

## Visiting Students: Adding & Dropping Courses

Students have until the second day of a summer course to drop a course. 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](mailto:summer@tcnj.edu).

### Danielle's Student Center

ID:5:

The screenshot shows the 'Academics' section of the PAWS Student Center. It includes a navigation menu with links for 'Search', 'Plan', 'Enroll', and 'Advising Tools'. Below the menu is a link for 'Enrollment Verification (NSC)' and an 'enrollment shopping cart' button. A central information box states: 'This is a weekly view of your schedule and your classes will appear at the beginning of the term'. At the bottom, there is a dropdown menu currently set to 'other academic...' with a right-pointing arrow button next to it.

- 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](mailto:summer@tcnj.edu).