



PAWS Pro Driver's Manual

PAWS Overview

- 1. Where can you find your Enrollment Appointment?**
 - Manage Classes tile → *Enrollment Appointment*
- 2. Where is your academic advisor listed in PAWS?**
 - Academic Progress tile → *Advisors*
- 3. Where can you find your advising/registration holds and details?**
 - Task tile
- 4. Where do you search for classes and fill your shopping cart?**
 - Manage Classes tile → *Class Search and Enroll* or *Shopping Cart*
- 5. What Shopping Cart feature allows you to check for potential requisite issues before registration?**
 - *Validate* Shopping Cart
 - Add classes to your Shopping Cart → select the check boxes for the classes you are hoping to enroll in → click on the blue *Validate* button (next to *Enroll*)
- 6. How can you view your weekly Spring Schedule in PAWS?**
 - Manage Classes tile → *View My Classes/Schedule* → you can view your classes *By Class* and *By Date* by selecting the appropriate tab at the top of the page
 - OR you can select *View My Classes* when you first log into PAWS.
 - The weekly calendar view may vary depending on the quarter/semester, academic breaks, or campus closures.
- 7. Where can you find your Final Exam schedule?**
 - Manage Classes tile → *My Exam Schedule* → Make sure you select the correct semester!
- 8. Where can you find your final grades?**
 - Academic Records tile → *View Grades*
- 9. What are the symbols that indicate the status of a course on PAWS?**
 - Green Circle → Open
 - Blue Square → Closed
 - Yellow Triangle → Wait List
- 10. How do you add yourself to a waitlisted class?**
 - Before adding a class, check off the wait list box on the course details page. If you intend to swap a course, make sure you indicate this! For full instructions, scan the QR code to the right!
- 11. How do you search for College Core classes?**
 - On your PAWS home page, select Manage Classes tile → *Class Search & Enroll* button on the left → for “Institution”, select TCNJ → make sure you are searching under the correct “Term” (e.g. Spring 2026) → under the “Subject” tab, scroll up to the top and select the blank (no subject is listed) option → select the correct item for “Course Career” (e.g. undergraduate) → click the box next to *Show Open Classes Only* → scroll to the bottom of the page, and select the College Core area you want to search for under “Course Attribute” (e.g. Multidisciplinary Perspectives) → then you can select the specific “Course Attribute Value” you want to search for, such as “Belief Systems”.
- 12. A class is open but you can't register. Why is that?**
 - There may be reserved seats, required department consent, and/or prerequisites you haven't met.





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Academic Requirements Report

13. Where do you view your Academic Requirements?

- Academic Progress Report tile → *Academic Requirements*

14. How do you view your cumulative GPA?

- Academic Requirements → *Total Units and GPA* → *Cumulative GPA* drop down menu

15. How do you view your major GPA?

- When you are in your AR report, scroll all the way to the bottom and you will see a collapsed arrow with *[Insert YOUR MAJOR] GPA* → click on arrow to open it up and view GPA

16. What do the different “Status” symbols under *Total Units & In-progress Coursework* mean?

- Green Check Mark → Taken
- Yellow Diamond → In Progress

17. When viewing your total units, what’s the difference between “required” versus “taken” versus “needed”?

- “Required” is the total number of units needed for degree completion. “Taken” is the number of units attempted (completed or in progress). “Needed” is the number of units left to complete.
- Please keep in mind that repeating a course may temporarily impact your total units on your Academic Requirements Report. Make you’re not counting a single course twice.

18. When a set of requirements has been satisfied in your AR report, what does this look like?

- The section collapses. (Click on the section heading/green arrow to view the requirements.)

19. How many Multidisciplinary Perspectives and/or Social Justice requirements can ONE course unit satisfy?

- One course unit can satisfy up to ONE Multidisciplinary Perspective and up to TWO Social Justice requirements (when applicable).

20. What types of courses fall under the “Free Elective Category”?

- Any courses that you complete beyond your major/minor and College Core requirements will be considered free electives. (Please note that if a course is *only* satisfying a Social Justice requirement or a language course below your required proficiency level, it will appear as a free elective course.)
- Keep in mind that you’ll need to satisfy a minimum number of units to graduate!

Remember, you have resources to help you navigate PAWS functions/features. Please continue to use these resources so that you’re able to utilize PAWS efficiently and purposefully manage your academic record/course planning.

PAWS Video Tutorials



Registration Preparation



Peer Academic Coaches (PACs)

