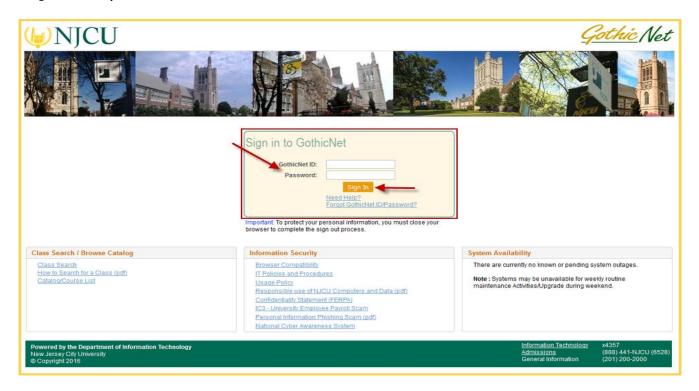


How Do I Swap a Class?

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



<u>Step 2</u>: Once you have logged onto the GothicNet, you will be defaulted to the **Student Dashboard** tab. Click on Enroll for Courses (Open) link.

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<u>Step 3:</u> Click on the **SWAP** tab.

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

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			1	go to	∨ ≫					
	Search Enroll My Academics									
	my class schedule add drop swap edit term information									
	Swap a Class									
	Select Term									
	Select a term then select Continue.									
Ι	Term	Career	Institution							
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	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 Search V search										
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.

			go to	▼ ≫						
Search	Enroll		My	Academics						
my class schedule add	drop	swap	edit	term information						
Swap a Class										
1. Select a class to swap										
Select the class you wish to swap then select the class you wish to replace it with.										
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<u>Step 7</u>: Review the course information and click on the **NEXT** button to continue with the enrollment process.

Search				Enroll			M	ly Academics	
my cla	ss schedule	add	dro	q	swap	11	edit	term informa	
Swap	a Class								
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areer Undergraduate				Grading Graded					
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10	Lecture		Online	Aar	on Wall	09/06	/2016 - 1	2/19/2016	
	Enroll My	Academics							

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

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my class schedul	e add	drop	swap	edit	term in	formation
Swap a Class	s					-[]]
Select Finish S select Cancel.	your selection wapping to process y duate New Jersey Cit	your swap request.	To exit withou	ut swapping th	nese classes,	
You are repla	cing this class		d 🛞 Dro	pped 🔥	Vait Listed]
Class	Description	Days/Times	Room	Instructor	Units Status	
<u>3 112-1</u> 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 clas	s (Open		sed 🔥 V	Vait List	1
Class			-		lu v lev v	
2241)	Crime And Delinquency (Lecture)	Days/Times	Online	A. Wall	3.00	
			CANCE	EL FINIS	SH SWAPPING	
	Add Drop Swap	Edit Term Informs	ation			

<u>Step 9</u>: Check the Message and Status sections to confirm the enrollment was Successful.

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Search	lemics										
my class schedule add drop swap edit term info											
Swap a Class											
3. View results											
all 2016 Undergraduate New Jersey City University											
Class	Message	1				Status					
Swap CJ 112 with CJ 112	exceeded	You have already the repeatable lim apply toward your	it for this cla	ss. Verify that		~					
MY CLASS SCHEDULE											
Search Enroll My Aca	demics										
My Class Schedule Add	Drop <u>Swap</u> Ed	lit <u>Term Informat</u>	ion								
go to 💊											

The Swapping Process is complete.