

## How Do I Search for Classes as a Continuing Student?

**Step 1:** Log into GothicNet. <http://gothicnet.njcu.edu/>.

The screenshot shows the GothicNet login page. At the top, there are navigation links: Environments Page, GothicNet, My Oracle Support, PS Library, PS8.9-Production, CS-HR Split, and New Environments. The main header features the NJCU logo and GothicNet branding. A large banner image shows various campus scenes. Below the banner is a 'Sign in to GothicNet' box with fields for GothicNet ID and Password, a 'Sign In' button, and links for 'Need Help?' and 'Forgot GothicNet ID/Password?'. A red arrow points to this box. Below the login box is an 'Important' note: 'To protect your personal information, you must close your browser to complete the sign out process.' The page is divided into three columns: 'Class Search / Browse Catalog' with links for Class Search, How to Search for a Class (pdf), and Catalog/Course List; 'Information Security' with links for Browser Compatibility, IT Policies and Procedures, Usage Policy, Responsible use of NJCU Computers and Data (pdf), Confidentiality Statement (FERPA), IC3 - University Employee Payroll Scam, Personal Information Phishing Scam (pdf), and National Cyber Awareness System; and 'Announcement' with a message about emergency repairs at the Harborside School of Business and a link to a document. The footer contains contact information for the Department of Information Technology and Information Technology services.

**Step 2:** On the **Student Dashboard** tab, click on the **Class Search** link.

The screenshot shows the Student Dashboard on GothicNet. At the top, there are navigation tabs: My Page, Faculty Resources, Student Dashboard (highlighted with a red box and a red arrow), and Student Resources. Below the tabs is a 'Welcome' message and a search bar. The main content area is titled 'GothicNet-at-a-Glance' and is divided into several sections: 'My Tasks' (Hold(s): 0, To Do(s): 0); 'My Class Schedule' (You are not enrolled in classes. A red arrow points to a 'new' badge next to the 'Class Search' link); 'My Academics' (Academic Program: Continuing Education No Credit, Major: Continuing Education, links for Declare My Major, Apply for Graduation, View Graduation Status); 'My Credits' (Total attempted credits at NJCU: 0.000, Total transferred credits: 0.000, Cumulative credits: 0.000, Cumulative GPA: 0.000, links for Request Official Transcript, View Unofficial Transcript, Request Enrollment Verification, View Degree Progress); 'GPA Calculator' (The GPA Calculator does not account for exceptions which replace existing calculations in grade point average (i.e. grade re-computation, fresh start). This tool is for estimation purposes only. Project GPA for a semester); 'My Billing Information' (View Bill / Make Payment); 'My Financial Aid' (There is no financial aid information found.); 'My Advisor(s)' (No Advisor Assigned); 'Registrar - Quick Links' (FAQ's, Calendars, Undergraduate Acad. Calendar, Graduate Academic Calendar, University Calendar 2015-2016, University Calendar 2016-2017, Forms, Add/Drop Form, Withdrawal Form, Pass/Fail Form, Change of Data Form, More...); 'Update My Contact Information' (Use these links to view and update your contact information to insure you receive important University communications. My Addresses, My Phone Numbers, My E-mail Addresses, How to Update Contact Info); 'Free Tutoring - Register Today' (The Hub Centralized Tutoring Services, Register for an appointment); and 'News and Events'.

**Step 3:** Enter the Search Criteria (Institution and Term) from the drop down arrow.

**Step 4:** Enter Class Search Criteria. Example: Course Subject, Course Number, Course Career).

**Note:** At least 2 search criteria are required to perform a Class Search.

**Step 5:** Click on **SEARCH**.

go to ...

Search Plan Enroll My Academics

search for classes browse course catalog

### Search for Classes

#### Enter Search Criteria

**Search for Classes**

**Institution** New Jersey City University

**Term** Spring 2017

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

**Class Search**

**Subject**

**Course Number** is exactly

**Course Career** Undergraduate

Show Open Classes Only

**Course Attribute**

**Additional Search Criteria**

**Meeting Start Time** greater than or equal to

**Meeting End Time** less than or equal to

**Days of Week** include only these days

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

**Instructor Last Name** begins with

**Class Nbr**

**Mode of Instruction**

**Location**

CLEAR SEARCH

**Step 6:** View the results based on the criteria that has been entered in Step 4.

**Step 7:** Click on the specific Class Number link (4 digit number) to view detailed information regarding the course.

**Search for Classes**

**Search Results**

New Jersey City University | Summer II 2016

The following classes match your search criteria Course Subject: **English**, Course Number is exactly '101', Show Open Classes Only: **Yes**

Open
  Closed
  Wait List

[NEW SEARCH](#)
[MODIFY SEARCH](#)

2 class section(s) found

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
<a href="#">9302</a>	1-LEC Regular	TuTh 8:30AM - 1:45PM	TBA	TBA Staff	07/05/2016 - 08/08/2016	●
<a href="#">9307</a>	10-LEC Regular	Mo 8:30AM - 1:45PM Tu 8:30AM - 1:45PM	Karnoutsos 108 Karnoutsos 108	Barbara Hildner Barbara Hildner	07/05/2016 - 08/08/2016 07/05/2016 - 08/08/2016	●

[NEW SEARCH](#)
[MODIFY SEARCH](#)

**Step 8:** View detailed information regarding the course. Click on [VIEW SEARCH RESULTS](#) to go back and view the search results.

[VIEW SEARCH RESULTS](#)

**Step 9:** Once you are back to the Search Results page, you can

**ENGL 101 - 1 English Composition I**

New Jersey City University | Summer II 2016 | Lecture

[View Books](#)

**Class Details**

<b>Status</b>	● Open	<b>Career</b>	Undergraduate
<b>Class Number</b>	9302	<b>Dates</b>	7/5/2016 - 8/8/2016
<b>Session</b>	Regular Academic Session	<b>Grading</b>	Graded
<b>Units</b>	4 units	<b>Location</b>	Main Campus
<b>Class Components</b>	Lecture Required	<b>Campus</b>	NJ City University Main Campus

**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
TuTh 8:30AM - 1:45PM	TBA	TBA Staff	07/05/2016 - 08/08/2016

**Enrollment Information**

**Add Consent** Instructor Consent Required

**Enrollment Requirements** Prerequisite : Required to pass the Freshman Placement Test-English score with a 4 or higher OR Minimum Competency Essay Test with a score of 4 or higher.

**Class Attributes** Day Class

**Class Availability**

<b>Class Capacity</b>	20	<b>Wait List Capacity</b>	0
<b>Enrollment Total</b>	1	<b>Wait List Total</b>	0
<b>Available Seats</b>	19		

**Notes**

**Class Notes** AUR Pr Comp Exam

**Description**

This is a freshman course required by the University of all students. This course is an introduction to and concentration on the basic communication skills of reading, writing, speaking, and listening.

[NEW SEARCH](#)
[MODIFY SEARCH](#)

click on [NEW SEARCH](#) to perform a new class search or click on [MODIFY SEARCH](#) to modify the class search criteria that was previously entered. The process is complete.