

How to Search For Classes, Fill Your Shopping Cart, Validate, and Enroll

Step 1

- On the PAWS home page (Student Center), select the “Manage Classes” tab



Step 2

- Select the “Class Search and Enroll” button on the left hand side
- Enter the criteria of the course you are searching for
- Deselect “Show Open Classes Only” to see all sections offered

Search for Classes

Institution

Term

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject

Exact Match 201

Course Career

Show Open Classes Only

▼ Additional Search Criteria

Start Time Operator

End Time Operator

Days of Week

Mon Tues Wed Thurs Fri Sat Sun

Exact Match

Class Nbr

Course Keyword

Minimum Units Operator

Maximum Units Operator

Course Component

Session

Mode of Instruction

Campus

Location

Course Attribute

Course Attribute Value

Clear

Search

Step 3

- Once you have found a class to enroll in, click on "Select" on the right hand side.

The following classes match your search criteria Course Subject: Accounting (ACC), Course Number is exactly '201', Course Career: Undergraduate, Show Open Classes Only: Yes

Open Closed

New Search Modify Search

6 class section(s) found

▼ ACC 201 - FINANCIAL ACCOUNTING & REPORTING

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Requirements	Reserved Seats	Instruction Mode	Status
40266	01-L01 1-REG ACAD	[REDACTED]	[REDACTED]	[REDACTED]	01/27/2025 - 05/09/2025	RES Bus Maj: 0		In Person	<input checked="" type="checkbox"/> Select
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Requirements	Reserved Seats	Instruction Mode	Status

Step 4

- Then, click "Next" to add the course to your enrollment shopping cart.

Add to Shopping Cart - Enrollment Preferences

2025 Spring | Graduate | The College of New Jersey
ACC 201 - FINANCIAL ACCOUNTING & REPORTING

Class Preferences

ACC 201-01 DisLec Open Grading Graded
Session Regular Academic Session Units 1.00
Career Undergraduate

Enrollment Information

- Course is reserved for the School of Business [RG#5551]

Cancel Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01 DisLec		[REDACTED]	[REDACTED]	[REDACTED]	01/27/2025 - 05/09/2025

Step 5

- Once the course is in your shopping cart, you can use the Validate feature to test your enrollment ahead of time.
- This is to make sure that you have met the enrollment requirements for the course.
 - If there is an error (a prerequisite is not counting, the class is reserved for a specific major), you have time before your actual enrollment appointment to sort out the issue.

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.
Select Validate to have the system check for possible conflicts prior to enrolling.

2025 Spring | Graduate | The College of New Jersey

Change Term

Open Closed

Add to Cart

Enter Class Nbr
[REDACTED] enter

Find Find Classes
Classes Class Search
 My Requirements
search

Select	Class	Days/Times	Room	Instructor	Units	Available Seats	Status
<input type="checkbox"/>	ACC 201-02 (40253)	[REDACTED]	[REDACTED]	[REDACTED]	1.00	28	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	ACC 201-01 (40266)	[REDACTED]	[REDACTED]	[REDACTED]	1.00	28	<input checked="" type="checkbox"/>

4/4 selected delete validate enroll

✓ OK to Add

✗ Potential Problem

Description	Message	Status
ACC 201	Permission to enroll in this class is required. The class falls outside of the career of study.	✗

Step 6

- Once it is your enrollment appointment time, select the courses you would like to enroll in, and click the “Enroll” button, then “Finish Enrolling”.
- If you are successful, you will see a checkmark next to the enrolled courses.
- If there are any courses that you are not eligible to enroll in, there will be an X next to them. **This is why it is important that you validate your enrollment ahead of time, so you are not surprised and unprepared if an error pops up for one of your classes.**

What if the class is full or reserved?

- If a course section is full or reserved for a specific major, you can join the waitlist, and reach out to the chair of the department offering the course to inquire if you can be granted access to the course section.
- The Office of Records and Registration cannot enroll students into full or reserved sections, that decision is made by the individual departments offering the courses.

What if my prerequisites are not counting correctly?

- If that is the case, please contact your Academic Evaluator:
 - To find your Evaluator, click on the Academic Progress Tab:



- Then, under the “My Academics” sidebar, is your assigned Advisor and Evaluator

Advisor:

Academic Advisor
1 [REDACTED]

Evaluator:

Evaluator Name	Telephone	Email Address
Lisa 1 Watson- Cotton	609/771- 2351	watsonsp@tcnj.edu