ACADEMIC PLANIER



CENTER FOR STUDENT SUCCESS



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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).

For the most updated information regarding TCNJ's plans for the fall semester, please visit the <u>TCNJ Fall 2023 Return to Campus</u> website.

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TCNJ Academic Calendar 2023 - 2024

| | Fall Term |
|--|--|
| Monday, 8/28 | Convocation |
| Tuesday, 8/29 | Fall classes begin |
| Tuesday, 8/29-Wednesday, 9/6 | Add/Drop week |
| Monday, 9/4 | Labor Day, No class |
| Tuesday, 9/5 | Follow Monday schedule |
| Friday, 10/6 | Last day to submit Change of Major form to academic dept for Spring registration |
| Monday, 10/9 - Tuesday, 10/24 | Mid-Semester Progress Reports |
| Monday, 10/9 - Tuesday, 10/10 | Fall Semester Break |
| Tuesday, 10/31 | Last day to request or rescind ungraded option |
| Tuesday, 10/31 | Last day to withdraw from full semester course with "W" |
| Tuesday, 10/31 | Last day to withdraw from the College with "WD" in all courses |
| Tuesday, 11/7 - Friday, 11/17 | Spring & Summer registration window |
| Wednesday, 11/22 - Friday, 11/24 | Thanksgiving Break |
| Friday, 12/8 | Last day of Fall classes |
| Saturday, 12/9 - Tuesday, 12/12 Saturday, 12/16 - Sunday, 12/17 | Reading days (Reading day on Tuesday, 12/12 until 5pm) |
| Tuesday, 12/12 - Friday, 12/15 Monday, 12/18 - Tuesday, 12/19 | Exam period (Exams begin at 5pm on Tuesday, 12/12) |
| Friday, 12/22 | Fall grades due |
| | Winter Term |
| Monday, 12/25/22 - Sunday, 1/19/24 | Winter Term |
| Thursday, 12/28 | Last day to Add/Drop courses for Winter Session with 100% refund |
| Tuesday, 1/2 | Winter Session classes begin |
| Tuesday, 1/9 - Thursday, 1/11 | Winter Session Mid-Semester Progress Reports |
| Friday, 1/12 | Last day to Withdraw from a course with a "W" |
| Friday, 1/19 | Winter Session classes end |
| Monday, 1/22 | Winter Session grades due |

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

TCNJ Academic Calendar 2023 - 2024

| | Spring Term |
|---|---|
| Monday, 1/22 | Spring classes begin |
| Monday, 1/22- Tuesday, 1/30 | Add/Drop week |
| Friday, 3/1 | Last day to submit Change of Major form to academic dept for Fall registration |
| Monday, 3/4 - Monday, 3/18 | Mid-Semester Progress Reports |
| Monday, 3/11 - Friday, 3/15 | Spring Break |
| Monday, 3/25 | Last day to request or rescind ungraded option |
| Monday, 3/25 | Last day to withdraw from full semester course with "W" |
| Monday, 3/25 | Last day to withdraw from the College with "WD" in all courses |
| Tuesday, 4/2 - Friday, 4/12 | Fall & Winter registration window |
| Friday, 5/3 | Last day of Spring classes |
| Saturday, 5/4- Monday, 5/6 Saturday, 5/11 - Sunday, 5/12 | Reading days |
| Tuesday, 5/7 - Friday, 5/10 Monday, 5/13 | Exam period |
| Thursday, 5/16 - Friday, 5/17 | Commencement |
| Monday, 5/20 | Spring grades due |
| Monday, 5/20 | Summer Session 1 Classes Begin |
| Monday, 5/20 –Thursday, 8/15 | Summer Term |
| Thursday, 5/23 | Last day to Add/Drop courses for Summer Session 1 with 100% refund |
| Monday 5/27 | Memorial Day, No Classes |
| Tuesday, 5/28—Thursday, 5/30 | Summer Session 1 Mid-Semester Progress Reports |
| Friday, 5/31 | Make-up day for Summer Session 1 Memorial Day holiday |
| Friday, 5/31 | Last day to withdraw from a course with a "W" during the Summer Session 1 Session |
| Friday, 6/7 | Summer Session 1 classes end |
| Monday, 6/10 - Thursday, 7/11 | Summer Session 2 |
| Monday, 7/15 - Thursday, 8/16 | Summer Session 3 |

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



- **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 space 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 Schedule View is literally a daily agenda. 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 done 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,

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 2023-2024

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

Important Phone Numbers And Websites

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

| CAM | PUS OFFICES / RESOURCES | ACAI | DEMIC SCHOOLS |
|---------------|--------------------------------------|---------------|---|
| 609- 7 | 71-XXXX | 609- 7 | 71-XXXX |
| 3199 | Accessibility Resource Center | 2278 | Arts & Communication |
| 2572 | Alcohol & Drug Education Program | 3064 | Business |
| 2572 | Anti-Violence Initiatives | 2100 | <u>Education</u> |
| 2238 | <u>Athletics</u> | 2538 | Engineering |
| 2345 | Campus Police | 3434 | Humanities & Social Sciences |
| 2161 | Career Center | 2591 | Nursing, Health, & |
| 2596 | Center for Global Engagement | | Exercise Science |
| 3452 | Center for Student Success | 2724 | <u>Science</u> |
| ** | College Bookstore - 609-359-5056 | | |
| 2247 | Mental Health Services | DIGIT | ΓAL RESOURCES |
| 2280 | Educational Opportunity Fund Program | | |
| 2889 | Health Services | | <u>irtual Advising Resource</u> —https:// |
| 2660 | IT Help Desk | | .edu/remote-virtual-learning- |
| 2311 | Library | resourc | es/ |
| | Records & Registration | IT Vir | tual Resource—https://it.tcnj.edu/ |
| 2301 | Residential Education & Housing | covid19 | |
| 2466 | Student Involvement | COVIGES | · / |
| 2172 | Student Accounts | <u>Studen</u> | nt Affairs Virtual Opportunities— |
| 2211 | Student Financial Assistance | https:// | sa.tcnj.edu/virtual-opportunities/ |
| 2201 | Student Affairs | | |
| 3325 | Tutoring Center | | |



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

The Center for Student Success (CSS) exists to provide students with concrete strategies that will facilitate success across the educational span through to the baccalaureate degree. Working in consultation with trained and caring professionals, students learn to meet challenges faced when adjusting to college, take ownership over their academic experience, plan and track academic persistence, develop critical thinking skills, and gain appropriate post-secondary academic habits.

CONNECT WITH US



(609) 771-3452



css@tcnj.edu



Roscoe West Hall, Suite 131



@tcnjcss



Make an appointment by scanning the QR code



PERSONALIZED COACHING

Coaching helps students develop skills to succeed in the classroom. Coaching focuses on study skills, time management, goal setting, motivation, study skills, personal development, resource connection, and campus engagement. We also offer coaching services tailored to transfer students.

ADVISING

CSS Staff act as the primary advisors for several cohorts (Undeclared-General, Undesignated Transitional, and Pathway students), and serves as a supplemental advisor to any other student on campus. We're happy to discuss the transition to a new major, College Core requirements, TCNJ policies, and more.

SUCCESS WORKSHOPS

The Center for Student Success offers workshops throughout the semester for all students on topics such as time management, preparing for finals, and motivation. All students may attend.

PEER ACADEMIC COACHING

Peer Academic Coaches (PACs) are available to help students use and navigate PAWS, prepare for advising appointments, learn academic skills, and more!





We will be offering **In-Person Workshops** for the 2023-2024 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 2023' WORKSHOPS:

College 101: Superpowers to Success
Wednesday, September 6th at 2:00pm-2:50pm in P101 & P117

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

Wednesday, September 20th at 2:00pm-2:50pm in ED 115 & ED 110

Asking for Help: Utilizing Campus Resources
Wednesday, October 11th at 2:00pm-2:50pm in ED 115 & ED 110

Tips for Feeling Overwhelmed and Preparing for Finals Wednesday, November 29th at 2:00pm-2:50pm in ED115 & ED 110

Spring 2024 workshops will be announced on our website and on our Instagram in January 2024.

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

11



NOTETAKINGTIPS

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/ KEY WORDS

NOTES/EXAMPLES

Here you write key words, equations, points of confusion, or questions.

Here you write your notes, example solutions, etc.

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 | | | | | | | |
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| 9:00-10:00 | | | | | | | |
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| 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 | | | | | | | |
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| 11:00-12:00 | | | | | | | |

CSS Record of Achievement Fall Term



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

| Class: | | | | | |
|--------------------|----------------------|---------------|------------------|---------------|--|
| FALL 20 GRADE GOAL | | | | | |
| DATE: | ASSIGNMENT / PROJECT | / EXAM / QUIZ | % FINAL Grade | PTS/ GRADE | |
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| Class: | | | | | |
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CSS Record of Achievement spring Term



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

| Class: | | | | |
|----------------------|----------------------|---------------|------------------|---------------|
| SPRING 20 GRADE GOAL | | | | |
| DATE: | ASSIGNMENT / PROJECT | / EXAM / QUIZ | % FINAL Grade | PTS/ GRADE |
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| Class: | | | | |
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| SPRING 2 | 0 | GRADE GOAL | | |
| DATE: | ASSIGNMENT / PROJECT / EXAM / QUIZ | | % FINAL Grade | PTS/ GRADE |
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| SPRING 20 | | GRADE GOAL | | | |
| DATE: | ASSIGNMENT / PROJECT / EXAM / QUIZ | | % FINAL Grade | PTS/ GRADE | |
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| SPRING 20 | | GRADE GOAL | | | | |
| ASSIGNMENT / PROJECT / EXAM / QUIZ | | % FINAL Grade | PTS/ Grade | | | |
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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 belp 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"

Peer Academic Coaches (PACs) 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: css.tcnj.edu/pacs

Course Sequencing Form

| Summer 20 | Fall 20 | Winter 20 | Spring 20 |
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Notes:

Engage | Equip | Empower



OFFICE OF MENTORING, RETENTION, AND SUCCESS PROGRAMS

MRSP is committed to empowering students by fostering opportunities for academic excellence, student engagement, and holistic development.

PROGRAMS:

- Commitment Scholars Grant Program*
- Cooperman College Scholars*
- Harcourt Scholars*

P.R.I.D.E. Mentoring Program (PMP) provides Black and Latinx students at TCNJ with peer mentors and dedicated advisors to help them thrive in their academically, culturally, and socially.

*Students can only be selected for these programs during the admissions process.

INITIATIVES

The following initiatives run out of our office and are open for all students to join! Keep an eye out for events for both:



First Generation Students
Success Initiatives



Male Students of Color Success Initiative

Sign-up for updates, events, and information on these initiatives by filling out this **interest form:**



CONNECT WITH US!

- Stop by the 1st floor of Roscoe West Hall
- Email us: mrsp@tcnj.edu
- Visit our website: https://mrsp.tcnj.edu/
- Follow us on IG:



@TCNJMRSP @TCNJ_PMP



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 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 for the Fall 2023 semester, you should fill out the accommodation request (aka registration form) after May 1st 2023 and prior to mid-August 1, if possible (find it on our website at: arc.tcnj.edu/accommodation-process. The registration 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 independent supporting documentation as part of the process. It should reflect how your disability is anticipated to impact 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 arc.tcnj.edu/accommodation-process for details. If no documentation is available at this time, contact us.

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

A: After you submit your ARC registration form and documentation, the information will be reviewed by an ARC Specialist. An accommodation plan will be developed and provided by the start of the semester. Requests received within 2 weeks of the start of the semester, or during the semester may not be processed immediately. Requests in the final weeks of a semester cannot be implemented until the following semester. The plan is a "living" document and can be changed/updated as appropriate.

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

A: Not always. 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: Unless you specify otherwise, your faculty will receive a copy of your accommodation at the beginning of each semester. It only identifies your accommodations, never a diagnosis. You are expected to meet with your instructors to work out the logistics at the beginning of the semester and then check in with them throughout the semester to ensure that you are on track, and if not, to discuss what other action is needed. We are glad to participate in that discussion if needed.

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 <u>arc@tcnj.edu</u> or via phone at 609-771-3199. And please also visit our website <u>arc.tcnj.edu</u>.

INFORMATION TECHNOLOGY STUDENT IN FORMATION

Username and Password are used for All TCNJ accounts Google Apps, PAWS, Canvas, Housing, Getlt Card, Handshake, Roar, Wi-Fi, LinkedIn Learning

Access Account Information

- Launch browser (Safari, Firefox, Chrome) Go to: **account.tcnj.edu** (Do not type www)
- Select Account Lookup
- Complete the application and click **Get Account Info** (6-digit Student **PAWS ID** required)
- Login user name / password for accounts displayed
- User name / password are used for all TCNJ accounts
 Admissions or Graduate Studies provides PAWS ID # via welcome email

Google Workspace

Email, Calendar, Drive, Sheets, Docs, Slides

- Launch browser (Safari, Firefox, Chrome)
- Go to: today.tcnj.edu, select: Google Apps
- Type user name and password, then click Login
- For Google Workspace Help & FAQ, go to: helpdesk.tcnj.edu, click Search the Knowledge Base, or Submit a Ticket

Google 2-Step Verification

To further enhance our security posture, TCNJ requires all email accounts to enable 2-Step Verification (2SV), which is an extra layer of security to protect your account. With 2SV, you'll protect your account with something you know (your password) and something you have (your phone or Security Key).

DUO Multi-Factor Authentication

- Install **DUO Mobile app** on mobile device from Apple App Store or Google Play Store (green icon):
- Register device via https://ddm.tcnj.edu
- The DUO Mobile app provides the best experience for authentication, but offeres phone calls and text as an option
- It is highly recommended to setup at least two authentication devices

Virtual Apps

Access Specialized Software

- Go to today.tcnj.edu, select Virtual Apps icon: Virtual Apps
- Log in with TCNJ credentials
- Select **Approve on DUO** (mobile device)
- For more info, go to helpdesk.tcnj.edu and search for TCNJ Virtual Applications

Home Use Software for Active Students

Students can access free software offered through TCNJ

- Go to: software.tcnj.edu
- Select Students & log in with TCNJ credentials
- Available software includes: Microsoft 365, SPSS

Note: Software is only available for active students VPN connection may be necessary after install (Learn More, TCNJ VPN Instructions)







Wehsites

Visit today.tcnj.edu to access our most common campus resources

- PAWS –course descriptions/academic requirements, update personal info and register for classes (Records & Registration, Green Hall 112, 609-771-2141 Option 0 (recreg.tcnj.edu, pawshelp.tcnj.edu, recreg@tcnj.edu)
- Canvas Course management, online communication between students and professors (Library Room 4, 609-771-2114) (canvas.tcnj.edu, canvashelp@tcnj.edu)
- Instructional Technology Services Center Access scanners, color & large format printers and other equipment (Library Room 4, 609-771-2114) (its.tcnj.edu)
- Computer Lab Locations Hours and info (computerlabs.tcnj.edu)
- **PrintSense** –Manage on-campus printing, add money to GetIt Card (**printing.tcnj.edu**)
- Computer Recomendations for Students Recommendations that you can use when shopping for a laptop (www.tcnj.edu/laptops)

LinkedIn Learning Free Online Training



- Go to: today.tcnj.edu, select: Learning
- Log in with TCNJ credentials
- Vast online library of instructional videos and transcripts covering software, creative, and business skills available to view from any device

Wi-Fi (Eduroam)

For instructions on connecting to wireless from PCs, Macs, Mobile & Gaming/Streaming/Smart devices, go to: www.tcnj.edu/wifi

When the eduroam installer asks for your username, be sure to enter your entire TCNJ email address (username@tcnj.edu)

Scan the QR Code of your respective device to quickly configure Eduroam





TeamDynamix Knowledge Base Find Answers to IT questions

- Go to: helpdesk.tcnj.edu
- Click the Search the client portal field, and type key word(s)
- Submit a Ticket or select Knowledge Base (toolbar), and select a category
- Answers to frequently asked questions provided



TCNJ THE COLLEGE OF NEW JERSEY

helpdesk.tcnj.edu (609) 771-2660 helpdesk@tcnj.edu Green Hall Room 6



TCNJ IT Services for Student Computers

Providing exceptional service to our campus community is at the forefront of the experience we provide at the Help Desk. This includes providing support, to the best of our ability, for student owned personal devices. Below is a list of services and support available to TCNJ students:

- Eduroam WiFi setup
- New computer setup
- Tablet setup
- Computer performance check
- Spyware/virus removals
- Software installation and troubleshooting
- Basic Smartphone troubleshooting
- Dorm WiFi signal, ethernet, and cable TV checks

If your computer problem is beyond the scope of the Help Desk's ability to provide assistance, there are several options for you to consider:

- Check your warranty information, and consult with your computer's manufacturer or vendor. They will have the best information about your computer hardware, and they will be able to tell you what free or low cost repair services you may qualify for as part of your warranty.
- You may wish to contact a technician at a local computer repair center. Both Best Buy and the Apple Store are located close to the TCNJ campus.

Please Note: Services performed by an outside vendor are in no way affiliated with the College, and TCNJ IT will not be liable for any data loss and/or damage.



Best Buy Nassau Park Shopping Center

251 Nassau Park Blvd Princeton, NJ 08540 (800) 433-5778



Apple Store - Quaker Bridge Quaker Bridge Mall

150 Quakerbridge Mall Lawrence Township, NJ 08648 (609) 606-9030

library.tcnj.edu/ask

HALLLP!

Welcome to Ask A Librarian. Real live expert librarians help via email, chat, text. Or visit us in person in the library.

My first college paper is due next week!



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

library have and how do I find them?

> We have 65,000+ journals & 100+ databases (that's millions of articles from journals, magazines & newspapers). And books! Streaming videos! Music! Plus, K-12 resources, too.



Use the search box on the library homepage to find all of this and more. Or ask a librarian to help select the stuff that's right for you.

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



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

What if I'm not in the library? Can I still get the info sources I need?

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 '23 due date: Oct. 17.

Alright. I better get to work on this paper. Thx. Bve.

> 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, success initiatives for male students of color and first-generation students, and LGBTQIA+ communities, the annual Diversity Summit, and establishment of the Intercultural Center.

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



WHAT WE DO

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

WHO WE ARE

Our team is comprised of professional and student staff members who work on various initiatives and events. Roles include: ICA Interns, Inclusion Peer Educators, Intercultural Center Operations Assistants, and Operation Justice & Equity Facilitators.









INTERCULTURAL CENTER (IC)



LOCATION

Room 201 Roscoe West Hall

HOURS



Mondays - Thursdays 10:00AM - 8:00PM

Fridays 10AM - 6PM

*Reservations can be submitted by through the QR code below!





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



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 virtual appointments. Please see here for our online appointment request page. You can also visit our website or email us (goglobal@tcnj.edu) 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 abroad, please attend one of our weekly sessions:

What: "Study Abroad 101"

When: Wednesdays 9/13, 9/20, 9/27, 10/4, 10/18, 10/25 from 3-3:30pm

Where: Engage with us virtually- see more information here

*Interested in learning how you can finance study abroad check out our resource webpage here and our scholarship webpage here.

Also make sure to follow us on <u>Instagram</u> to Be the First to Know About Programs, Events, and Deadlines.

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

Application timelines/deadlines are as follows:

- Winter Faculty-Led 2024 programs = Rolling Admissions, Priority Deadline= September 26th/ Commitment date = October 10th
- *Spring Semester 2024 programs* = September 29th
- Non Faculty-Led Winter 2024 Programs = November 3rd
- Summer Faculty-Led 2024 programs = Rolling Admissions, Priority Deadline=Mid-February
- Academic Year 2024-2025, Fall Semester 2024 & Non-Faculty-Led Summer 2024 programs
 Early-March



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.

Summer & Winter Programs

TCNJ—Office of Records and Registration

Green Hall: Room 112 Phone: (609)771-2141 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







The Office of Student Life connects students with different opportunities to get engaged with the campus community! The Brower Student Center is a great place to hang out with friends, grab some lunch, or just relax in between classes. While you're there, you can head upstairs to visit Student Involvement to learn more about the 230+ organizations that are on campus, as well as Fraternity & Sorority Life to get some info on the 30+ Greek organizations we have at TCNJ. Don't forget to run, jog, or walk over to the Rec Center, where movement and overall wellness are top priority, so don't forget to ask about club sports, intramurals, and other ways to stay physically active while you're on campus!



Want to learn more? Email us! studentlife@tcnj.edu





OFFICE OF CO-CURRICULAR AND LEADERSHIP DEVELOPMENT

THE COLLEGE OF NEW JERSEY

The Office of Co-Curricular and Leadership Development 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.

LEADER SHAPE

LeaderShape® is four day interactive and engaging leadership program focused on teaching students to develop their leadership skills, how to work with others in small groups and how to develop into visionary leaders. The program is highly interactive with each of the four days focused on a theme. LeaderShape® takes place during Winter Break. Applications are available in the



LEADERSHIP MINOR

Interested in developing your leadership skills and getting academic credit?

TCNJ had an interdisciplinary minor in leadership! Take a variety of courses in Communication, Management and other departments to study leadership. Email the office to find out more!



EMERGING LEADERS INSTITUTE

The Emerging Leaders Institute is a co-curricular leadership program offered to first year and sophomore students. The program lasts for 8 sessions and is designed to engage participants in recognizing and developing their leadership potential. Throughout the program' upperclassmen serve as mentors for the students. Applications for participants and mentors are available in the Fall prior to the Spring program.



EXIT STRATEGY

The Exit Strategy Program features a series of workshops focused on preparing soon-to-be graduates with navigating graduate school, entering the workforce, or whatever your "next" is. Workshops will feature a range of on-campus resources and topics including budgeting, negotiating your first salary, virtual interviewing, and more!



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

IG: @TCNJLEADERSHIP
WEBSITE: WWW.LEADERSHIP.TCNJ.EDU
EMAIL: LEADERSHIP@TCNJ.EDU

PRESS PAWS **PROJECT**

INSPIRED BY

PRINCETON PERSPECTIVE PROJECT @ PRINCETON UNIVERSITY

> IMPERFECTION 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

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**

TCNJ Career Center

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

Prepare for the Career Fair (Open-House Style)

Wednesday, 9.20.23 | 1pm - 3 pm | Education 212

TCNJ Skills Labs: Virtual Career Fair Prep Workshops

Thursday, 9.21.23 | 7:00pm - 7:45pm Virtual via Zoom Friday, 9.22.23 | 1:00 - 1:45pm Virtual via Zoom Monday, 9.25.23 | 7:00pm - 7:45pm Virtual via Zoom Tuesday, 9.26.23 | 7:00pm - 7:45 pm Virtual via Zoom

Cookies and Career Fair Prep

Tuesday, 9.26.23 | 1pm - 2pm | Education 115

Fall Career and Internship Fair

Wednesday, 9.27.23 | 12:00 to 3:00pm | Brower Student Center

Fall Leadership Conference

Monday, 10.2.23 to Thursday, 10.5.23 | Online + In-Person

Fall Career Exploration Series: Alumni Career Panels

Engineering and Technology Wednesday, 10.4.23 | 6:30pm - 7:45 pm | Virtual via Zoom

Health and Life Sciences
Wednesday, 11.1.23 | 6:30pm - 7:45 pm | Virtual via Zoom

Management, Operations, Human Resources and Finance Wednesday, 12.6.23 | 6:30pm - 7:45 pm | Virtual via Zoom

Career Closet - 3 Days

Monday, 11.6.23 9am-12 noon | Wednesday, 11.8.23 12 noon-3pm Friday, 11.10.23 3pm-6pm Roscoe West 102

Dining Out in Professional Style: Networking

Wednesday, 11.15.23 | 12pm – 3pm | Education 212

TCNJ Diversity Summit

Wednesday, 11.29.23 | Time TBD | Brower Student Center Rm 100

Spring Career and Internship Fair

Wednesday, 2.21.24 | 12:00 to 3:00pm | Brower Student Center

Exit Strategy Series

Monday, 2.12.24 to Thursday, 2.15.24 | Online + In-Person

Spring Career Exploration Series: Alumni Career Panels

Physical Sciences Wednesday, 2.7.24 | 6:30pm - 7:45 pm | Virtual via Zoom

Education, Human Services & Non-Profits
Wednesday, 3.6.24 | 6:30pm - 7:45 pm | Virtual via Zoom

Arts, Multimedia & Communication Wednesday, 4.3.24 | 6:30pm - 7:45 pm | Virtual via Zoom

Education Opportunities Fair

Wednesday, 3.6.24 | 9:00am-3:00pm | Brower Student Center

Career and Experiential/Global Fair

Wednesday, 3.20.24 | 12:00pm-3:00pm | Brower Student Center

Education Interview Days

April 2024

TCNJ

STUDENT HEALTH SERVICES (SHS)

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/.

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, COVID, 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.
- Pregnancy tests and Emergency Contraception are 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, Apple Pay 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/

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Follow Us On Instagram: @RSLTCNJ



COUNSELING AND PREVENTION SERVICES

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

WE'VE GOT YOUR BACK!

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

O: 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.

ABOUT TCNJ DINING.

For Fall 2023 and Spring 2024, 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 www.tcnj.sodexomyway.com.

MEAL EQUIVALENCY.

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, 1855 Room, C-Store, and for C-Store items at T-Dubs. Meal Equivalency swipe examples can include, but are not limited to, 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 \$8.93. 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. Flex Points can be used at all dining locations on campus. Flex Points carry over from Fall to Spring semester and are forfeited at the end of the Spring Semester if not used. 1 Flex Point = \$1.

DIETARY ACCOMMODATIONS.

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.

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TCNJ DINING SERVICES

VARIETY, CONVENIENCE, FLEXIBLE DINING.

CAMPUS DINING LOCATIONS

THE ATRIUM AT EICKHOFF

Enjoy all-you-care-to-eat 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.

Our dining program features meal plans designed to provide you with maximum flexibility and value for your money. All residential students are required to have a meal plan and first and second year residential students must select a meal per week plan.

| MEAL PLAN | COST | FLEX POINTS |
|-------------------|------------|--------------------|
| 19 Meals per Week | \$2,710.71 | \$194.25 |
| 15 Meals per Week | \$2,654.24 | \$323.40 |
| 10 Meals per Week | \$2,592.11 | \$509.25 |
| A la Carté 1 | \$2,202.45 | \$2,302.45 |
| A la Carté 2 | \$1,891.85 | \$1,891.85 |
| Commuter MPW3 | \$649.44 | \$282.38 |
| Commuter MPW2 | \$361.43 | \$112.95 |
| Block Plan 50 | \$480.03 | n/a |
| Block Plan 25 | \$248.48 | n/a |

*Meal swipes are only accepted at The Atrium at Eickhoff or with Meal Equivalency.

ALL PRICES ARE DISPLAYED PER SEMESTER

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



BOOKSTORE INFORMATION

BARNES & NOBLE AT THE COLLEGE OF NEW JERSEY

500 Campus Town Dr., Ewing, NJ 08618 ● (609) 359-5056 tcnj.bncollege.com

RETURNS & REFUNDS

COURSE MATERIALS AND PRINTED ACCESS CODES

- A full refund will be given in your original form of payment if course materials are returned during the first week of classes, in original condition with original receipt.
- A full refund will be given in original form of payment during the first 30 days of classes with proof of schedule change, original receipt, and materials in original condition.
- All sales are final and non-refundable on opened course materials and printed access codes. All wrapping and packaging must still be intact.

DIGITAL COURSE MATERIALS

- A full refund will be given in original form of payment if digital course materials are returned within 14 days of purchase with original receipt.
- All sales are final and non-refundable on digital materials that have been accessed.

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

- A full refund will be given in your original form of payment if merchandise is returned, unopened, unused, within 14 days of purchase with original receipt.
- Software download product sales are final and non-refundable.

ALL OTHER MERCHANDISE

- A full refund will be given in your original form of payment if merchandise is returned in original condition, unworn/unused with original tags and labels, within 90 days of purchase with original receipt.
- All sales are final and non-refundable on graduation products, gift cards, prepaid cards, newspapers, and magazines.

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.

Week of August 28 – September 3, 2023

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Week of October 16 – October 22, 2023

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Week of October 23 – October 29, 2023

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Week of October 30 – November 5, 2023

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Week of November 6 – November 12, 2023

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Week of November 13 – November 19, 2023

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Week of November 20 – November 26, 2023

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Week of November 27 – December 3, 2023

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Week of December 4 – December 10, 2023

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Week of December 11 – December 17, 2023

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Week of December 18 – December 24, 2023

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Week of December 25 – December 31, 2023

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Week of February 26 – March 3, 2024

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| | April 2024 | | | | | | | | | |
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Week of March 18 – March 24, 2024

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Week of March 25 – March 31, 2024

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Week of April 1 – April 7, 2024

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Week of April 8 – April 14, 2024

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Week of April 15 – April 21, 2024

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Week of April 22 – April 28, 2024

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Week of April 29 – May 5, 2024

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Week of May 6 – May 12, 2024

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Week of May 20 – May 26, 2024

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Week of May 27 – June 2, 2024

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| | May 2024 | | | | | | | | |
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| S | М | Т | w | Т | 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 | | | | |

| June 2024 | | | | | | | |
|-----------|----|----|----|----|----|----|--|
| S | M | 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 | | | | | | | |