



## How to Enroll in a Class

**Step 1:** On the [www.NJCU.edu](http://www.NJCU.edu) website, click on **GothicNet** menu and select on the **Campus Solutions(CS) Application link**.

NJCU  
NEW JERSEY CITY UNIVERSITY

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# GothicNet System Status

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### GothicNet Support

- GothicNet News
- GothicNet System Status**
- GothicNet Usage Policy
- GothicNet Help

## GothicNet System

GothicNet functionality is currently limited. Please login using the direct link to Campus Solutions (CS) provided below. All users who have not changed their NJCU passwords as of June 17, 2024 must first do so by visiting [blackboard.njcu.edu](http://blackboard.njcu.edu) or [www.outlook.com](http://www.outlook.com).

Click here to login: [Campus Solutions \(CS\) Application](#)

**Step 2:** Log into to GothicNet using your User ID (GothicNet ID number) and your password.

NJCU GothicNet

User ID

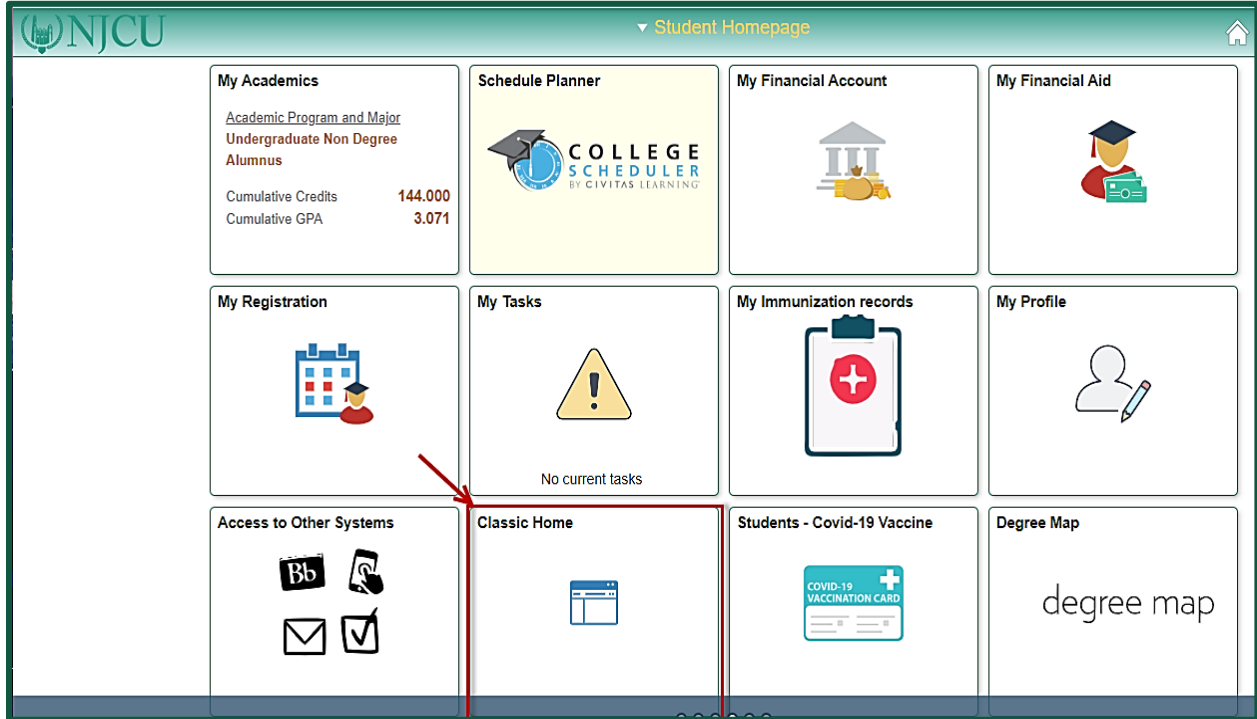
Password

Sign In

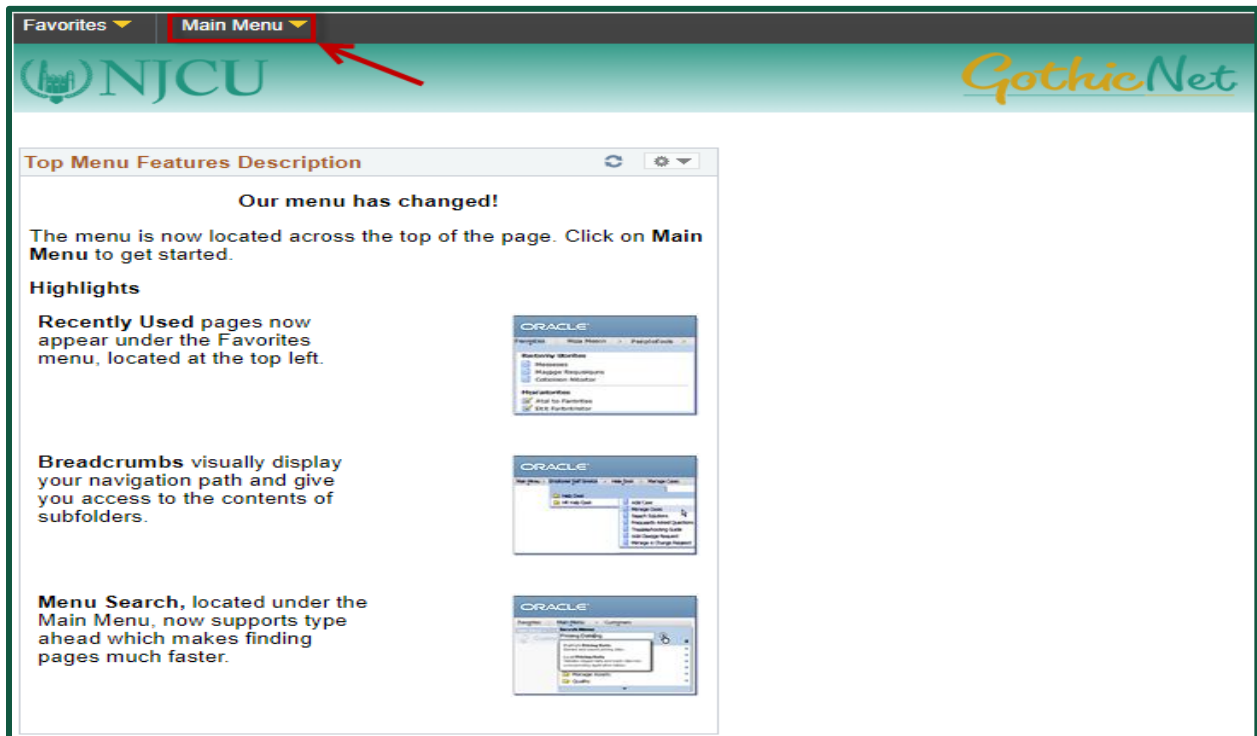
[Forgot Your Password?](#)  
■ [Enable Screen Reader Mode](#)

Powered by the Department of Information Technology  
New Jersey City University  
IT Help Desk: (On-Campus) x4357 - (Off-Campus) (201) 253-4357  
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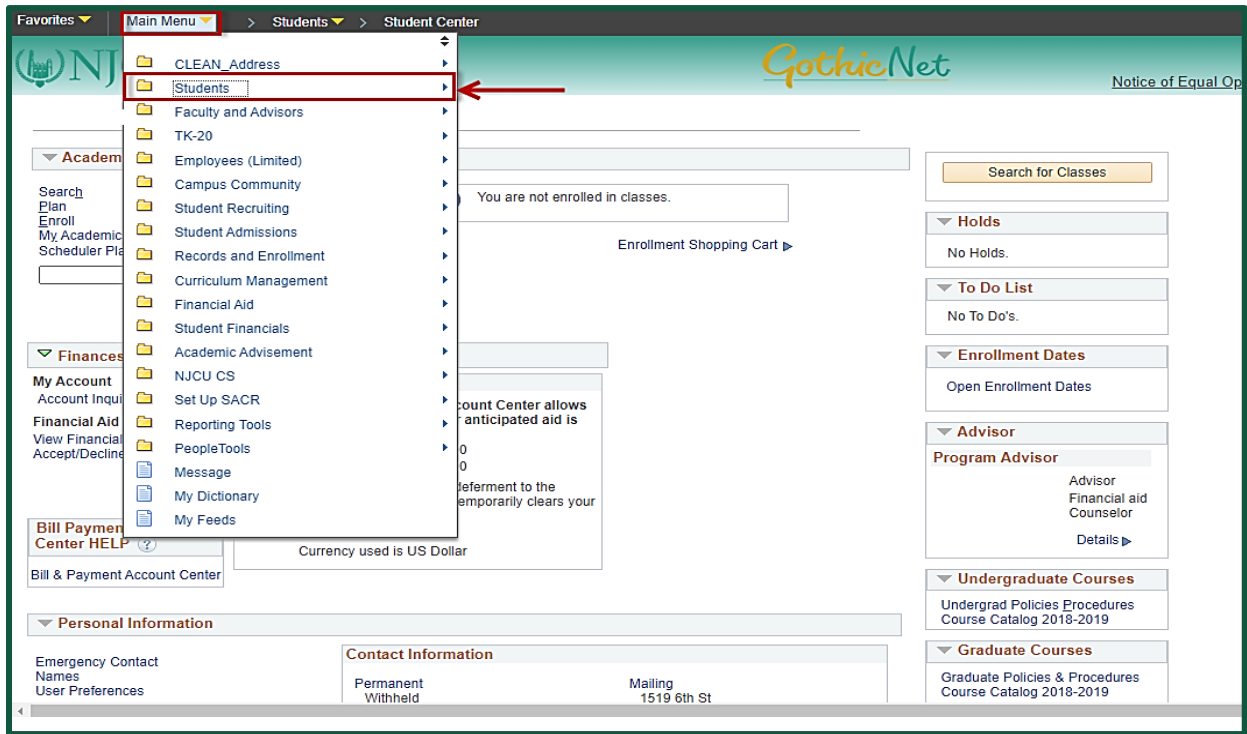
**Step 3:** Once you have logged into the GothicNet, select the **Classic Home** tile under the Student Homepage.



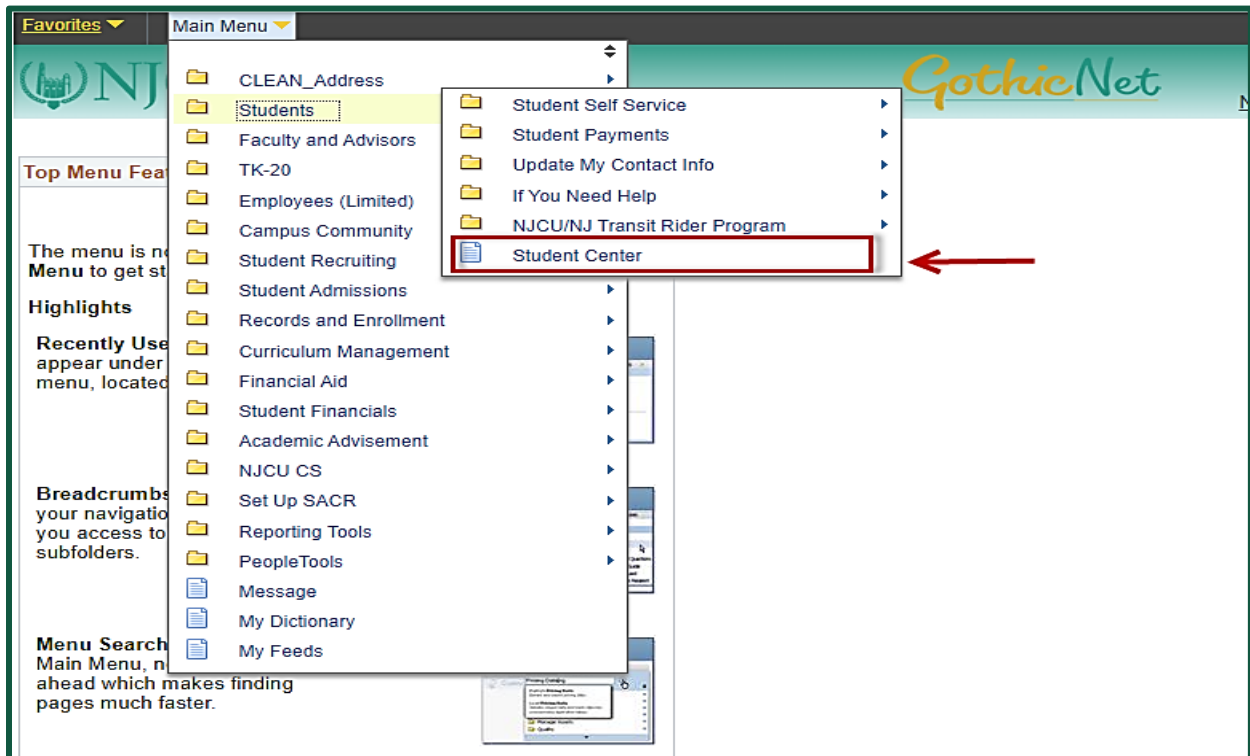
**Step 4:** Once you have selected Classic Home tile, click on **Main Menu**.



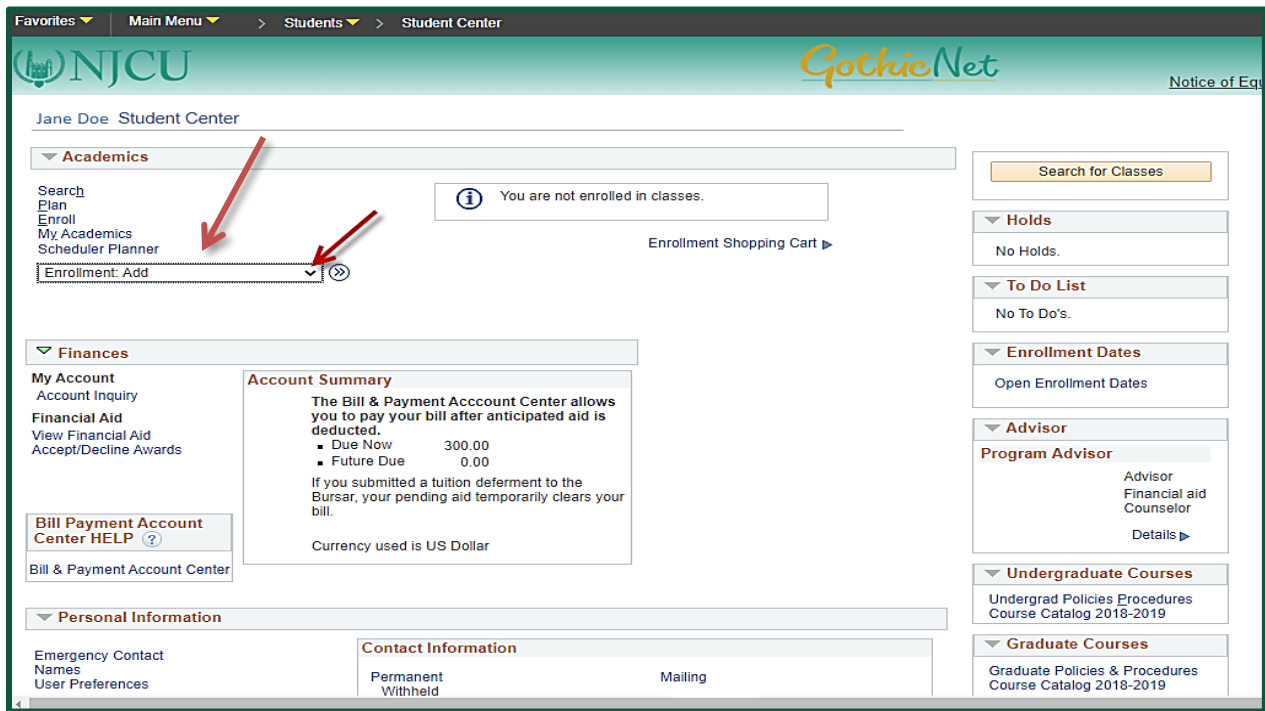
## Step 5: Select Students.



## Step 6: Click on Student Center.



Step 7: Click on  , select **Enrollment: Add** and then click on  .




Favorites ▾ Main Menu ▾ > Students ▾ > Student Center

NJCU GothicNet Notice of Equ

Jane Doe Student Center

**Academics**

Search  
 Plan  
 Enroll  
 My Academics  
 Scheduler Planner

Enrollment: Add  

You are not enrolled in classes.

Enrollment Shopping Cart ▶

**Finances**


My Account  
 Account Inquiry  
 Financial Aid  
 View Financial Aid  
 Accept/Decline Awards

**Account Summary**  
 The Bill & Payment Account Center allows you to pay your bill after anticipated aid is deducted.
 

- Due Now 300.00
- Future Due 0.00

 If you submitted a tuition deferment to the Bursar, your pending aid temporarily clears your bill.

Currency used is US Dollar

**Bill Payment Account Center HELP** 

Bill & Payment Account Center

**Personal Information**

Emergency Contact  
 Names  
 User Preferences

**Contact Information**

Permanent Withheld Mailing

Search for Classes

**Holds**  
 No Holds.

**To Do List**  
 No To Do's.

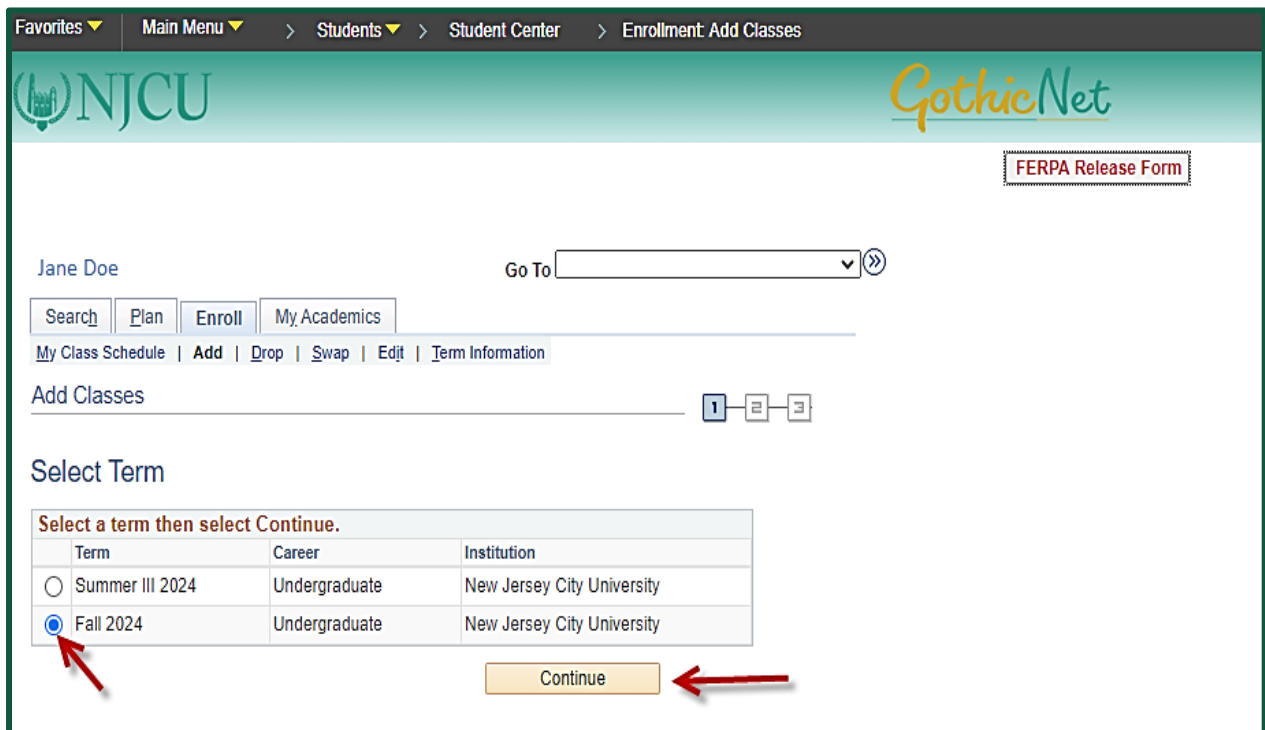
**Enrollment Dates**  
 Open Enrollment Dates

**Advisor**  
 Program Advisor  
 Advisor  
 Financial aid  
 Counselor  
 Details ▶

**Undergraduate Courses**  
 Undergrad Policies Procedures  
 Course Catalog 2018-2019


**Graduate Courses**  
 Graduate Policies & Procedures  
 Course Catalog 2018-2019

Step 8: Click on  to select the **Term** and click on **CONTINUE** .




Favorites ▾ Main Menu ▾ > Students ▾ > Student Center > Enrollment: Add Classes

NJCU GothicNet FERPA Release Form

Jane Doe Go To  

Search Plan Enroll My Academics


My Class Schedule | Add | Drop | Swap | Edit | Term Information

Add Classes  

**Select Term**

Select a term then select Continue.

| Term                                       | Career        | Institution                |
|--|---------------|----------------------------|
| <input type="radio"/> Summer III 2024      | Undergraduate | New Jersey City University |
| <input checked="" type="radio"/> Fall 2024 | Undergraduate | New Jersey City University |

Continue 

Add to Cart  
Enter Class Nbr

**Step 9:** If you have the **Class number** type the number in the  , click on  and proceed to **Step 13** or to **Search for a Class** proceed to **Step 10**.

Find Classes  
 Class Search  
 My Requirements  
 My Planner

**Step 10:** To **Search for a Course**, select the **Class Search**  and click on

Favorites ▾ Main Menu ▾ > Students ▾ > Student Center > Enrollment: Add Classes

NJCU GothicNet

Jane Doe Go To  ▾ ⌵

Search Plan Enroll My Academics

My Class Schedule **Add** Drop | Swap | 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.

Fall 2024 | Undergraduate | New Jersey City University

**Step 9**

Open  Closed  Wait List

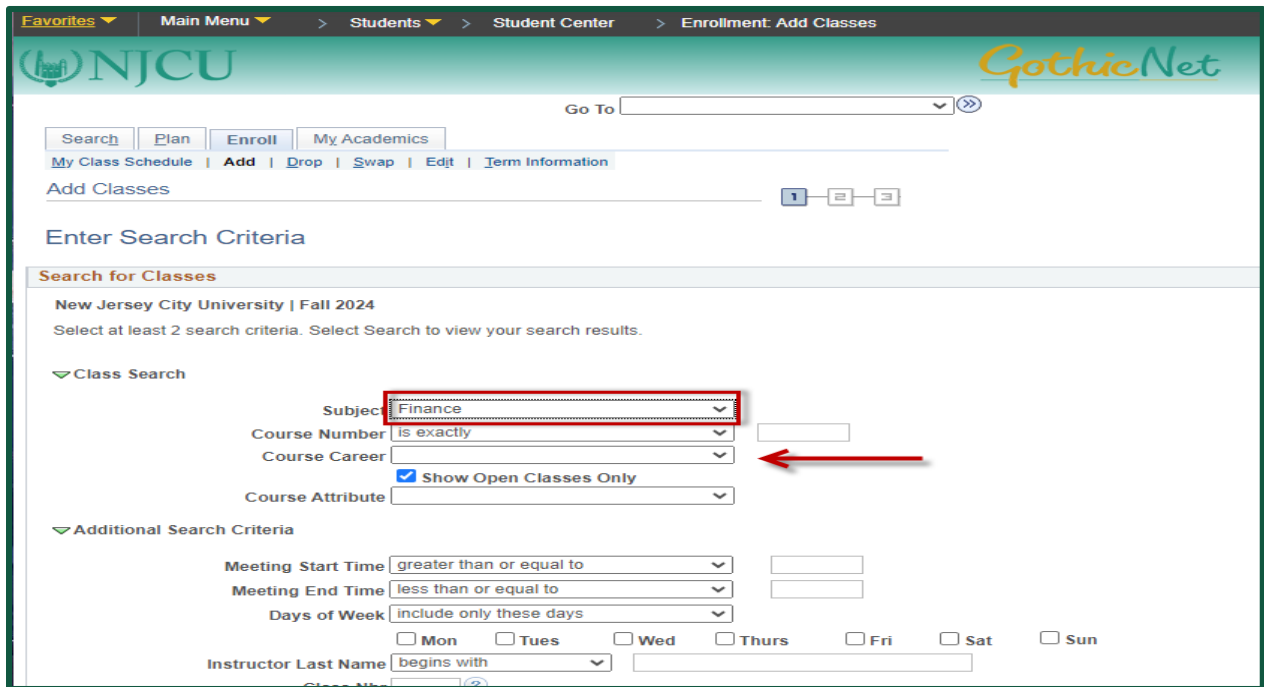
**Add to Cart**  
Enter Class Nbr

**Find Classes**  
 Class Search  
 My Requirements  
 My Planner  
 **Step 10**

Fall 2024 Shopping Cart

Your enrollment shopping cart is empty.

Step 11: Select the **Subject** and **Career** and click on .



Enter Search Criteria

**Search for Classes**

New Jersey City University | Fall 2024  
Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject: Finance

Course Number: is exactly

Course Career:  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

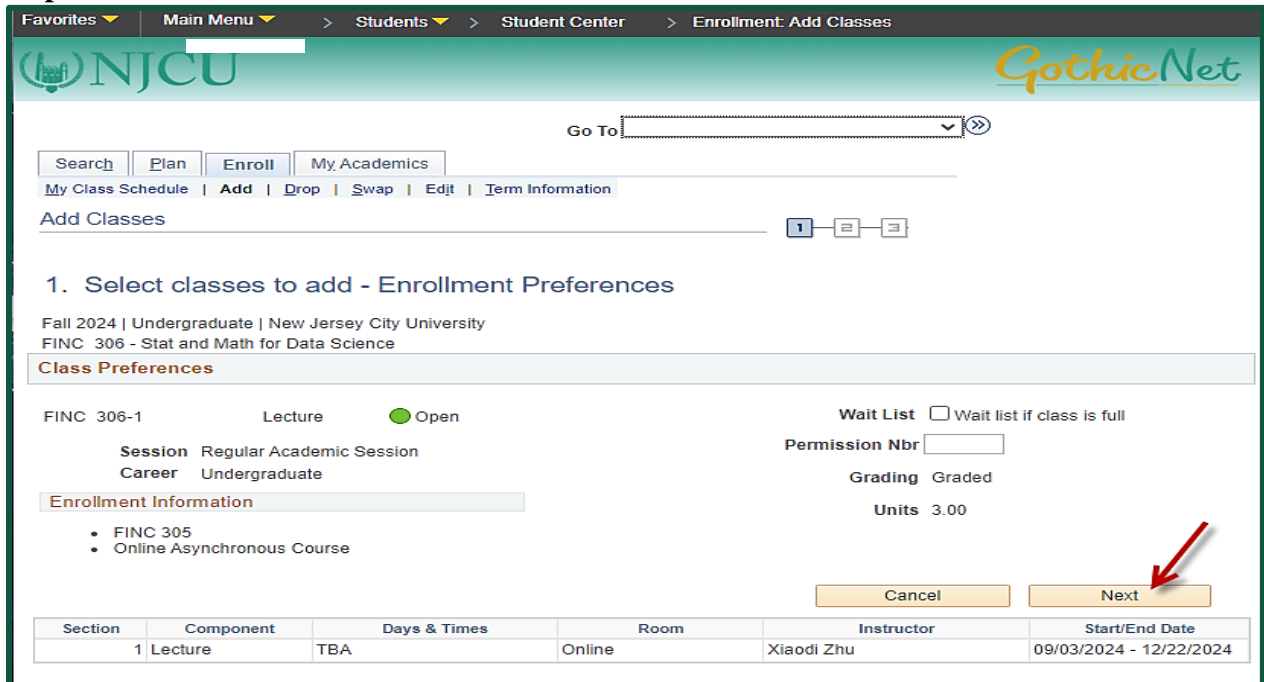
Instructor Last Name: begins with

Step 12: Select the course.

▼ FINC 306 - Statistical and Mathematical Foundations for Business Analytics and Data Science

| Class | Section       | Days & Times | Room   | Instructor | Meeting Dates           | Status                               |        |
|-------|---------------|--------------|--------|------------|-------------------------|--------------------------------------|--------|
| 1555  | 1-LEC Regular | TBA          | Online | Xiaodi Zhu | 09/03/2024 - 12/22/2024 | <span style="color: green;">●</span> | Select |

Step 13: Review the course information and click on Next.



1. Select classes to add - Enrollment Preferences

Fall 2024 | Undergraduate | New Jersey City University  
FINC 306 - Stat and Math for Data Science

**Class Preferences**

FINC 306-1      Lecture      ● Open

Session: Regular Academic Session

Career: Undergraduate

Enrollment Information

- FINC 305
- Online Asynchronous Course

Wait List  Wait list if class is full

Permission Nbr:

Grading: Graded

Units: 3.00

Cancel      Next

| Section | Component | Days & Times | Room   | Instructor | Start/End Date          |
|---------|-----------|--------------|--------|------------|-------------------------|
| 1       | Lecture   | TBA          | Online | Xiaodi Zhu | 09/03/2024 - 12/22/2024 |

**Step 14:** Once the course has been added to your **Shopping Cart** click on

Proceed to Step 2 of 3

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.

✓ FINC 306 has been added to your Shopping Cart.

Fall 2024 | Undergraduate | New Jersey City University [Change Term](#)

● Open  Closed Wait List

| Add to Cart                                |        | Fall 2024 Shopping Cart |            |        |            |       |        |
|--|--------|-------------------------|------------|--------|------------|-------|--------|
| Enter Class Nbr                            | Delete | Class                   | Days/Times | Room   | Instructor | Units | Status |
| <input type="text"/> <a href="#">Enter</a> |        | FINC 306-1 (1555)       | TBA        | Online | X. Zhu     | 3.00  | ●      |

Find Classes

Class Search

My Requirements

My Planner

[Search](#)

[Scheduler Planner](#)

[Proceed to Step 2 of 3](#)

**Step 15:** Click on [Finish Enrolling](#) to finish the **Enrollment Process**.

2. Confirm classes

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

Fall 2024 | Undergraduate | New Jersey City University

● Open  Closed Wait List

| Class             | Description                              | Days/Times | Room   | Instructor | Units | Status |
|-------------------|--|------------|--------|------------|-------|--------|
| FINC 306-1 (1555) | Stat and Math for Data Science (Lecture) | TBA        | Online | X. Zhu     | 3.00  | ●      |

[Cancel](#) [Previous](#) [Finish Enrolling](#)

**Step 16: View the Results:** check the **Message** and **Status** to confirm enrollment is a **Success**.

The screenshot shows the 'Add Classes' interface. At the top, there are navigation tabs for 'Search', 'Enroll', and 'My Academics'. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. A 'go to ...' dropdown menu is in the top right. The main heading is 'Add Classes' with page numbers 1, 2, and 3. Below this is the section '3. View results'. A message states: '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.' Below the message is the text 'Spring 2015 | Graduate | New Jersey City University'. A summary bar shows a green checkmark for 'Success: enrolled' and a red X for 'Error: unable to add class'. A table displays the results:

| Class    | Message  | Status |
|----------|--|--------|
| EDTC 615 | Success: This class has been added to your schedule. | ✓      |

At the bottom, there are buttons for 'MY CLASS SCHEDULE' and 'ADD ANOTHER CLASS'. A red arrow points to the 'Status' column of the table row.

**Step 17: Finally** click on **MY CLASS SCHEDULE** to **View** your class schedule.

This screenshot is identical to the one above, showing the 'Add Classes' page with the enrollment results for EDTC 615. The table shows a 'Success' status with a green checkmark. A red arrow points to the 'MY CLASS SCHEDULE' button at the bottom of the page.



**For further assistance see below contact information:**

- For questions regarding *class schedule and advisement*, please contact [University Advisement](#) in Vodra Hall, Room 102, 201-200-3300 or [uac@njcu.edu](mailto:uac@njcu.edu).
- For Registration questions regarding *how to self-enroll*, please contact the [Registrar's Office](#) in Hepburn 214, 201-200-3333 or [Registrar@njcu.edu](mailto:Registrar@njcu.edu).
- For *technical issues* regarding *access to Gothicnet/Password* etc., please contact the HelpDesk at 201-200-4357 or [helpdesk@njcu.edu](mailto:helpdesk@njcu.edu).