

# GullNet how to guide for students

This guide covers some of the basic uses of GullNet for students.

## Logging into GullNet

- Go to <http://gullnet.salisbury.edu/>
- Click GullNet for Students.
- Click the **Log On With SU Username** button.
- Type in your Username and Password in the correct dialog boxes.
- Click **Go!**

## Enroll in classes

- Click **Main Menu>Self-Service>Enrollment>Enrollment: Add Classes**
- Choose the **Current Term**. Click **Continue**.
- This will take you right into your class schedule to **Add Classes**. (Only if you have courses in your shopping cart)

## Accessing the catalog or schedule of classes

- Click **Main Menu>Self-Service>Class Search/Browse Catalog**
- You can do a **Class Search** (putting classes in shopping cart) or browse the **Course Catalog (General information)**

## Add a class

- Click **Main Menu>Self-Service>Class Search/Browse Catalog>Class Search**.
- Using the drop down menus, select the correct **TERM**
- Using the drop down menus, select the **COURSE SUBJECT** and your **COURSE CAREER** (ex. Undergraduate or Graduate)
- (Optional) In the blank next to the **COURSE NUMBER**, type in the course number of the subject.
- (Optional) Uncheck **Show open classes only** to see all classes offered, even closed.
- Then click **SEARCH**.
- Select the class that you want and follow through the confirmation buttons until you have completely added the class.
- Use the drop down menus to select other **COURSE SUBJECTS** and add other courses.
- When you are all finished click the **FINISH ENROLLING** button at the bottom of your class list.

## Print your schedule

- Click **Main Menu>Self Service>Enrollment>My Class Schedule**
- Select the **Term** that you wish to print.
- (Optional) Select **Weekly Calendar** view
- Click on **File>>Print**.

## View your grades

- Click **Main Menu>Self Service>Enrollment>View My Grades**
- Choose the necessary term and then **Continue**

## Drop classes

- Click **Main Menu>Self-Service>Enrollment>Enrollment: Drop Classes**
- Choose the **Current Term**
- Click on **CONTINUE**.
- Click the checkbox next to each class that you want to drop.
- Select **DROP SELECTED CLASSES**.
- Repeat the above steps for other classes that need to be dropped in other terms.

## Swap classes

- Click **Main Menu>Self-Service>Enrollment>Enrollment: Swap Classes**
- Select the **Term** and then the class you want to swap.
- Find the class you want to switch it with by doing a **SEARCH** for the class, selecting a class from your **SHOPPING CART** or entering the **CLASS NUMBER**.
- Once you have found the class you want to switch, click on the **FINISH SWAPPING** button.

## Scheduling an advising appointment

- Click **Main Menu> ON CAMPUS Appointments**.
- Select the Department Calendar by clicking on the magnifying glass icon to the right of the search bar.
- Select **Academic Advising** from the Search Results.
- Select the Appointment Reason by clicking on the magnifying glass to the right of the search bar.
- Select **Academic Advising** from the Search Results.
- Click OK to the Message "You will only be allowed to schedule appointments with assigned advisors or that advisor's backup."
- Find an appointment you would like to schedule from the available appointments table, and click **SCHEDULE**.
- A box should pop up saying a confirmation email has been sent.