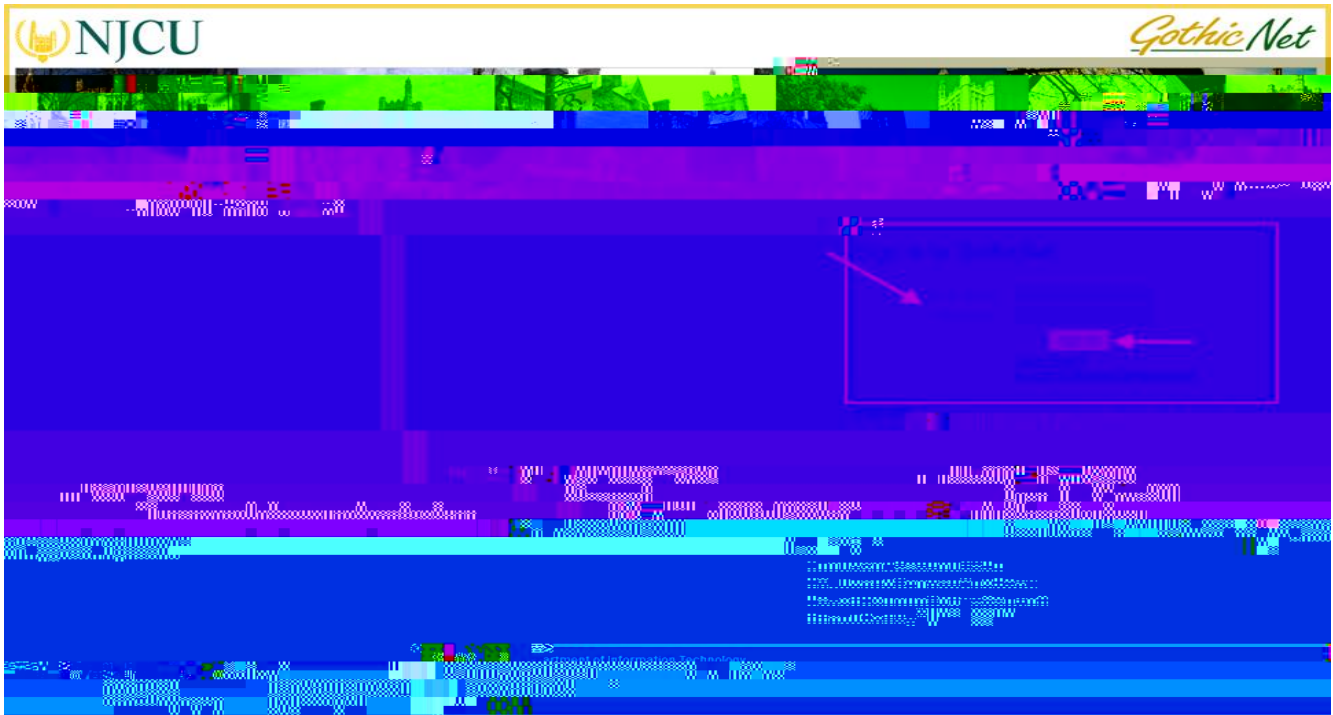# How Do I Enroll in a Waitlisted Class?
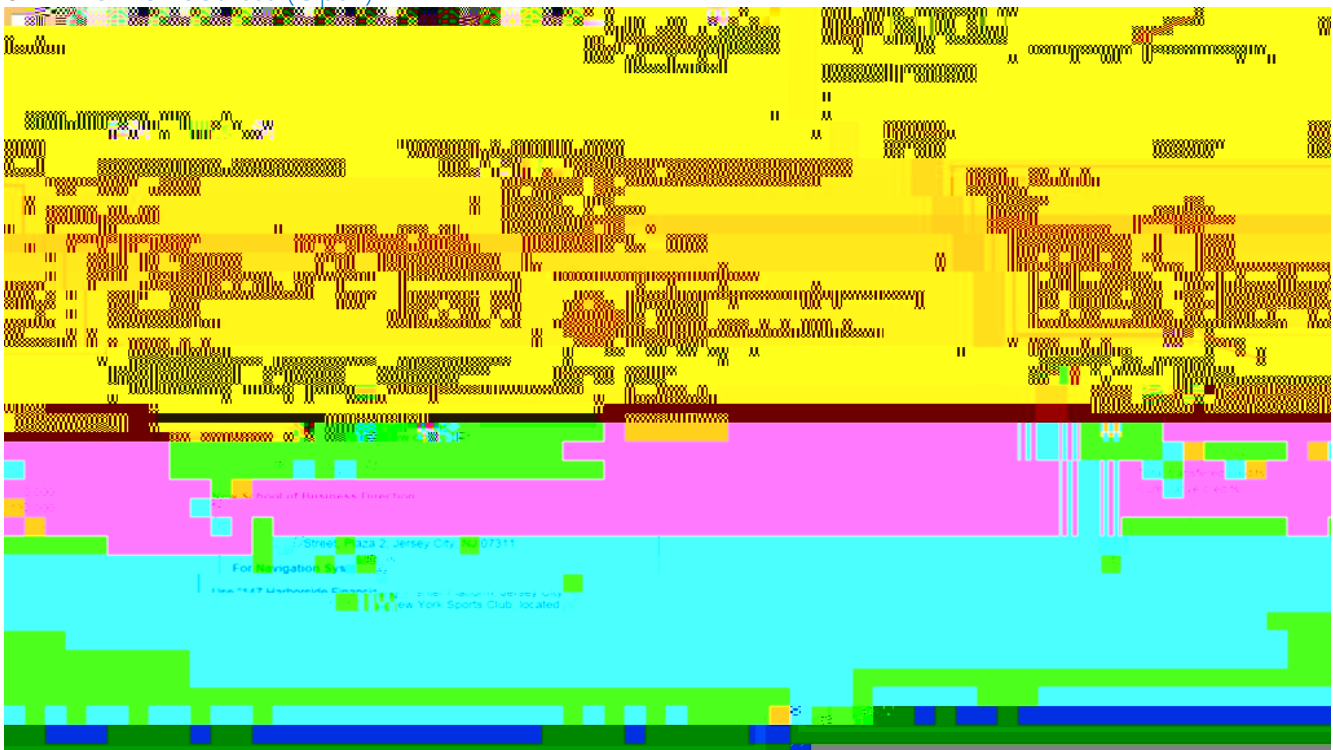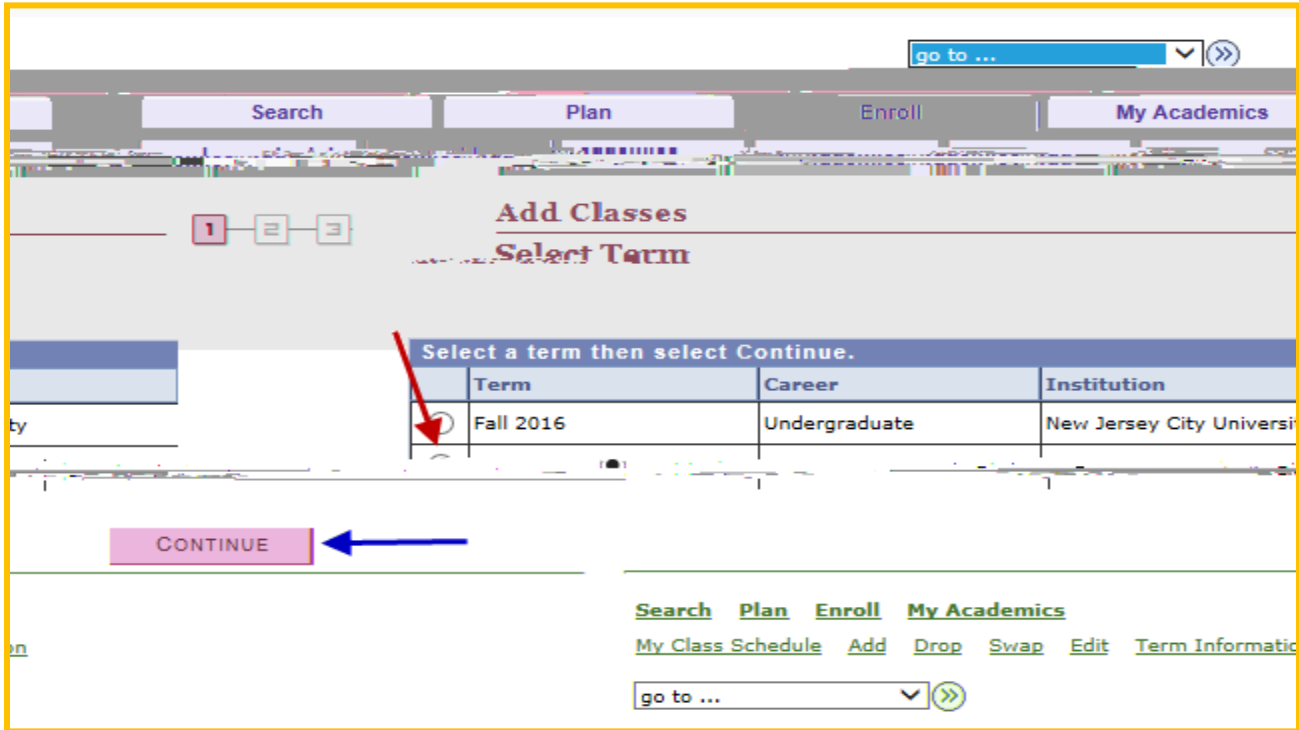
Step 1: Enter your GothicNet ID and Password then click on the [Sign In] button.
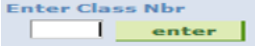

Step 2: Once you have logged onto the GothicNet, you will be defaulted to the [Student Dashboard] tab. Click on Enroll for Courses (Open) link.

Step 3: Click on ⊙ button to select the term then click on **CONTINUE** to proceed.

Step 4: If you have the Class number, enter the number in the **Enter Class Nbr** [ ] **enter** box then click on the **enter** button, and proceed to Step 11.

Step 5: To search for a course, select Class Search and click on the **search** 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.
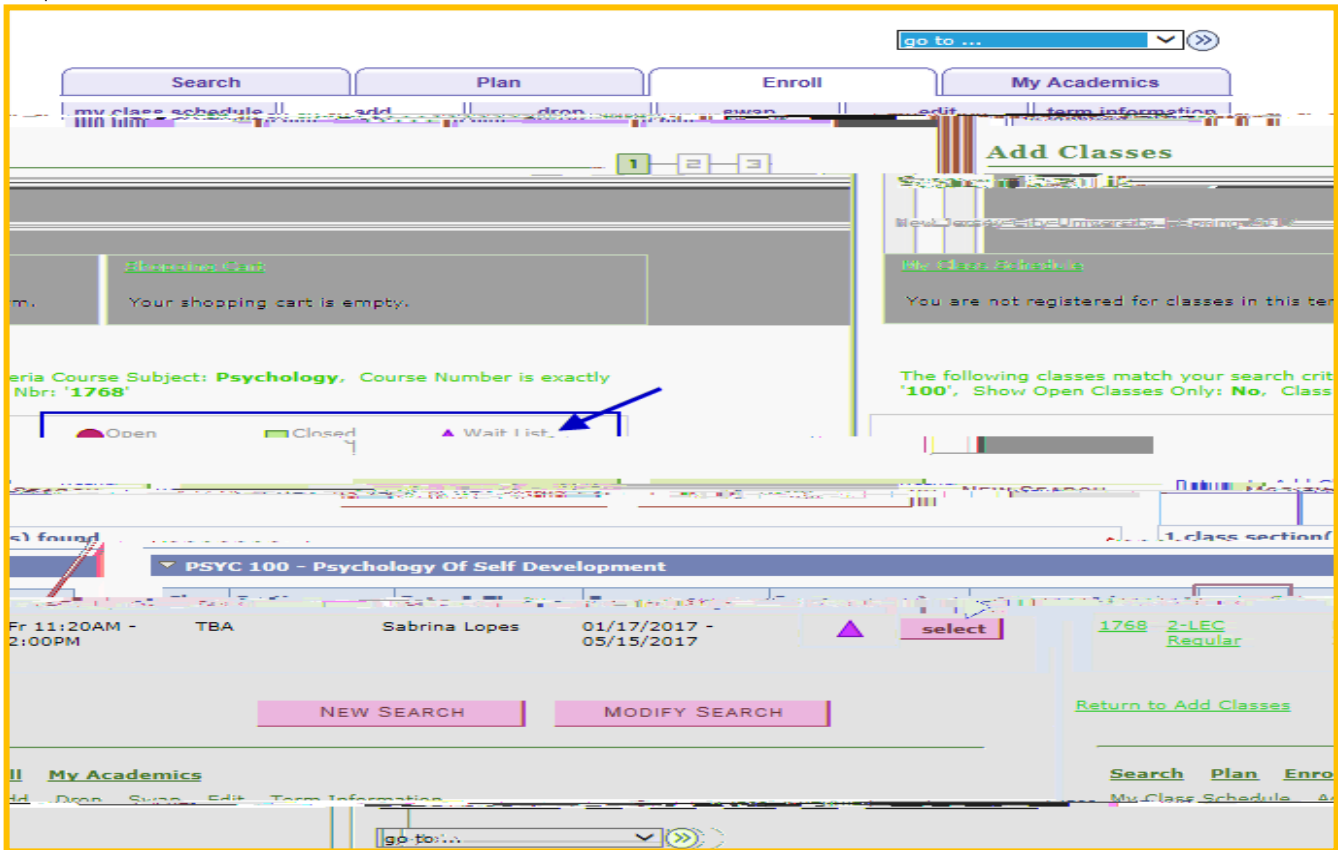
Step 7: Click on ▮▮▮▮▮▮▮.
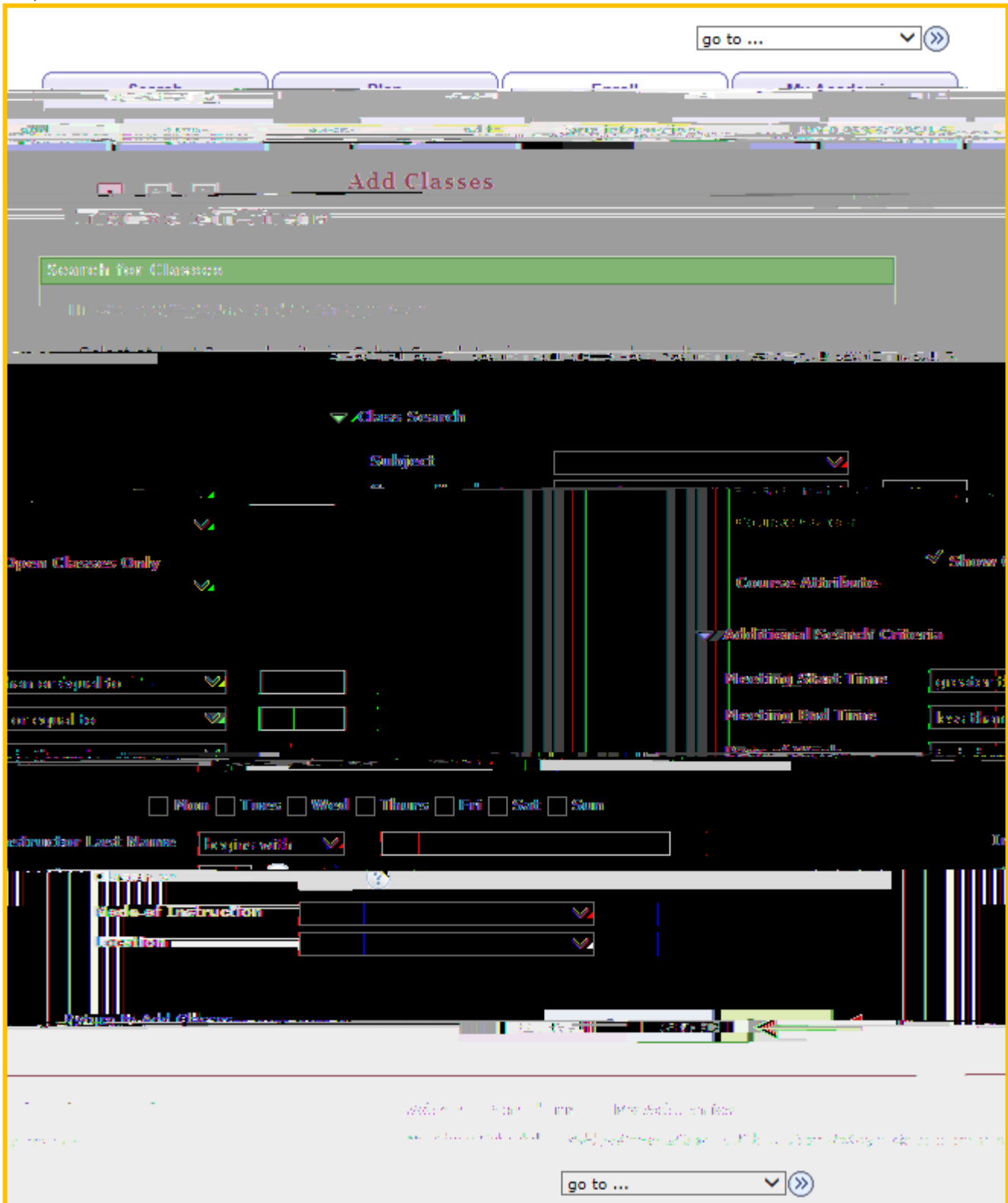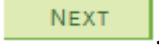
Step 8: Review the course information. The Status column will display the course's status.
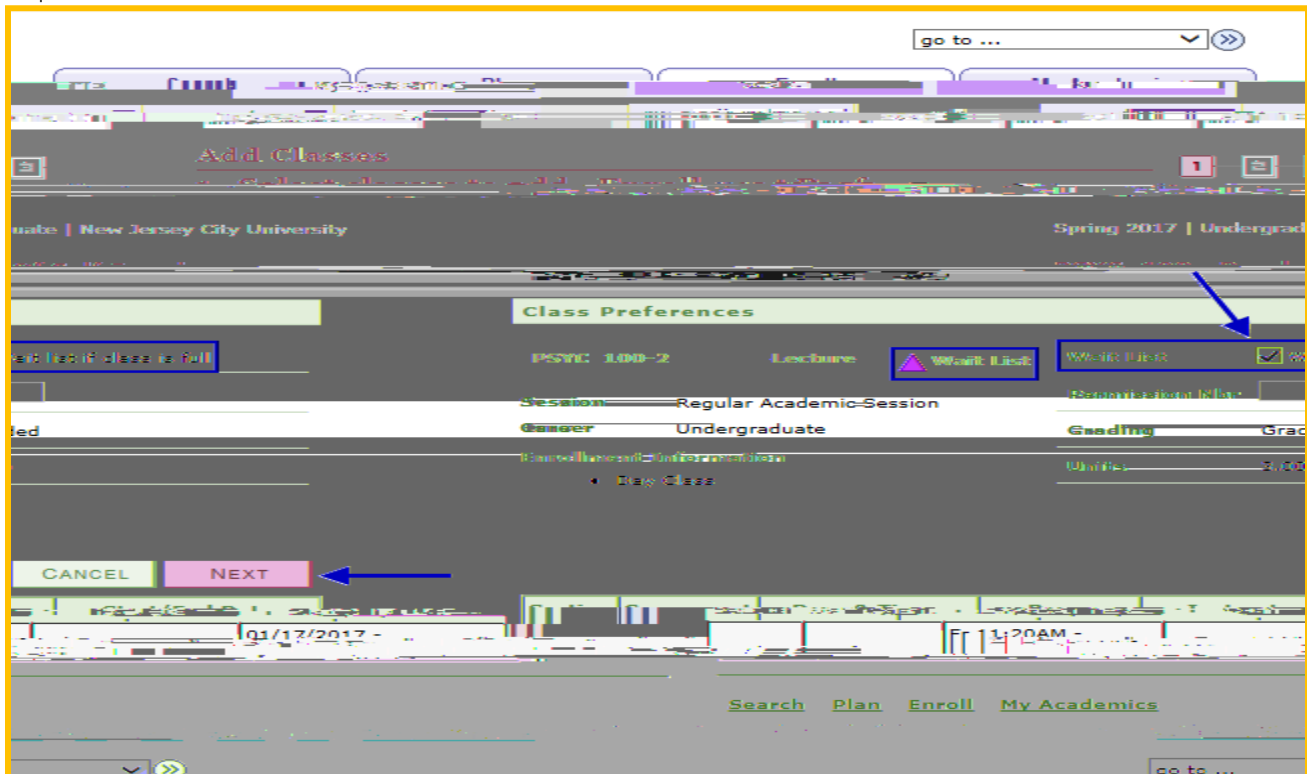
● Open   ■ Closed   △ Wait List
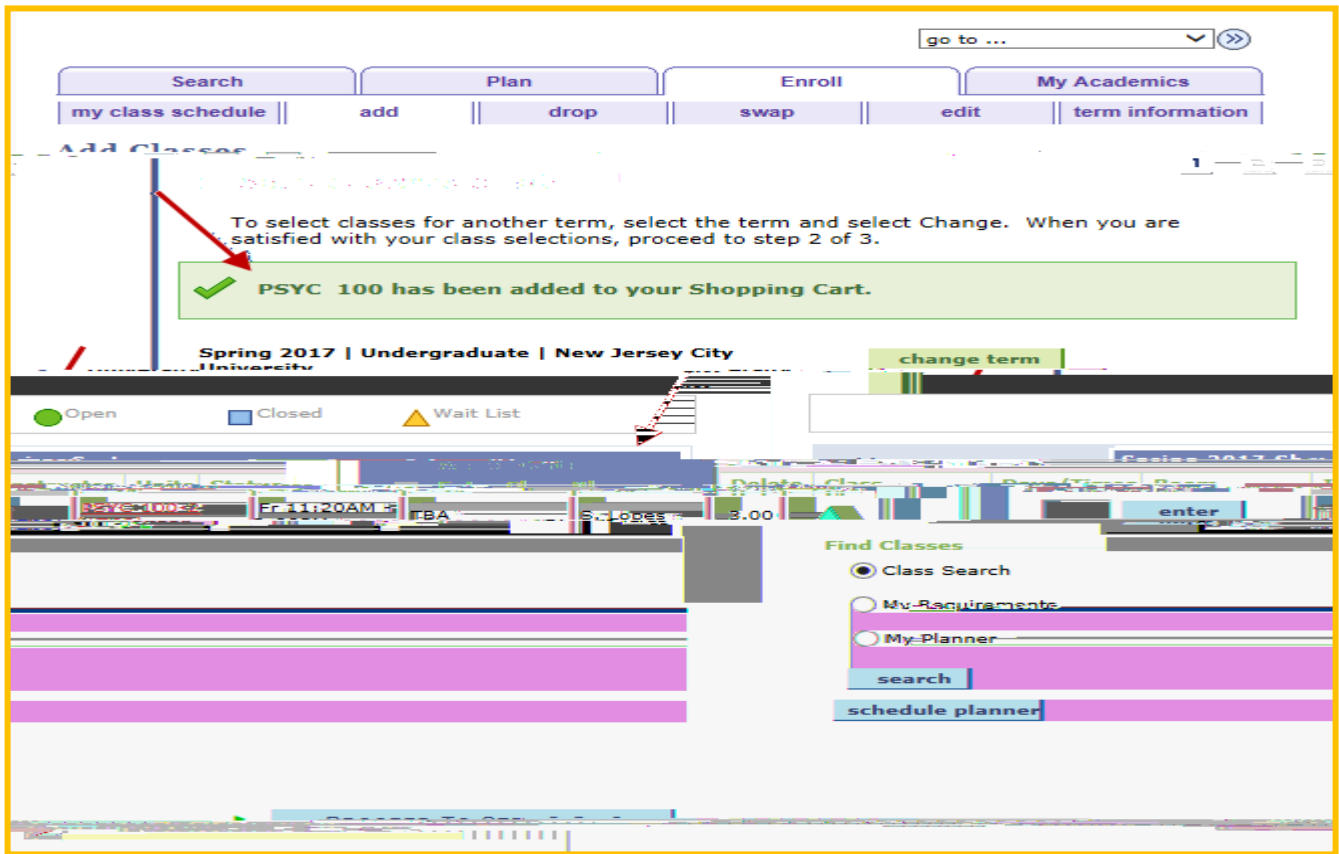
Step 9: Click on the select button.

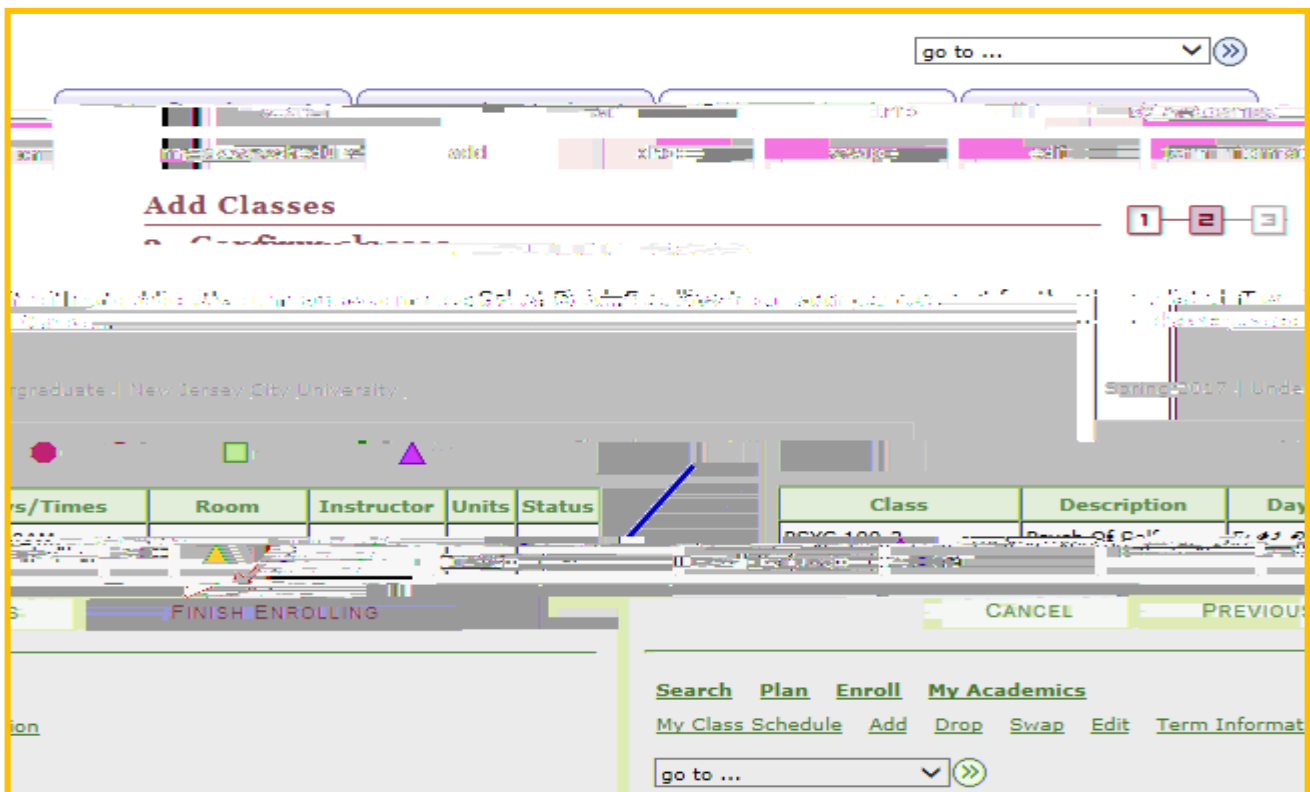Step 10: If the selected course is in Waitlist status, click on the checkbox of ☑ Wait list if class is full.

Step 11: Click on NEXT .

Step 12: Once the course has been added to your Shopping Cart, click on the PROCEED TO STEP 2 OF 3 button.

Step 13: Click on the FINISH ENROLLING button to finish the enrollment process.

Step 14: 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.

The Enrolling in a Waitlisted Class Process is complete.