

How Do I Enroll in a Waitlisted Class?

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



Step 2: Once you have logged onto the GothicNet, you will be defaulted to the tab. Click on Enroll for Courses (Open) link.



Step 3: Click on 🔘 button	to select the term then click c		to proceed.
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 Step 4: If you have the Class number, enter the number in the box then click on the button, and proceed to Step 11.

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

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

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Step 9: Click on the **select** button.



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

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Step 12: Once the course has been added to your Shopping Cart, click on the button.

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Step 13: Click on the

button to finish the enrollment process.

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<u>Step 14</u>: Check the Message and Status sections to confirm enrollment was successful.

Step 15: Click on

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

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The Enrolling in a Waitlisted Class Process is complete.