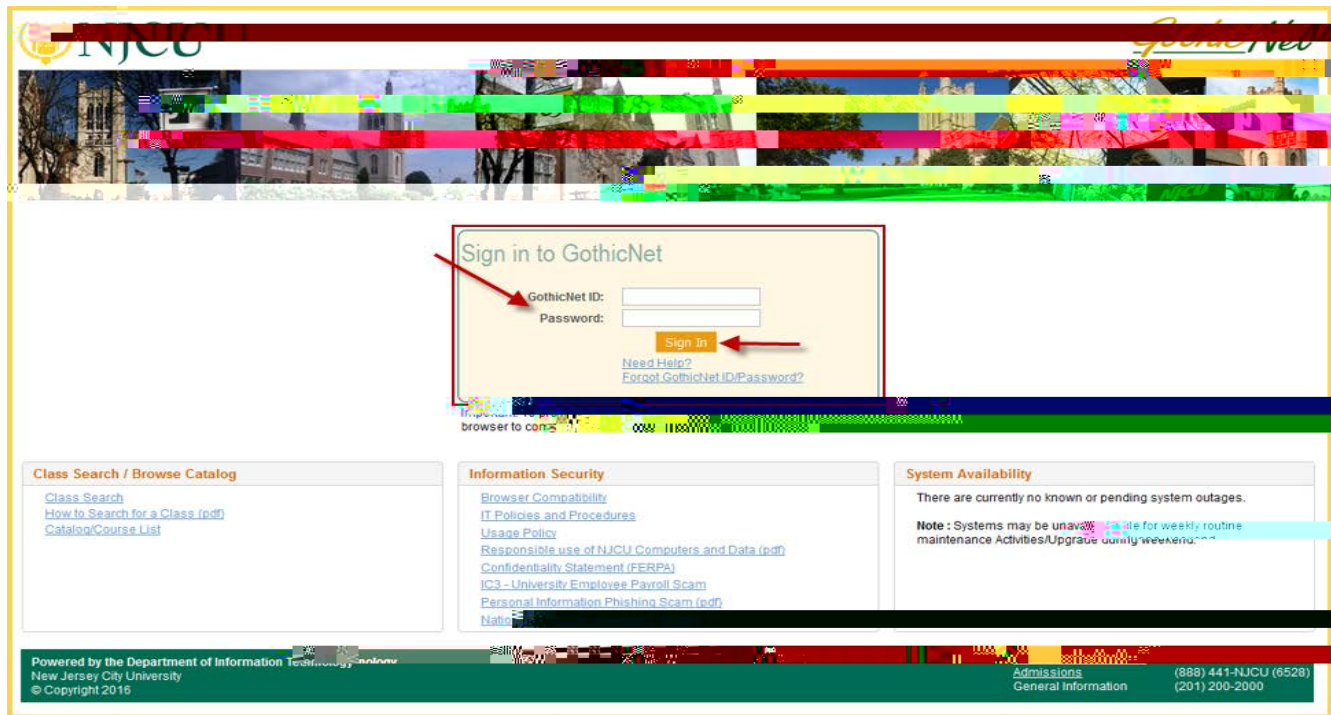




How Do I Swap a Class?

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**

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.

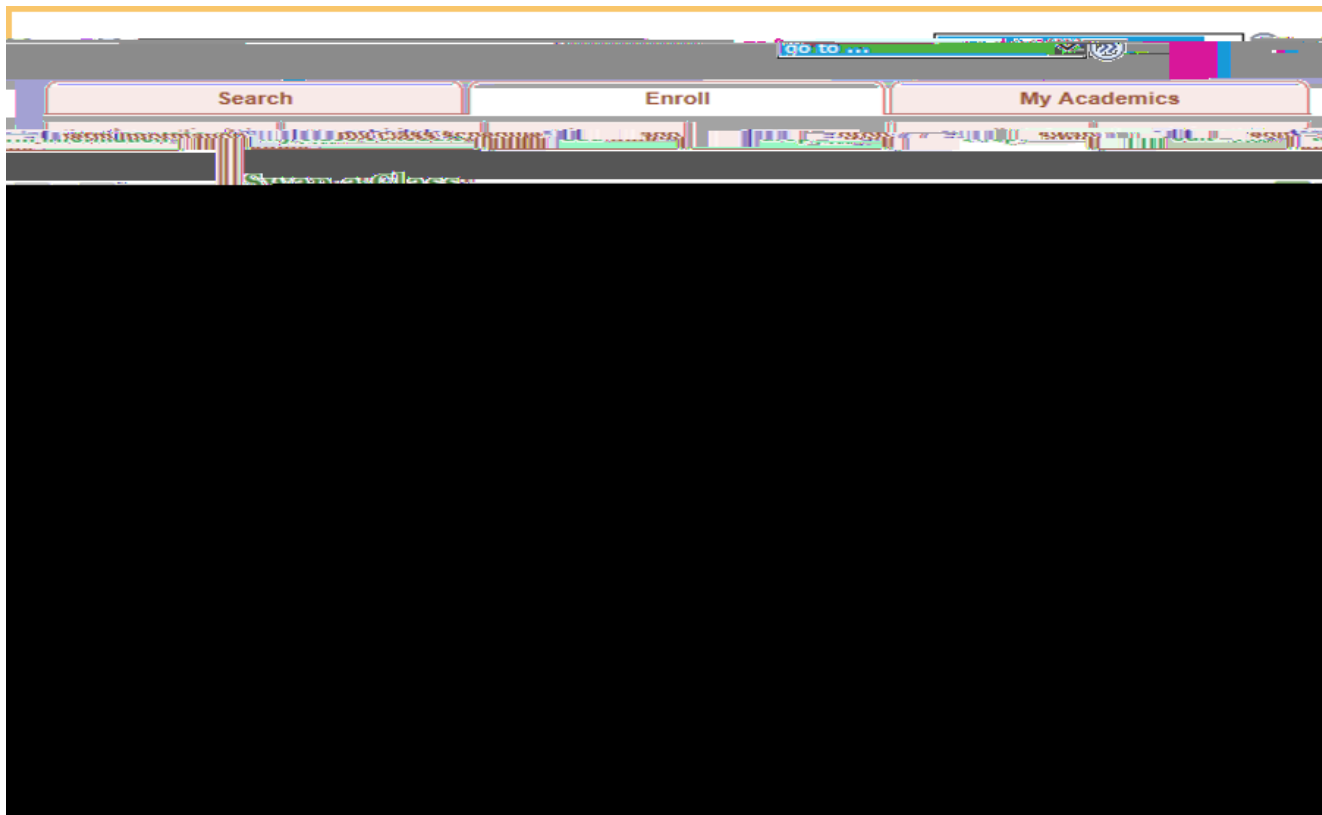
The screenshot shows a web interface for swapping a class. At the top, there are navigation tabs: Search, Enroll, and My Academics. Under the Enroll tab, there are sub-tabs: my class schedule, add, drop, swap, edit, and term information. The 'swap' sub-tab is highlighted with a red box and a red arrow.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

	Term	Career	Institution
<input type="radio"/>	Spring 2016	Undergraduate	New Jersey City University
<input checked="" type="radio"/>	Fall 2016	Undergraduate	New Jersey City 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.

