

Dear Prospective Student:

Thank you for interest in the William Paterson University at Mercer program.

To matriculate into William Paterson University, you will need to apply for admission to the university. It is recommended that you apply online at www.wpunj.edu/applynow. When you begin the application process please allow enough time to complete the application in one session.

The application fee is waived for Mercer County Community College applicants. At the end of the application, before submitting it, select the “Fee Waiver” option for payment. Once the Admissions Office has processed your application the fee will be waived.

The day after you have completed your application, please notify me that you have applied to the university. I will assign your student record an attribute necessary to track your participation with the William Paterson University at Mercer program.

Following the submission of your application, you will need to send official transcripts to the Office of Admissions. This includes sending a transcript for every college you have attended – even if the credit evaluation of the other colleges is listed on your Mercer County Community College transcript. Remember, we cannot determine your acceptance into William Paterson University until we receive your transcripts.

In addition to the initial transcript, the university requires you to submit a final transcript, with your degree posted on it, to the Admissions Office by November 1, 2012. In order to comply with this enrollment requirement, you will need to formally apply for graduation at Mercer County Community College. It is essential that you visit the Admissions Office and complete the “Request to Graduate” form as early as possible during your final semester at Mercer.

Three very important final notes:

Upon your admittance into the William Paterson University at Mercer program you will be given a William Paterson University email address. Use this address for all future correspondence with the university. Some offices on campus do not respond to e-mails from private accounts.

If you have questions regarding the enrollment process please do not hesitate to contact me. I am located in LA-135 on the Mercer County Community College West Windsor campus. My office hours are Monday’s, Tuesday’s and Thursday’s from 1:15 p.m.to 5:45 p.m.

For additional information regarding the William Paterson University at Mercer Program visit: www.wpunj.edu/mercer.

Sincerely yours,

Judy Grausso

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