GothicNet Online Registration Terms

“Academic Calendar” Screen
Drop and Withdrawal deadlines and other key dates and information are presented in this area. Reach this screen from your “Class Schedule” Screen by clicking on to the left of each class entry.

“Class Details” Screen
Reach this screen from the “Class Search Results” screen by clicking on to the right of the information presented for that class. (In some searches, this screen will automatically appear, and no icon will be present.) It is important that you read the information presented on this screen for each class in which you are planning to enroll.

“Class Number”
The unique 4-digit number identifies a particular section of a course being offered for a particular term.

“Class Search”
This refers to the procedure to lookup availability and detailed information about courses being offered in a given term. “Class Search Results” will display all scheduling information for these classes. Begin the class search at the “Add Classes” screen by clicking on to the right of the first “Class Nbr” field.

“Course Career”
This represents the level of courses you are doing a “Class Search” for. Select “Undergraduate.”

“Class Notes”
This section appears on the specific “Class Detail” screen for each class, and contains information such as Department or Instructor consent required, pre-or co-requisites, special class meeting dates, or detailed instructions for online classes. It is important that you read these notes for each class in which you are planning to enroll.

“Department (or “Instructor”) Consent Required”
Before attempting to enroll, students must first contact the Department (or Instructor, if appropriate) for consent to enroll, and must receive a “Permission #” to be entered in the computer during enrollment.
“Degree Progress Report”
A detailed report of all courses that a student has taken since the beginning of their academic career, followed by the breakdown of course placement in the General Studies program. This report should be used as a guideline, and is by no means, a replacement of an official transcript.

Please note that the degree progress report reflects academic work for students entering the university from Fall 2001 on, and does not contain all of the current transfer information. Please proceed to your advisor for the most accurate representation of courses.

“Enrollment Appointment”
The date and time in which you will be permitted to register for courses online.

“Hold”
A hold on a student’s record stating that online registration cannot take place without removal. Proceed to the department issuing the hold for further instruction.

“Permission Number”
A unique 4-6 digit number assigned to each student who receives Department or Instructor consent (as appropriate) for enrollment in a specific class in a specific term. To enter the number, at the “Add Classes” screen, click on the Subject/Catalog Number link, enter the Permission # in the box at the next screen, and click the “OK” button.

“Subject/Catalog Number”
The “Subject” part refers to the abbreviation of the subject heading for all courses offered by an academic department (such as “BUSI” for “Accounting”); the second part refers to the 3-digit number identifying a specific course offered under a subject heading.

“Swap Classes”
The function is often used to find a replacement course to fit a schedule, without dropping the current course unless the newly chosen one is available.