



Change of Major/Minor Tutorial

Log Into GoldLink Portal

East Tennessee State University Login - powered by SunGard Higher Education - Windows Internet Explorer

https://goldlink.etsu.edu/cp/home/displaylogin

File Edit View Favorites Tools Help

Google Search More >>

Sign In

GoldLink Portal Download your file(s) man... Banner Tutorials East Tennessee State U...

GOLDLINK
welcome to the etsu portal

Sign into GoldLink

User Name:
(Forgot User Name?)

Password:

Login Cancel

Password Reset

Need Help?

- Student Support
- Faculty & Staff Support
- Tutorials and Guides

Newly Admitted Students

- [New Admission](#)
Apply for a new application, return to complete an application, or check your admission status
- [Financial Aid](#)
A step by step guide through the financial aid process
- [Look Up Classes](#)
View upcoming course offerings
- [Prospective Students](#)
Tell us about yourself and request information about ETSU
- [Scholarships](#)
Search and apply for ETSU scholarships
- [Transfer Course Equivalencies](#)
See if credits from other schools will transfer to ETSU
- [Tuition Estimator](#)
Calculate your estimated tuition
- [GoldLink Payment Suite](#)
Authorized users can view student accounts and billing information
- [Self-Service Banner \(SSB\)](#)
Register for courses for the first time

September 26, 2011 - Events

- Cancer Conference**
12:00 PM - Johnson City Medical Center, Tennessee Room, 400 N State of Franklin Rd, Johnson City, TN
- SPSS Q&A**
1:00 PM - C. Sherrod Library - ATS Lab 118 - Open workshop, participants are encouraged to bring any questions related to SPSS to the session.
- Banner Self Service Workshop**
1:30 PM - Banner is an administrative software system used by ETSU. It is an integrated, web-based system for processing information on campus. This workshop is primarily for undergraduate Advisors
- Pre-Calculus 2 Group Tutoring**
1:30 PM - C. Sherrod Library - Center for Academic Achievement - Pre-Calculus 2 Group Tutoring
- Study Abroad Information Session**
2:30 PM - Yoakley Hall - Room 109 - Come learn about all the summer, semester and yearlong study abroad options available to ETSU students. ETSU offers over 300 cost-effective study abroad opportunities in

[Click here for a full list of todays events.](#)

East Tennessee State University

Internet | Protected Mode: On

9:04 AM
9/26/2011

Once Logged In

- Click on My Faculty Info

The screenshot shows the GoldLink Portal website in a Windows Internet Explorer browser. The address bar displays the URL http://goldlink.etsu.edu/render.userLayoutRootNode.uP?uP_root=root. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar contains a Google search box and a Sign In button. The page header features the ETSU logo and the text "GOLDLINK welcome to the city portal". Below the header, a navigation menu is visible with the following items: ETSU, Administrative Staff, My Custom Tab, My Faculty Info, My Employee Info, My Student Info, Advisor, Sherrod Library, My Financial Aid Info, East Tennesseean, and Sept. A yellow arrow points to the "My Faculty Info" tab. The main content area is divided into several sections: "Campus Announcements" (with a link to D2L / Internet Explorer version 9 issues), "Personal Announcements" (stating there are no announcements), "GoldLink Self-Service" (with a link to Goldlink Self-Service), "Bookmarks" (listing JA-SIG Homepage and SunGard Higher Education Homepage), and "Bookmarks Plus" (listing various ETSU departments like About ETSU, Academics & Research, Admissions, Arts & Entertainment, Campus Life, News, Services, and Local News). On the right side, there is a "Banner INB Link" section with a "Banner INB" logo and a link to login, and an "ETSU Events" section listing events for Monday, September 26, including Cancer Conference, SPSS Q&A, Banner Self Service Workshop, Pre-Calculus 2 Group Tutoring, Study Abroad Information Session, Multicultural Hair Expo, Chemistry I Group Tutoring, and Physical Chemistry Group Tutoring. The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: On", and the system clock indicating 9:10 AM on 9/26/2011.

Faculty Tools Tab

- Under this tab click on the link that says “more”

The screenshot shows the GoldLink Portal website in a Windows Internet Explorer browser. The page is titled "GoldLink Portal - Windows Internet Explorer" and the address bar shows the URL: http://goldlink.etsu.edu/tag.8dbc13bf2550fea9.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u1311s2&uP_tparam=. The browser's address bar also contains "Google".

The website's header includes the "GOLDLINK" logo with the tagline "welcome to the etsu portal". Below the logo, a welcome message reads: "Welcome Mr Thomas Neil Donohoe. You are currently logged in." The navigation menu includes tabs for "ETSU", "Administrative Staff", "My Custom Tab", "My Faculty Info", "My Employee Info", "My Student Info", "Advisor", "Sherrod Library", "My Financial Aid Info", and "East Tennessee".

The main content area is divided into several sections:

- Faculty Dashboard:** "There are no class assignments at this time."
- Faculty Grade Assignment:** "No Final Grades are required at this time." Includes a "Final Grades" dropdown and a "Go" button.
- Faculty Tools:** A list of links including "Final Grades", "Early Semester Reports", "Attendance Reports", "Look Up", "Week at a Glance", and "more...". A large yellow arrow points to the "more..." link.
- Faculty Advisor:** A list of links including "Advising Summary", "ID Selection", "Term Selection", "Academic Transcript", "Concise Student Schedule", and "more...".
- ETSU Faculty Highlights:** A large black area with the text "Created with flickr slideshow."
- ETSU Academic Catalog:** Includes "Undergraduate" and "Graduate" sections with "Select a Year..." dropdowns and "Go" buttons.

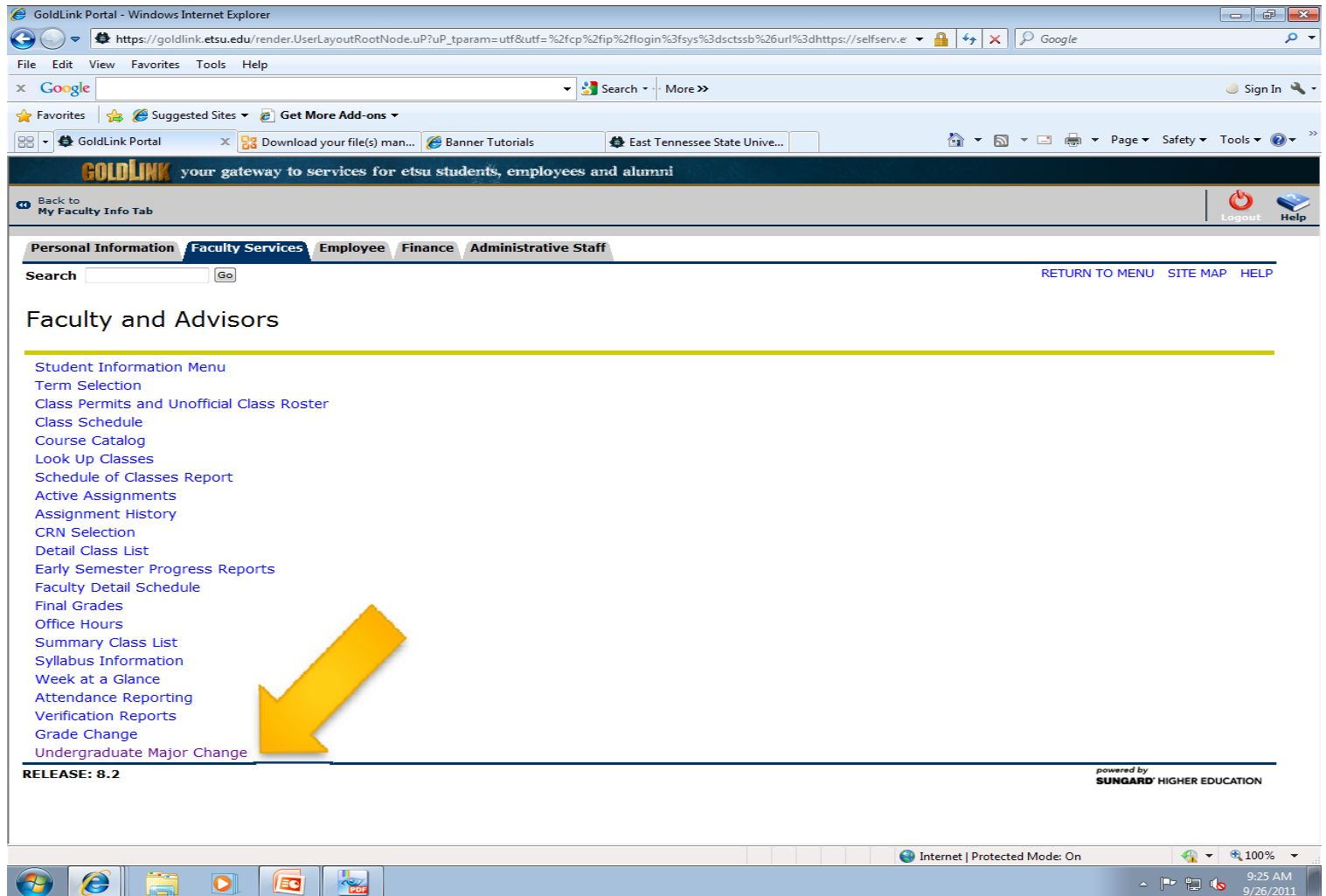
On the right side of the page, there are several widgets:

- Outlook Mail:** A banner for "OUTLOOK WEB ACCESS".
- GradesFirst:** A section with the "GradesFirst" logo and the text "Identify. Engage. Retain." Below it is a "Login" button and a link "Click here to learn more!".
- Academic Calendar - Faculty/Staff:** A section with the date "Monday, October 10, 2011" and the text "Early Semester Progress Report (ESPR) grades due". Below it is a link "Click here to see the full, up to date Academic Calendar."
- Academic Technology Workshops:** A section with the date "Monday, September 26, 2011".

The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: On", and the system clock "9:13 AM 9/26/2011".

Faculty and Advisors Screen

- Click on Undergraduate Major Change link



The screenshot shows a web browser window displaying the GoldLink Portal. The browser's address bar shows the URL: https://goldlink.etsu.edu/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dscstsb%26url%3dhttps://selfserv.e. The page title is "GoldLink Portal - Windows Internet Explorer".

The main content area is titled "Faculty and Advisors" and contains a list of links under the heading "Student Information Menu":

- [Term Selection](#)
- [Class Permits and Unofficial Class Roster](#)
- [Class Schedule](#)
- [Course Catalog](#)
- [Look Up Classes](#)
- [Schedule of Classes Report](#)
- [Active Assignments](#)
- [Assignment History](#)
- [CRN Selection](#)
- [Detail Class List](#)
- [Early Semester Progress Reports](#)
- [Faculty Detail Schedule](#)
- [Final Grades](#)
- [Office Hours](#)
- [Summary Class List](#)
- [Syllabus Information](#)
- [Week at a Glance](#)
- [Attendance Reporting](#)
- [Verification Reports](#)
- [Grade Change](#)
- [Undergraduate Major Change](#)

A large yellow arrow points to the "Undergraduate Major Change" link. At the bottom of the page, it says "RELEASE: 8.2" and "powered by SUNGARD HIGHER EDUCATION". The browser's taskbar at the bottom shows the system tray with the date and time: 9:25 AM 9/26/2011.

Major Change Screen

- Enter the student's E# and click go

GoldLink Portal - Windows Internet Explorer
https://goldlink.etsu.edu/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dscstsb%26url%3dhhttps://selfserv.e...
File Edit View Favorites Tools Help
Google Search More >> Sign In
GoldLink Portal Download your file(s) man... Banner Tutorials East Tennessee State Unive...
GOLDLINK your gateway to services for etsu students, employees and alumni
Back to My Faculty Info Tab Logout Help
Personal Information Faculty Services Finance Administrative Staff
Search [input] Go SITE MAP HELP
Major Change
Student ID: [input] Go **** Education minors - refer students to College of Education advisement office, 323 Warf Pickel, 423-439-7626 to add education minor during their first semester.
RELEASE: 8.2 powered by SUNGARD HIGHER EDUCATION
***** Please note that Education minors must be referred to College of Education advisement office to add education as a minor during the first semester.*****
***** Also this process is only for Undergraduate Students. You cannot change the major of Graduate Students through this process.*****
Done Internet | Protected Mode: On 100% 9:29 AM 9/26/2011

Major/Minor Change Example

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

The screenshot shows a web browser window displaying the GoldLink Portal. The page title is "Major Change". The student's name is "Martin, Cheyenne Kathleen". The form includes fields for "First Major" (HSCI - Health Sciences, Degree: BS - Bachelor of Science, Concentration: HUHE - Human Health), "Second Major", "Minor 1", and "Minor 2". Each field has a "Change to:" dropdown menu. A "Next >" button is at the bottom of the form. The page footer indicates "RELEASE: 8.2" and "powered by SUNGARD HIGHER EDUCATION".

GoldLink Portal - Windows Internet Explorer
https://goldlink.etsu.edu/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dscstssb%26url%3dhhttps://selfserv.e...
File Edit View Favorites Tools Help
Google Search More >> Sign In
Favorites Suggested Sites Get More Add-ons
GoldLink Portal Download your file(s) man... Banner Tutorials East Tennessee State Unive...
GOLDLINK your gateway to services for etsu students, employees and alumni
Back to My Faculty Info Tab Logout Help
Personal Information Faculty Services Employee Finance Administrative Staff
Search [] Go SITE MAP HELP
Major Change
Student ID: [] Student: Martin, Cheyenne Kathleen (5866 12000) Select Major/Minor change(s) and click Next > to continue.
Go
First Major: HSCI - Health Sciences Degree: BS - Bachelor of Science Concentration: HUHE - Human Health Change to: []
Second Major: - Change to: []
Minor 1: - Change to: []
Minor 2: - Change to: []
Next >
RELEASE: 8.2 powered by SUNGARD HIGHER EDUCATION
Done Internet | Protected Mode: On 9:35 AM 9/26/2011

Major/Minor Change Example Cont.

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

The screenshot shows a web browser window displaying the GoldLink Portal. The browser's address bar shows the URL: https://goldlink.etsu.edu/render.UserLayoutRootNode.u?uP_tparam=utf&. The page title is "GoldLink Portal - Windows Internet Explorer".

The main content area is titled "Major Change" and contains the following form fields:

- Student ID: [Redacted] Student: [Redacted]
- First Major: [Redacted] Degree: [Redacted] Concentration: [Redacted] Change to: [Dropdown menu]
- Second Major: [Redacted] Change to: [Dropdown menu]
- Minor 1: [Redacted] Change to: [Dropdown menu]
- Minor 2: [Redacted] Change to: [Dropdown menu]

A dropdown menu is open, listing various academic programs:

- AHSC - Applied Human Sciences
- ALHE - Allied Health
- ANTH - Anthropology
- APLS - Applied Science
- ARTA - Art
- BGSD - General Studies
- BIOL - Biology
- BSIS - Interdisciplinary Studies
- CHEM - Chemistry
- CISC - Computing
- CJCR - Criminal Justice & Criminology
- CSCI - Computer & Information Science
- DAST - Dental Assistant
- DIGM - Digital Media
- ECDV - Early Childhood Development
- EOCA - Economics - Arts & Sciences
- ENGL - English
- ENTC - Engineering Technology
- ENVH - Environmental Health
- FACS - Family and Consumer Sciences
- FPRO - Public Health Fundamentals
- GEOG - Geography
- GLGY - Geology
- HDAL - Human Development & Learning
- HIST - History
- HSCI - Health Sciences
- HSER - Human Services
- HUMT - Humanities
- INTD - Interior Design

Below the form, there is a "Next >" button. At the bottom of the page, it says "RELEASE: 8.2" and "powered by SUNGARD HIGHER EDUCATION".

Major/Minor Change Example Cont.

- Once those selections have been made click on next

The screenshot shows a web browser window displaying the GoldLink Portal. The page title is "Major Change". The student's name is "Martin, Cheyenne Kathleen". The form includes the following fields:

- Student ID: [Redacted]
- Student: Martin, Cheyenne Kathleen
- First Major: HSCI - Health Sciences
- Degree: BS - Bachelor of Science
- Concentration: HUHE - Human Health
- Change to: HSER - Human Services
- Second Major: -
- Change to: [Empty]
- Minor 1: -
- Change to: SPAN - Spanish
- Minor 2: -
- Change to: [Empty]

A yellow arrow points to the "Next >" button. The page also includes a search bar, navigation tabs (Personal Information, Faculty Services, Employee, Finance, Administrative Staff), and a footer with "RELEASE: 8.2" and "powered by SUNGARD HIGHER EDUCATION".

Major/Minor Change Example Cont.

- 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.

The screenshot shows a web browser window displaying the GoldLink Portal. The page title is "Major Change". The user is identified as Cheyenne Kathleen Martin. The form displays the following information:

- Student ID: [Redacted]
- Student: Martin, Cheyenne Kathleen
- First Major: HSCI - Health Sciences
Degree: BS - Bachelor of Science
Concentration: HUHE - Human Health
Change to: HSER - Human Services
Degree: **BS - Bachelor of Science** (selected in dropdown)
- Second Major: -
Change to: [Empty dropdown]
- Minor 1: -
Change to: SPAN - Spanish
- Minor 2: -
Change to: [Empty dropdown]

A yellow arrow points to the "Next >" button at the bottom of the form. A message on the right side of the form reads: "Select Major/Minor change(s) and click Next > to continue." The page footer includes "RELEASE: 8.2" and "powered by SUNGARD HIGHER EDUCATION". The browser's taskbar shows the time as 9:43 AM on 9/26/2011.

Major/Minor Change Example Cont.

- If there's a Concentration a drop down box will appear on this page; if no the concentration will say: none as seen below. Once you've reviewed this page click on the finish button.

The screenshot shows a web browser window displaying the GoldLink Portal. The page title is "Major Change". The user is identified as "Student: Martin, Cheyenne Kathleen". The form displays the following information:


- Student ID:** [Redacted]
- First Major:** HSCI - Health Sciences
Degree: BS - Bachelor of Science
Concentration: HUHE - Human Health
Change to: HSER - Human Services
Degree: BS - Bachelor of Science
Concentration: None
- Second Major:** -
Change to:
- Minor 1:** -
Change to: SPAN - Spanish
- Minor 2:** -
Change to:

At the bottom of the form is a button. A message states: "Click Finish. On the next screen you will need to review your changes before submitting them." The page footer includes "RELEASE: 8.2" and "powered by SUNGARD HIGHER EDUCATION". The browser's taskbar shows the date and time as 9:46 AM on 9/26/2011.

Major/Minor Change Example Cont.

- This final screen will appear for you to confirm your information before clicking on submit. Once you've checked the and verified the change is correct; click on Submit Major Change.

The screenshot shows the GoldLink Portal interface in Internet Explorer. The browser address bar displays the URL: https://goldlink.etsu.edu/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dscstsb%26url%3dhttps://selfserv.e. The page header includes the GoldLink logo and the text "your gateway to services for etsu students, employees and alumni". Navigation tabs include "Personal Information", "Faculty Services", "Employee", "Finance", and "Administrative Staff". A search bar is located at the top left. The main content area is titled "Major Change" and displays the following information:

Student ID:	Student:	Martin, Cheyenne Kathleen	 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.
<input type="text"/>			
First Major:	HSCI - Health Sciences		
	Degree: BS - Bachelor of Science		
	Concentration: HUHE - Human Health		
Change to:	HSER - Human Services		
	Degree: BS - Bachelor of Science		
	Concentration: None		
Second Major:	-		
Change to:	<input type="text"/>		
Minor 1:	-		
Change to:	SPAN - Spanish		
Minor 2:	-		
Change to:	<input type="text"/>		
	<input type="button" value="Submit Major Change"/>		

At the bottom of the page, there is a "RELEASE: 8.2" notice on the left and "powered by SUNGARD HIGHER EDUCATION" on the right. The Windows taskbar at the bottom shows the system tray with the time 9:52 AM and date 9/26/2011.

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 displaying the GoldLink Portal. The page title is "Major Change" and it shows a confirmation message: "Your changes have been submitted." The user's name is "Martin, Cheyenne Kathleen". The page lists the following details:

- Student ID: [Redacted]
- Student: Martin, Cheyenne Kathleen
- First Major: HSCI - Health Sciences
Degree: BS - Bachelor of Science
Concentration: HUHE - Human Health
Change to: HSER - Human Services
Degree: BS - Bachelor of Science
Concentration: None
- Second Major: -
Change to: [Dropdown menu]
- Minor 1: -
Change to: SPAN - Spanish
- Minor 2: -
Change to: [Dropdown menu]

At the bottom of the page, it says "Major Change Submitted".

RELEASE: 8.2

SUNGARD HIGHER EDUCATION

After the change of major has been processed at the Registrars Office the person responsible for submitting the request and the student will receive and email confirmation. If you have any further questions please contact the Office of the Registrar (423) 439 - 4230