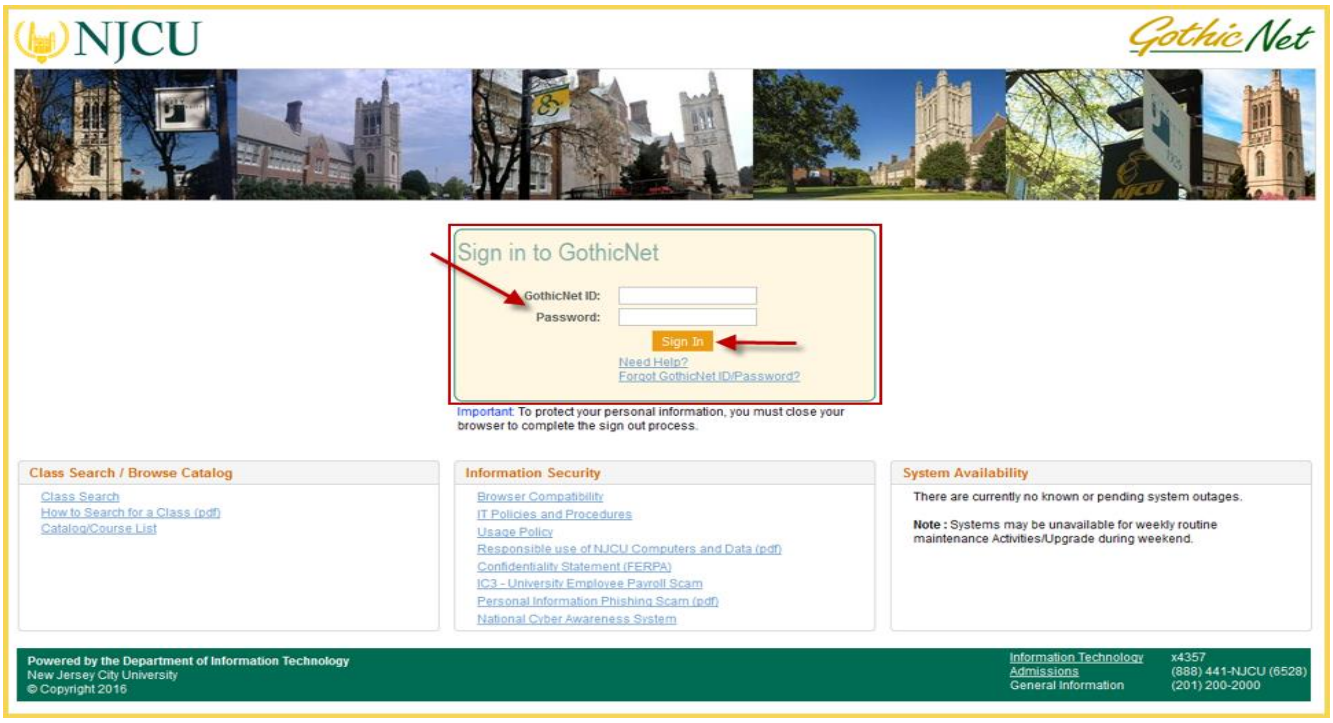
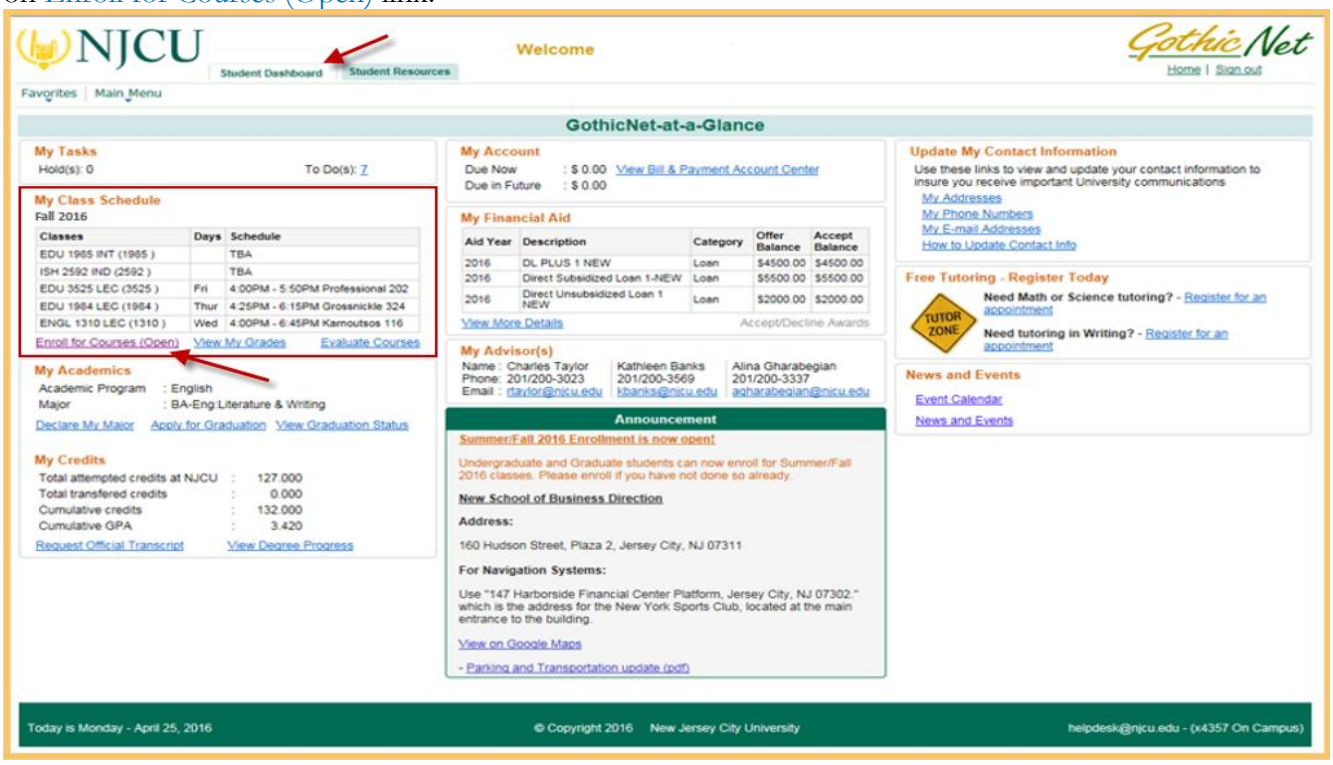
GothicNet NEW JERSEY CITY UNIVERSITY

How Do I Enroll in a Waitlisted Class?

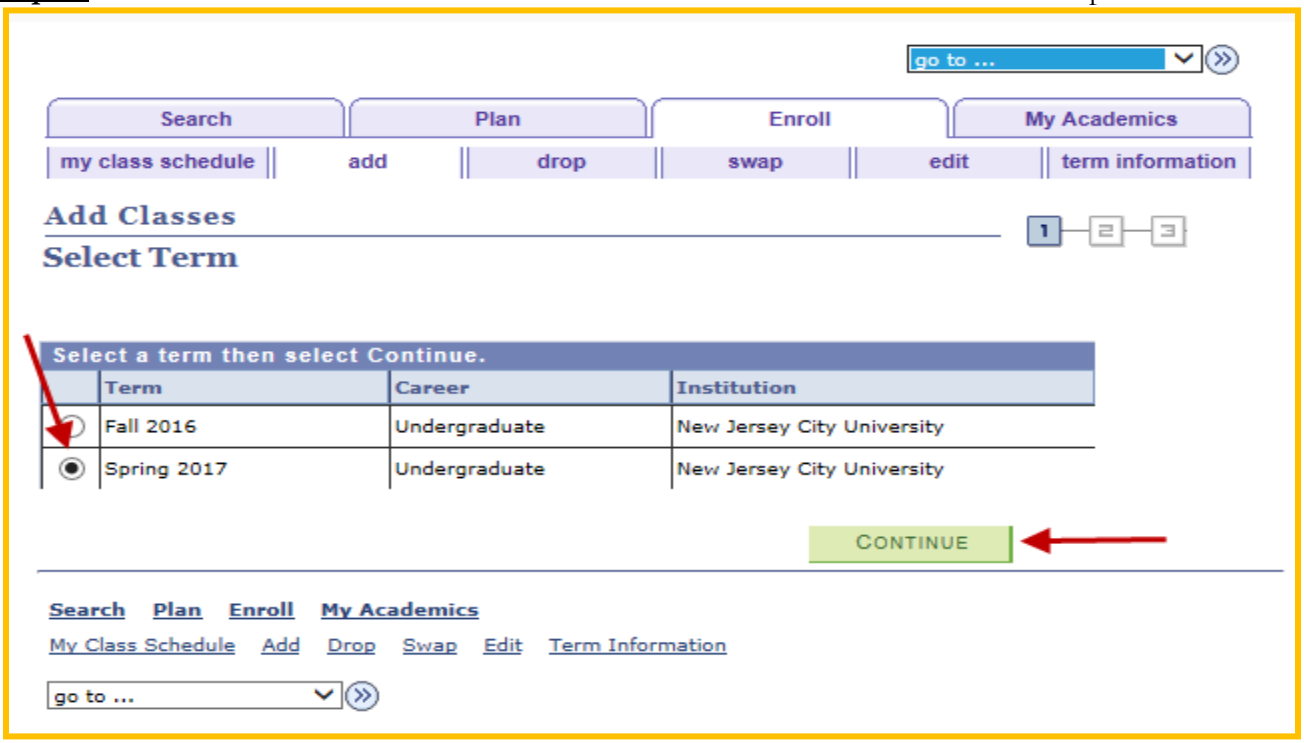
Step 1: Enter your **GothicNet ID** and **Password** then click on the Sign In button.



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.

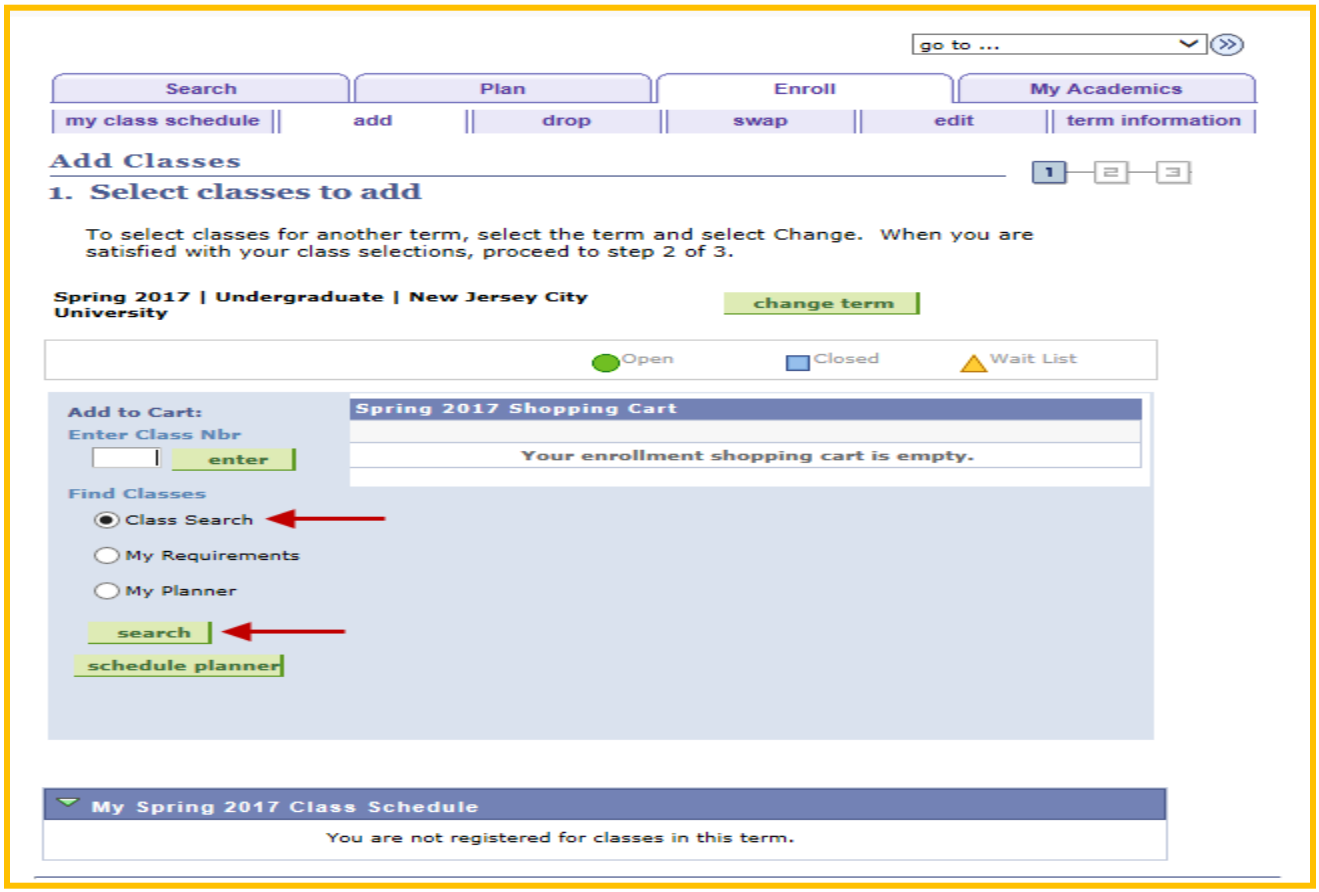


Step 3: Click on ◯ button to select the term then click on CONTINUE to proceed.



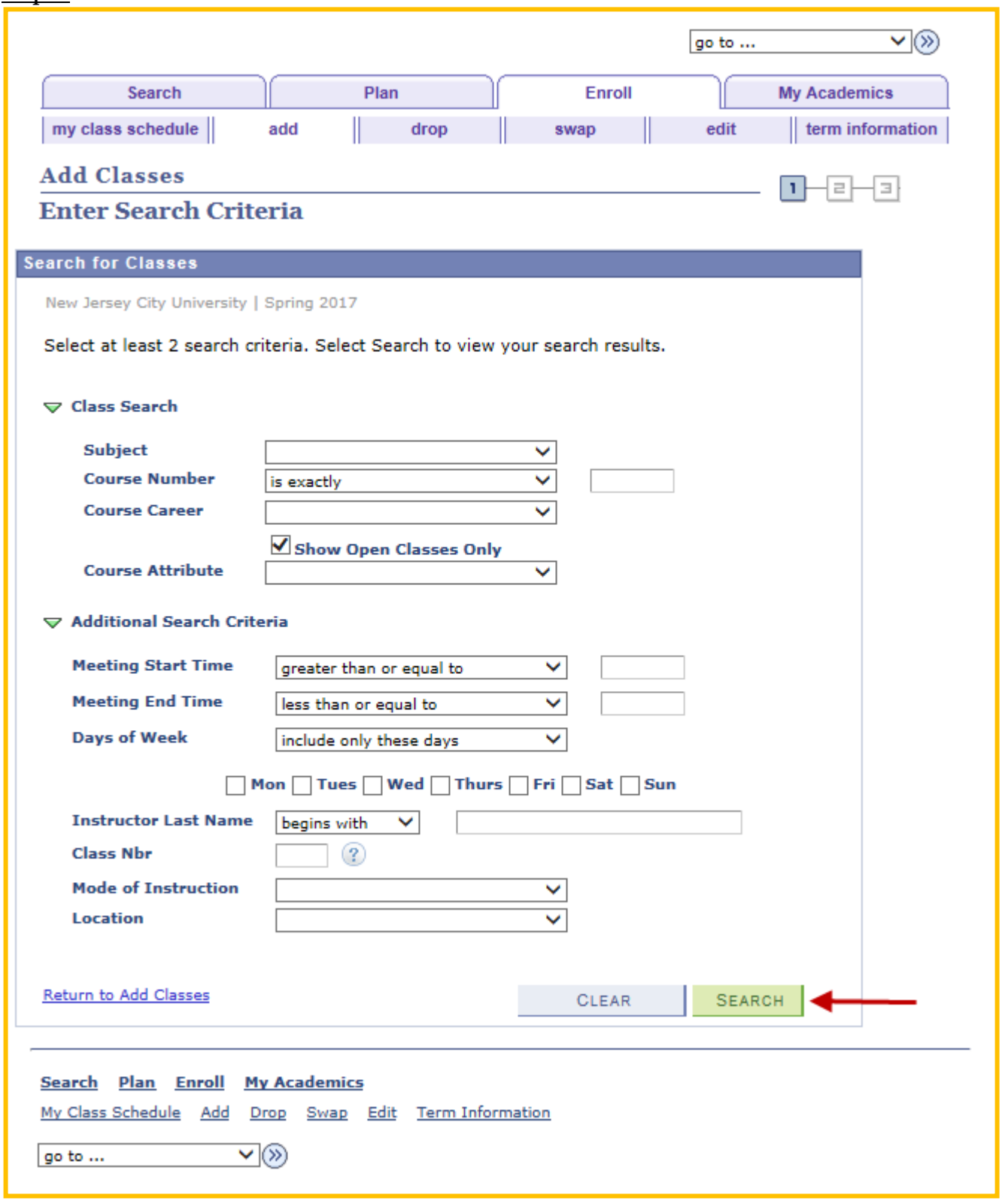
Step 4: If you have the Class number, enter the number in the Enter Class Nbr [ ] enter box then click on the enter button, and proceed to Step 11.

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



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.

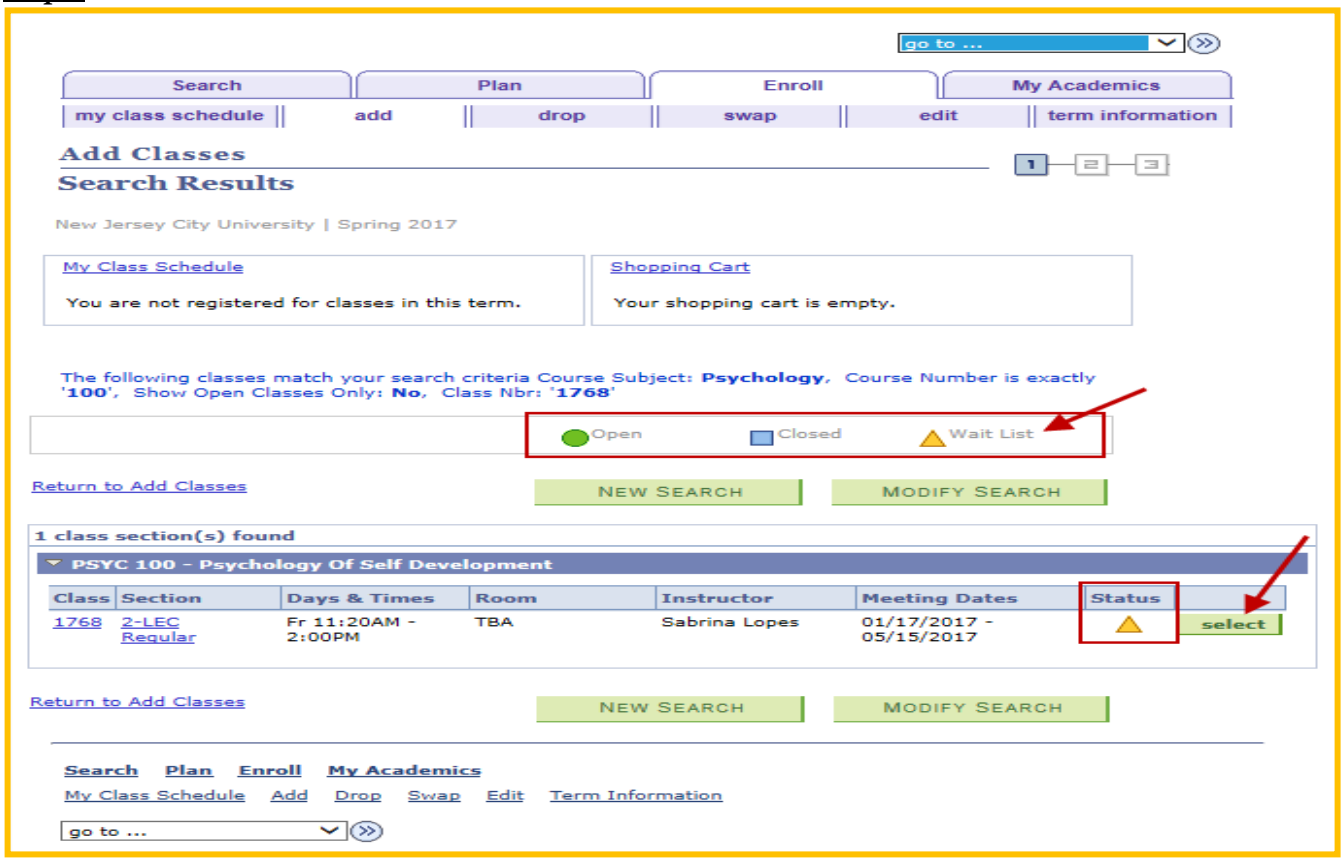
Step 7: Click on SEARCH.



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

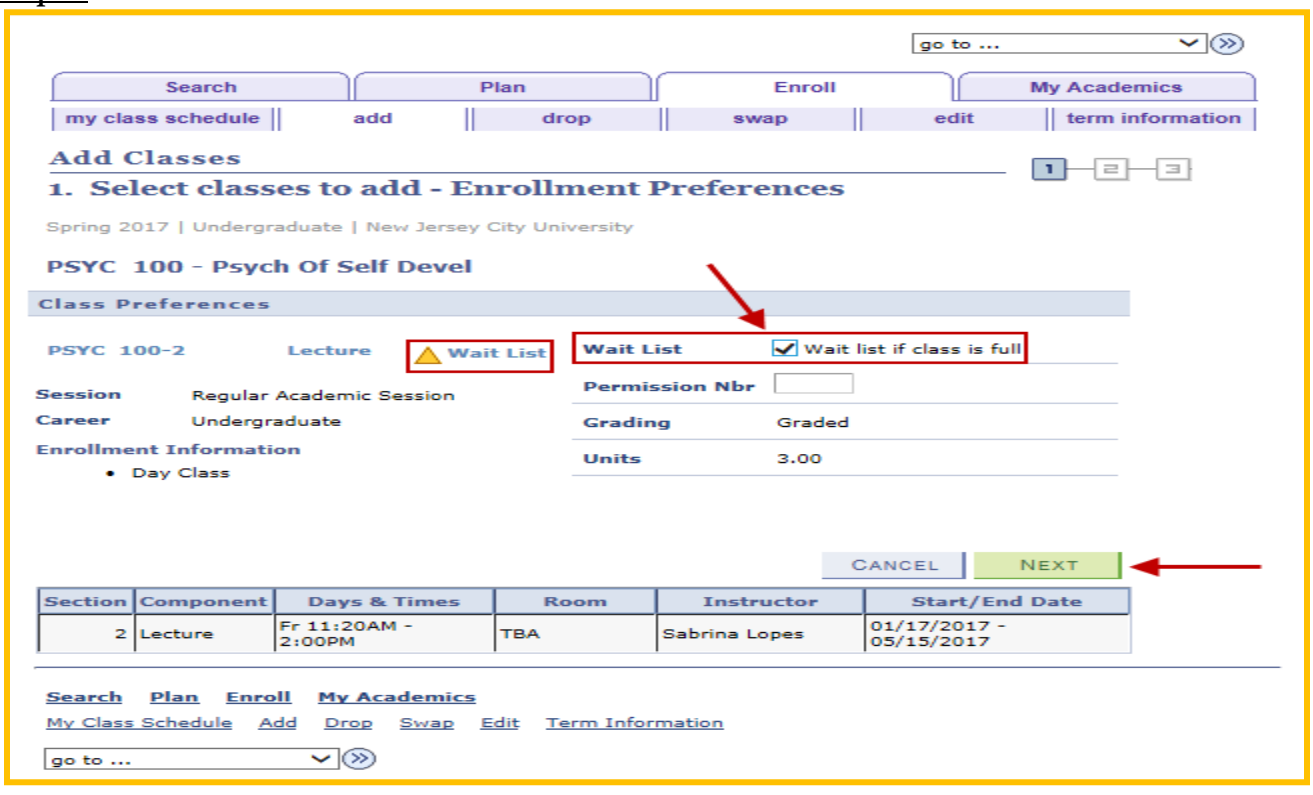
Open Closed Wait List

Step 9: Click on the select button.

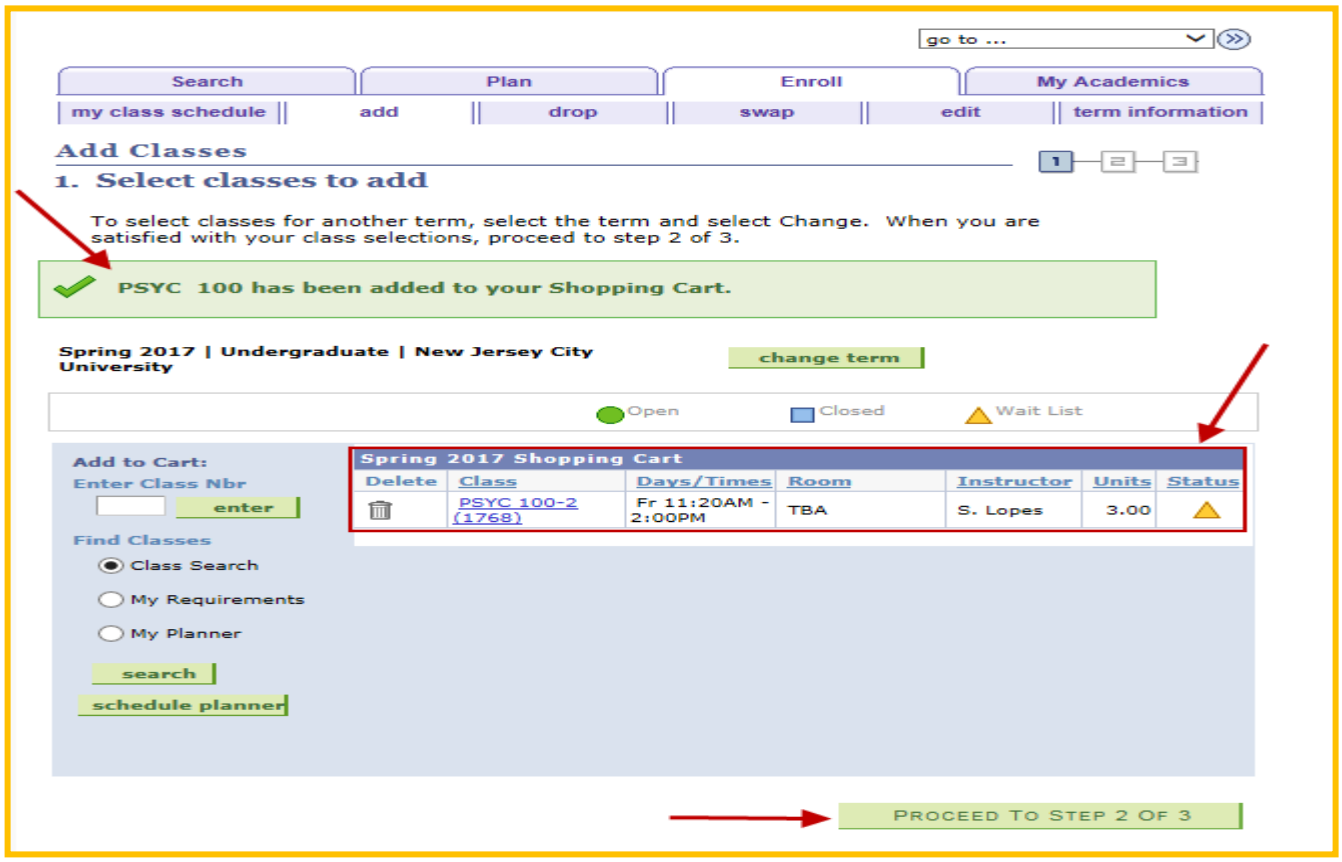


Step 10: If the selected course is in Waitlist status, click on the checkbox of ☑ **Wait list if class is full.**

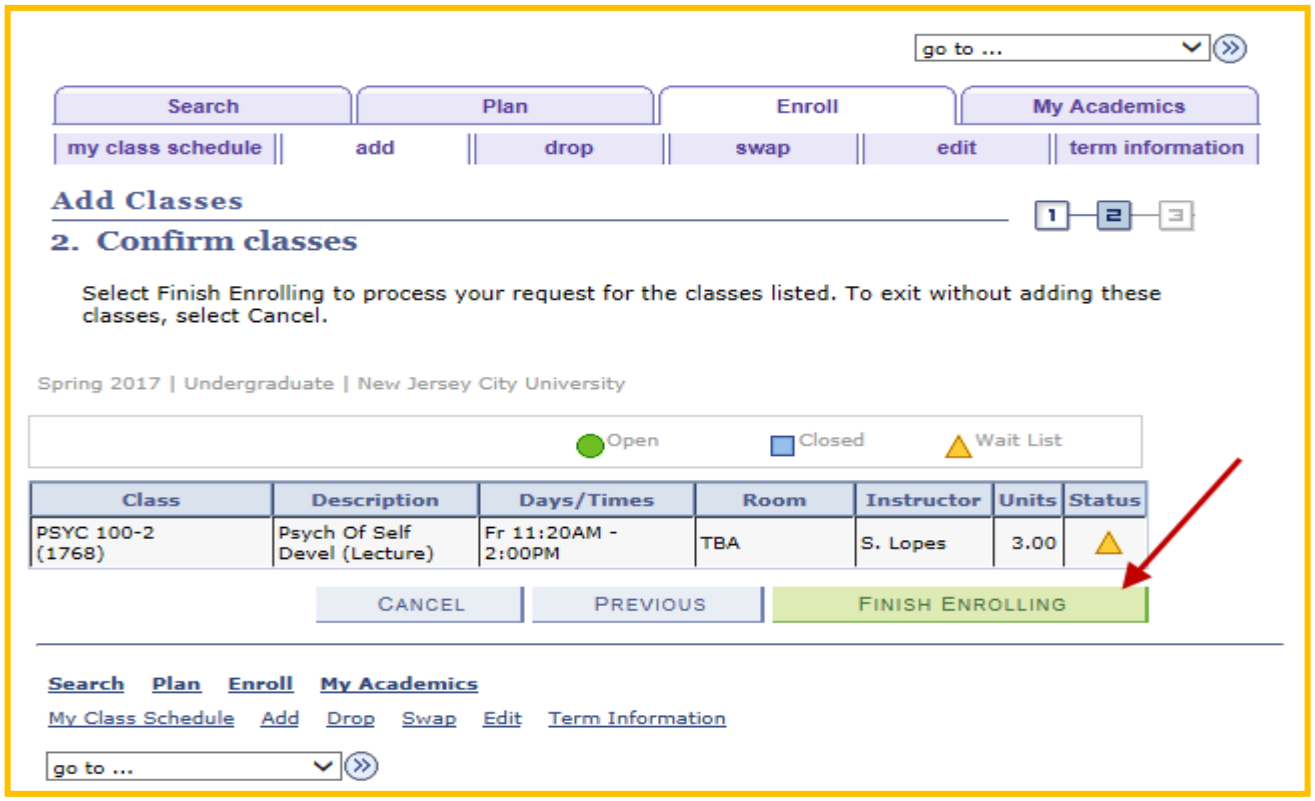
Step 11: Click on NEXT.



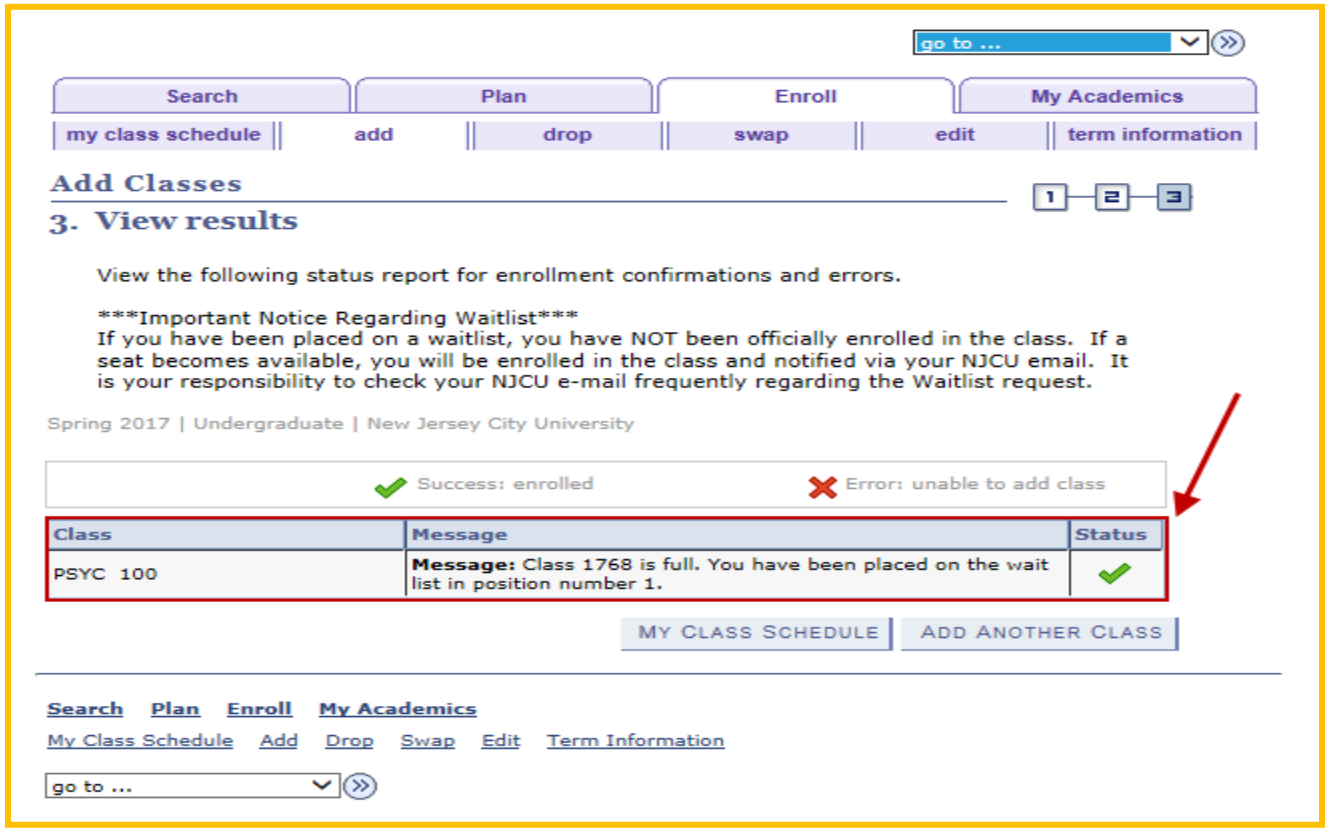
Step 12: Once the course has been added to your Shopping Cart, click on the PROCEED TO STEP 2 OF 3 button.



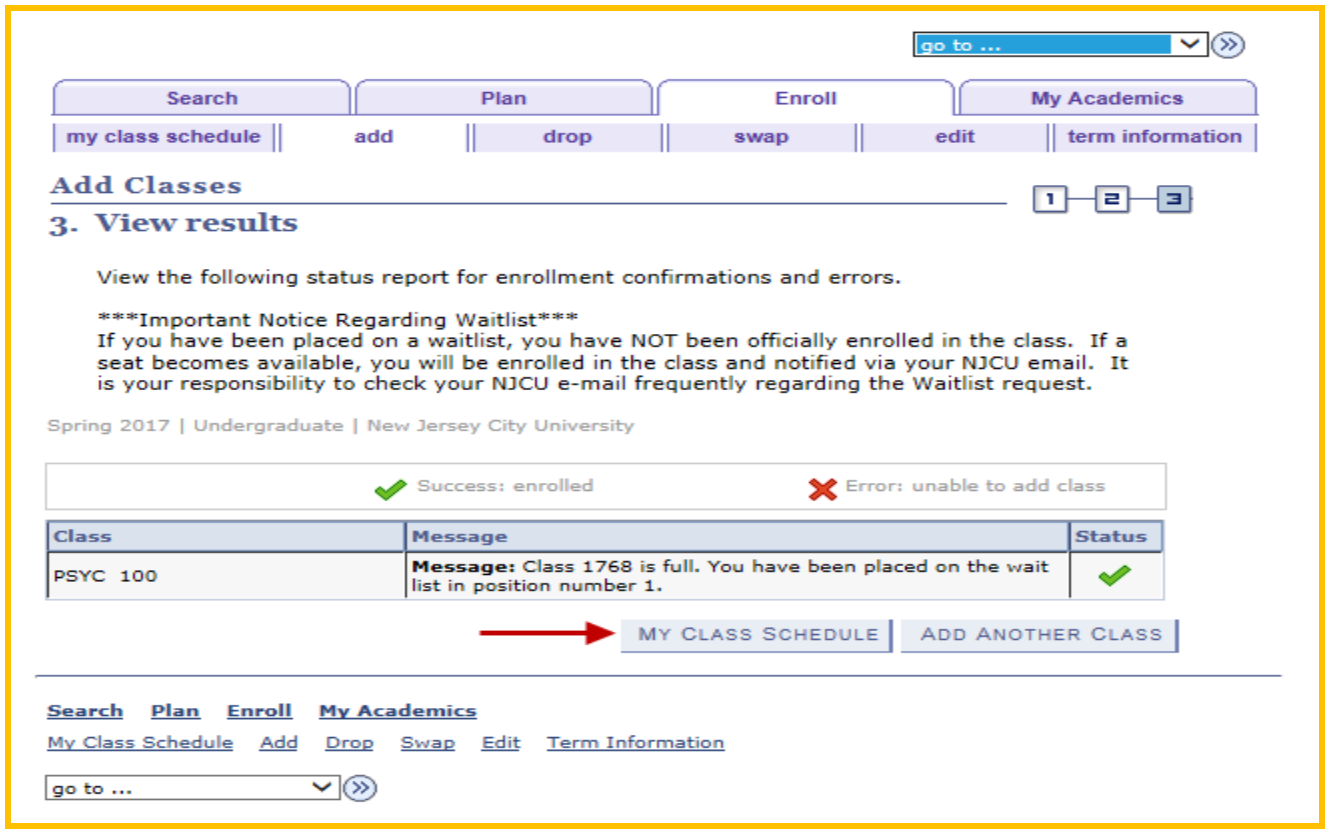
Step 13: Click on the FINISH ENROLLING button to finish the enrollment process.



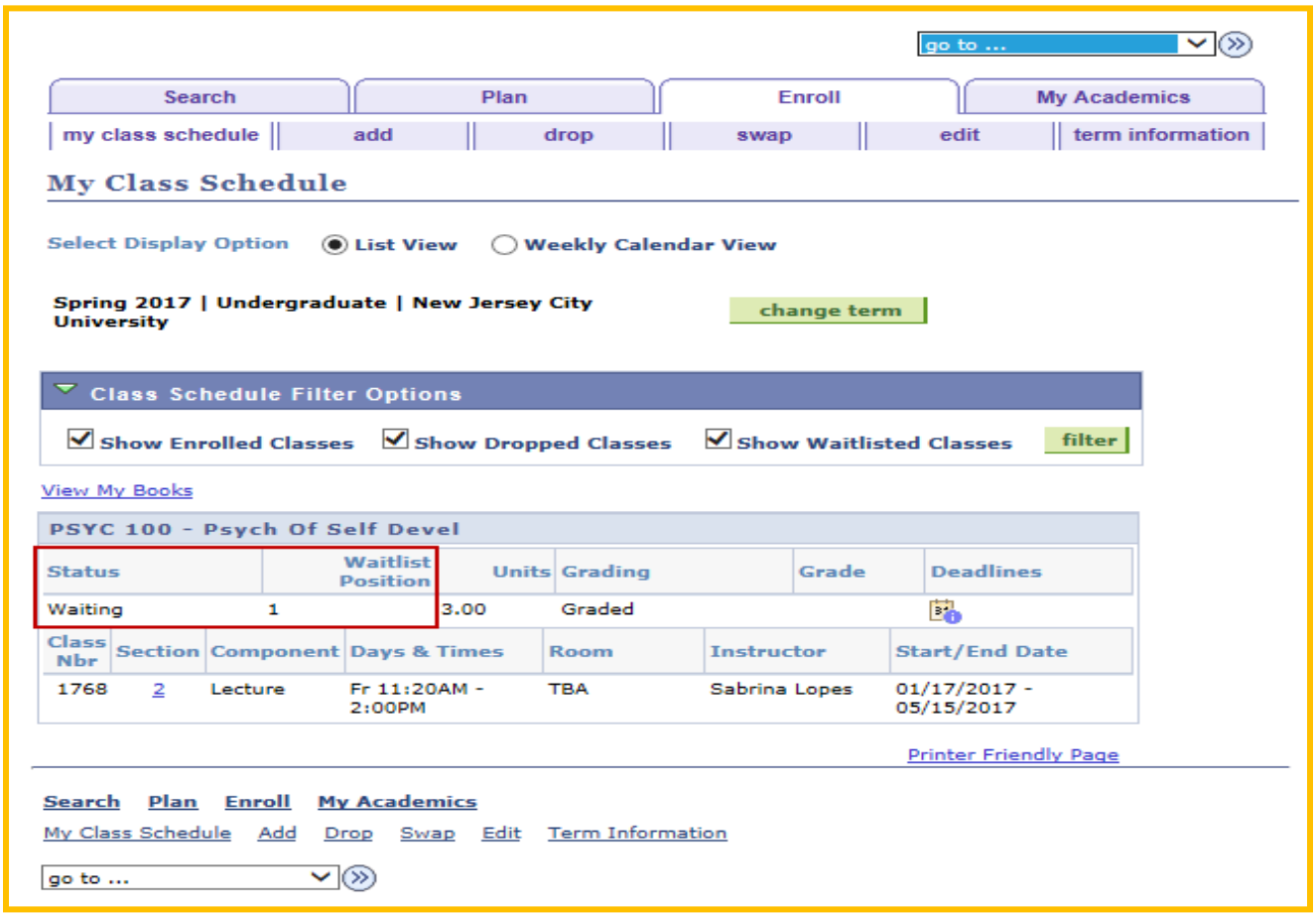
Step 14: Check the **Message** and **Status** sections to confirm enrollment was successful.



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



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



The Enrolling in a Waitlisted Class Process is complete.