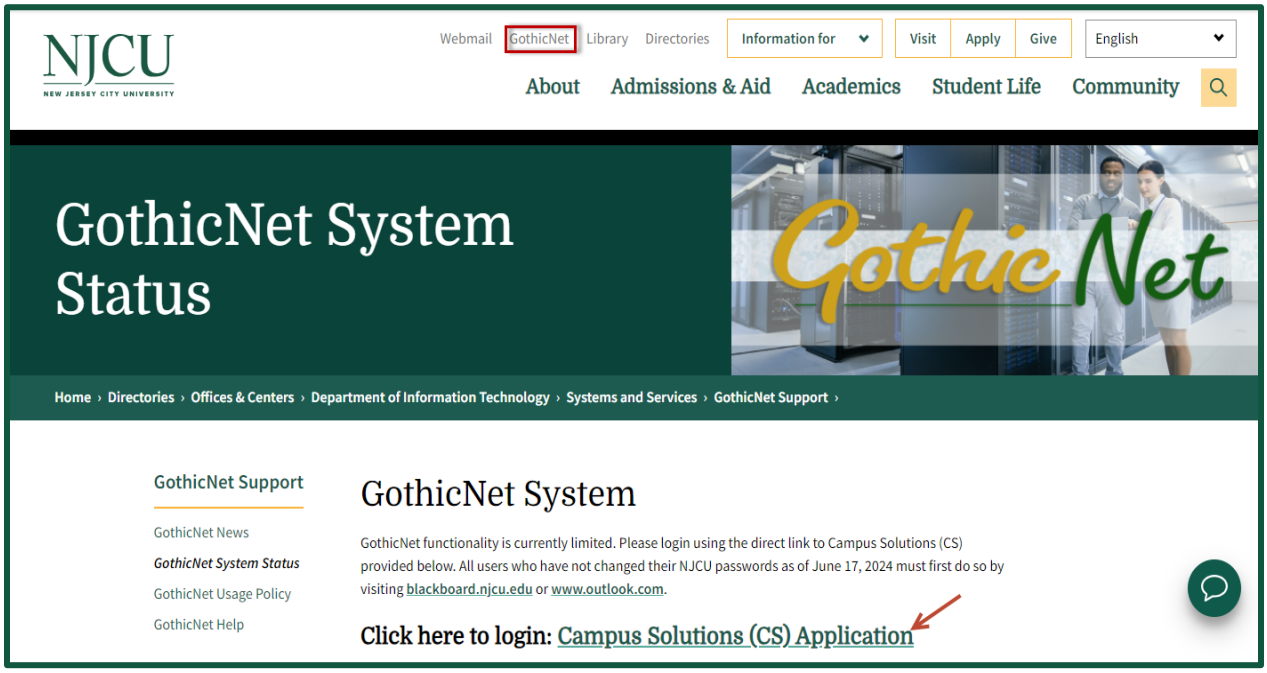
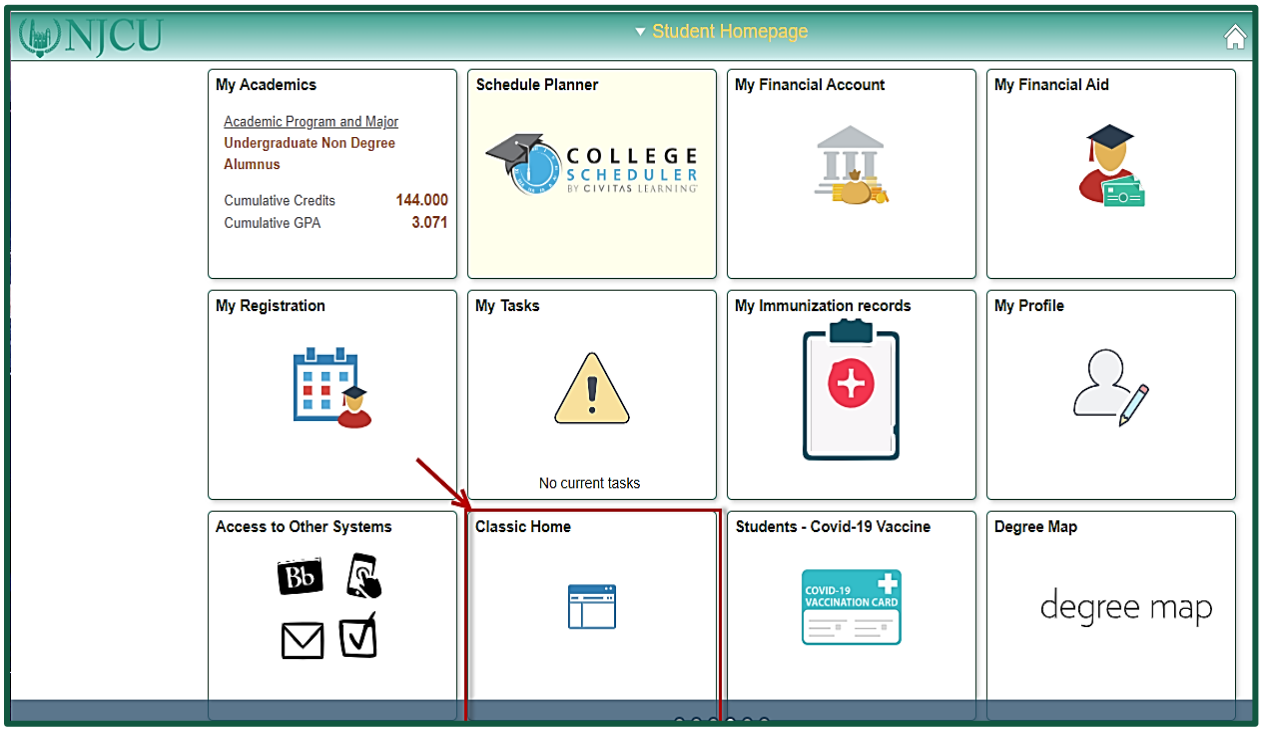
How to Enroll in a Class

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

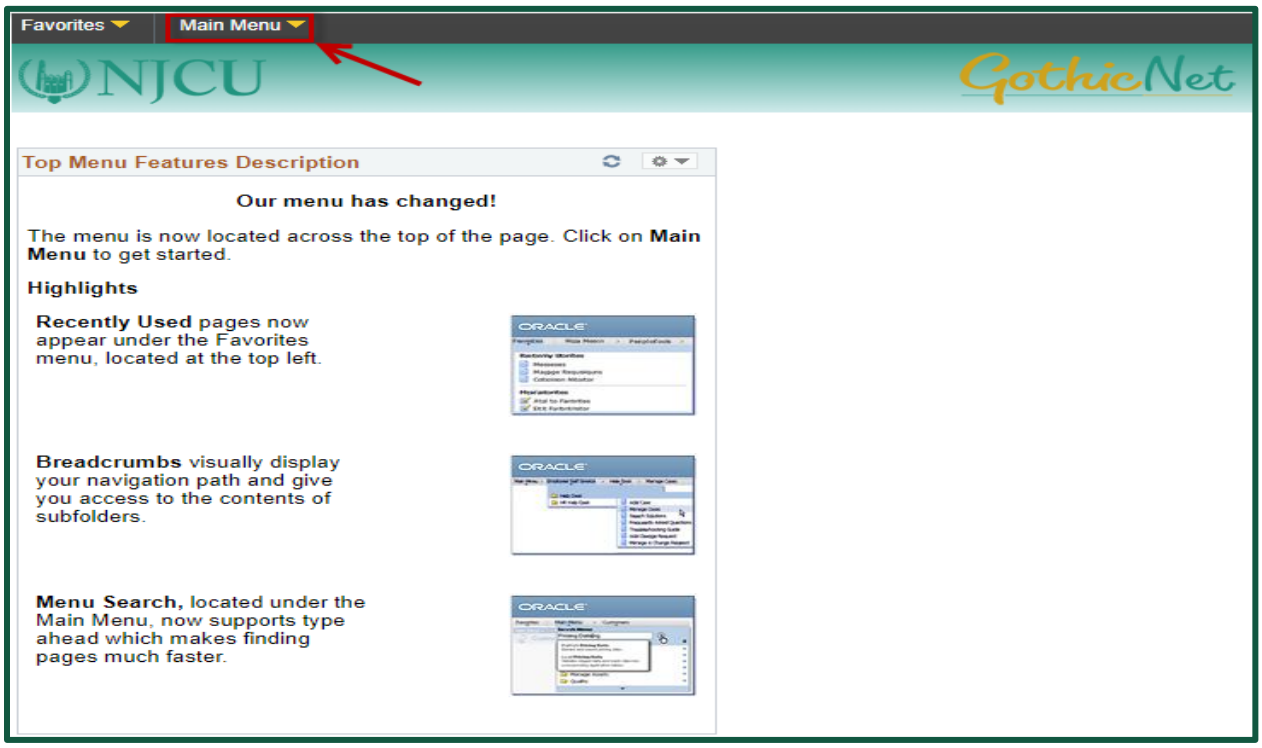


Step 2: Log into to GothicNet using your User ID (GothicNet ID number) and your password.

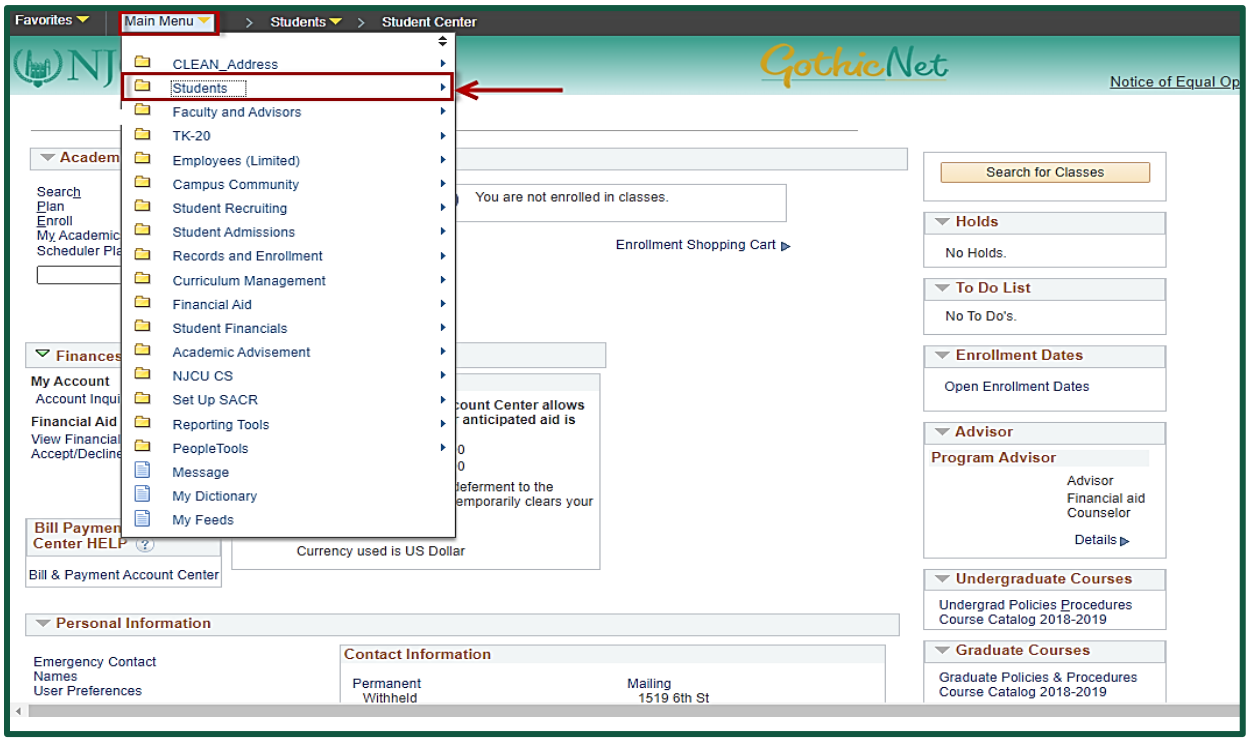
Step 3: Once you have logged into the GothicNet, select the **Classic Home** tile under the Student Homepage**.**



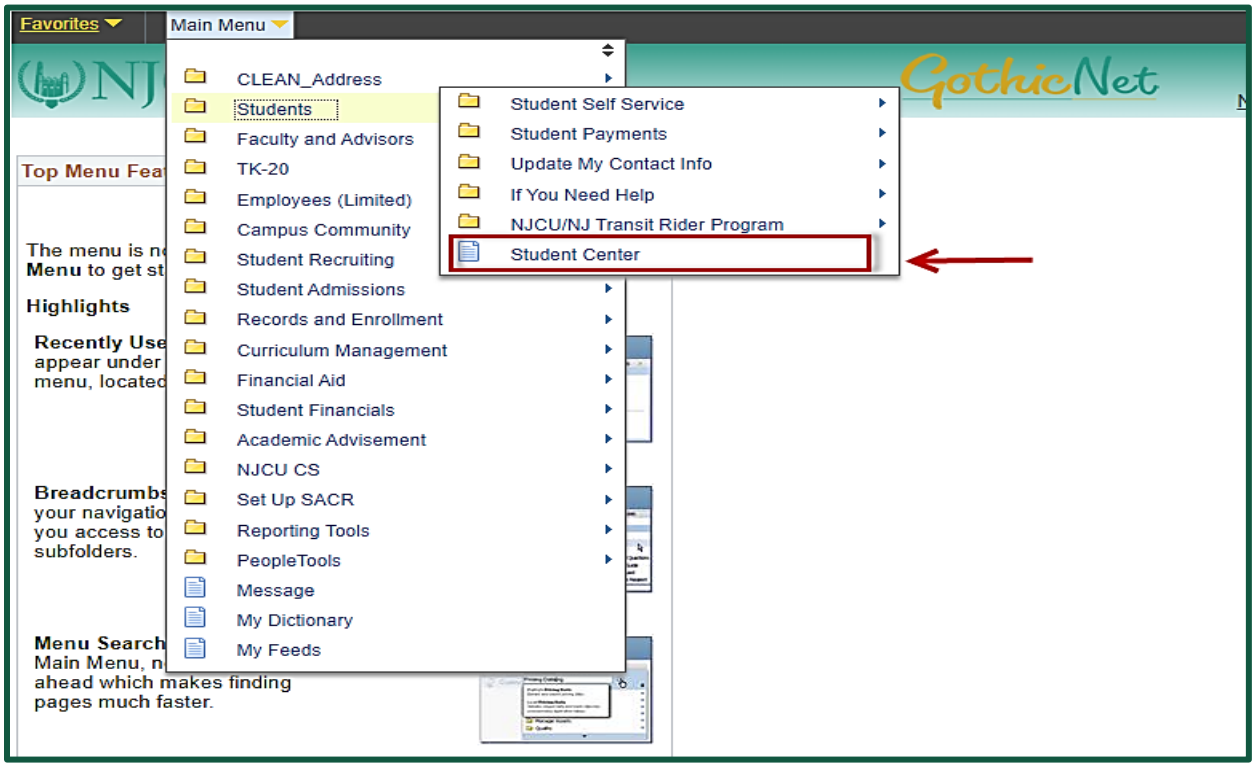
Step 4: Once you have selected Classic Home tile, click on **Main Menu.**



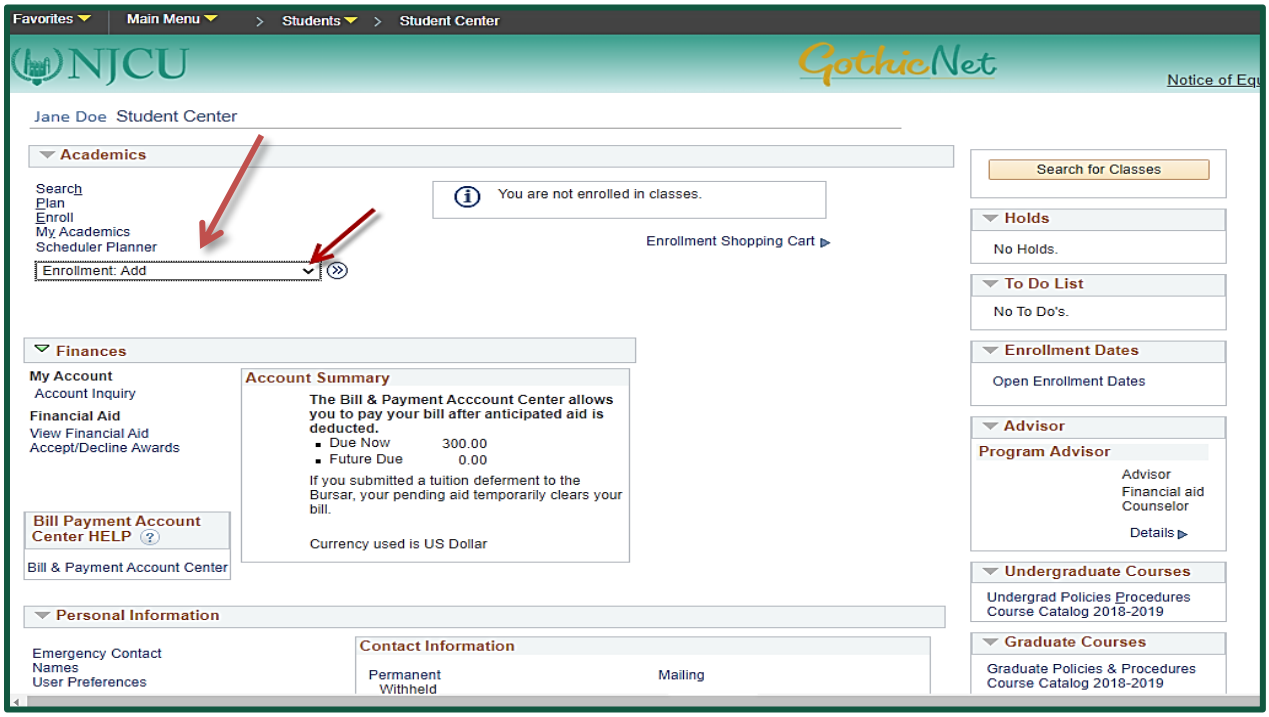
Step 5: Select **Students.**



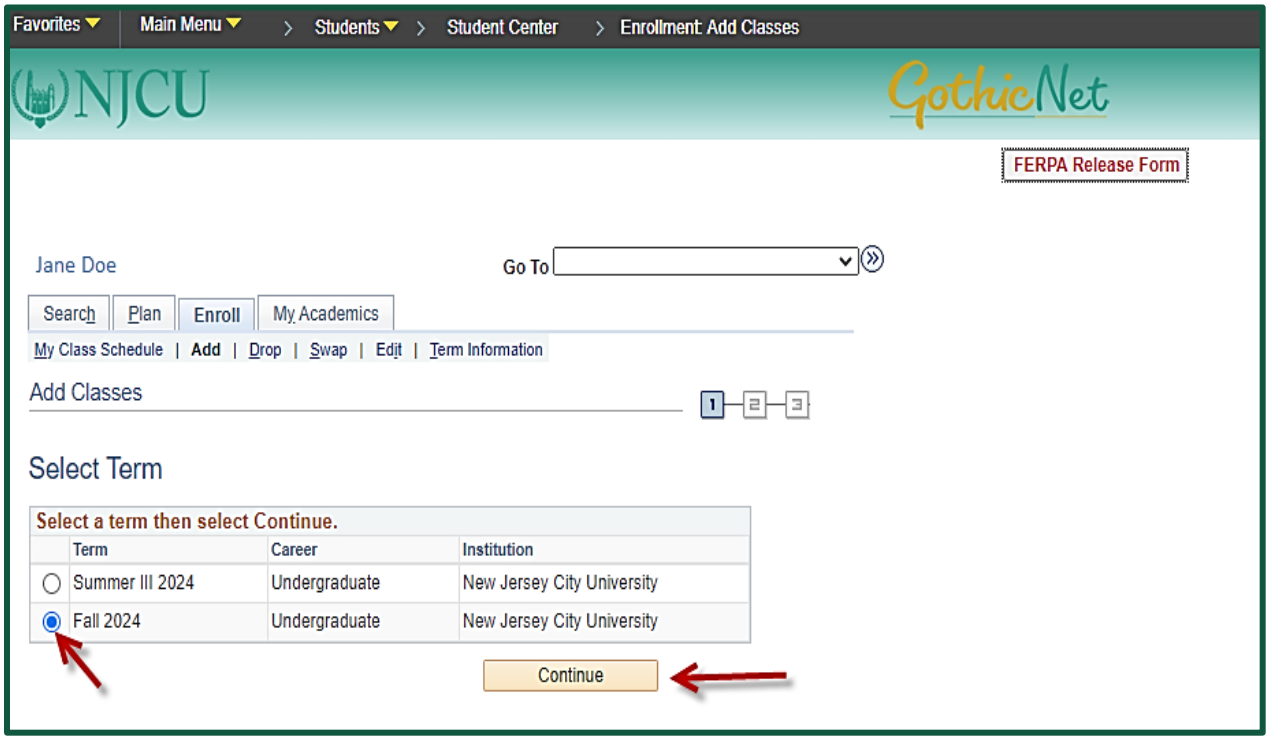
Step 6: Click on **Student Center**.

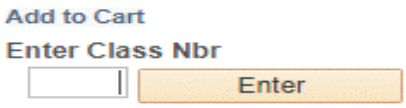


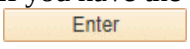
Step 7: Click on , select **Enrollment: Add** and then click on .



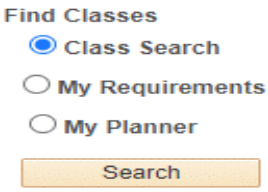
Step 8: Click on to select the **Term** and click on CONTINUE.

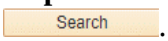


Step 9: If you have the **Class number** type the number in the 

, click on 

and proceed to **Step 13** or to **Search for a Class** proceed to **Step 10**.

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

and click on 

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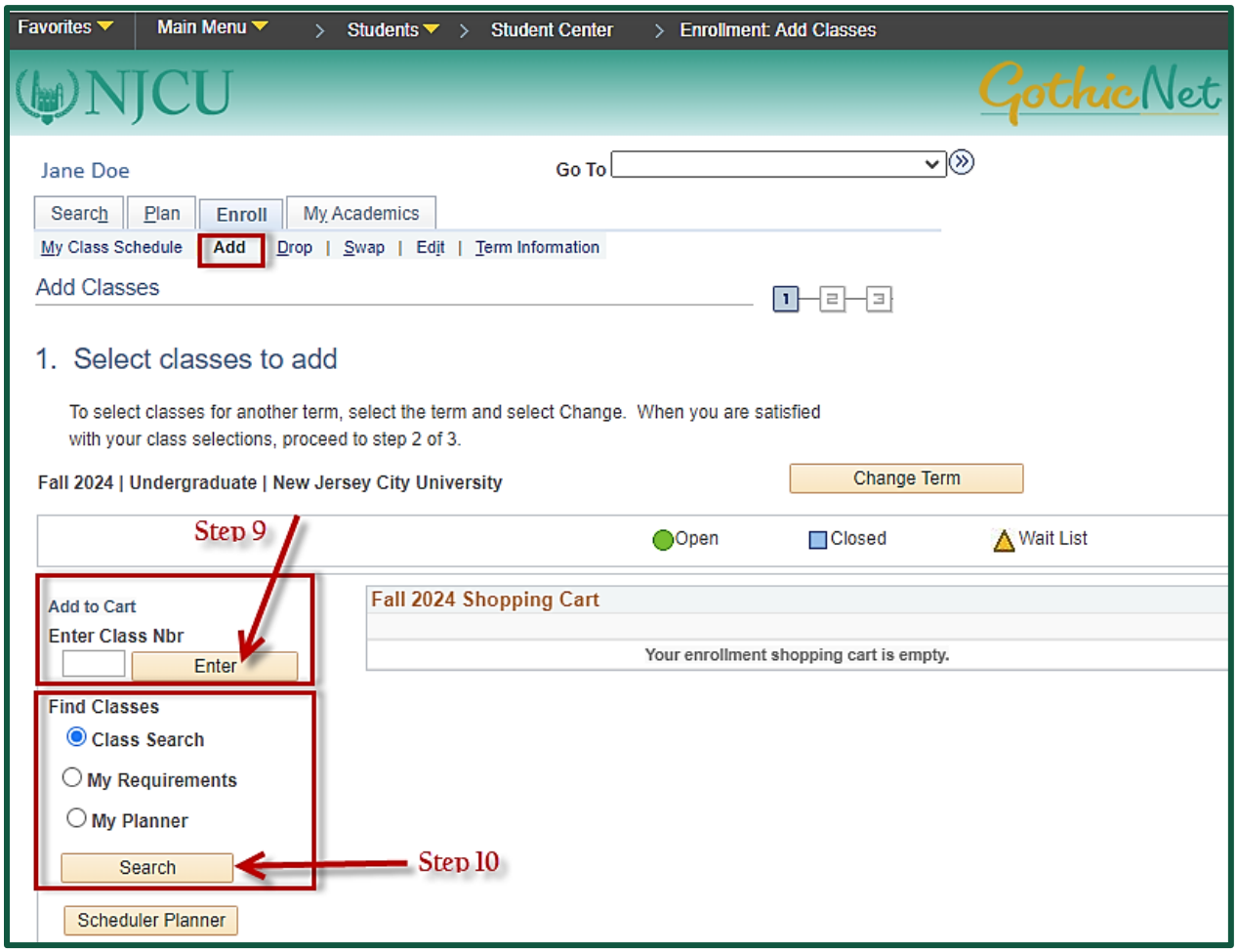
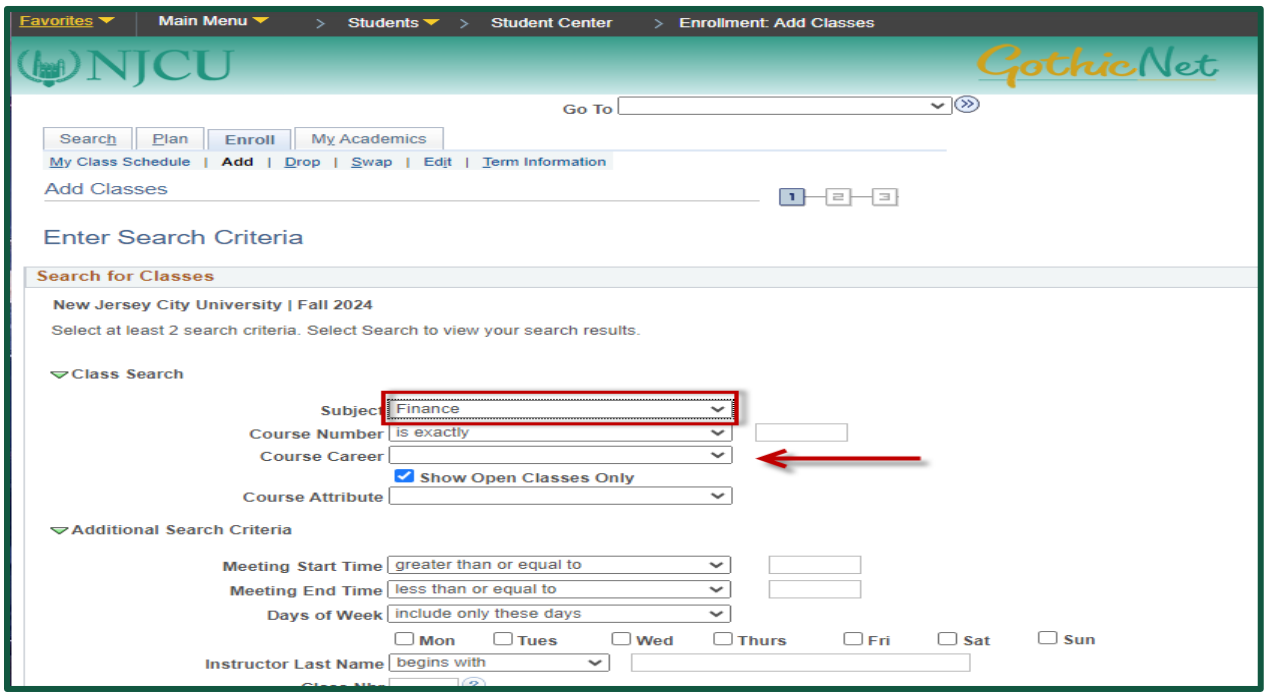
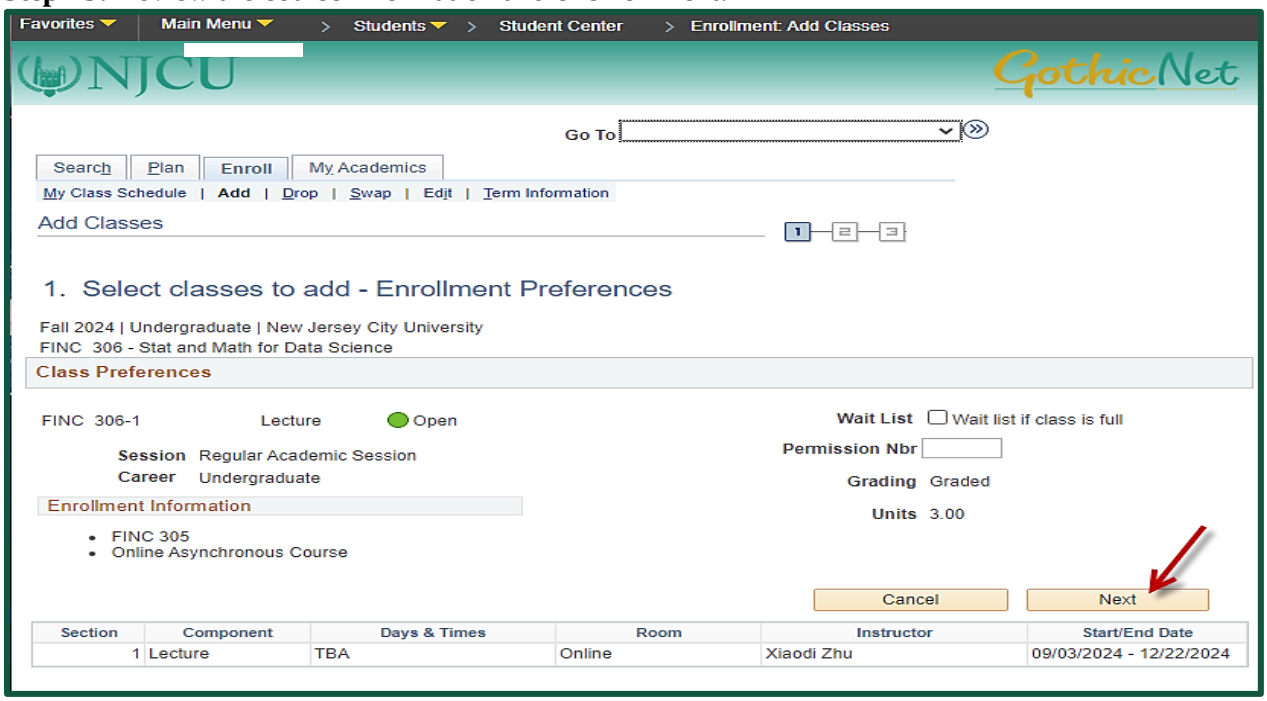


Step 11: Select the **Subject** and **Career** and click on Search.

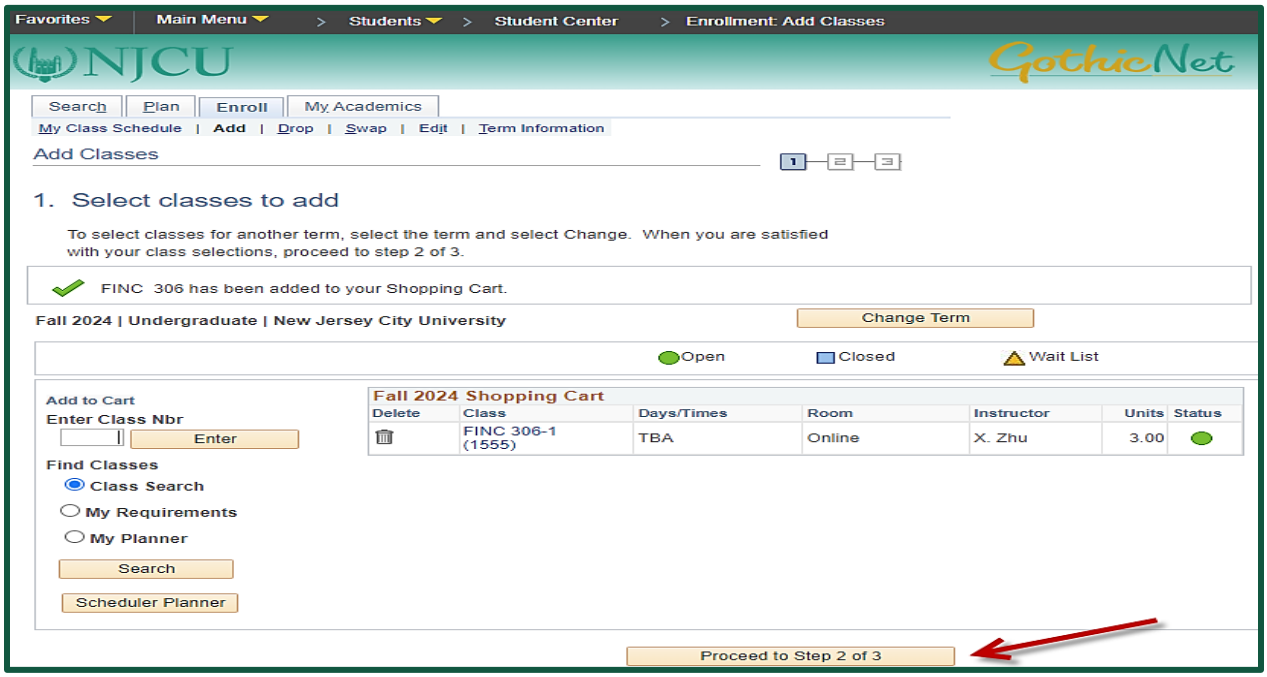


Step 12: Select the course**.**

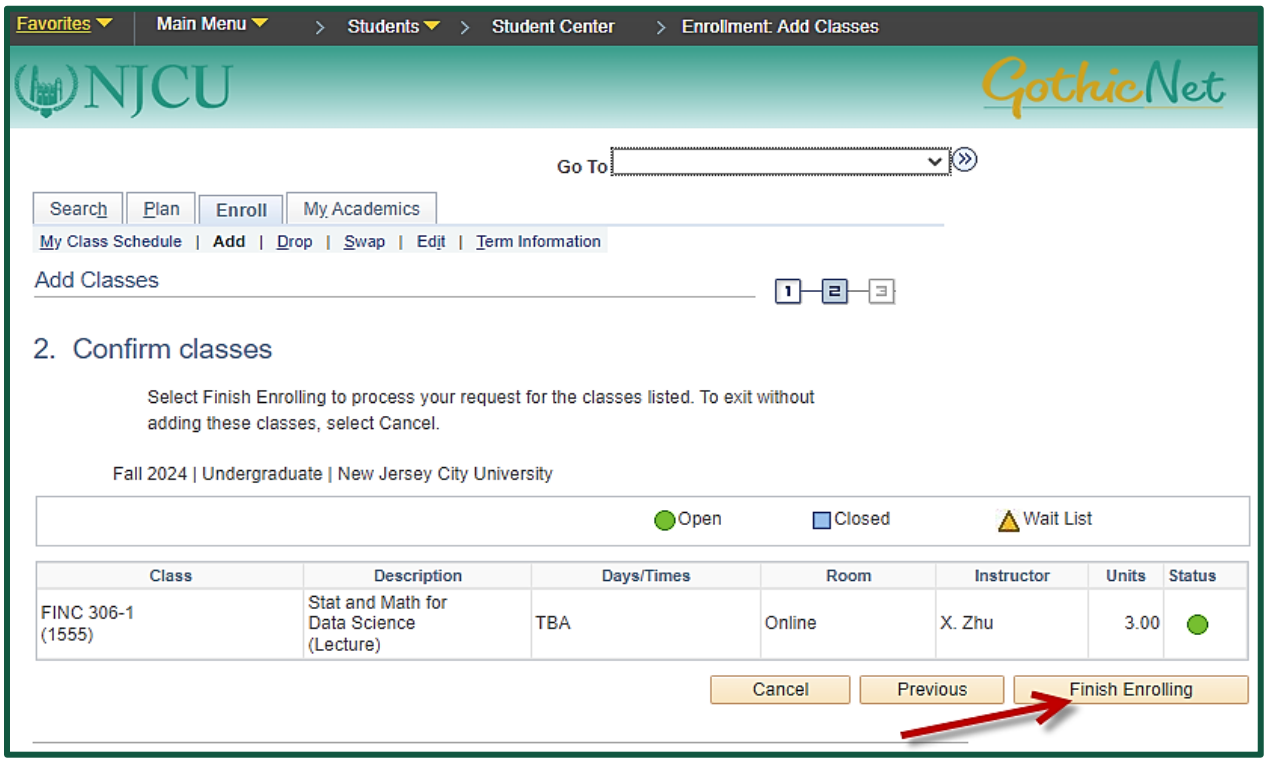
Step 13: Review the course information and click on Next**.**



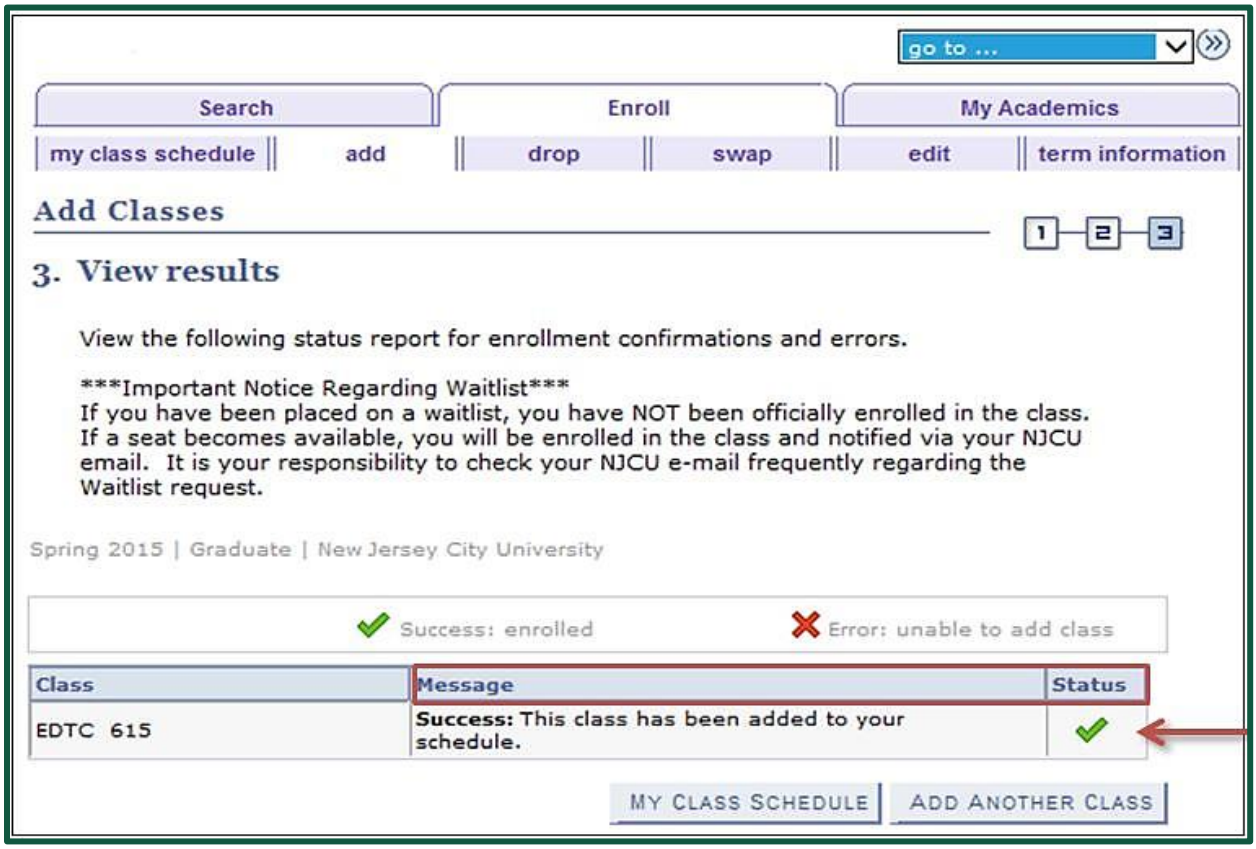
Step 14: Once the course has been added to your **Shopping Cart** click on Proceed to Step 2 of 3.



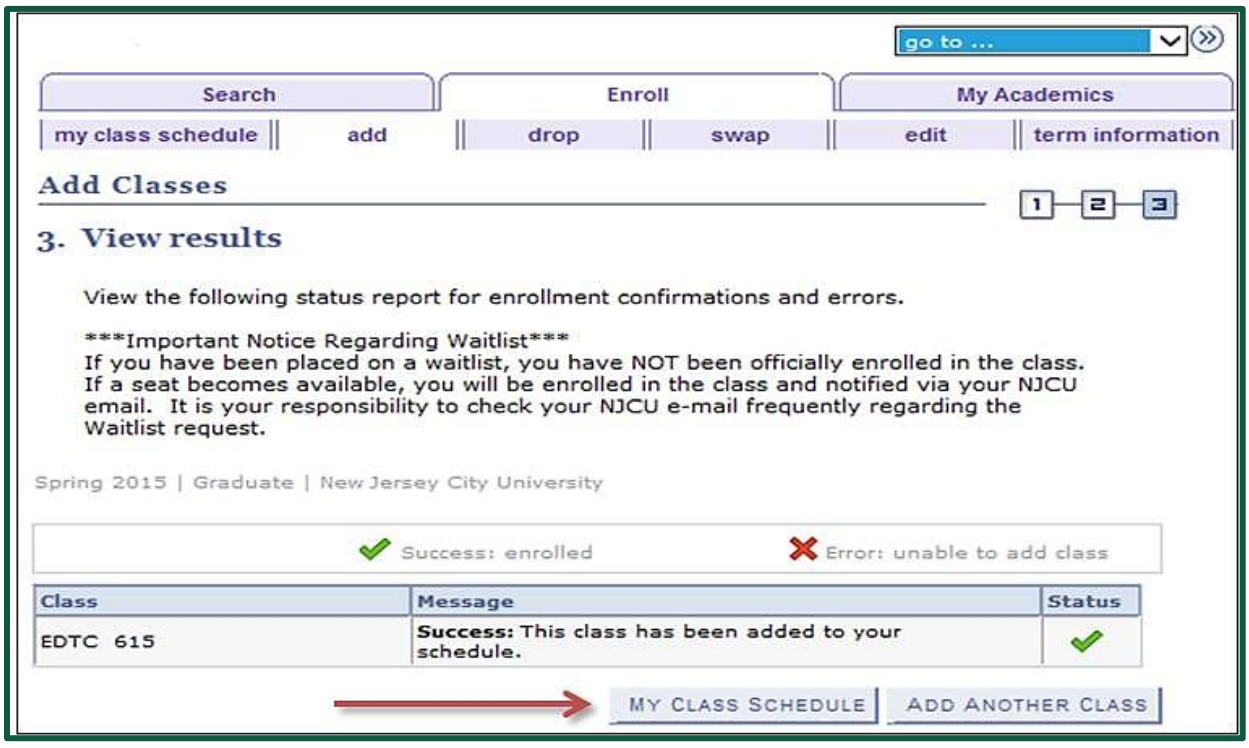
Step 15: Click on Finish Enrolling to finish the **Enrollment Process**.



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



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



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.

- For Registration questions regarding ***how to self-enroll***, please contact the Registrar's Office in Hepburn 214, 201-200-3333 or Registrar@njcu.edu.

- For ***technical issues*** regarding ***access to Gothicnet/Password*** etc., please contact the HelpDesk at 201-200-4357 or helpdesk@njcu.edu.