



How Do I Swap a Class?

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

A screenshot of the GothicNet login page. The page has a header with the NJCU logo and GothicNet text. Below the header is a navigation bar with various icons. The main content area features a "Sign in to GothicNet" box with two input fields for "GothicNet ID:" and "Password:", and a "Sign In" button. Two red arrows point to the "GothicNet ID:" field and the "Sign In" button. Below the login box are three columns of links: "Class Search / Browse Catalog" (with links for Class Search, How to Search for a Class (pdf), and Catalog/Course List), "Information Security" (with links for Browser Compatibility, IT Policies and Procedures, Usage Policy, Responsible use of NJCU Computers and Data (pdf), Confidentiality Statement (FERPA), ICS - University Employee Payroll Scam, Personal Information Phishing Scam (pdf), and Notice), and "System Availability" (with a note about system outages). The footer contains copyright information and a "General Information" link.

Step 2: Once you have logged onto the GothicNet, you will be defaulted to the **Student Dashboard**

Step 3: Click on the **SWAP** tab.

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

The screenshot shows a web application interface for swapping a class. At the top, there are navigation tabs: "Search", "Enroll", and "My Academics". Under "Enroll", there are sub-tabs: "my class schedule", "add", "drop", "swap", "edit", and "term information". The "swap" sub-tab is highlighted with a red box and a red arrow. Below the navigation is a "go to ..." search bar. The main heading is "Swap a Class" with a page indicator "1 | 2 | 3". The sub-heading is "Select Term". Below this is a table with the following data:

| | Term | Career | Institution |
|----------------------------------|-------------|---------------|-----------------------------|
| <input type="radio"/> | Spring 2016 | Undergraduate | New Jersey State University |
| <input checked="" type="radio"/> | Fall 2016 | Undergraduate | New Jersey State University |

Below the table is a "CONTINUE" button with a red arrow pointing to it. At the bottom, there are navigation links: "Search", "Enroll", "My Academics", "My Class Schedule", "Add", "Drop", "Swap", "Edit", "Term Information", and a "go to ..." search bar.

Step 5: Click on of **Select from your schedule** and select the course you would like to Drop.

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.



Step 7: Review the course information and click on the **NEXT** button to continue with the enrollment process.



