

How Do I Swap 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 \(FERPA\)](#)
- [ICS - 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.

Powered by the Department of Information Technology
New Jersey City University
© Copyright 2016

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): 2

My Class Schedule
Fall 2016

Classes	Days	Schedule
EDU 1985 INT (1985)	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 Karmoutsos 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 Information

Academic Program : English
Major : BA-Eng-Literature & Writing

[Declare My Major](#) | [Apply for Graduation](#) | [View Graduation Status](#)

My Credits

Total attempted credits at NJCU : 127.000
Total transferred credits : 0.000
Cumulative credits : 132.000
Cumulative GPA : 3.420

[Request Official Transcript](#) | [View Degree Progress](#)

My Advisor(s)

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

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](#)

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 \(pdf\)](#)

Today is Monday - April 25, 2016

© Copyright 2016 New Jersey City University

helpdesk@njcu.edu - (x4357 On Campus)

Step 3: Click on the **SWAP** tab.

Step 4: Click on to select the **Term** and click on the **CONTINUE** button to proceed with the enrollment process.

go to ...

Search Enroll My Academics

my class schedule add drop swap edit term information

Swap a Class

1 2 3

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	Spring 2016	Undergraduate	New Jersey City University
<input type="radio"/>	Fall 2016	Undergraduate	New Jersey City University

CONTINUE

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Step 5: Click on of **Select from your schedule** and select the course you would like to Drop.

go to ...

Search Enroll My Academics

my class schedule add drop swap edit term information

Swap a Class

1 2 3

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Fall 2016 | Undergraduate | New Jersey City University **change term**

Swap This Class

Select from your schedule CJ 112: Crime And Delinquency

With This Class

Search for Class Class Search search

----- OR -----

Enter Class Nbr enter

My Fall 2016 Class Schedule

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Step 6: Click on the **search** button to search for the course you would like to enroll for or **Enter** the Class Number and click the **enter** button.

The screenshot shows the 'Swap a Class' interface. At the top, there are navigation tabs for 'Search', 'Enroll', and 'My Academics'. Below these are sub-tabs: 'my class schedule', 'add', 'drop', 'swap' under 'Search'; and 'edit', 'term information' under 'My Academics'. A 'go to ...' dropdown menu is in the top right. The main heading is 'Swap a Class' with a progress indicator '1'. Below it, the instruction reads: 'Select the class you wish to swap then select the class you wish to replace it with.' The current term is 'Fall 2016 | Undergraduate | New Jersey City University' with a 'change term' button. A section titled 'Swap This Class' has a dropdown menu showing 'CJ 112: Crime And Delinquency'. Below that, the 'With This Class' section is highlighted with a red box. It contains two search options: 'Search for Class' with a dropdown menu and a 'search' button (indicated by a red arrow), and 'Enter Class Nbr' with an input field and an 'enter' button (also indicated by a red arrow). At the bottom, there is a 'My Fall 2016 Class Schedule' section and a navigation bar with links for 'Search', 'Enroll', 'My Academics', 'My Class Schedule', 'Add', 'Drop', 'Swap', 'Edit', and 'Term Information'. A 'go to ...' dropdown menu is also present at the bottom.

Step 7: Review the course information and click on the **NEXT** button to continue with the enrollment process.

The screenshot shows the 'Swap a Class' interface with course details. The heading is 'Swap a Class' with a progress indicator '1'. Below it, the instruction reads: '1. Select a class to swap - Enrollment Preference'. The current term is 'Fall 2016 | Undergraduate | New Jersey City University'. The course is 'CJ 112 - Crime And Delinquency'. The 'Class Preferences' section shows: 'CJ 112-10', 'Lecture', 'Open' (with a green dot), 'Wait List' (with a checkbox 'Wait list if class is full'), 'Permission Nbr' (with an input field), 'Session' (Regular Academic Session), 'Career' (Undergraduate), 'Grading' (Graded), 'Enrollment Information' (Online Class), and 'Units' (3.00). At the bottom, there are three buttons: 'CANCEL', 'PREVIOUS', and 'NEXT' (indicated by a red arrow). Below the buttons is a table with the following data:

Section	Component	Days & Times	Room	Instructor	Start/End Date
10	Lecture		Online	Aaron Wall	09/06/2016 - 12/19/2016

At the bottom, there is a navigation bar with links for 'Search', 'Enroll', 'My Academics', 'My Class Schedule', 'Add', 'Drop', 'Swap', 'Edit', and 'Term Information'. A 'go to ...' dropdown menu is also present at the bottom.

Step 8: Verify both courses and click on the **FINISH SWAPPING** button to finish swapping the courses.

go to ...

Search Enroll My Academics

my class schedule add drop swap edit term information

Swap a Class

2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

Fall 2016 | Undergraduate | New Jersey City University

You are replacing this class

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
CJ 112-1 (2237)	Crime And Delinquency (Lecture)	We 8:30AM - 11:10AM We 7:00PM - 9:45PM	Grossnickle 121 Grossnickle 121	T. Staff	3.00	✓

With this class

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
CJ 112-10 (2241)	Crime And Delinquency (Lecture)		Online	A. Wall	3.00	●

CANCEL FINISH SWAPPING

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Step 9: Check the **Message** and **Status** sections to confirm the enrollment was **Successful**.

go to ...

Search Enroll My Academics

my class schedule add drop swap edit term information

Swap a Class

3. View results

View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.

Fall 2016 | Undergraduate | New Jersey City University

Success: Classes were swapped Error: Unable to swap class

Class	Message	Status
Swap CJ 112 with CJ 112	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

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

The Swapping Process is complete.