

Visiting Students: Adding & Dropping Courses

After the add/drop period has ended, students may only withdraw from a course, receiving a W on their TCNJ transcript and forfeiting any refund.

- In order to add, drop, or swap classes, login to PAWS and click on “Student Center.”
- Under the “Academics” heading, you will see a drop-down menu that reads “other academic...” Click on the drop-down menu, select Enrollment: Add, Enrollment: Drop, or Enrollment: Swap, and click the arrow button beside the menu. Choose the course which you wish to drop or search for the course that you wish to add and complete the transaction. If you are unable to add or drop a course due to prerequisites or other requirements please contact our office at summer@tcnj.edu.

Danielle's Student Center

ID:5:

The screenshot shows the PAWS Student Center interface. At the top, there is a blue header bar with a dropdown arrow and the text "Academics". Below this, on the left, are several blue links: "Search", "Plan", "Enroll", "Advising Tools", and "Enrollment Verification (NSC)". On the right, there is a light blue information box with an "i" icon and the text: "This is a weekly view of your schedule and your classes will appear at the beginning of the term". Below the information box, there is a link for "enrollment shopping cart" with a right-pointing arrow. At the bottom, there is a dropdown menu with the text "other academic..." and a right-pointing arrow icon.

- Keep in mind that dropping all courses does not constitute withdrawal. If you wish to withdraw entirely, you must also submit your intentions in writing to our office at summer@tcnj.edu.