

## How Do I Enroll in a Waitlisted 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**

Home | Sign out

**GothicNet-at-a-Glance**

**My Tasks**  
Hold(s): 0 To Do(s): Z

**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 Unsubsidized 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 Advisor(s)**  
Name : Charles Taylor | Kathleen Banks | Alina Gharabegian  
Phone: 201/200-3023 | 201/200-3569 | 201/200-3337  
Email : [taylor@njcu.edu](mailto:taylor@njcu.edu) | [kbanks@njcu.edu](mailto:kbanks@njcu.edu) | [agharabegian@njcu.edu](mailto: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](#)


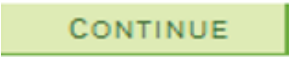
**Free Tutoring - Register Today**  
**Need Math or Science tutoring? - [Register for an appointment](#)**  
**Need tutoring in Writing? - [Register for an appointment](#)**

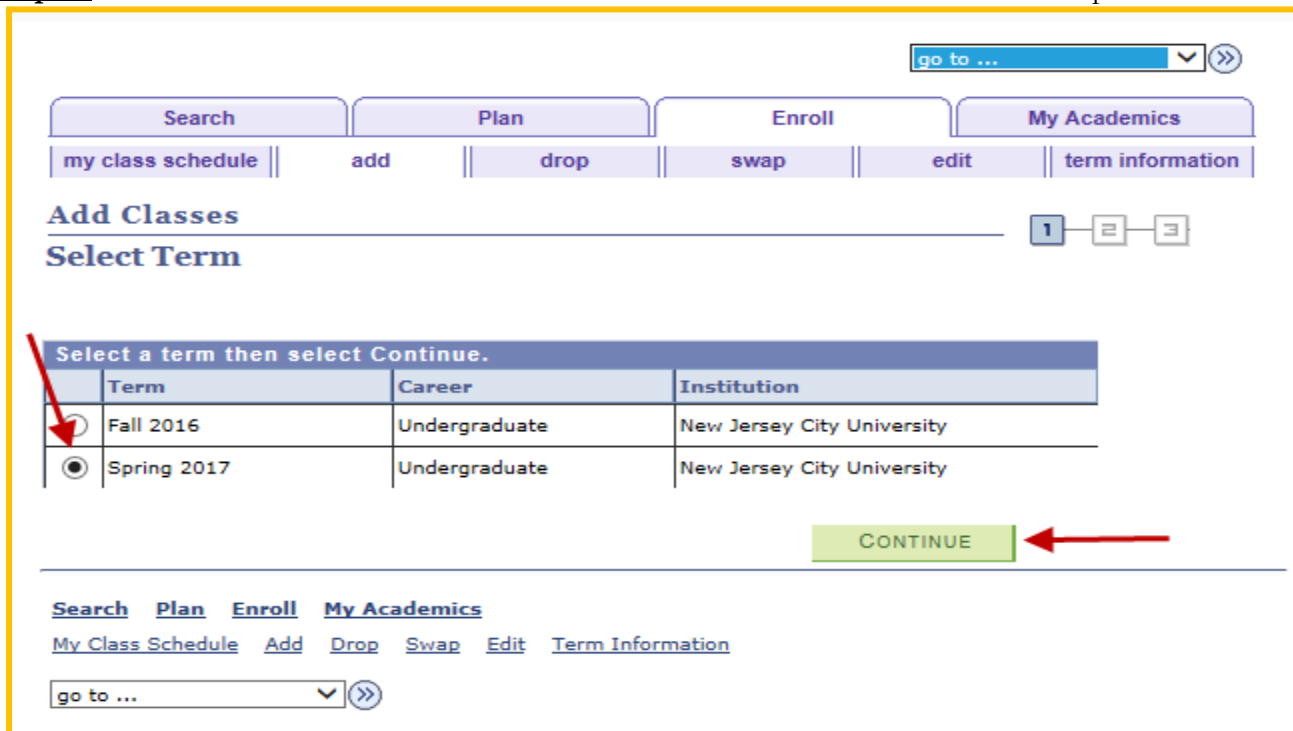
**News and Events**  
[Event Calendar](#)  
[News and Events](#)

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 Plan Enroll My Academics

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

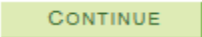
### Add Classes

1

#### Select Term

Select a term then select Continue.

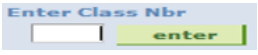
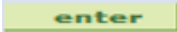
	Term	Career	Institution
<input type="radio"/>	Fall 2016	Undergraduate	New Jersey City University
<input checked="" type="radio"/>	Spring 2017	Undergraduate	New Jersey City University

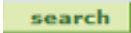


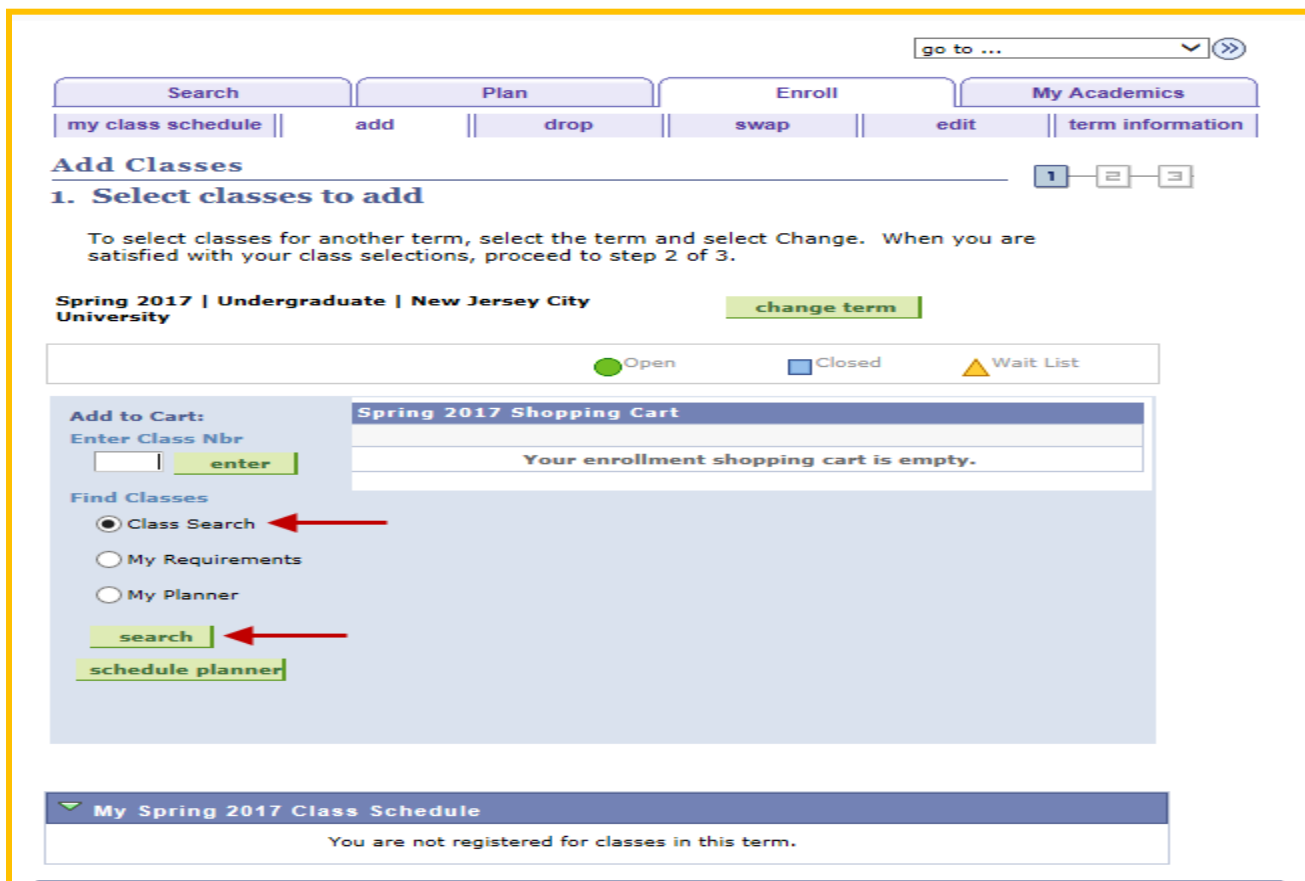
Search Plan Enroll My Academics

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 11.

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



go to ...

Search Plan Enroll My Academics


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

### Add Classes

1

#### 1. Select classes to add

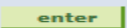
To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2017 | Undergraduate | New Jersey City University 

Open  Closed  Wait List

**Add to Cart:**

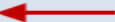
Enter Class Nbr



**Spring 2017 Shopping Cart**

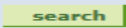
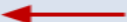
Your enrollment shopping cart is empty.

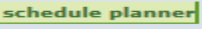
**Find Classes**

Class Search 

My Requirements

My Planner



**My Spring 2017 Class Schedule**

You are not registered for classes in this term.

**Step 6:** Enter Class Search Criteria. Example: Course Subject, Course Number, Course Career).

**Note:** At least 2 search criteria are required to perform a Class Search.

**Step 7:** Click on **SEARCH**.

go to ...

Search Plan Enroll My Academics

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

### Add Classes

#### Enter Search Criteria

#### Search for Classes

New Jersey City University | Spring 2017

Select at least 2 search criteria. Select Search to view your search results.

**Class Search**

Subject

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

Class Nbr  ?

Mode of Instruction

Location

[Return to Add Classes](#) CLEAR SEARCH

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

**Step 8: Review** the course information. The Status column will display the course's status.

Open    Closed    Wait List

**Step 9:** Click on the **select** button.

go to ...

Search Plan Enroll My Academics

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

### Add Classes

1

### Search Results

New Jersey City University | Spring 2017

[My Class Schedule](#)    [Shopping Cart](#)

You are not registered for classes in this term.    Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Psychology**, Course Number is exactly **'100'**, Show Open Classes Only: **No**, Class Nbr: **'1768'**

Open    Closed    Wait List

[Return to Add Classes](#)    [NEW SEARCH](#)    [MODIFY SEARCH](#)

1 class section(s) found

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1768	2-LEC Regular	Fr 11:20AM - 2:00PM	TBA	Sabrina Lopes	01/17/2017 - 05/15/2017		<a href="#">select</a>

[Return to Add Classes](#)    [NEW SEARCH](#)    [MODIFY SEARCH](#)

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

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

go to ...

**Step 10:** If the selected course is in Waitlist status, click on the checkbox of  **Wait list if class is full**.

**Step 11:** Click on **NEXT**.

go to ...

Search Plan Enroll My Academics

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

### Add Classes

1

### 1. Select classes to add - Enrollment Preferences

Spring 2017 | Undergraduate | New Jersey City University

### PSYC 100 - Psych Of Self Devel

#### Class Preferences

PSYC 100-2    Lecture    Wait List    **Wait List**     Wait list if class is full

Session    Regular Academic Session    Permission Nbr   

Career    Undergraduate    Grading    Graded

Enrollment Information    Units    3.00

- Day Class

[CANCEL](#)    [NEXT](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
2	Lecture	Fr 11:20AM - 2:00PM	TBA	Sabrina Lopes	01/17/2017 - 05/15/2017

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

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

go to ...

**Step 12:** Once the course has been added to your Shopping Cart, click on the **PROCEED TO STEP 2 OF 3** button.

The screenshot shows the 'Add Classes' page with a confirmation message: 'PSYC 100 has been added to your Shopping Cart.' Below this is a table titled 'Spring 2017 Shopping Cart' with the following data:

Delete	Class	Days/Times	Room	Instructor	Units	Status
	PSYC 100-2 (1768)	Fr 11:20AM - 2:00PM	TBA	S. Lopes	3.00	

At the bottom of the page, there is a green button labeled 'PROCEED TO STEP 2 OF 3'.

**Step 13:** Click on the **FINISH ENROLLING** button to finish the enrollment process.

The screenshot shows the 'Add Classes' page with the heading '2. Confirm classes'. Below the heading is a table with the following data:

Class	Description	Days/Times	Room	Instructor	Units	Status
PSYC 100-2 (1768)	Psych Of Self Devel (Lecture)	Fr 11:20AM - 2:00PM	TBA	S. Lopes	3.00	

Below the table are three buttons: 'CANCEL', 'PREVIOUS', and 'FINISH ENROLLING'. The 'FINISH ENROLLING' button is highlighted in green.

**Step 14:** Check the **Message** and **Status** sections to confirm enrollment was successful.

The screenshot shows the NJCU enrollment system interface. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Add Classes' with a sub-heading '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 this is a status bar with a green checkmark for 'Success: enrolled' and a red X for 'Error: unable to add class'. A table shows the enrollment status for 'PSYC 100' with a message: 'Message: Class 1768 is full. You have been placed on the wait list in position number 1.' and a green checkmark in the 'Status' column. A red arrow points to the 'Status' column. At the bottom, there are buttons for 'MY CLASS SCHEDULE' and 'ADD ANOTHER CLASS'.

Class	Message	Status
PSYC 100	Message: Class 1768 is full. You have been placed on the wait list in position number 1.	✓

**Step 15:** Click on **MY CLASS SCHEDULE** button to view your class schedule.

This screenshot is identical to the one above, but with a red arrow pointing to the 'MY CLASS SCHEDULE' button at the bottom of the enrollment status report section.

**Important Note:** View the **Status** and **Waitlist Position** columns for detailed information regarding the waitlisted course.

Search

Plan

Enroll

My Academics

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

### My Class Schedule

Select Display Option    List View    Weekly Calendar View

**Spring 2017 | Undergraduate | New Jersey City University**  

**Class Schedule Filter Options**

Show Enrolled Classes    Show Dropped Classes    Show Waitlisted Classes

[View My Books](#)

**PSYC 100 - Psych Of Self Devel**

Status	Waitlist Position	Units	Grading	Grade	Deadlines
Waiting	1	3.00	Graded		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1768	<a href="#">2</a>	Lecture	Fr 11:20AM - 2:00PM	TBA	Sabrina Lopes	01/17/2017 - 05/15/2017

[Printer Friendly Page](#)

**Search   Plan   Enroll   My Academics**

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

The Enrolling in a Waitlisted Class Process is complete.