Quick Reference Guide

Enrolling in a Class

This process is to enroll in one or several classes for a semester. In order to enroll, you cannot have any holds on your record.

1. After signing in to GothicNet, under the My Menu section, click Students, and select your Student Center.

2. Click the Add a Class link. This opens the Add Classes page.

NOTE: If you have already enrolled, you will see your current schedule displayed on your Student Center.

3. Select the term in which you wish to enroll and click continue.

4. Select Search for Classes and click search. Select your Course Career and at least one additional field on this search page. Click search to retrieve classes matching your criteria.

5. After making your selection, more class details appear. Click next to the course you wish to add/enroll.

NOTE: A green circle ○ indicates an open class, while a blue square □ indicates a closed class.

6. When you are satisfied with your selections, click to confirm.

(continued…)
Enrolling in a Class (continued…)

7. Click **FINISH ENROLLING** to complete Step 3.

![Image of enrollment process]

8. View your enrollment results. A ✔ indicates successful enrollment, while a ❌ indicates an error.

![Image of enrollment results]

**NOTE:** If you received any errors, click on **FIX ERRORS** to correct any problems listed.
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Dropping a Class

This process is to drop one or several classes for a semester.

1. To drop a class, click the *Drop a Class* link on the *Student Center* page.

2. Select the *term*. Click *CONTINUE*.

3. Check the check box of the class(es) you wish to drop. Click *DROP SELECTED CLASSES*.

4. Confirm your selection. If correct, click *FINISH DROPPING*.

5. View the results of your drop request. A ✔️ indicates successful enrollment, while a ❌ indicates an error. If you experience any errors, please take the appropriate action to correct them.
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Swapping a Class

Swapping a class is exchanging one class on your schedule for another class. The benefit is you don’t have to drop the first class unless you can’t successfully add the new class.

1. Click the tab or click the “other academic field’ drop-down menu and select Swap Classes.

2. Select the term. Click .

3. Select the classes you wish to swap from your drop-down schedule.

4. Search for a class to swap or enter the Class Nbr. Click .

5. Confirm your enrollment preferences and click .

6. Click Finish Swapping to complete your swap request.

7. View the results of your swap request. A ✓ indicates successful enrollment, while a ✗ indicates an error. If you experience any errors, please take the appropriate actions to correct them.