


# Change of Major/Minor Tutorial

# Log Into GoldLink Portal


https://login.etsu.edu/authenticationendpoint/login.do?commonAuthCallerPatha%252Fcas%252Flogin&forceAuthfalse&passiveAuthfalse&stena: |


PRD Banner ETSU Secure Login etsu.edu

File Edit View Favorites Tools Help  
x - Contribute Edit Post to Blog  
Suggested Sites Get more Add-ons Page Safety Tools Advisories



  
EAST TENNESSEE STATE  
UNIVERSITY


Login to access secure systems.

 |

 Password

SIGN IN

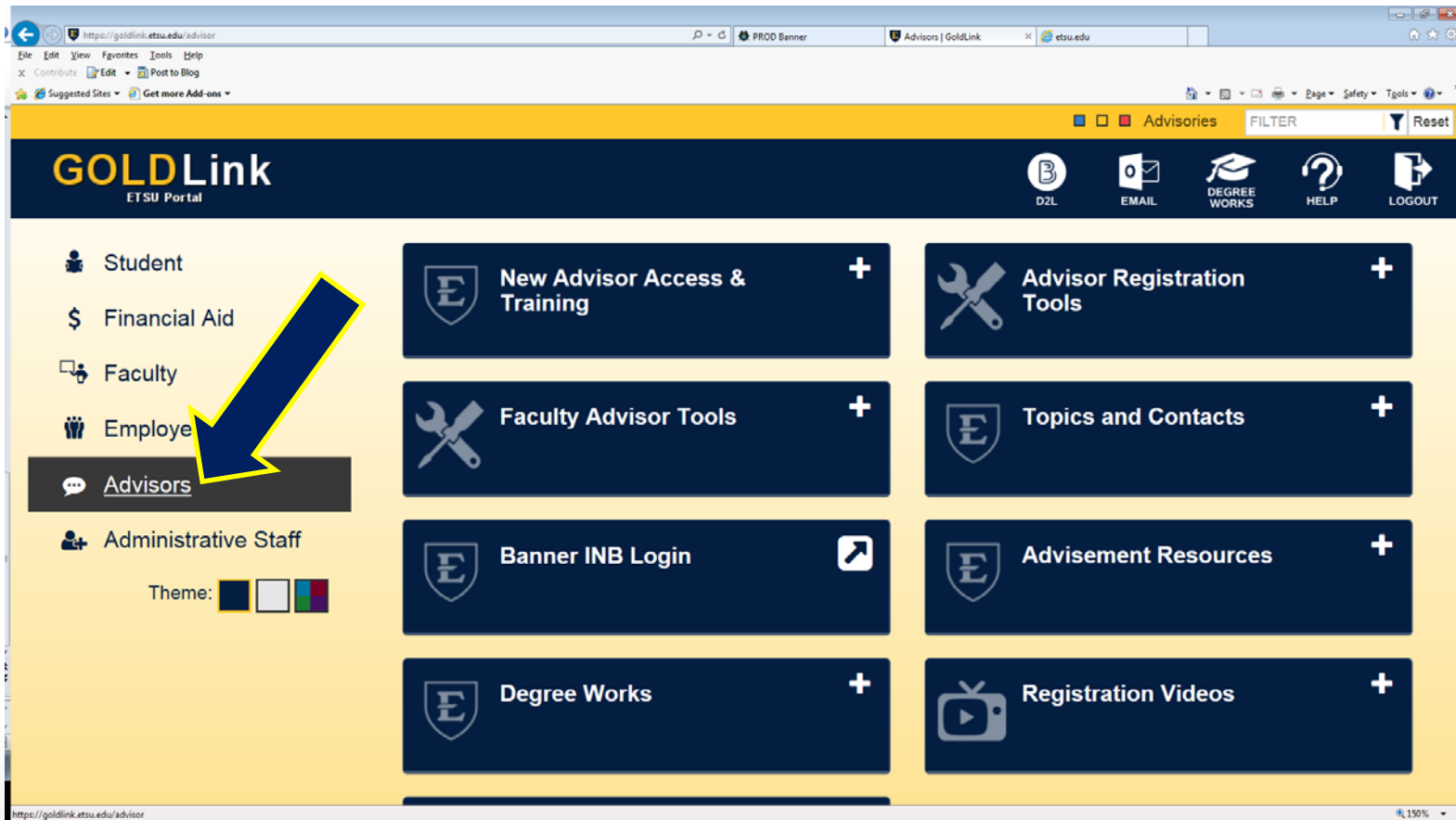
 Get Help  Reset Password

 Prospective Students +

150%

# Once Logged In

- Click on Advisors



The screenshot displays the GOLDLink ETSU Portal interface. The top navigation bar includes the GOLDLink logo, user icons for D2L, EMAIL, DEGREE WORKS, HELP, and LOGOUT, and a search filter for Advisories. The main content area features a left-hand navigation menu with options: Student, Financial Aid, Faculty, Employee, **Advisors** (highlighted with a blue arrow), and Administrative Staff. Below the menu are theme selection options. The main dashboard contains eight dark blue tiles with white text and icons, each with a plus sign in the top right corner:

- New Advisor Access & Training
- Faculty Advisor Tools
- Banner INB Login
- Degree Works
- Advisor Registration Tools
- Topics and Contacts
- Advisement Resources
- Registration Videos

The browser address bar shows the URL <https://goldlink.etsu.edu/advisor>.

# Faculty Advisor Tools

The screenshot displays the GOLDLink ETSU Portal interface. The top navigation bar includes the GOLDLink logo, the text "ETSU Portal", and several utility icons: D2L, EMAIL, DEGREE WORKS, HELP, and LOGOUT. A search bar labeled "Advisories" with a "FILTER" button and a "Reset" link is also present. On the left side, a vertical menu lists user roles: Student, Financial Aid, Faculty, Employee, **Advisors** (highlighted), and Administrative Staff. Below the menu is a "Theme:" selector with four color options. The main content area features a grid of eight dark blue tiles, each with a white icon and a plus sign in the top right corner. The tiles are: "New Advisor Access & Training" (with a shield icon), "Advisor Registration Tools" (with a wrench and screwdriver icon), "Faculty Advisor Tools" (with a wrench and screwdriver icon), "Topics and Contacts" (with a shield icon), "Banner INB Login" (with a shield icon and an external link icon), "Advisement Resources" (with a shield icon), "Degree Works" (with a shield icon), and "Registration Videos" (with a video player icon). A large blue arrow with a yellow outline points to the "Faculty Advisor Tools" tile.

# Undergraduate Major Change

The screenshot displays the GOLDLink ETSU Portal interface. The top navigation bar includes the GOLDLink logo, a search bar, and utility icons for D2L, EMAIL, DEGREE WORKS, HELP, and LOGOUT. A left sidebar menu lists user roles: Student, Financial Aid, Faculty, Employee, **Advisors** (highlighted), and Administrative Staff. The main content area is titled "EOT)" and contains a list of services: Concise Student Schedule, Holds, Registration History, Student Address and Phones, Schedule Builder, Student Contact Notes, Student eMail Address, Student GPA, Student Information, Student Schedule, Test Scores, Transfer Evaluation, and Undergraduate Major Change. A large blue arrow with a yellow outline points to the "Undergraduate Major Change" link. The browser address bar shows "https://goldlink.etsu.edu/advisor".

# Major Change Screen

- Enter the student's E# and click Go

The screenshot shows a web browser window displaying the East Tennessee State University (ETSU) Major Change screen. The browser's address bar shows the URL: [https://selfserv.etsu.edu/pls/PROD/BYWWWMC\\_P\\_MAIN?](https://selfserv.etsu.edu/pls/PROD/BYWWWMC_P_MAIN?). The page header includes the ETSU logo and navigation tabs for Personal Information, Student, Faculty Services, Employee, and Financial Aid. A search bar is located below the navigation tabs, with the text "Search" and a "Go" button. The search bar contains the text "E00". A blue arrow points to the "Go" button. Below the search bar, the text "Major Change" is displayed. A warning message is visible below the search bar, starting with "Student ID:" and followed by a red information icon and the text: "\*\*\* All Education minors - **MUST** be processed by the College of Education advisement office. Please refer all education minor students to 323 Warf Pickel, 423-439-7626 during their first semester at ETSU. Only authorized advisors or staff should submit major and minor changes for their department. Always refer students to the new major or minor department for advisement. The new department will process the change of major or minor. **Please complete the change of major request to indicate the Major, Minor, and/or Concentrations that will comprise the student's new complete program of study.**". Below the warning message, the text "RELEASED 3" is visible. At the bottom of the page, the copyright notice "© 2016 Ellum Company L.P. and its affiliates." is displayed. The browser's status bar at the bottom right shows "150%".

# Major/Minor Change Example

- Once you've entered the student's E# you will see this screen

Search   [SITE MAP](#) [HELP](#) [EXIT](#)

## Major Change

Student ID:

Student:  Select Major/Minor change(s) and click Next > to continue.

First Major: CHEM - Chemistry  
Degree: BS - Bachelor of Science  
Concentration: BOCC - Biochemistry  
Change to:

Second Major: -  
Change to:

Minor 1: -  
Change to:

Minor 2: -  
Change to:

Special Instructions:

# Major/Minor Change Example

## Continued

- Click on the drop down menu and select desired change. If there's a second major or minor do the same.

The screenshot shows a web browser window with the URL [https://selfserv.etsu.edu/pls/PROD/BYWFMC\\_P\\_MAIN](https://selfserv.etsu.edu/pls/PROD/BYWFMC_P_MAIN). The page has a navigation bar with tabs for Personal Information, Student, Faculty Services, Employee, and Financial Aid. Below the navigation bar is a search field and a 'Go' button. The main heading is 'Major Change'. On the left, there are labels for 'Student ID:', 'First Major:', 'Second Major:', 'Minor 1:', 'Minor 2:', and 'Special Instructions:'. Each label has a corresponding 'Go' button. A dropdown menu is open, displaying a list of degree options with their abbreviations and full names. The options are: ACCT - Accountancy, AHSC - Applied Human Sciences, ALHE - Allied Health, ANTH - Anthropology, APLS - Applied Science, ARTA - Art, BGSD - General Studies, BIOL - Biology, BLUE - Bluegrass, Old Time, Country Studies, BSIS - Interdisciplinary Studies, CADP - Cardiopulmonary Science, CHEM - Chemistry, CISC - Computing, CJCR - Criminal Justice and Criminology, CMST - Communication Studies, DAST - Dental Assistant, DIGM - Digital Media, ECDV - Early Childhood Development, ECOA - Economics Arts and Sciences, ECON - Economics, ENGG - Engineering, ENGL - English, ENTC - Engineering Technology, ENVH - Environmental Health, FACS - Family and Consumer Sciences, FNCE - Finance, FPRO - Public Health Fundamentals, GEOG - Geography, and GEOS - Geosciences. On the right side of the page, there is an information icon and the text: 'Select Major/Minor change(s) and click Next > to continue.'



# Major/Minor Change Example Continued

- Once those selections have been made, click on Next

The screenshot shows a web browser window with the URL [https://selfserv.etsu.edu/pls/PROD/BYWFMC\\_P\\_MAIN](https://selfserv.etsu.edu/pls/PROD/BYWFMC_P_MAIN). The page has a navigation menu with tabs for Personal Information, Student, Faculty Services, Employee, and Financial Aid. Below the menu is a search bar and links for SITE MAP, HELP, and EXIT. The main heading is "Major Change".

The form contains the following fields and options:

- Student ID:** A text input field with a "Go" button.
- Student:** A text input field.
- First Major:** CHEM - Chemistry  
Degree: BS - Bachelor of Science  
Concentration: BOCC - Biochemistry  
Change to: BIOL - Biology (dropdown menu)
- Second Major:** -  
Change to: (dropdown menu)
- Minor 1:** -  
Change to: CHEM - Chemistry (dropdown menu)
- Minor 2:** -  
Change to: (dropdown menu)
- Special Instructions:** A text area with up/down arrows.
- Next >** A blue button with a yellow arrow pointing to it.

A message icon indicates: "Select Major/Minor change(s) and click Next > to continue."

# Major/Minor Change Example Continued

- On this page you will be asked to select the Degree Type. Click on the drop down menu for Degree Type, select, and then click on Next

Search  Go

SITE MAP HELP EXIT

## Major Change

Student ID:  Student:   Select Major/Minor change(s) and click Next > to continue.

First Major: CHEM - Chemistry  
Degree: BS - Bachelor of Science  
Concentration: BOCC - Biochemistry  
Change to: BIOL - Biology  
Degree:

Second Major: -  
Change to:

Minor 1: -  
Change to: CHEM - Chemistry

Minor 2: -  
Change to:

Special Instructions:

If there is no concentration for this particular major, no drop down menu will appear.

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# Major/Minor Change Example Continued

- If there is a concentration, the Concentration drop down box will appear on this page. If there is no concentration available, the Concentration will say None. Once you have completed this page click Next

The screenshot shows a web browser window with the URL [https://selfserv.etsu.edu/pls/PROD/BYWFMC\\_P\\_MAIN](https://selfserv.etsu.edu/pls/PROD/BYWFMC_P_MAIN). The page title is "Major Change".

At the top right, there is a message: "Select Major/Minor change(s) and click Next > to continue." with an information icon.

The form fields are as follows:

- Student ID:** [Redacted]
- Student:** [Redacted]
- First Major:** CHEM - Chemistry  
Degree: BS - Bachelor of Science  
Concentration: BOCC - Biochemistry  
Change to: BIOL - Biology  
Degree: BS - Bachelor of Science  
Concentration: **Select** (dropdown menu open with options: NCON - No Concentration, BOCB - Biochemistry, EDUB - Biology Educ 7-12---ADV ONLY, MBIO - Microbiology Biology, PALE - Paleontology)
- Second Major:** Change to: [dropdown menu]
- Minor 1:** -  
Change to: CHEM - Chemistry
- Minor 2:** -  
Change to: [dropdown menu]
- Special Instructions:** [text area]
- 

Two blue arrows with yellow outlines point to the "Select" dropdown menu and the "Next >" button. The text "RELEASE: 8.5.3" is visible in the bottom left corner.

# Major/Minor Change Example Continued

- Once you have reviewed this page, click on the Finish button

The screenshot shows a web browser window with the URL [https://selfserv.etsu.edu/pls/PROD/BYWWFMC\\_P\\_MAIN](https://selfserv.etsu.edu/pls/PROD/BYWWFMC_P_MAIN). The page title is "Major Change". At the top right, there are links for "SITE MAP", "HELP", and "EXIT".

The form contains the following fields and options:

- Student ID:** A text input field with a "Go" button next to it.
- Student:** A redacted black box.
- First Major:** A list of current and proposed details:
  - Current: CHEM - Chemistry, Degree: BS - Bachelor of Science, Concentration: BOCC - Biochemistry
  - Change to: BIOL - Biology, Degree: BS - Bachelor of Science, Concentration: NCON - No Concentration
- Second Major:** A dropdown menu currently showing "-" with a "Change to:" label.
- Minor 1:** A dropdown menu currently showing "-" with a "Change to: CHEM - Chemistry" label.
- Minor 2:** A dropdown menu currently showing "-" with a "Change to:" label.
- Special Instructions:** A text area with a "Finish" button below it.

A blue arrow with a yellow outline points from the "Special Instructions" field down to the "Finish" button. A message icon with a question mark and the text "Click Finish. On the next screen you will need to review your changes before submitting them." is located in the top right area of the form.

# Major/Minor Change Example Continued

- This final screen will appear for you to confirm your information. Once you have reviewed and verified the change is correct, click on Submit Major Change

Major Change

Student ID:  Go

Student:

First Major: CHEM - Chemistry  
Degree: BS - Bachelor of Science  
Concentration: BOCC - Biochemistry  
Change to: BIOL - Biology  
Degree: BS - Bachelor of Science  
Concentration: NCON - No Concentration

Second Major: -  
Change to:

Minor 1: -  
Change to: CHEM - Chemistry

Minor 2: -  
Change to:

Special Instructions:

Submit Major Change

Click the Submit Major Change button only after ensuring your changes are complete and accurate. If you need to make any changes click the browser back button.

RELEASE: 8.5.3

https://selfserv.etsu.edu/plu/PROD/BYVWFMC\_P\_MAIN

# Major/Minor Change Submission Complete Screen

- When your submission is complete you will see this screen showing that your changes have been submitted.

The screenshot shows a web browser window with the URL [https://selfserv.etsu.edu/pls/PROD/BYWWFMC\\_P\\_MAIN](https://selfserv.etsu.edu/pls/PROD/BYWWFMC_P_MAIN). The page displays the following information:

- Student ID: [Redacted]  Student: [Redacted]
- First Major: CHEM - Chemistry  
Degree: BS - Bachelor of Science  
Concentration: BOCC - Biochemistry  
Change to: BIOL - Biology  
Degree: BS - Bachelor of Science  
Concentration: NCON - No Concentration
- Second Major: -  
Change to:
- Minor 1: -  
Change to: CHEM - Chemistry
- Minor 2: -  
Change to:
- Special Instructions:   
Submitted

At the top right, a message states: "Your changes have been submitted."

**After the major has been changed you or the person responsible for submitting the change and the student will receive an email confirmation. For further questions, please contact the Office of the Registrar (423)439-4230**

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