1 APPL Y FOR ADMISSION
- First-Time Freshmen
- Transfer Students
- Readmits
- Graduate Students
- Special Students

2 COMPLETE PROCESSES
- **GoldMail:** Activate your ETSU email [http://www.etsu.edu/oit/studentinfo/goldmail.aspx](http://www.etsu.edu/oit/studentinfo/goldmail.aspx)
- **Immunizations:** provide documentation
- **Complete FAFSA:**
  - All Lottery Scholarship students
  - Required for some scholarships
- **Scholarships:** apply early
- **Housing:** Complete application
- **Graduate Students:** check for available graduate assistantships/tuition scholarships and complete contract
- **International graduate assistants or tuition scholar recipients** must take the Oral Proficiency Interview

3 COMPLETE COMPASS TEST
- If required (see next page for information)

4 ATTEND ORIENTATION
- **Launch:** required online orientation program for undergraduates
- New Freshmen
- New Transfers
- Graduate Students

5 SEE YOUR ADVISOR
- Recommend for ALL
- Required for most
- Graduate assistant & tuition scholars: follow-up with graduate coordinator on contract status

6 REGISTER FOR CLASSES
- **Everyone**
- Graduate assistants & tuition scholars must have at least 9 graduate hours
- Check your campus email (GoldMail) daily

7 OBTAIN ID CARD
- **All students after registration**

8 CONFIRM REGISTRATION / PAY FEES
- **Required for all**
- **Everyone** (see next page for information)
- Graduate assistants & tuition scholars confirm contract status with graduate office
- Graduate assistants & tuition scholars pay miscellaneous fees

9 GET PARKING DECAL AND BUY BOOKS
- **Everyone**
- Check your GoldMail daily

10 GO TO CLASS
- **Everyone**

**A VERY IMPORTANT STEP!**

**ETSU STEPS FOR A SMART START**
- For more details and contact information see the following pages
**(1) APPLY FOR ADMISSIONS -**
106 Burgin Dossett Hall, (423) 439-4213
http://www.etsu.edu/admissions/

First-time freshmen: Complete the undergraduate application for admission. Request an official high school transcript including ACT or SAT scores. Pay $25.00 application fee. GED scores should be provided if completed. First-time Transfer Students: Complete the undergraduate application for admission. Request official transcripts from high school and all colleges attended. Pay $25.00 application fee. Consult catalog for deadlines. 

International Students: Freshmen; Complete the undergraduate application for admission and the international student application. Pay $35.00 application fee. Request official high school transcript and English translation. Submit official TOEFL or IELTS scores. Transfer Students: Complete the undergraduate application for admission and the international student application. Pay $35.00 application fee. Request official transcripts from high school and all colleges attended and official English translations. Submit official TOEFL or IELTS scores. 

International Undergraduate Special Students: Examples: 1) Visiting student from another college; 2) Degree holder seeking additional undergraduate courses. Complete application forms and consult the Office of Admissions for additional requirements. Pay $25.00 application fee. Second Bachelor's Degree Applicants: Complete application for second degree. Provide official transcripts if not ETSU graduate. Pay $25.00 fee if not former ETSU student. Graduate Students: Complete graduate application packet and pay $35 application fee.

**(2) COMPLETE PROCESSES**

* **GOLDMAIL** -
All students have a Goldmail email account. Please fully activate your account and check weekly. For directions go to http://www.etsu.edu/activate Email is our primary communication resource with students.

* **STUDENT HEALTH/IMMUNIZATIONS**
Student Health Services, 160 Roy S. Nicks Hall, (423) 439-4225
www.etsu.edu/studenthealth (Click the “Immunizations” tab). Students may view immunization status in Goldlink under Registration/Immunization Status. The State of Tennessee requires that all students enrolled meet certain immunization requirements. All Students must provide a signed waiver form acknowledging that the student is aware of the risk associated with Hepatitis B and Meningitis Infections on a college campus. (form is available at: www.etsu.edu/nursing/shserv/forms/default.aspx)

In order for a student to enroll as a full time student, they must provide the following documentation:
1) Proof that the Student has received Two MMR (Measles, Mumps, Rubella) shots or proof of disease; and
2) Proof that the Student has received Two Varicella Shots (Chicken Pox) or proof of disease.


* **FINANCIAL AID** -
Office of Financial Aid 105 Burgin Dossett Hall
(423) 439-4300

Check Your Financial Aid Status through ETSU’s GoldLink http://goldlink.etsu.edu and use the Office of Financial Aid’s Step by Step Guide http://www.etsu.edu/finaid

1) Complete the FAFSA at http://www.fafsa.gov as soon as possible after January 1 using accurate tax information.
2) Check your SAR (Student Aid Report) for accuracy http://www.fafsa.gov. Read all SAR comments. If corrections are required, ask the ETSU Office of Financial Aid for assistance.
3) If you were selected for verification, go to http://www.etsu.edu/finaid/faforms/verification.aspx for information and forms.
4) Receive, review, and complete the financial aid award (accept or decline awards) through Goldlink at http://goldlink.etsu.edu
5) Use Goldlink to check your Financial Aid Status frequently for your Student Requirements because new requirements can be added each time changes are made to your financial aid. Complete any Unsatisfied Requirements and allow 2-3 days for the Student Requirements to be received and complete, they are not received and complete immediately.
6) If you accepted the Perkins Loan for the first time, look for an email from ECSI instructing you to complete and sign the Perkins Master Promissory Note (MPN) online. You will also need to complete Perkins entrance loan counseling online at http://www.ecsi.net/
7) ETSU Direct Stafford and PLUS (Parent and Grad) Loans are through the Federal Direct Loan Program. If you accepted the Federal Direct Stafford Loan through your Goldlink account, you will need to proceed to the Direct Loan Program website at [http://www.studentloans.gov](http://www.studentloans.gov) to complete your online Master Promissory Note (MPN). Direct Stafford Loan borrowers will also need to complete the Direct Loan Entrance Counseling at [http://www.studentloans.gov](http://www.studentloans.gov). After you complete the entrance counseling, you will be given confirmation. Please print this out and keep for your records. ETSU will be notified that you completed your entrance counseling. If you have accepted a PLUS Loan, the Master Promissory Note (MPN) must be completed and signed online each year through the Direct Loan website at [http://www.studentloans.gov](http://www.studentloans.gov).

8) If you qualified for Federal Work Study or Academic Performance Scholarship, check the job listings at [https://etsupws.etsu.edu/FinAidJobs/](https://etsupws.etsu.edu/FinAidJobs/).

9) Notify the ETSU Office of Financial Aid of residency changes and other scholarships, loans, or assistance that are not listed on your GoldLink account under ‘Awards’. Be a wise borrower, budget your money, and spend wisely. Your Money Matters! [http://www.etsu.edu/finaid/YourMoneyMatters.aspx](http://www.etsu.edu/finaid/YourMoneyMatters.aspx)


12) Check your financial aid status and student account on GoldLink frequently. Read your GoldMail daily. Always follow up promptly even after you graduate, transfer, or withdraw from the university.

### SCHOLARSHIPS

- **Welcome Cnt. Culp Center,** (423) 439-7094, [www.etsu.edu/Scholarships](http://www.etsu.edu/Scholarships)

The Scholarship Office provides information to students concerning ETSU scholarships and external scholarships. Most scholarship deadlines are early in the spring semester. Review GA/TS availability at [http://www.etsu.edu/gradstud/gasch](http://www.etsu.edu/gradstud/gasch). International GA/TS recipients must take the OPI.

- **Housing** – Dept. of Housing & Residence Life
  108 Burgin Dossett Hall, (423) 439-4446, housing@etsu.edu or [http://www.etsu.edu/students/housing](http://www.etsu.edu/students/housing)

A variety of on-campus housing options at varying price points are offered. Housing is not required, nor guaranteed. Assignments are made on a first-come, first-serve basis.

- **MEAL PLANS DINING LOCATIONS** - Aramark Dining Services, Culp Center, (423) 439-4389, [www.etsudining.com](http://www.etsudining.com)

Students may apply for the Resident Advantage Plan through the Housing Office or other food plans through ETSU Dining and Catering Group.

### COMPASS TEST

University Advisement Center, ARC, 2nd Level of Culp, (423) 439-5244, [http://www.etsu.edu/uac](http://www.etsu.edu/uac)

The COMPASS test is required of students who are admitted to ETSU who have not taken the ACT/SAT or students submitting ACT/SAT scores that are over three years old. Transfer students without college-level English or Math will also be required to test in the corresponding area. The three portions of COMPASS are Writing, Reading, and Math. Students may have to take all or part of the test depending on their particular circumstance. For additional information call the University Advisement Center at (423)439-5244.

### ATTEND ORIENTATION

- **Student Affairs, D.P. Culp University Center,** Room 352, (423) 439-4210, [http://www.etsu.edu/orientation.aspx](http://www.etsu.edu/orientation.aspx)

All new students are required to complete LAUNCH —ETSU’s online orientation. Students living within a 250-mile radius of campus are required to attend a one day on ground orientation where students are advised and register for classes. Students and parents will also have the ability to attend information sessions to gain a better understanding of ETSU. **What you get is:** a class schedule, resource information, a new student handbook, a chance to reserve your books, a student ID. **Graduate students:** Orientation is held every fall, Call (423) 439-4221 for more information.

### SEE YOUR ADVISOR

Most new undergraduate students will meet with an advisor at orientation. Students who are not required to attend orientation should contact their advisor see Quick Reference for Advisors at [http://www.etsu.edu/advisement/continuingstudents/AdvisorContactList.aspx](http://www.etsu.edu/advisement/continuingstudents/AdvisorContactList.aspx)
ADVISEMENT -
Office of Undergraduate Student Advisement - Culp Center – 2nd Level, Welcome Center (423) 439-8557
http://www.etsu.edu/advisement
All students with less than 60 credits, first-time transfer students and readmitted students are required to meet with an advisor prior to registration each term. Some colleges and departments may have additional advisement requirements. All students should confer with their advisor regularly.
Graduate students: Confer with graduate coordinator prior to enrolling every semester.

ADVISEMENT RESOURCES –

THE ARC (ADVICEMENT, RESOURCES, CAREER CENTER) http://www.etsu.edu/arc/
located in the Culp Center -2nd Level. (423) 439-8650
“If you don’t know where to go – go to the ARC”. For answers to advisement questions, the ARC is a centrally located advisement center and home to the following offices:
  o Arts and Sciences in the ARC Advisement
  o Adult, Commuter and Transfer Services
  o Criminal Justice and Criminology Advisement
  o Medical Professions Advisement
  o Career Exploration Center
  o Peer Career Center
  o University Advisement Center for Undeclared majors and those requiring Learning Support
  o University Career Services

Adult Commuter and Transfer Services
http://www.etsu.edu/acts/.
(ISTS) located in ARC, Culp Center, (423) 439-5641
Get off to a great start! Whether you are a transfer student, an adult student or a commuting student (or all three), ACTS is the place to get your questions answered. We provide academic and student support services as well as links to: Off-Campus Housing Information, Community Resources, Academic Support Services, and personalized referral for incoming students.

(6) REGISTER FOR CLASSES -
102 Burgin Dossett Hall, (423) 439-5584
http://www.etsu.edu/reg/registration/default.aspx
New students who attend orientation will meet with an Advisor and register for classes. The Registration Guide and Schedule of Classes is available online (interactive search and PDF). First Available Registration times will be available to view on your Registration Status using GoldLink about a month before registration. An email will be sent informing students when First Available Registration Times are posted and to check their Registration Status. Registration is available using GoldLink at http://goldlink.etsu.edu. If problems arise, register in person at the Office of the Registrar, 102 Burgin Dossett Hall or contact the GoldLink helpline at 423-439-5584. GA/TS recipients must register for a minimum of 9 graduate hours. Undergraduates must enroll in at least 12 hours to be considered full time students.

(7) ID CARD - ID Services
Culp Center, (423) 439-8316 http://www.etsu.edu/id
Obtain an ID card at Orientation or have your ID card made at the ID Office any time after you have registered for classes. The ID Card will allow students to access many activities on campus. Students may also use their ID as a campus debit card (ID BUC$). A brochure explaining all the features is provided in the orientation packet or you may request a copy at the ID Services Office located on the middle level of the Culp Center.

(8) CONFIRM REGISTRATION/PAY FEES -
Financial Services - Bursar, 202 Dossett Hall, (423) 439-4212
Confirm registration and pay fees. Fees not set for Fall until late July. Fees may be paid by cash, check, or credit card (VISA, MasterCard, ECheck).
1) To pay online go to GoldLink at http://goldlink.etsu.edu You may use VISA, MasterCard, Amex Debit or an ECheck payment and have the student PIN.
2) All students MUST confirm registration by the fee payment deadline. You may do this through GoldLink http://goldlink.etsu.edu or by calling a cashier (423) 439-4212. Paying your full balance before the fee payment deadline will automatically confirm your registration.
3) To pay by mail, enclose check and mail to Financial Services – Bursar, Box 70719, Johnson City, TN 37614. Please mail in time to be received in the Bursar Office before the payment deadline.
4) To pay in person, assistance will be given by a cashier in the Bursar’s Office.
5) Bills for tuition and fees will not be mailed to students who register for classes. You may visit GoldLink at http://goldlink.etsu.edu and log into Secure Area, My Student Info, Student Account, Account Detail/Confirm Registration/Payments and Refunds to
view account. Click, Yes, I will attend, to confirm attendance, print and retain confirmation number.

6) Financial Aid not on Your Student Account?
E-Sign Financial Aid Agreement Promissory Note (former Affidavit), go to GoldLink at http://goldlink.etsu.edu Enter Secure Area and login, My Student Info, Student Account, Financial Aid Agreement Promissory Note (former Affidavit), Select a Term, Review the Promissory Note text and E-sign with the last 4 digits of your E number. Please print the confirmation page and retain for your records. Monitor your financial aid status online and respond to all requests for documents immediately, until your aid is credited and your account and balance is paid in full. Questions about aid? Contact Financial Aid at 423-439-4300 or at finaid@etsu.edu Questions about confirming attendance or making payment? Review your account online through GoldLink or email bursar@etsu.edu
7) Confirm GA/TS contract by calling (423) 439-6146. GA/TS recipients must pay miscellaneous fees.

(9) GET PARKING DECAL AND BUY BOOKS

PARKING - Parking Services Office, 908 W. Maple Street, (423) 439-5650
http://www.etsu.edu/fa/fs/parking/
Parking Permits: All students (including part-time) who intend to park a vehicle on campus MUST PROPERLY DISPLAY THE APPROPRIATE PARKING PERMIT. The ETSU Parking Services Office is located at 908 W. Maple St. Parking Permits are available 8:00 a.m. to 4:30 p.m. Monday through Friday. Visitor's Permits are available 7:30 am - 4:30 pm. Parking permit fees are included in the Program Service Fee for students. All visitors must obtain a visitor's parking permit at no charge at the Parking Services Office or on our website: www.etsu.edu/fa/fs/parking
For additional details contact our office.

BUY BOOKS - ETSU Bookstore in the Culp Center, (423)439-4436 or Neebo at 824 West Walnut St., (423)926-0833
The simplest, and most efficient way to buy your books is to come to either location with a printed copy of your schedule showing Department, Course Number, and Section Number. For more textbook information go to the website above

(10) GO TO CLASS

STILL HAVE QUESTIONS? Call or Visit The Advisement Resource Career Center (ARC), Located on the 2nd Level of the D.P. Culp Center, (423) 439-8650. arc@etsu.edu

http://www.etsu.edu/adviseement/STEPSforaSmartStart.pdf
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