetings.

# **COUNSELING AND PREVENTION SERVICES**

COUNSELING | PREVENTION | POSTVENTION | ADVOCACY | CRISIS SUPPORT | RECOVERY SUPPORT

## FREQUENTLY ASKED QUESTIONS

#### Q: WHAT TYPE OF SERVICES ARE PROVIDED AT CAPS?

CAPS offers a variety of services that include the areas of prevention, direct clinical care (brief individual, group and crisis services), postvention, recovery, and advocacy. We are committed to providing individualized clinical assessments to meet the needs of the campus community.

#### Q: WHEN SHOULD I SEEK HELP FOR MY CONCERNS?

Generally speaking, you should seek help when troubling symptoms (anxiety, depression, lack of sleep, increased substance use, traumatic events) are causing serious problems in one's ability to study, work or relate to others. Another gauge is when your normal coping strategies are no longer working. Remember that seeking help sooner is better than waiting too long when problems can become more severe and entrenched.

#### Q: WILL CAPS SHARE MY PERSONAL INFORMATION WITH OTHERS?

CAPS has a strict confidentiality policy and will not release information regarding contact with a student without permission from the student except in the event of a serious psychiatric emergency. It is the student's right to choose whether to discuss their counseling at CAPS with parents, friends, academic advisors, or prospective employers. Limitations to confidentiality include danger to self or others, child abuse, and court orders.

# Q: WHAT TYPE OF SERVICES DO YOU OFFER FOR STUDENTS IN RECOVERY FROM SUBSTANCE USE OR MENTAL HEALTH ISSUES?

Some students with mental health and/or substance use concerns may face additional challenges at college. We believe that when fully supported they can navigate those challenges and fully thrive at college. One of the primary ways we thrive is by being connected to a community that "gets us". CAPS supports the Collegiate Recovery Community (CRC) which is a student organization committed to mutual support, advocating for mental health and addiction, and building strong relationships and community. Through the CRC, students can participate in the All Recovery meeting—a student led support group. Additionally, CAPS supports Lion's House. Lion's House is for students in recovery from an addiction who are committed to sobriety, academic excellence, and personal growth.

# Q: WHAT TYPE OF SERVICES DO YOU OFFER FOR STUDENTS IMPACTED BY SEXUAL ASSAULT, DOMESTIC/DATING VIOLENCE AND STALKING?

CAPS offers specialized services for those impacted by sexual assault, domestic/dating violence and stalking. Counseling services include crisis support, individual therapy, and group counseling. Some of our counselors are also trained advocates, which allow us to offer "one-stop-shop" experiences to survivors seeking services. Our counselors/advocates can inform a client of their rights and resources, advise clients through reporting processes and accompany students to local hospitals, the Campus Police Station and the Office of Title IX and Sexual Misconduct. We can also coordinate academic, housing and other logistical accommodations.



# TCNJ DINING SERVICES

VARIETY. CONVENIENCE. FLEXIBLE DINING.

# CAMPUS DINING LOCATIONS

#### THE ATRIUM AT EICKHOFF

Enjoy daily offerings from more than ten micro restaurants - Ceva Pizza & Pasta, Vegan Loop, Bliss Bakery, Quimby's Kitchen & Rotisserie, Bamboo Gardens, Omelet, C-Street Grill, 91.3 Wokery, Roscoe's, Green Farm Salads, & 31 N. Deli!

#### THE LIONS DEN

Choose made-to-order items from from OBC Grill, Pizza, Pasta, & Co., SubConnection, & World Fusion! Grab & go freshly rolled sushi, Simply to Go sandwiches and salads, snacks, and beverages are also available!

#### T-DUBS

T-Dubs is your go-to late night dining location! Enjoy items from our Grill, Bakery, Salad Bar, Deli, Pizza, and Hispanic stations! The marketplace is full of Simply to Go items, snacks, and beverages to satisfy any craving!

#### TRADITIONS

Whether you're sitting down with friends or taking to-go, Traditions has all your favorites! Diners can enjoy grill classics, sandwiches, salads, beverages, and more!

#### CAFES

Visit one of our four cafes on campus - The Library Cafe (proudly serves Starbucks products), Fresh Pride Cafe, Education Cafe, & STEM Forum Cafe! Enjoy your favorite drinks, baked goods, Simply to Go sandwiches and salads, and more!

#### 1855 ROOM

Enjoy a buffet luncheon weekdays in The 1855 Room! Diners can enjoy a full salad bar, soups, entrees with sides, and fresh baked desserts!

#### THE MARKETPLACE CONVENIENCE STORE

The C-Store has it all including grocery items, snacks, beverages, fresh made salads & sandwiches, and more!

# EAT SMART. GET A PLAN.

19, 15, & 10 Meals Per Week plans include 5 Meal Equivalency swipes per week (Monday - Friday), and 2 Guest Passes per semester.

MEAL PLAN	FLEX POINTS	PRICE
MEALS PER WEEK 19	\$185	\$2,581.63
MEALS PER WEEK 15	\$308	\$2,527.85
MEALS PER WEEK 10	\$485	\$2,468.68
A LA CARTE 1	\$2,197.57	\$2,197.57
A LA CARTE 2	\$1,801.76	\$1,801.76
COMMUTER MPW3	\$268.93	\$618.51
COMMUTER MPW2	\$107.57	\$344.22
BLOCK 50	N/A	\$457.17
BLOCK 25	N/A	\$236.65

\*All prices are displayed per semester except for Block Plans.
\*Meal Swipes are only accepted at The Atrium at Eickhoff.

If you have any questions about our dining plans, offerings, or have a food allergy concern - please reach out to us at mktgcrd@tcnj.edu. For more details on meal plan requirements or eligibility, please check out our website:

TCNJ.SODEXOMYWAY.COM





# TCNJ DINING SERVICES

VARIETY. CONVENIENCE. FLEXIBLE DINING.

# ABOUT TCNJ DINING

For Fall 2022 and Spring 2023, there are 9 meal plan options available for commuting students! Meals Per Week plans provide plan holders a certain number of swipes per week into The Atrium at Eickhoff Hall, 5 Meal Equivalency swipes per week (Monday - Friday), and 2 Guest Passes per semester to The Atrium at Eickhoff. These plans also include Flex Points which can be used in all dining or designated retail locations on campus. A la Carte plans are Flex Point only plans to be used anywhere, anytime on campus. Commuter MPW plans offer students a number of swipes per week into The Atrium at Eickhoff as well as an amount of Flex Points. Block Plans provide students with either 50 or 25 swipes into The Atrium at Eickhoff. Students can sign up for a meal plan by emailing housing@tcnj.edu. For more information on our retail locations and meal plans, please visit our website <a href="www.tcnj.sodexomyway.com">www.tcnj.sodexomyway.com</a>.

## **MEAL EQUIVALENCY**

Meal Equivalency has returned! Students on a 19, 15, or 10 Meals per Week plan can use one Meal Equivalency swipe per day until 9pm, Monday through Friday. T-Dubs will offer a Late Night Dining meal period which runs from 9pm - 1am, where a Meal Equivalency can be used. The entire Late Night Dining meal period is considered as the day it started and does not reset at midnight. Meal Equivalency can be used at all retail dining locations except for Fresh Pride Café, Sushi in the Lions Den, C-Store, and for C-Store items at T-Dubs. Meal Equivalency swipes cannot include more than one bottled beverage, a small bag of chips, Simply to Go sandwiches and salads, desserts, Kosher & Vegan products, and other specialty salads and sandwiches. One Meal Equivalency swipe is equal to a maximum of \$8.50. A student may use only one Eickhoff swipe or one Meal Equivalency swipe during a meal period. After using one of either, both are then locked out for the remainder of that meal period. Meal Swipes are only accepted at The Atrium at Eickhoff or when using Meal Equivalency on a 19, 15, or 10 Meals Per Week plan.

#### DIETARY ACCOMODATIONS

Our Registered Dietitian, Anne Sugrue, is available to assist students dining on campus to make healthy dining choices - at no additional cost! Anne is available to assist any student with special dietary needs such as allergies and sports nutrition, as well as any other nutrition related concerns that our students may have. She can help students better navigate the dining halls, make healthy choices on the go, and learn how to prepare their own meals in their residence hall, townhouse, or apartment. Students can set up a one-on-one meeting with Anne by emailing sdhrd@tcnj.edu, or can chat with her at one of the many events she hosts throughout the semester around campus. You can also visit Anne's page on our website at tcnj.sodexomyway.com.





#### **BOOKSTORE INFORMATION**

#### **BARNES & NOBLE AT THE COLLEGE OF NEW JERSEY**

500 Campus Town Dr., Ewing, NJ 08618 • (609) 359-5056

#### **HOURS\***

Monday— Friday	8:00 am—8:00 pm
Saturday	10:00 am—7:00 pm
Sunday	11:00 am—6:00 pm

\*Store hours are subject to change for special events or inclement weather. Please check our website for updates: www.tcnj.bncollege.com.

#### **TEXTBOOKS**

- A full refund will be given in your original form of payment if textbooks are returned during the first week of classes with original receipt.
- With proof of a schedule change and original receipt, a full refund will be given in your original form of payment during the first 30 days of classes.
- No refunds on unwrapped loose leaf books or activated eBooks.
- Textbooks must be in original condition.
- No refunds or exchanges without original receipt.

#### GENERAL READING BOOKS, SOFTWARE, AUDIO, VIDEO & SMALL ELECTRONICS

- A full refund will be given in your original form of payment if merchandise is returned within 14 days of purchase with original receipt.
- Opened software, audio books, DVDs, CDs, music, and small electronics may not be returned.
  - They can be exchanged for the same item if defective.
- · Merchandise must be in original condition.
- No refunds or exchanges without original receipt.

#### **ALL OTHER MERCHANDISE**

- A full refund will be given in your original form of payment with original receipt.
- Without a receipt, a store credit will be issued at the current selling price.
- Cash back on merchandise credits or gift cards will not exceed \$1.00.
- · No refunds on gift cards, prepaid cards, phone cards, newspapers, or magazines.
- Merchandise must be in original condition.

#### **FAIR PRICING POLICY:**

Barnes & Noble College Booksellers comply with local weights & measures requirements. If the price on your receipt is above the advertised or posted price, please alert a bookseller and we will gladly refund the difference.



a division of JARDINE ASSOCIATES 200 Compass Circle, N. Kingstown, RI 02852 Tel: 800-543-7655







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## Week of August 29 – September 4, 2022

MONDAY - 8/29/2022	
TUESDAY – 8/30/2022	
WEDNESDAY – 8/31/2022	
THURSDAY – 9/1/2022	
FRIDAY - 9/2/2022	
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SATURDAY - 9/3/2022	
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## Week of September 5 – September 11, 2022

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TUESDAY – 9/6/2022		
WEDNESDAY – 9/7/2022		
THURSDAY - 9/8/2022		
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## Week of September 12 – September 18, 2022

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TUESDAY - 9/13/2022			
WEDNESDAY - 9/14/2022			
THURSDAY - 9/15/2022			
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FRIDAY - 9/16/2022			
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## Week of September 19 – September 25, 2022

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TUESDAY – 9/20/2022		
WEDNESDAY – 9/21/2022		
THURSDAY - 9/22/2022		
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#### Week of September 26 – October 2, 2022

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TUESDAY – 9/27/2022			
WEDNESDAY – 9/28/2022			
THURSDAY - 9/29/2022			
FRIDAY – 9/30/2022			
SATURDAY - 10/1/2022			
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#### Week of October 3 – October 9, 2022

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TUESDAY – 10/4/2022			
WEDNESDAY – 10/5/2022			
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THURSDAY - 10/6/2022			
FRIDAY – 10/7/2022			
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SATURDAY - 10/8/2022			
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#### Week of October 10 – October 16, 2022

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#### Week of October 17 – October 23, 2022

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TUESDAY - 10/18/2022		
WEDNESDAY – 10/19/2022		
THURSDAY - 10/20/2022		
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#### Week of October 24 – October 30, 2022

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TUESDAY – 10/25/2022			
WEDNESDAY – 10/26/2022			
THURSDAY – 10/27/2022			
FRIDAY – 10/28/2022			
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#### Week of October 31 – November 6, 2022

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#### Week of November 7 – November 13, 2022

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TUESDAY - 11/8/2022		
WEDNESDAY - 11/9/2022		
THURSDAY - 11/10/2022		
FRIDAY - 11/11/2022		
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SATURDAY - 11/12/2022		
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#### Week of November 14 – November 20, 2022

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#### Week of November 21 – November 27, 2022

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TUESDAY - 11/22/2022
WEDNESDAY – 11/23/2022
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THURSDAY - 11/24/2022
FRIDAY - 11/25/2022
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#### Week of November 28 – December 4, 2022

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TUESDAY - 11/29/2022		
WEDNESDAY – 11/30/2022		
THURSDAY - 12/1/2022		
FRIDAY – 12/2/2022		
SATURDAY - 12/3/2022		
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#### Week of December 5 – December 11, 2022

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TUESDAY - 12/6/2022		
WEDNESDAY – 12/7/2022		
THURSDAY - 12/8/2022		
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FRIDAY – 12/9/2022		
SATURDAY - 12/10/2022		
JATORDAT 12/10/2022		
SUNDAY - 12/11/2022		
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#### Week of December 12 – December 18, 2022

MONDAY – 12/12/2022
TUESDAY – 12/13/2022
WEDNESDAY – 12/14/2022
THURSDAY – 12/15/2022
FRIDAY – 12/16/2022
SATURDAY – 12/17/2022
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SUNDAY – 12/18/2022

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#### Week of December 19 – December 25, 2022

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#### Week of December 26 – January 1, 2023

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THURSDAY – 12/29/2022	
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#### Week of January 2 – January 8, 2023

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THURSDAY – 1/5/2023			
FRIDAY - 1/6/2023			
SATURDAY – 1/7/2023			
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SUNDAY – 1/8/2023			
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#### Week of January 9 – January 15, 2023

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WEDNESDAY - 1/11/2023			
THURSDAY - 1/12/2023			
FRIDAY - 1/13/2023			
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	January 2023	February 2023	

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## Week of January 16 – January 22, 2023

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WONDAY - 1/10/2023			
TUESDAY - 1/17/2023			
WEDNESDAY – 1/18/2023			
THURSDAY - 1/19/2023			
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## Week of January 23 – January 29, 2023

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WEDNESDAY – 1/25/2023			
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## Week of January 30 – February 5, 2023

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## Week of February 6 – February 12, 2023

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## Week of February 13 – February 19, 2023

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WEDNESDAY – 2/15/2023	
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## Week of February 20 – February 26, 2023

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## Week of February 27 – March 5, 2023

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TUESDAY - 2/28/2023	
WEDNESDAY – 3/1/2023	
THURSDAY - 3/2/2023	
FRIDAY - 3/3/2023	
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#### Week of March 6 – March 12, 2023

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WEDNESDAY – 3/8/2023			
THURSDAY – 3/9/2023			
FRIDAY - 3/10/2023			
SATURDAY - 3/11/2023			
SUNDAY - 3/12/2023			
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#### Week of March 13 – March 19, 2023

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#### Week of March 20 – March 26, 2023

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#### Week of March 27 – April 2, 2023

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#### Week of April 3 – April 9, 2023

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TUESDAY - 4/4/2023			
WEDNESDAY – 4/5/2023			
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THURSDAY – 4/6/2023			
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#### Week of April 10 – April 16, 2023

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#### Week of April 24 – April 30, 2023

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#### Week of May 8 – May 14, 2023

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TUESDAY - 5/9/2023			
WEDNESDAY – 5/10/2023			
THURSDAY - 5/11/2023			
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	SUNDAY – 5/28/2023		

	May 2023							
S	М	T	W	T	F	S		
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31					

			une zu	23		
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

#### Week of May 29 – June 4, 2023

MONDAY - 5/29/2023			
TUESDAY - 5/30/2023			
WEDNESDAY – 5/31/2023			
WEDNESSKI 5/51/2025			
THURSDAY - 6/1/2023			
Thin by significant			
FRIDAY – 6/2/2023			
SATURDAY - 6/3/2023			
SUNDAY - 6/4/2023			
	luna 2022	luly 2023	

		,	une 20	23		
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25	26	27	28	29	30	

July 2023								
S	M	T	W	T	F	S		
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2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							