

How Do I Enroll in 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](#)


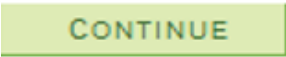
News and Events

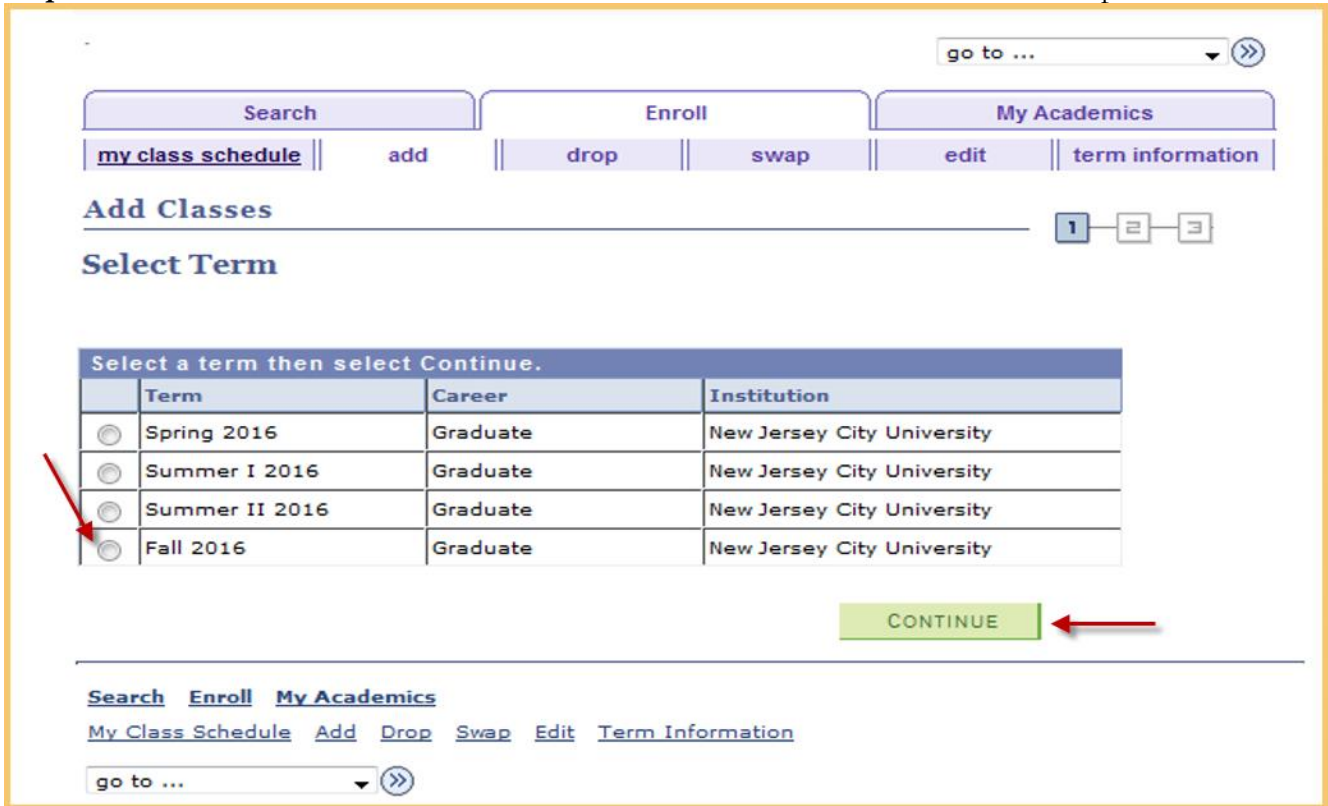
[Event Calendar](#)
[News and Events](#)

Today is Monday - April 25, 2016

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helpdesk@njcu.edu - (x4357 On Campus)

Step 3: Click on  button to select the term then click on  to proceed.



go to ...

Search Enroll My Academics

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


Add Classes

1

Select Term

Select a term then select Continue.

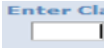
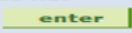
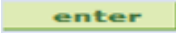
| | Term | Career | Institution |
|----------------------------------|----------------|----------|----------------------------|
| <input type="radio"/> | Spring 2016 | Graduate | New Jersey City University |
| <input type="radio"/> | Summer I 2016 | Graduate | New Jersey City University |
| <input checked="" type="radio"/> | Summer II 2016 | Graduate | New Jersey City University |
| <input type="radio"/> | Fall 2016 | Graduate | New Jersey City University |




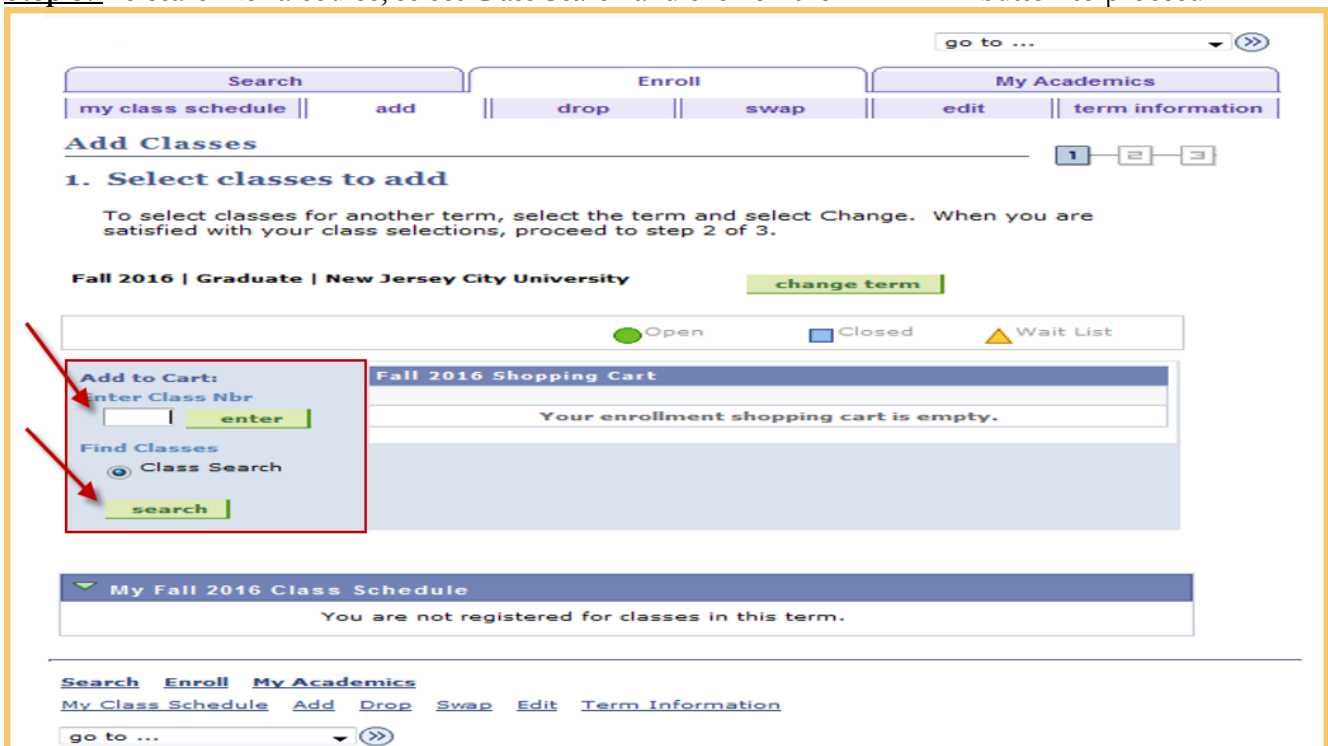
Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Step 4: If you have the Class number, enter the number in the   box then click on the  button, and proceed to Step 9.

Step 5: To search for a course, select Class Search and click on the  button to proceed.



go to ...

Search Enroll My Academics


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

Add Classes

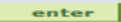
1

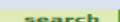
1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2016 | Graduate | New Jersey City University 

Open Closed Wait List

Add to Cart:
Enter Class Nbr
 

Find Classes
 Class Search


Fall 2016 Shopping Cart

Your enrollment shopping cart is empty.

My Fall 2016 Class Schedule

You are not registered for classes in this term.

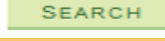
Search Enroll My Academics

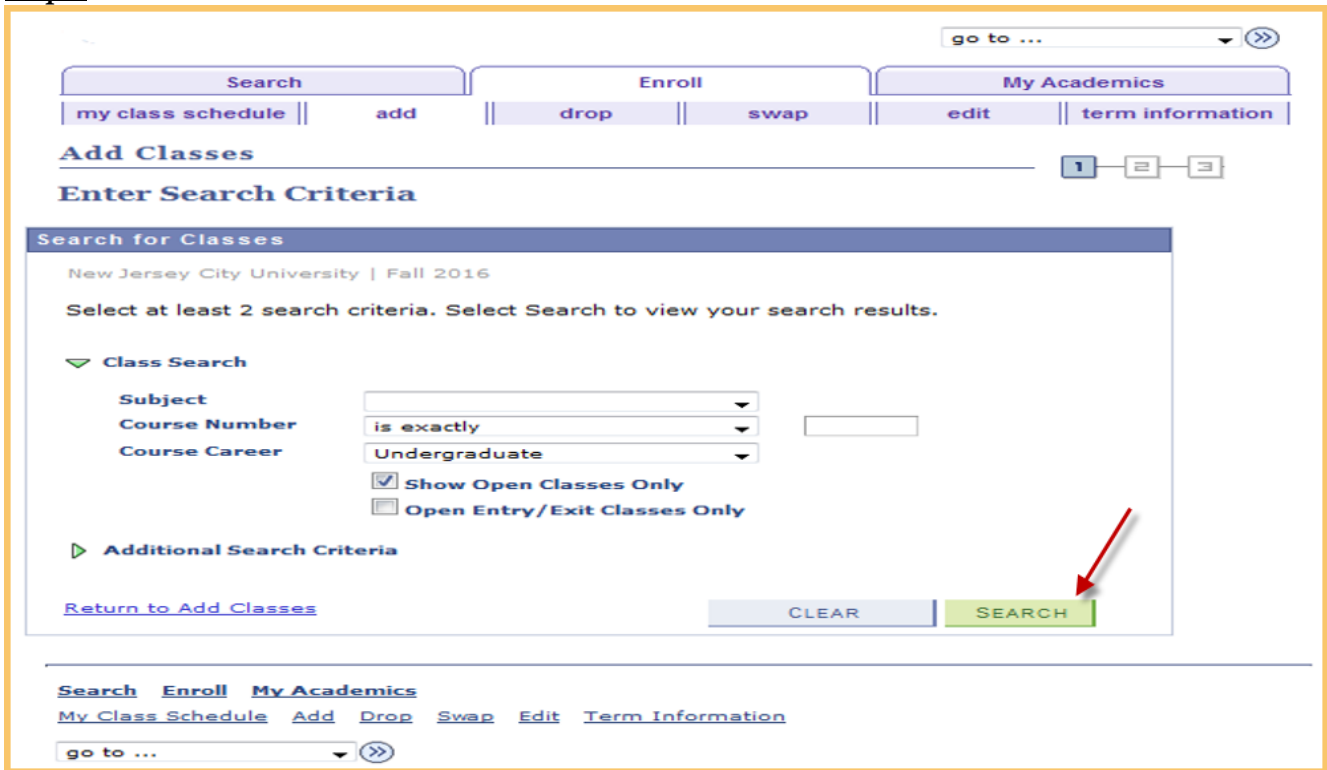
My Class Schedule Add Drop Swap Edit Term Information

go to ...

Step 6: Click on the  arrow of **Subject** and select the desired subject.

Step 7: Click on the  arrow of **Course Career** and select the career.

Step 8: Once the selections have been made click on the  button.



go to ...

Search Enroll My Academics

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

Add Classes

1 2 3

Enter Search Criteria

Search for Classes

New Jersey City University | Fall 2016

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

Open Entry/Exit Classes Only

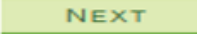
Additional Search Criteria

[Return to Add Classes](#) CLEAR **SEARCH**

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Step 9: Review the course information and then click on the  button.



go to ...

Search Enroll My Academics

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

Add Classes

1 2 3

1. Select classes to add - Enrollment Preferences

Fall 2016 | Graduate | New Jersey City University

EDTC 642 - Intro. to Authoring Tools

Class Preferences

EDTC 642-1 Lecture ● Open Wait List Wait list if class is full

Session Regular Academic Session Permission Nbr

Career Graduate Grading Regular

Enrollment Information Units 3.00

- Online Class

CANCEL **NEXT**

| Section | Component | Days & Times | Room | Instructor | Start/End Date |
|---------|-----------|--------------|--------|----------------------|-------------------------|
| 1 | Lecture | | Online | Christopher Shamburg | 09/06/2016 - 12/19/2016 |

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Step 10: Once the course has been added to your Shopping Cart, click on the **PROCEED TO STEP 2 OF 3** button.

go to ...

Search | my class schedule || add || Enroll | drop || swap || My Academics | edit || term information

Add Classes

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ EDTC 642 has been added to your Shopping Cart.

Fall 2016 | Graduate | New Jersey City University change term

● Open Closed ▲ Wait List

Add to Cart:
Enter Class Nbr: enter

Find Classes:
 Class Search search

| Delete | Class | Days/Times | Room | Instructor | Units | Status |
|--------|-------------------|------------|--------|-------------|-------|--------|
| | EDTC 642-1 (2194) | | Online | C. Shamburg | 3.00 | ● |

PROCEED TO STEP 2 OF 3

My Fall 2016 Class Schedule
You are not registered for classes in this term.

Search | Enroll | My Academics
My Class Schedule | Add | Drop | Swap | Edit | Term Information
go to ...

Step 11: Click on the **FINISH ENROLLING** button to finish the enrollment process.

go to ...

Search | my class schedule || add || Enroll | drop || swap || My Academics | edit || term information

Add Classes

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Fall 2016 | Graduate | New Jersey City University

● Open Closed ▲ Wait List

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|-------------------|-------------------------------------|------------|--------|-------------|-------|--------|
| EDTC 642-1 (2194) | Intro. to Authoring Tools (Lecture) | | Online | C. Shamburg | 3.00 | ● |

CANCEL PREVIOUS FINISH ENROLLING

Search | Enroll | My Academics
My Class Schedule | Add | Drop | Swap | Edit | Term Information
go to ...

Step 12: Check the **Message** and **Status** sections to confirm enrollment was successful.

go to ...

Search Enroll My Academics

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

Add Classes

1 2 3

3. View results

View the following status report for enrollment confirmations and errors.

*****Important Notice Regarding Waitlist*****
If you have been placed on a waitlist, you have NOT been officially enrolled in the class. If a seat becomes available, you will be enrolled in the class and notified via your NJCU email. It is your responsibility to check your NJCU e-mail frequently regarding the Waitlist request.

Fall 2016 | Graduate | New Jersey City University

Success: enrolled Error: unable to add class

| Class | Message | Status |
|----------|--|--------|
| EDTC 642 | Message: You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study. | ✓ |

MY CLASS SCHEDULE ADD ANOTHER CLASS

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Step 13: Click on **MY CLASS SCHEDULE** button to view your class schedule.

go to ...

Search Enroll My Academics

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

Add Classes

1 2 3

3. View results

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Fall 2016 | Graduate | New Jersey City University

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MY CLASS SCHEDULE ADD ANOTHER CLASS

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

The Enrolling Process is complete.