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# TCNJ Pre- Entrance Health Requirements

All matriculated, (regardless of part-time/full-time status), and non-matriculated full-time status students are required to complete pre-entrance health requirements as a condition of enrollment at The College of New Jersey.

Failure to complete health requirements by your assigned due date results in a registration hold. Please scroll through the following slides for instructions.

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**Pre-Entrance  
Health  
Requirements  
take time to  
complete, so it's  
important to get  
started right away!**

Please use the following link to visit the Student Health Services website, where you can find your assigned **due date**:  
<https://health.tcnj.edu/new-students/pre-entrance-health-requirements-grad/>

## ► **Print the Packet**

Use the link on the **previous slide** to download & print out the TCNJ Pre-Entrance Health Requirement Packet. This Packet contains all the instructions and forms you will need.

## ► **Complete the Forms**

You can complete the following forms, independently:

1. Tuberculosis (TB) Screening Questionnaire
2. Meningococcal Vaccination Requirement Questionnaire
3. New Student Medical History Form

## ► **Immunizations**

Please bring the TCNJ Record of Immunization form, (and Physician's Evaluation for Tuberculosis form, if applicable), to your healthcare provider to complete, sign and stamp. We will accept your doctor's office copy of your immunization records, as long as they meet TCNJ requirements. Therefore, it is still a good idea to bring our form with you to the doctor, so they can administer any missing vaccinations, or order necessary labwork.

## ► **Upload Forms into OWL**

All TCNJ Pre-Entrance Health Requirement forms must be submitted electronically, through the TCNJ Online Wellness Link, ("OWL"). We DO NOT accept forms that are mailed, faxed, post mailed, or dropped-off in person.

You can find a link to the OWL health portal on the Student Health Services webpage, (link on previous slide), or by selecting the OWL icon at the top of the TCNJ Today website: [today.tcnj.edu](http://today.tcnj.edu).

Once logged into OWL, please click on the "Upload" tab , select the type of document you are uploading and then browse for the document to upload.

Please do not forget to manually enter your dates of immunization into OWL, under the "Immunizations" tab!

## ► **Upload COVID-19 Vaccination Card**

Please do not forget to upload a copy of your completed COVID-19 vaccination card into OWL!



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# Check your TCNJ Email & OWL Messages!

All submissions to OWL are reviewed manually. Once your records are reviewed, the reviewer will send you a secure OWL Message detailing what you are still missing. An email will also be sent to your TCNJ email address notifying you that you have an important OWL Message awaiting. Use the link in the email, or login to OWL directly, to view the secure message.

When you have satisfied health requirements, a confirmation email will be sent to your TCNJ email address.



# Helpful Tips

## ▶ **Acceptable Immunization Records**

Make sure your name, D.O.B., & doctor's signature and stamp are included on each document. If you receive your vaccination at a pharmacy, please obtain an actual vaccination administration record. Receipts and prescriptions are not accepted. Copies of laboratory test reports must be uploaded when it is indicated that titers were drawn.

## ▶ **Uploading**

Please make sure your forms are in PDF format before uploading. Also, if the name of your document is longer than 80 characters, or includes special characters, (such as: \*, -, :, ;, etc.), it will not upload, so be sure to rename your document if necessary.



# Helpful Tips

## ▶ Scanning

If you do not have a scanner at home, please try visiting your local public library, Staples, or Kinko's. If you have an iPhone, you can use the camera icon in the "Notes" app , and select the option to scan documents.

## ▶ Logging into OWL

You must first set up your TCNJ email address in order to login to OWL. You should have access to OWL 24 hours after email setup. When logging into OWL, your username will be your TCNJ email address, without the domain ("@tcnj.edu"). Your password will also be the same password used to login to your TCNJ email. If you cannot login, and no error message occurs, please try clearing your web browser's cache and cookies. We recommend using Google Chrome. In Google Chrome, just click on the three small dots in the top right corner of the web browser window, select "More Tools" and then select "Clear browsing data". Then re-open the browser and try logging in, again.



# FAQS

- ▶ **"If I previously attended TCNJ, do I need to complete health requirements?"**

Yes. Even if we still have your immunization records on file, health requirements may have changed since you last attended. Additionally, we will need to collect updated health questionnaires from you! If you previously attended TCNJ, please reach out to our office so we can provide further guidance: [health@tcnj.edu](mailto:health@tcnj.edu).

- ▶ **"I cannot find my pediatric records. What should I do?"**

No worries! This is very common of graduate students. Please reach out to a former school or employer to see if they have your immunization records on file. We will also accept records from baby books, as long as your name and date of birth are included on the records. Please bring the TCNJ Record of Immunization form to your current healthcare provider, so they can order blood titers, (immunity testing), and proceed from there.



# FAQS

- ▶ **"If I am taking classes at an off-site location, do I still need to complete pre-entrance health requirements?"**

Yes. Even if you are taking classes off campus, the off-site location is considered to be an extension of the campus.

- ▶ **"I have a health hold. What am I still missing?"**

Please check your OWL Messages! The OWL Messages contain important notifications from our office.

- ▶ **"What if I cannot finish a vaccination series by the deadline?"**

Please upload the records that you have. Based on this information, we will provide you with a temporary extension so that you can uphold the appropriate vaccination schedule.



# FAQS

- ▶ **"I uploaded the wrong document. Can you please delete it, so that I can upload the correct one?"**

No worries! You are able to upload as many documents as you need. When we review your records, we can delete any duplicates or errors. The "Upload" tab in OWL will show you which documents you previously uploaded, (under the "Documents already on file" section).

- ▶ **"Due to medical reasons, I am unable to obtain missing vaccinations. What should I do?"**

Please go to our website and scroll down to read the section on "Medical Exemptions":

<https://health.tcnj.edu/new-students/pre-entrance-health-requirements-grad/>



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# Helpful Links

- ▶ **TCNJ Pre Entrance Health Requirement Packet:**

<https://health.tcnj.edu/new-students/pre-entrance-health-requirements-grad/>

- ▶ **TCNJ Online Wellness Link, ("OWL"):**

<https://tcnj.medicatconnect.com/>

# Helpful Contacts

## **TCNJ Student Health Services:**

Email- [health@tcnj.edu](mailto:health@tcnj.edu)

Phone- 609-771-2889

## **TCNJ IT HelpDesk:**

Phone- 609-771-2660

## **TCNJ Student Health Insurance**

**Plan (Student Accounts):**

Email- [ship@tcnj.edu](mailto:ship@tcnj.edu)

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**Thank you for  
doing your part  
to keep our  
community safe  
& healthy!**

**For more information about  
COVID-19 requirements, or  
services offered at Student  
Health Services, please visit our  
website: [health.tcnj.edu](http://health.tcnj.edu)**