

SCHEDULE BUILDER

Tutorial: How to use Schedule Builder to create a class schedule in the most efficient way possible!

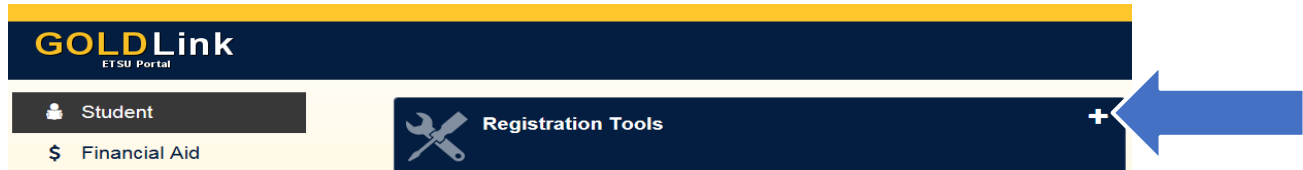
Part One: Logging In and Accessing Schedule Builder

To begin, go to GoldLink: <https://goldlink.etsu.edu/>

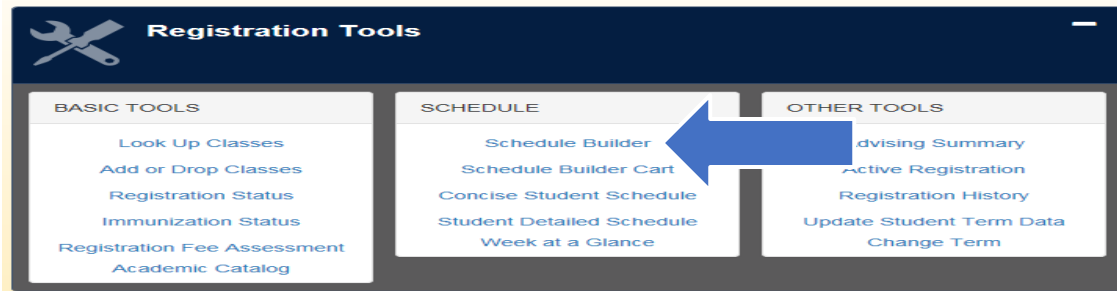
Login by entering your **ETSU email address** and **password**.



On the Student Page, click **+** to open Registration Tools.



Under the Schedule section, click **Schedule Builder**.



Wait a few seconds to be automatically redirected to Schedule Builder.



Part Two: Selecting Your Search Criteria

Select Term

Select the **Term** of which you are building your schedule; click ✓ **Save and Continue**.

Schedule Builder Text Only Help Sign out


EAST TENNESSEE STATE UNIVERSITY

Select Term

Term

Spring 2018

Summer 2018

Fall 2018

Save And Continue

Select Campus

Select the **Campus** by checking the box beside the campus selections; click ✓ **Save and Continue**. You can filter a campus by selecting one or more campuses.

NOTE: The Campus checked will ONLY allow courses offered at that campus to display in schedule options.

Schedule Builder Text Only Help Sign out


EAST TENNESSEE STATE UNIVERSITY

Select Campus

Select All Campuses

AVL Centre at Millennium Park

Crispin Ultd Tri-Cities Equ C

Dobyys-Bennett High School

ETSU at Kingsport - Allandale

ETSU at Sevier County

ETSU Eastman Valleybrook Camp

ETSU, Main

Save And Continue

Select Additional Search Criteria

The Home Screen displays Additional Search Criteria that you can filter by clicking the **Change** button.

Schedule Builder Text Only Help Sign out


EAST TENNESSEE STATE UNIVERSITY

Course Status	Open & Full	Change	Term	Summer 2018	Change
Sessions	All Sessions Selected	Change	Campuses	All Campuses Selected	Change
Instructional Methods	All Instructional Methods Selected	Change	Levels	All Levels Selected	Change

Additional Search Criteria Definitions:

Course Status: (Open Classes Only or Open & Full)
Sessions: (All Sessions Selected or Individual Session)
Instructional Methods: (In Person or Web)

Term: (Spring/Winter, Summer, Fall)
Campuses: (Campuses)
Levels: (Academic Level)

Part Three: Building Your Schedule

To build your schedule; click one of the following options:

A. [+ Add Course](#)

or

B. [click here](#) (ACTIVE Degree Works Plan)*This Option will ONLY display with an ACTIVE Degree Works Plan*

NOTE: If you do not have an ACTIVE Degree Works Plan created, then you will have to create one.

Please visit Degree Works Video Tutorials: <http://www.etsu.edu/reg/degreeworks/tutorials.aspx>

Schedule Builder Text Only Help Sign out

EAST TENNESSEE STATE UNIVERSITY

Course Status Open & Full Change Term Spring 2018 Change
Sessions 10 of 11 Selected Change Campuses All Campuses Selected Change
Instructional Methods All Instructional Methods Selected Change Levels All Levels Selected Change

Courses + Add Course Breaks + Add Break

Add the courses you wish to take for the upcoming term. Add times during the day you do not wish to take classes.

Your degree plan shows 4 courses for Spring 2018, [click here](#) to load them into your course list.

Schedules Generate Schedules

A. [+ Add Course](#)
B. [click here](#)

For this tutorial we will continue building the schedule clicking the [+ Add Course](#) button.

[+ Add Course](#)

Click the [+ Add Course](#) Button.

Schedule Builder Text Only Help Sign out

EAST TENNESSEE STATE UNIVERSITY

Course Status Display Open Classes Only Change Term Summer 2018 Change
Sessions All Sessions Selected Change Campuses All Campuses Selected Change
Instructional Methods All Instructional Methods Selected Change Levels All Levels Selected Change


Instructions: Add desired courses and breaks and click [Generate Schedules](#) button!

Courses + Add Course Breaks + Add Break

Add the courses you wish to take for the upcoming term. Add times during the day you do not wish to take classes.

Schedules Generate Schedules

The Add Course Screen will display with the **Tab** options that you can filter to build your schedule.



Tab Definitions:

By Subject: (Course Subject) ***Most Commonly Used***

By Course Number: (Course Number)

By Instructor: (Instructor Name)

By Degree Works Plan: (ACTIVE Degree Works Plan) ***This Tab will ONLY display with an ACTIVE Degree Works Plan.*** **NOTE: If you do not have an ACTIVE Degree Works Plan created, then you will have to create one.**

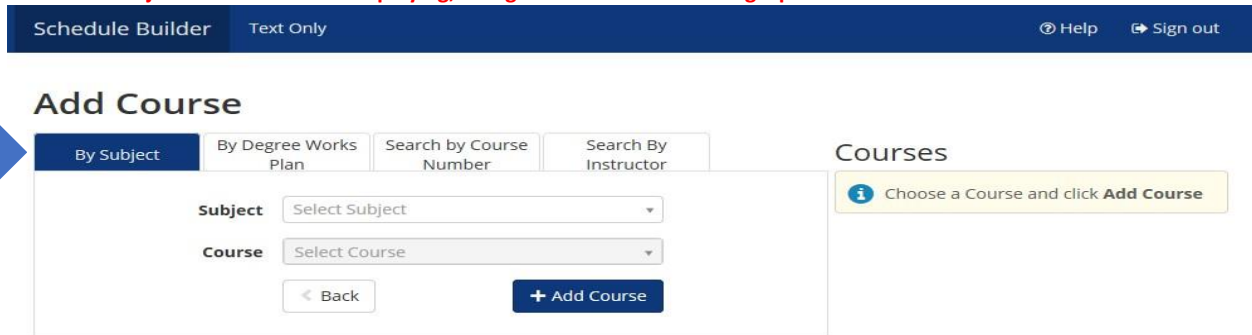
Please visit Degree Works Video Tutorials: <http://www.etsu.edu/reg/degreeworks/tutorials.aspx>

*For this tutorial we will continue building the schedule by clicking the **By Subject Tab** option.*

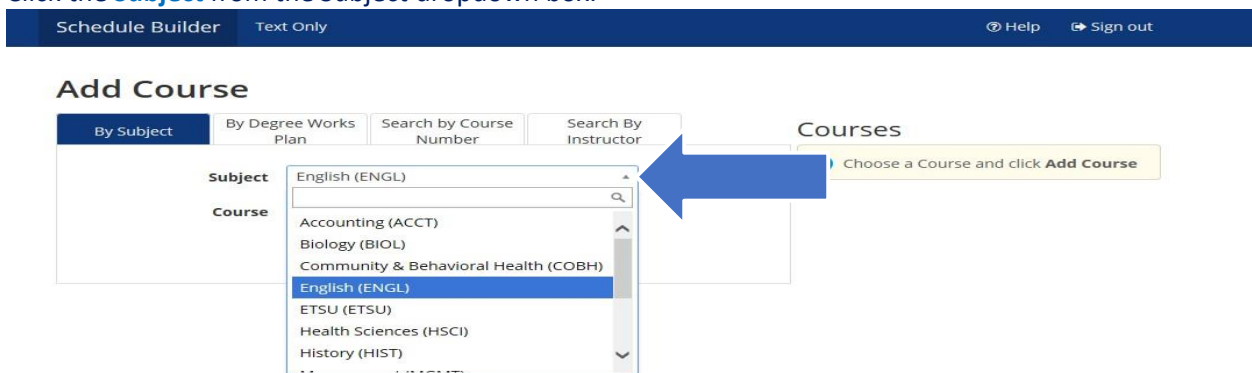
Building with the By Subject Tab

Click the **By Subject Tab**

NOTE: If a Subject or Course is not displaying, it might not be offered during a particular term.



Click the **Subject** from the Subject dropdown box.



Click the **Course Number** from the Course dropdown box.

The screenshot shows the 'Add Course' interface. At the top, there is a navigation bar with 'Schedule Builder' and 'Text Only' tabs, and 'Help' and 'Sign out' links. Below this, the 'Add Course' section has four tabs: 'By Subject' (selected), 'By Degree Works Plan', 'Search by Course Number', and 'Search By Instructor'. The 'Subject' dropdown is set to 'English (ENGL)'. The 'Course' dropdown is open, showing 'Select Course' at the top, a search icon, and two options: '1010 Crit Read/Expos Writing' (highlighted) and '2120 American Literature II'. A blue arrow points to the '1010 Crit Read/Expos Writing' option. To the right, the 'Courses' section contains an information icon and the text 'Choose a Course and click Add Course'.

The course description will display for the course selected.

This screenshot shows the 'Add Course' form after a course has been selected. The 'Subject' dropdown remains 'English (ENGL)', and the 'Course' dropdown is now '1010 Crit Read/Expos Writing'. Below the dropdowns are 'Back' and '+ Add Course' buttons. A text box displays the course description: 'English 1010 - Crit Read/Expos Writing' followed by 'Writing paragraphs and essays based on close readings of various texts, with an emphasis on clear, grammatically correct expository prose. Students must take this course during the first eligible semester at the university. Students must earn a grade of "C" or above to pass this course.' A blue arrow points to this description box. The 'Courses' section on the right still shows the instruction 'Choose a Course and click Add Course'.

Click the **+ Add Course** button, which will move the course you have added under Courses. Continue selecting additional courses to build your schedule.

This screenshot shows the 'Add Course' form with a green notification banner at the top that reads 'Added ENGL 1010 - Crit Read/Expos Writing'. The form fields are the same as in the previous screenshot. A blue arrow points from the notification banner down to the 'Courses' section on the right. The 'Courses' section now displays a card for 'ENGL 1010 Crit Read/Expos Writing' with an information icon on the left and a close icon on the right. Another blue arrow points to the '+ Add Course' button in the form.

Once you have finished adding courses, click the < Back button taking you back to the Home Screen.

Schedule Builder Text Only Help Sign out

Add Course

By Subject | By Degree Works Plan | Search by Course Number | Search By Instructor

Subject: Select Subject
Course: Select Course

< Back Add Course

Courses

- CSCI 1100** Using Information Tech
- ENGL 1010** Crit Read/Expos Writing
- HIST 2010** U.S. To 1877
- HSCI 2010** Anatomy/Physiology I
- HSCI 2011** Anat Phys Lab I

The courses you have added will display under Courses on the Home Screen.

Schedule Builder Text Only Help Sign out

EAST TENNESSEE STATE UNIVERSITY

Course Status: Open & Full | Change | Term: Summer 2018 | Change
Sessions: 1 of 5 Selected | Change | Campuses: All Campuses Selected | Change
Instructional Methods: All Instructional Methods Selected | Change | Levels: All Levels Selected | Change

Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses

+ Add Course

- CSCI 1100** Using Information Tech Options
- ENGL 1010** Crit Read/Expos Writing Options
- HIST 2010** U.S. To 1877 Options
- HSCI 2010** Anatomy/Physiology I Options
- HSCI 2011** Anat Phys Lab I Options

Schedules


Generate Schedules

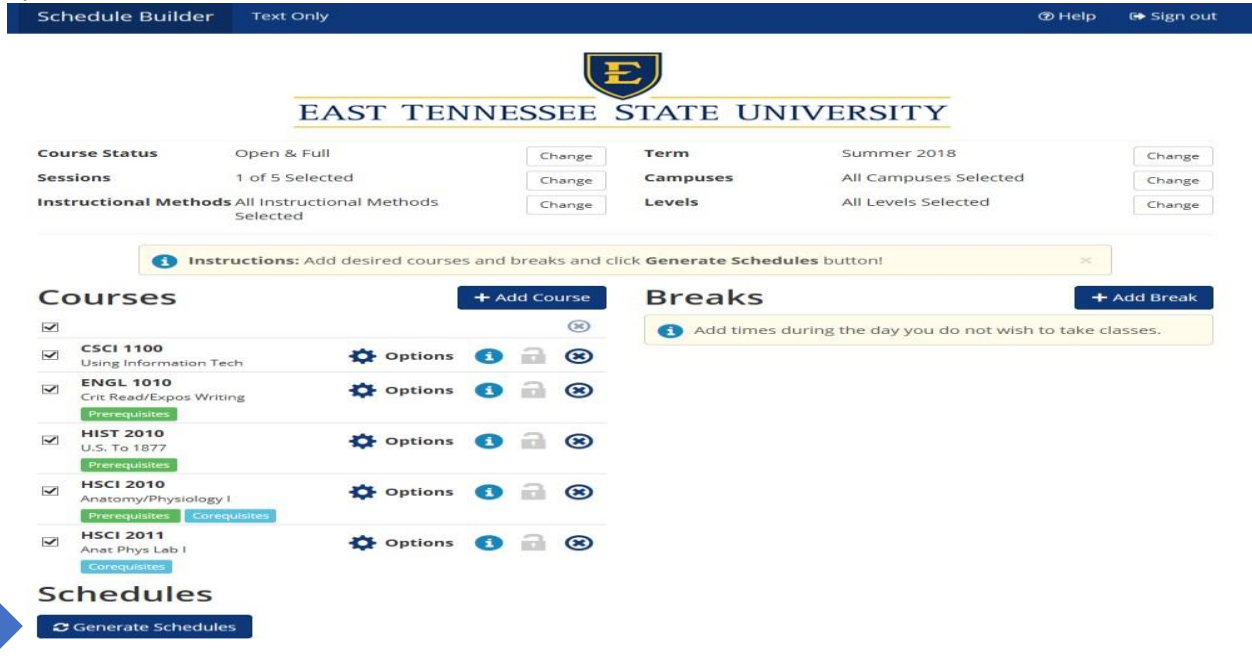
Breaks

+ Add Break

Add times during the day you do not wish to take classes.

Part Four: Generating Schedules

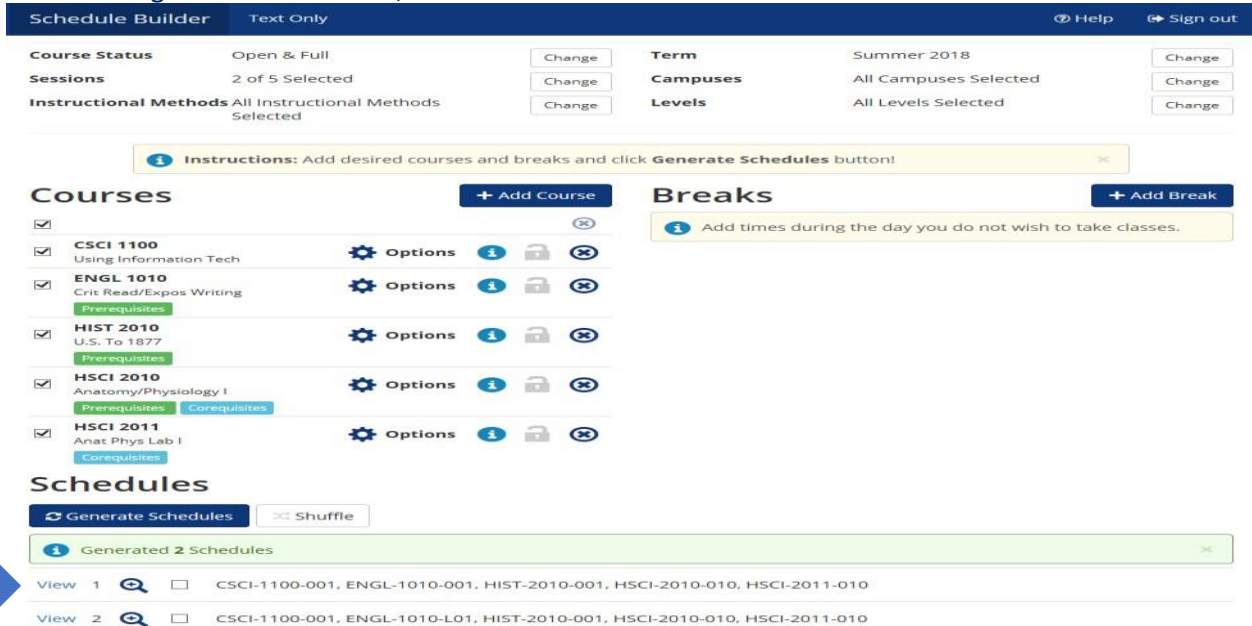
Click the  **Generate Schedules** button. The schedules that are generated will take into account all search criteria and breaks. Within seconds, Schedule Builder will provide you with every single schedule option based off search criteria selected and breaks entered!



The screenshot shows the 'Schedule Builder' interface for East Tennessee State University. At the top, there is a navigation bar with 'Schedule Builder' and 'Text Only' on the left, and 'Help' and 'Sign out' on the right. Below this is the university's logo and name. The main area contains several sections: 'Course Status' (Open & Full), 'Sessions' (1 of 5 Selected), 'Instructional Methods' (All Instructional Methods Selected), 'Term' (Summer 2018), 'Campuses' (All Campuses Selected), and 'Levels' (All Levels Selected). Each of these sections has a 'Change' button. A yellow notification box says: 'Instructions: Add desired courses and breaks and click Generate Schedules button!'. Below this are two columns: 'Courses' and 'Breaks'. The 'Courses' column has a '+ Add Course' button and a list of five courses: CSCI 1100, ENGL 1010, HIST 2010, HSCI 2010, and HSCI 2011. Each course has a checkbox, a gear icon for 'Options', an information icon, a lock icon, and a refresh icon. The 'Breaks' column has a '+ Add Break' button and a yellow notification box: 'Add times during the day you do not wish to take classes.'. At the bottom, there is a 'Schedules' section with a 'Generate Schedules' button highlighted by a large blue arrow pointing from the left.

Part Five: Viewing Generated Schedules

To view the generated schedules, click the **View** button under Schedules.



The screenshot shows the 'Schedule Builder' interface after generating schedules. The top navigation bar and search criteria are the same as in the previous screenshot. The 'Sessions' section now shows '2 of 5 Selected'. The 'Generated Schedules' section is now visible, showing a green notification box: 'Generated 2 Schedules'. Below this are two rows of generated schedules. Each row has a 'View' button, a magnifying glass icon, a checkbox, and a list of course IDs: 'CSCI-1100-001, ENGL-1010-001, HIST-2010-001, HSCI-2010-010, HSCI-2011-010'. The first row is labeled 'View 1' and the second row is labeled 'View 2'. A large blue arrow points from the left to the 'View' button in the first row.

The potential schedule you selected to **View**, will display a week at a glance.

Schedule Builder Text Only Help Sign out

Back Print Email Send to Shopping Cart Shuffle Schedule 1 of 2

You are viewing a potential schedule only and you must still register.

CRN #	Subject	Course	Section	Dates	Day(s) & Location(s)	Credits
51169	CSCI	1100	001	05/14/2018 - 06/01/2018	MWF 8:15am - 9:10am - A010 104	3
51131	ENGL	1010	001	05/15/2018 - 08/09/2018	TTh 9:45am - 11:05am - A014 302	3
51154	HIST	2010	001	05/15/2018 - 05/31/2018	TTh 8:15am - 9:35am - A021 118	3
51170	HSCI	2010	010	05/14/2018 - 06/01/2018	MWF 10:25am - 11:20am - A019 232	4
51171	HSCI	2011	010	05/14/2018 - 05/28/2018	M 11:30am - 12:25pm - A019 234	0

Week 2 (05/21/2018 - 05/27/2018)


Week 1 2 3 4 5 6 7 8 9 10 11 12 13

CSCI 1100
ENGL 1010
HIST 2010
HSCI 2010
HSCI 2011

Monday	Tuesday	Wednesday	Thursday	Friday
8am 8:15 8:30 8:45 9am 9:15 9:30 9:45 10am 10:15 10:30 10:45	8:15 8:30 8:45 9am 9:15 9:30 9:45 10am 10:15 10:30 10:45	8:15 8:30 8:45 9am 9:15 9:30 9:45 10am 10:15 10:30 10:45	8:15 8:30 8:45 9am 9:15 9:30 9:45 10am 10:15 10:30 10:45	8:15 8:30 8:45 9am 9:15 9:30 9:45 10am 10:15 10:30 10:45
CSCI-1100 A010 104 Desjardins, Mathew Ryan	HIST-2010 A021 118 Carter, Daryl A	CSCI-1100 A010 104 Desjardins, Mathew Ryan	HIST-2010 A021 118 Carter, Daryl A	CSCI-1100 A010 104 Desjardins, Mathew Ryan
HSCI-2010 A019 232 Brown, Patrick J	ENGL-1010 A014 302 Holland, Mark S	HSCI-2010 A019 232 Brown, Patrick J	ENGL-1010 A014 302 Holland, Mark S	HSCI-2010 A019 232 Brown, Patrick J
HSCI-2011 A019 234 Not Assigned				

Part Six: Locking In Schedules

In this potential schedule view, you can “lock in” a specific course by clicking on the **Unlocked**  icon.

The **Locked**  icon will now display on the course you have “locked in”. To view different course section options use the lock and unlock feature to adjust selections in a potential schedule.

NOTE: Locking a course does NOT save a seat or register you for the course, it locks in a course for a potential schedule.

Schedule Builder Text Only Help Sign out

Your schedule results have changed.


CRN #	Subject	Course	Section	Dates	Day(s) & Location(s)	Credits
51171	HSCI	2011	010	05/14/2018 - 05/28/2018	M 11:30am - 12:25pm - A019 234	0

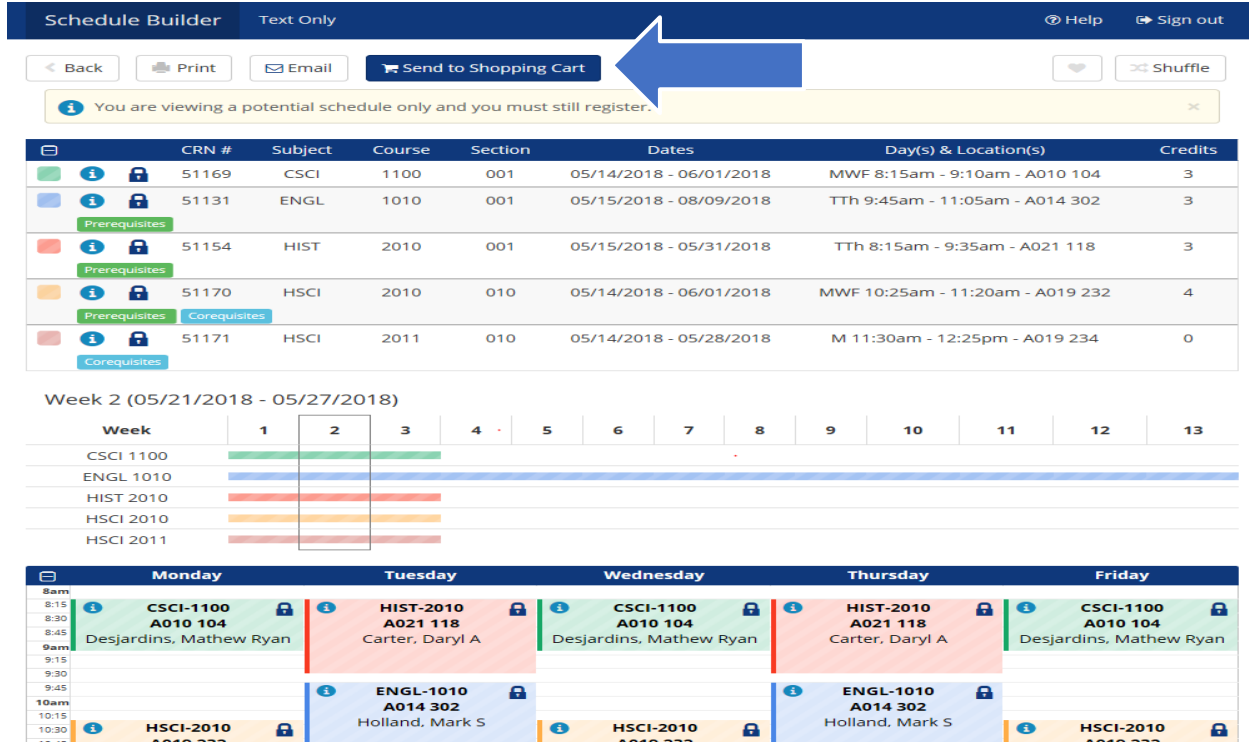
Week 2 (05/21/2018 - 05/27/2018)

Week 1 2 3 4 5 6 7 8 9 10 11 12 13

CSCI 1100
ENGL 1010
HIST 2010
HSCI 2010
HSCI 2011

Monday	Tuesday	Wednesday	Thursday	Friday
8am 8:15 8:30 8:45 9am 9:15 9:30 9:45 10am 10:15 10:30 10:45 11am 11:15 11:30 11:45 12pm 12:15 12:30	8:15 8:30 8:45 9am 9:15 9:30 9:45 10am 10:15 10:30 10:45 11am 11:15 11:30 11:45 12pm 12:15 12:30	8:15 8:30 8:45 9am 9:15 9:30 9:45 10am 10:15 10:30 10:45 11am 11:15 11:30 11:45 12pm 12:15 12:30	8:15 8:30 8:45 9am 9:15 9:30 9:45 10am 10:15 10:30 10:45 11am 11:15 11:30 11:45 12pm 12:15 12:30	8:15 8:30 8:45 9am 9:15 9:30 9:45 10am 10:15 10:30 10:45 11am 11:15 11:30 11:45 12pm 12:15 12:30
CSCI-1100 A010 104 Desjardins, Mathew Ryan	HIST-2010 A021 118 Carter, Daryl A	CSCI-1100 A010 104 Desjardins, Mathew Ryan	HIST-2010 A021 118 Carter, Daryl A	CSCI-1100 A010 104 Desjardins, Mathew Ryan
HSCI-2010 A019 232 Brown, Patrick J	ENGL-1010 A014 302 Holland, Mark S	HSCI-2010 A019 232 Brown, Patrick J	ENGL-1010 A014 302 Holland, Mark S	HSCI-2010 A019 232 Brown, Patrick J
HSCI-2011 A019 234 Not Assigned				

Once you have determined a potential schedule, click the  **Send to Shopping Cart** button. This will send the potential schedule you have built to your Schedule Builder Registration Cart.



Schedule Builder Text Only Help Sign out

Back Print Email **Send to Shopping Cart** Shuffle

You are viewing a potential schedule only and you must still register.

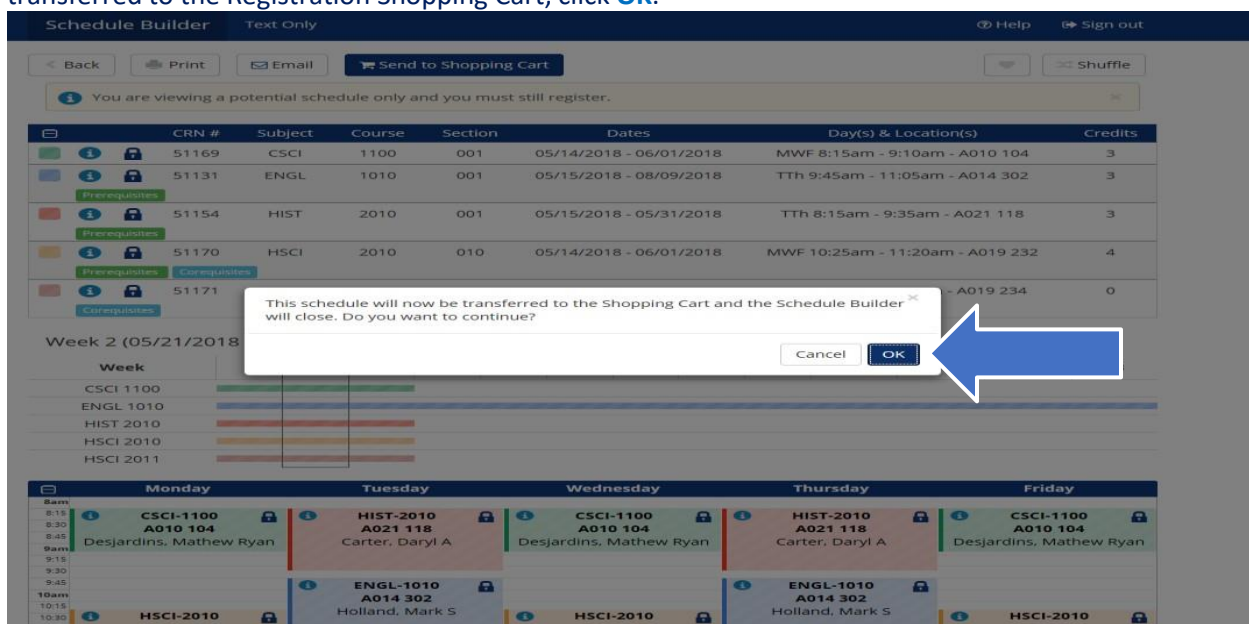
CRN #	Subject	Course	Section	Dates	Day(s) & Location(s)	Credits
51169	CSCI	1100	001	05/14/2018 - 06/01/2018	MWF 8:15am - 9:10am - A010 104	3
51131	ENGL	1010	001	05/15/2018 - 08/09/2018	TTh 9:45am - 11:05am - A014 302	3
51154	HIST	2010	001	05/15/2018 - 05/31/2018	TTh 8:15am - 9:35am - A021 118	3
51170	HSCI	2010	010	05/14/2018 - 06/01/2018	MWF 10:25am - 11:20am - A019 232	4
51171	HSCI	2011	010	05/14/2018 - 05/28/2018	M 11:30am - 12:25pm - A019 234	0

Week 2 (05/21/2018 - 05/27/2018)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13
CSCI 1100													
ENGL 1010													
HIST 2010													
HSCI 2010													
HSCI 2011													

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15	CSCI-1100 A010 104 Desjardins, Mathew Ryan	HIST-2010 A021 118 Carter, Daryl A	CSCI-1100 A010 104 Desjardins, Mathew Ryan	HIST-2010 A021 118 Carter, Daryl A	CSCI-1100 A010 104 Desjardins, Mathew Ryan
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am		ENGL-1010 A014 302 Holland, Mark S		ENGL-1010 A014 302 Holland, Mark S	
10:15					
10:30	HSCI-2010 A019 232		HSCI-2010 A019 232		HSCI-2010 A019 232
10:45					

An automatic pop up question will display: This schedule will now be transferred to the Shopping Cart and the Schedule Builder will close. Do you want to continue? To have your potential schedule transferred to the Registration Shopping Cart, click **OK**.



Schedule Builder Text Only Help Sign out

Back Print Email **Send to Shopping Cart** Shuffle

You are viewing a potential schedule only and you must still register.

CRN #	Subject	Course	Section	Dates	Day(s) & Location(s)	Credits
51169	CSCI	1100	001	05/14/2018 - 06/01/2018	MWF 8:15am - 9:10am - A010 104	3
51131	ENGL	1010	001	05/15/2018 - 08/09/2018	TTh 9:45am - 11:05am - A014 302	3
51154	HIST	2010	001	05/15/2018 - 05/31/2018	TTh 8:15am - 9:35am - A021 118	3
51170	HSCI	2010	010	05/14/2018 - 06/01/2018	MWF 10:25am - 11:20am - A019 232	4
51171	HSCI	2011	010	05/14/2018 - 05/28/2018	M 11:30am - 12:25pm - A019 234	0

Week 2 (05/21/2018 - 05/27/2018)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13
CSCI 1100													
ENGL 1010													
HIST 2010													
HSCI 2010													
HSCI 2011													

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15	CSCI-1100 A010 104 Desjardins, Mathew Ryan	HIST-2010 A021 118 Carter, Daryl A	CSCI-1100 A010 104 Desjardins, Mathew Ryan	HIST-2010 A021 118 Carter, Daryl A	CSCI-1100 A010 104 Desjardins, Mathew Ryan
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am		ENGL-1010 A014 302 Holland, Mark S		ENGL-1010 A014 302 Holland, Mark S	
10:15					
10:30	HSCI-2010 A019 232		HSCI-2010 A019 232		HSCI-2010 A019 232
10:45					

This schedule will now be transferred to the Shopping Cart and the Schedule Builder will close. Do you want to continue?

Cancel **OK**

You are now at the FINAL step!

Part Seven: Registering for Classes

The potential schedule you have built will display in the Schedule Builder Registration Cart. To register for classes, click the **Register** button when your first available registration time opens.

Note: The Schedule Builder Registration Cart displays a potential schedule only. The schedule in the Registration Cart does not mean that you are registered for the courses or will be registered at the time of your first available registration time slot.

GOLDLink
Self Service

Personal Information **Student** Faculty Services Employee WebTailor Administration Financial Aid Administrative Staff

Search

Schedule Builder Registration Cart

Welcome to the Schedule Builder Registration Cart.

Classes in the Registration Cart

Select	CRN	Subj	Crse	Sec	Title	Status
<input checked="" type="checkbox"/>	51131	ENGL	1010	001	Crit Read/Expos Writing	-
<input checked="" type="checkbox"/>	51154	HIST	2010	001	U.S. To 1877	-
<input checked="" type="checkbox"/>	51169	CSCI	1100	001	Using Information Tech	-
<input checked="" type="checkbox"/>	51170	HSCI	2010	010	Anatomy/Physiology I	-
<input checked="" type="checkbox"/>	51171	HSCI	2011	010	Anat Phys Lab I	-

If **NO** registration add errors occur, the courses from the Schedule Builder Registration Cart will display on the Add or Drop Classes page under **Current Schedule**.

GOLDLink
Self Service

Personal Information **Student** Faculty Services Employee WebTailor Administration Financial Aid Administrative Staff

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Add or Drop Classes

IF you have any Learning Support requirements they will be listed below. For additional information, please visit: <http://www.etsu.edu/uac/learningsupport/>

- Use Degree Works to verify all coursework and transfer credits meet graduation requirements.
- View refund adjustment dates. (Caution: refund dates may vary by course.)
- Contact Financial Aid or the appropriate office before dropping any classes. Dropping classes may reduce or eliminate your eligibility for Lottery Scholarships or other financial aid, housing, Graduate Assistantships, athletic eligibility, etc.
- Dropping classes covered by scholarships or financial aid may result in a balance due to ETSU. Fee adjustments can take up to four weeks to reflect on your student account. Check your GoldLink student account summary.
- Visit the ETSU Bookstore website for textbook information.
- View the Academic Calendar for additional important dates.

You are only permitted to register for 19.000 hours due to outstanding immunization requirements. Please submit proof of MMR and/or Varicella (Chicken Pox) if full-time registration is desired.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Feb 28, 2018	None	51169	CSCI	1100	001	Undergraduate	3.000	Standard	Letter	Using Information Tech
Registered on Feb 28, 2018	None	51131	ENGL	1010	001	Undergraduate	3.000	Standard	Letter	Crit Read/Expos Writing
Web Registered on Feb 28, 2018	None	51154	HIST	2010	001	Undergraduate	3.000	Standard	Letter	U.S. To 1877
Web Registered on Feb 28, 2018	None	51149	HSCI	2010	001	Undergraduate	4.000	Standard	Letter	Anatomy/Physiology I
Web Registered on Feb 28, 2018	None	51150	HSCI	2011	001	Undergraduate	0.000	No	Grade	Anat Phys Lab I

Helpful Notes:

1. Legends on Courses

Schedule Builder will displays important course legend information required for registration.

Legend Definitions:


Prerequisites

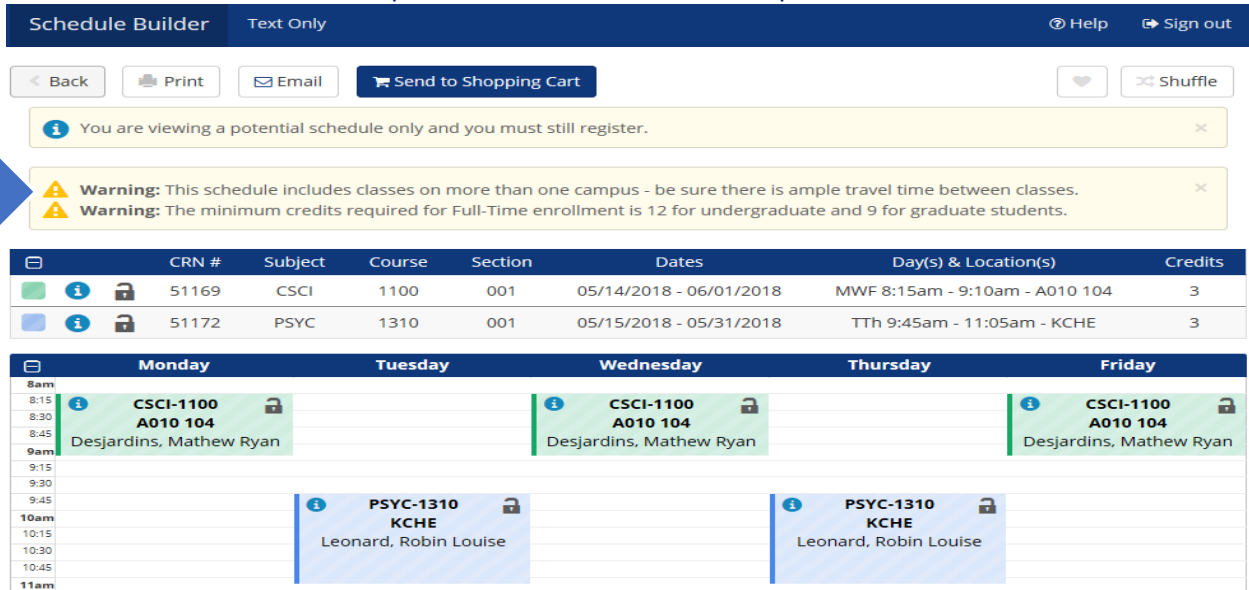
Prerequisites: The course you are trying to register for requires you to complete another course prior to registering in the course you have selected. Check the course catalog.

Corequisites






Co-requisites: The course you are trying to register for requires another course during the same semester. Check the course catalog.

2. Multiple Location Warning

Schedule Builder will display a  **Warning** message from the View Schedule Screen when a schedule includes classes that are in multiple locations-be sure there is ample travel time between classes.



The screenshot shows the Schedule Builder interface. At the top, there are navigation buttons: Back, Print, Email, Send to Shopping Cart, and Shuffle. A yellow warning banner states: "You are viewing a potential schedule only and you must still register." Below this, a blue arrow points to a warning message: "Warning: This schedule includes classes on more than one campus - be sure there is ample travel time between classes. Warning: The minimum credits required for Full-Time enrollment is 12 for undergraduate and 9 for graduate students." The main part of the screenshot is a class schedule table.

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30	 CSCI-1100 A010 104		 CSCI-1100 A010 104		 CSCI-1100 A010 104
8:45	Desjardins, Mathew Ryan		Desjardins, Mathew Ryan		Desjardins, Mathew Ryan
9am					
9:15					
9:30					
9:45					
10am		 PSYC-1310 KCHE		 PSYC-1310 KCHE	
10:15		Leonard, Robin Louise		Leonard, Robin Louise	
10:30					
10:45					
11am					

Additional Features:

1. Add Breaks

Schedule Builder allows you to create the time periods that you do **NOT** want to be in class, including work, extracurricular activities, sleeping in, ended classes early, etc.

To begin, click the **+ Add Break** button from the Home Screen.

Schedule Builder Text Only Help Sign out

EAST TENNESSEE STATE UNIVERSITY

Course Status: Open & Full Change Term: Summer 2018 Change
Sessions: All Sessions Selected Change Campuses: All Campuses Selected Change
Instructional Methods: All Instructional Methods Selected Change Levels: All Levels Selected Change

Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses + Add Course **Breaks** + Add Break

Add the courses you wish to take for the upcoming term. Add times during the day you do not wish to take classes.

Schedules
Generate Schedules

Enter the Break criteria for the times during the day you do NOT wish to take classes:

A. Break Name B. Start Time (am/pm) C. End Time (am/pm) D. Days of the Week

To save the break, click the **✓ Save Break** button.

The example below sets up a break for no classes between 4:00pm-6:00pm Monday through Friday.

Schedule Builder Text Only Help Sign out

Edit Break

Breaks are times during the day that you do not wish to take classes.

Break Name: Basketball Practice

Start Time: 4 : 00 am pm

End Time: 6 : 00 am pm

Days: MON TUE WED THU FRI SAT SUN

Back Save Break

The saved break will display under **Breaks** on the Home Screen.

Schedule Builder Text Only Help Sign out

Saved Break Basketball Practice

EAST TENNESSEE STATE UNIVERSITY

Course Status: Open & Full Change Term: Summer 2018 Change
Sessions: All Sessions Selected Change Campuses: All Campuses Selected Change
Instructional Methods: All Instructional Methods Selected Change Levels: All Levels Selected Change


Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses + Add Course **Breaks** + Add Break

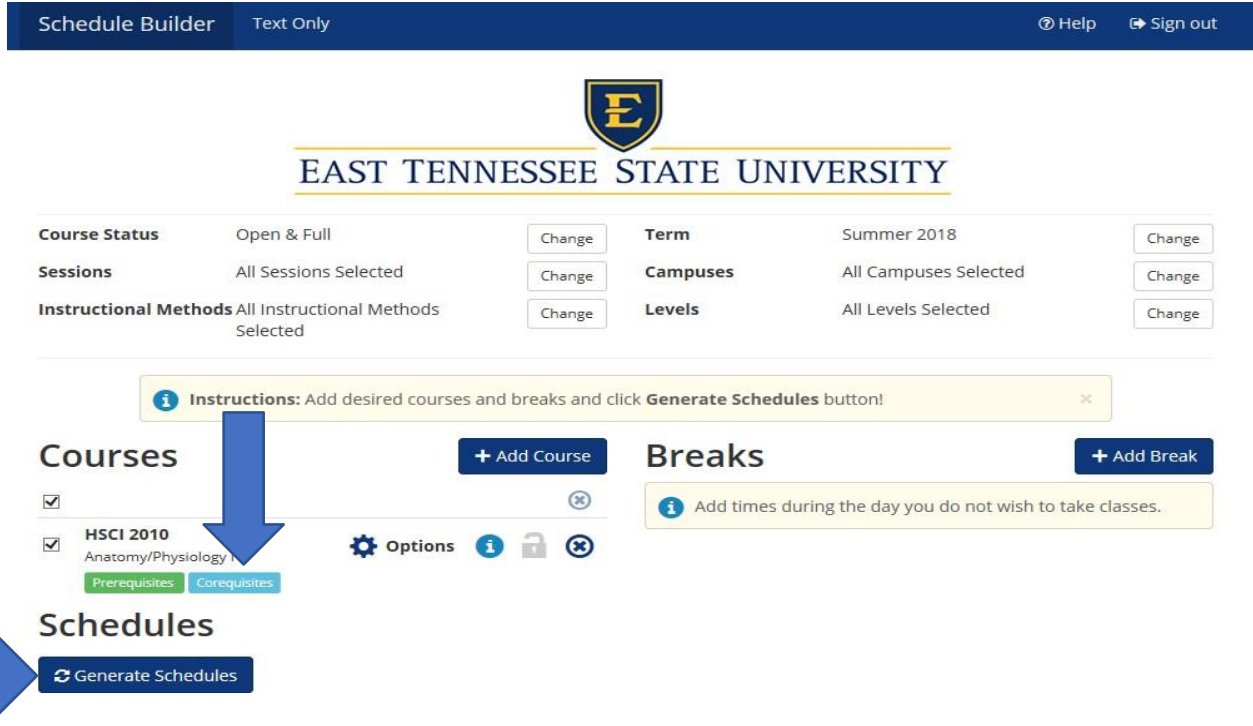
Add the courses you wish to take for the upcoming term. Basketball Practice MTWThF - 4:00pm to 6:00pm Edit

Schedules
Generate Schedules

2. Quick Add (Required Co-requisite)

Schedule Builder allows you to quick add a missing co-requisite from the Home Screen. The **Co-requisite** legend will display below the course that is missing the required co-requisite. To continue, click the  **Generate Schedules** button.

For the example below, the course HSCI 2010 is added (without the required co-requisite HSCI 2011).



Schedule Builder Text Only Help Sign out

EAST TENNESSEE STATE UNIVERSITY


Course Status: Open & Full Change Term: Summer 2018 Change
Sessions: All Sessions Selected Change Campuses: All Campuses Selected Change
Instructional Methods: All Instructional Methods Selected Change Levels: All Levels Selected Change

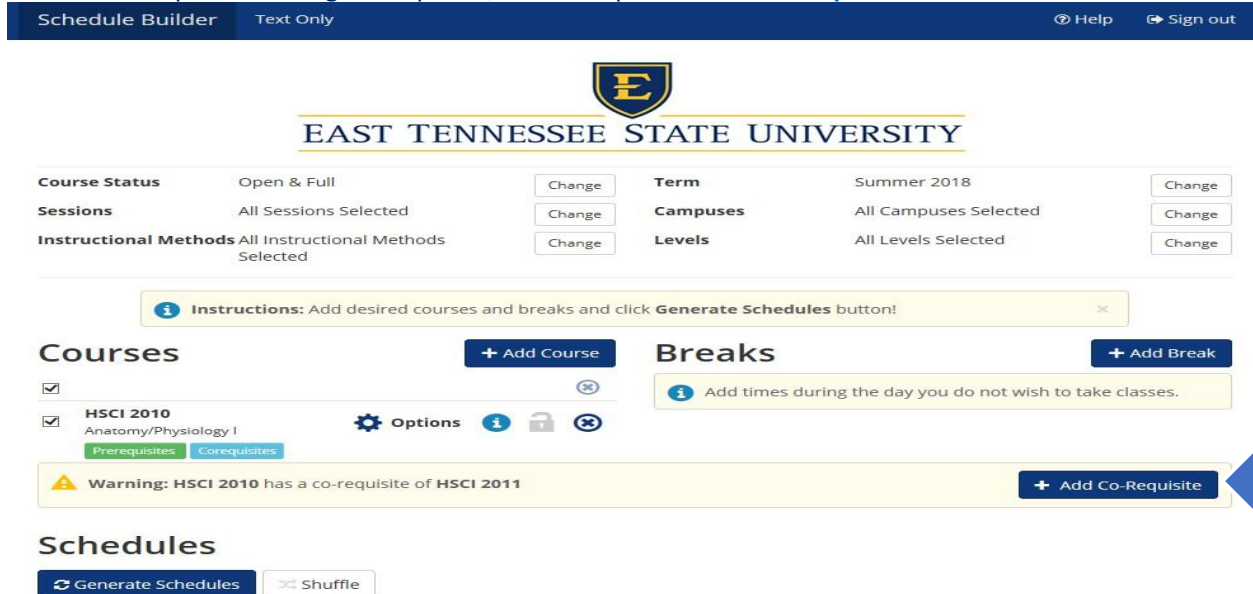
Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses + Add Course **Breaks** + Add Break

HSCI 2010 Anatomy/Physiology Options **Prerequisites** **Corequisites**

Schedules **Generate Schedules**

For the example below, the  **Warning** message displayed: HSCI 2010 has a co-requisite of HSCI 2011. To add the required missing co-requisite, click the quick **+ Add Co-Requirement** button.



Schedule Builder Text Only Help Sign out

EAST TENNESSEE STATE UNIVERSITY

Course Status: Open & Full Change Term: Summer 2018 Change
Sessions: All Sessions Selected Change Campuses: All Campuses Selected Change
Instructional Methods: All Instructional Methods Selected Change Levels: All Levels Selected Change

Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses + Add Course **Breaks** + Add Break

HSCI 2010 Anatomy/Physiology I Options **Prerequisites** **Corequisites**

Warning: HSCI 2010 has a co-requisite of HSCI 2011 **+ Add Co-Requirement**

Schedules **Generate Schedules** Shuffle

The required co-requisite course will now display under Courses.

3. Quick Add: ACTIVE Degree Works Import

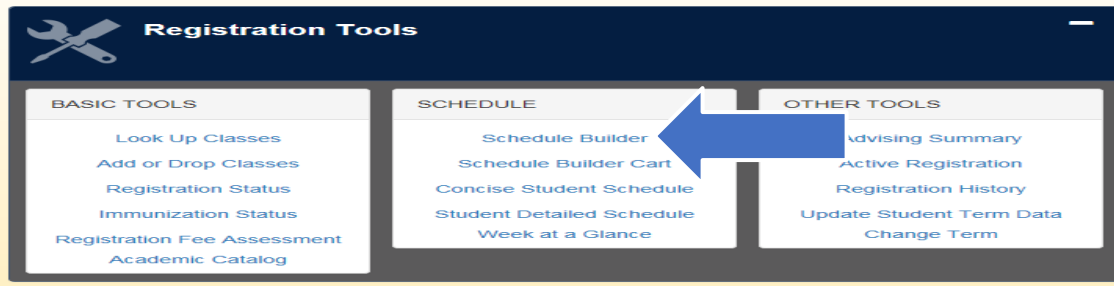
The Home Screen displays a click here button for students that have an **ACTIVE** Degree Works Plan.

NOTE: This option will only display with an **ACTIVE** Degree Works Plan.

To begin, go to GoldLink: <https://goldlink.etsu.edu/>
Login using your **ETSU Username** and **Password**, click the **Sign In** button.

On the Student Page, click **+** to open Registration Tools

Under the Schedule section, click **Schedule Builder**.



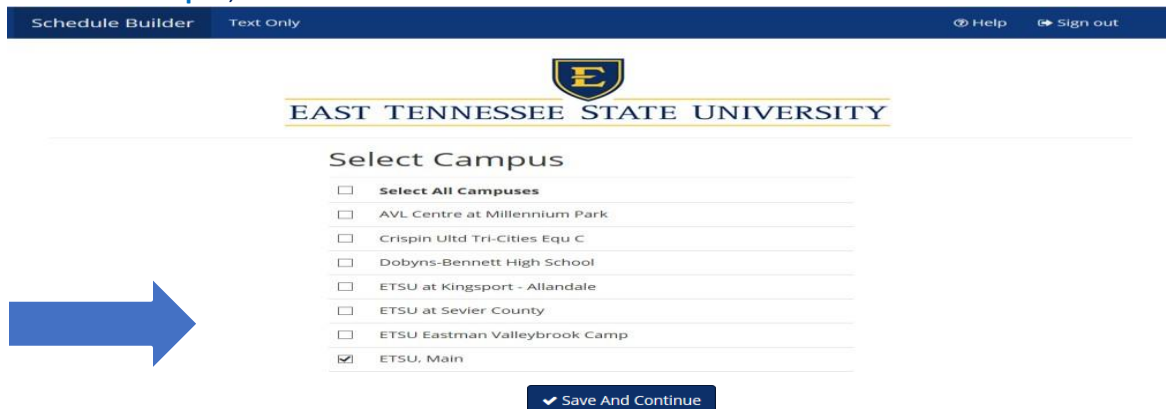
Wait a few seconds to be automatically redirected to Schedule Builder.



Select the **Term**; click the **Save and Continue** button.



Select the **Campus**; click the **Save and Continue** button.



From the Home Screen, select the [click here](#) button under Courses.

Schedule Builder Text Only Help Sign out

EAST TENNESSEE STATE UNIVERSITY

Course Status	Open & Full	Change	Term	Summer 2018	Change
Sessions	All Sessions Selected	Change	Campuses	All Campuses Selected	Change
Instructional Methods	All Instructional Methods Selected	Change	Levels	All Levels Selected	Change

Courses + Add Course

Info Add the courses you wish to take for the upcoming term.

Your degree plan shows 2 courses for Summer 2018. [click here](#) to load them into your course list.

Schedules Generate Schedules

Breaks + Add Break

Info Add times during the day you do not wish to take classes.

The planned courses within your ACTIVE Degree Works Plan will display under Courses.

Schedule Builder Text Only Help Sign out

Added the following courses: DANC 1500, ENGL 1010

EAST TENNESSEE STATE UNIVERSITY

Course Status	Open & Full	Change	Term	Summer 2018	Change
Sessions	All Sessions Selected	Change	Campuses	All Campuses Selected	Change
Instructional Methods	All Instructional Methods Selected	Change	Levels	All Levels Selected	Change

Courses + Add Course

- DANC 1500** Dance as a Human Experience Options
- ENGL 1010** Crit Read/Expos Writing Prerequisites Options


Schedules Generate Schedules

Breaks + Add Break

Info Add times during the day you do not wish to take classes.

To continue, click the  **Generate Schedules** button.

Schedule Builder Text Only Help Sign out


EAST TENNESSEE STATE UNIVERSITY

Course Status	Open & Full	<input type="button" value="Change"/>	Term	Summer 2018	<input type="button" value="Change"/>
Sessions	All Sessions Selected	<input type="button" value="Change"/>	Campuses	All Campuses Selected	<input type="button" value="Change"/>
Instructional Methods	All Instructional Methods Selected	<input type="button" value="Change"/>	Levels	All Levels Selected	<input type="button" value="Change"/>

Courses


- DANC 1500**
Dance as a Human Experience
- ENGL 1010**
Crit Read/Expos Writing

Breaks
 Add times during the day you do not wish to take classes.

Schedules

To view the generated schedules, click the **View** button under Schedules.

Schedule Builder Text Only Help Sign out


EAST TENNESSEE STATE UNIVERSITY

Course Status	Open & Full	<input type="button" value="Change"/>	Term	Summer 2018	<input type="button" value="Change"/>
Sessions	All Sessions Selected	<input type="button" value="Change"/>	Campuses	All Campuses Selected	<input type="button" value="Change"/>
Instructional Methods	All Instructional Methods Selected	<input type="button" value="Change"/>	Levels	All Levels Selected	<input type="button" value="Change"/>

Courses

- DANC 1500**
Dance as a Human Experience
- ENGL 1010**
Crit Read/Expos Writing

Breaks
 Add times during the day you do not wish to take classes.

Schedules

Generated 5 Schedules

- View 1 DANC-1500-901, ENGL-1010-061
- View 2 DANC-1500-901, ENGL-1010-001
- View 3 DANC-1500-901, ENGL-1010-L01
- View 4 DANC-1500-901, ENGL-1010-002
- View 5 DANC-1500-901, ENGL-1010-003

Once you have determined a potential schedule, click the  **Send to Shopping Cart** button.

The potential course schedule is saved in the Schedule Builder Registration Cart. When your first available registration time opens, click **Register**.

If **NO** registration add errors occur, the courses from the Schedule Builder Registration Cart will display on the Add or Drop page under Current Schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Feb 28, 2018	None	51144	DANC	1500	901	Undergraduate	3.000	Standard Letter	Dance as a Human Experience
Web Registered on Feb 28, 2018	None	51124	ENGL	1010	061	Undergraduate	3.000	Standard Letter	Crit Read/Expos Writing

Important Notes:

NOTE: Schedule Builder Will Not Register For You!

Schedule Builder will save your CRN's and course information in your "Registration Cart" until your first available registration time! All you have to do is click register!

Schedule Builder **will** allow:

- The generation of potential schedules even if you have a hold
- The generation of potential of schedules for courses that you are missing the prerequisite or co-requisite
- The registration cart to be cleared

Schedule Builder will **NOT** allow:

- Registering for a closed class
- Registering before your first available registration time
- Registering for a class if missing the prerequisite or co-requisite
- Registering for a class that will create a time conflict