

How Do I Drop a Class?

Step 1: Enter your GothicNet ID and Password then click on the **Sign In** button.

Sign in to GothicNet

GothicNet ID:

Password:

Sign In

[Need Help?](#)
[Forgot GothicNet ID/Password?](#)

Important: To protect your personal information, you must close your browser to complete the sign out process.

Class Search / Browse Catalog

[Class Search](#)
[How to Search for a Class \(pdf\)](#)
[Catalog/Course List](#)

Information Security

[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 \(pdf\)](#)
[National Cyber Awareness System](#)

System Availability

There are currently no known or pending system outages.

Note : Systems may be unavailable for weekly routine maintenance Activities/Upgrade during weekend.

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Information Technology: x4357
Admissions: (888) 441-NJCU (6528)
General Information: (201) 200-2000

Step 2: Once you have logged onto the GothicNet, you will be defaulted to the **Student Dashboard** tab. Click on **Enroll for Courses (Open)** link.

Student Dashboard | Student Resources

Welcome

GothicNet-at-a-Glance

My Tasks

Hold(s): 0 To Do(s): 7

My Class Schedule

Fall 2016

Classes	Days	Schedule
EDU 1905 INT (1905)		TBA
ISH 2592 IND (2592)		TBA
EDU 3525 LEC (3525)	Fri	4:00PM - 5:50PM Professional 202
EDU 1984 LEC (1984)	Thur	4:25PM - 6:15PM Grossnickle 324
ENGL 1310 LEC (1310)	Wed	4:00PM - 6:45PM Kamoutsos 116

[Enroll for Courses \(Open\)](#) | [View My Grades](#) | [Evaluate Courses](#)

My Account

Due Now : \$ 0.00 [View Bill & Payment Account Center](#)
Due in Future : \$ 0.00

My Financial Aid

Aid Year	Description	Category	Offer Balance	Accept Balance
2016	DL PLUS 1 NEW	Loan	\$4500.00	\$4500.00
2016	Direct Subsidized Loan 1-NEW	Loan	\$5500.00	\$5500.00
2016	Direct Unsubsidized Loan 1-NEW	Loan	\$2000.00	\$2000.00

[View More Details](#) | [Accept/Decline Awards](#)

My Academic(s)

Name: Charles Taylor | Kathleen Banks | Alina Gharabegian
Phone: 201/200-3023 | 201/200-3569 | 201/200-3337
Email: taylor@njcu.edu | kbanks@njcu.edu | agharabegian@njcu.edu

Announcement

Summer/Fall 2016 Enrollment is now open!

Undergraduate and Graduate students can now enroll for Summer/Fall 2016 classes. Please enroll if you have not done so already.

New School of Business Direction

Address:
160 Hudson Street, Plaza 2, Jersey City, NJ 07311

For Navigation Systems:

Use "147 Harborside Financial Center Platform, Jersey City, NJ 07302," which is the address for the New York Sports Club, located at the main entrance to the building.

[View on Google Maps](#)
[Parking and Transportation update \(pdf\)](#)

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

TUTOR ZONE

Need Math or Science tutoring? - [Register for an appointment](#)
Need tutoring in Writing? - [Register for an appointment](#)

News and Events

[Event Calendar](#)
[News and Events](#)

Today is Monday - April 25, 2016

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helpdesk@njcu.edu - (x4357 On Campus)

Step 3: Click on the Drop tab.

The screenshot shows the 'Drop Classes' interface. At the top, there are three tabs: 'Search', 'Enroll', and 'My Academics'. Under the 'Enroll' tab, there are buttons for 'add', 'drop', and 'swap'. A red arrow points to the 'drop' button. Below the tabs, there is a section titled 'Drop Classes' with a sub-heading '1. Select classes to drop'. The instructions say 'Select the classes to drop and select Drop Selected Classes.' Below this, there is a filter for 'Fall 2016 | Undergraduate | New Jersey City University' and a 'change term' button. A table shows the class 'EDU 280-11 (2051)' with a status of 'Enrolled'. Below the table is a 'DROP SELECTED CLASSES' button. At the bottom, there are navigation links for 'Search', 'Enroll', and 'My Academics', and a 'go to ...' dropdown menu.

Step 4: If necessary, click on **change term** button to select a different Term.

Step 5: To select the course you would like to drop, click on the select box and to proceed click on the **DROP SELECTED CLASSES** button.

This screenshot is similar to the first one, but with red arrows highlighting specific elements. One arrow points to the 'change term' button, another points to the select box in the first row of the table, and a third points to the 'DROP SELECTED CLASSES' button.

Step 6: Review course information and click on the **FINISH DROPPING** button to proceed.

The screenshot shows the 'Drop Classes' interface. At the top right is a 'go to ...' dropdown menu. Below it are three tabs: 'Search', 'Enroll', and 'My Academics'. Under 'Search' are links for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Drop Classes' with a sub-heading '2. Confirm your selection'. A message reads: 'Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.' Below this is the semester and university information: 'Fall 2016 | Undergraduate | New Jersey City University'. A legend shows 'Enrolled' with a green checkmark, 'Dropped' with a blue X, and 'Wait Listed' with a yellow triangle. A table lists the class details:

Class	Description	Days/Times	Room	Instructor	Units	Status
EDU 280-11 (2051)	Challenges in Urban Education (Lecture)	We 11:20AM - 2:00PM	TBA	E. Morales	3.00	✓

At the bottom of the table are three buttons: 'CANCEL', 'PREVIOUS', and 'FINISH DROPPING'. A red arrow points to the 'FINISH DROPPING' button. At the bottom of the page are navigation links: 'Search', 'Enroll', 'My Academics', 'My Class Schedule', 'Add', 'Drop', 'Swap', 'Edit', 'Term Information', and another 'go to ...' dropdown.

Step 7: Check the message and status sections to confirm the drop was successful.

The screenshot shows the 'Drop Classes' interface after the drop request. The user's name 'Chelsea Nagurka' is at the top left. The 'go to ...' dropdown is at the top right. The 'Enroll' and 'My Academics' tabs are visible. The 'Search' tab contains the same navigation links as in Step 6. The main heading is 'Drop Classes' with a sub-heading '3. View results'. A message reads: 'View the results of your enrollment request. Select Fix Errors to make changes to your request.' Below this is the semester and university information: 'Fall 2016 | Undergraduate | New Jersey City University'. A legend shows 'Success: dropped' with a green checkmark and 'Error: unable to drop class' with a red X. A table shows the results:

Class	Message	Status
EDU 280	Success: This class has been removed from your schedule.	✓

A red arrow points to the 'Status' column of the table. Below the table is a button labeled 'MY CLASS SCHEDULE'. At the bottom of the page are navigation links: 'Search', 'Enroll', 'My Academics', 'My Class Schedule', 'Add', 'Drop', 'Swap', 'Edit', 'Term Information', and another 'go to ...' dropdown.

Step 8: Finally, click on **MY CLASS SCHEDULE** button to view and/or your class schedule.

Chelsea Nagurka go to ...

Enroll **My Academics**

my class schedule || add || drop || swap || edit || term information

Drop Classes

1 2 3

3. View results

View the results of your enrollment request. Select Fix Errors to make changes to your request.

Fall 2016 | Undergraduate | New Jersey City University

✓ Success: dropped ✗ Error: unable to drop class

Class	Message	Status
EDU 280	Success: This class has been removed from your schedule.	✓

MY CLASS SCHEDULE

[Search](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...

The Enrolling Process is complete.