

# GoldLink Workshop

## Accessing Student Records thru GoldLink

**Objective:** Provide ETSU faculty, staff and advisors with **basic** knowledge and tools needed to navigate and utilize resources and student records in GoldLink.

Training materials focus on providing undergraduate academic advisors with the tools they need to access student academic records and advisor tools thru GOLDLINK. Workshop and training material also designed for faculty and staff whose job duties require access to student academic records.

Available from any internet connection

<http://www.etsu.edu>

(click on GoldLink icon to enter GoldLink Portal)

Use your username and password

East Tennessee State University implemented the Ellucian **Banner** Enterprise Resource Planning (ERP) System in 2008. Banner runs on an integrated database system developed by Ellucian. Banner assists colleges and universities in recording and maintaining data for their students, employees, alumni, and donors. Banner ERP software solutions consist of five modules: Banner Student, Banner Finance, Banner Human Resources, Banner Financial Aid, and Banner Advancement.

**The web-based system for students and employees is called GoldLink on the ETSU campus.**

## Getting Started

- **Request access to academic records.** Have executive aide assist you in completing Banner Student Account Request Form:
  - <https://etsupws.etsu.edu/ITSRequest/Login?ReturnUrl=~%2FBannerStudentAccess%2FNew>
- **Attend Advisor Training**
  - Advising Workshops - sponsored by Office of Undergraduate Student Advisement: <http://www.etsu.edu/advisement/advisors/workshop.php>
  - Degree Works training - <http://www.etsu.edu/reg/degreeworks/default.aspx>
  - Complete additional advising training thru your college or departmental office
- **Attend Academic Advisement Council** each month (a must for advisors)  
<http://www.etsu.edu/advisement/advisors/aacm.php>
- **Read and file emails** from Office of Undergraduate Student Advisement ([hooven@etsu.edu](mailto:hooven@etsu.edu))
  - Email Suzy Hooven ([hooven@etsu.edu](mailto:hooven@etsu.edu)) to add your name to advisor distribution list for email information and Advisor Newsletters
- **Get to know your resources.** Good advising includes using your resources and is a continuous learning experience.
  - Office of Undergraduate Student Advisement: <http://www.etsu.edu/advisement>  
Teresa Williams, Director of University Advisement and  
Suzy Hooven, Information Research Technician I
  - ETSU Office of the Registrar <http://www.etsu.edu/reg/>
  - ETSU Online Catalog: <http://catalog.etsu.edu/>
  - Your departmental website
  - Degree Works: <http://www.etsu.edu/reg/degreeworks/default.aspx>
  - Graduation Office: <http://www.etsu.edu/reg/graduation/graduationforms.aspx>
  - Graduation Analysts: <http://www.etsu.edu/reg/graduation/analyst.aspx>
- **National Academic Advising Association (NACADA)** – conferences, advising topics and resources  
<https://www.nacada.ksu.edu/>

# **Banner Workshops, Campus Training and Tutorial Resources**

## **Undergraduate Student Advisement**

<http://www.etsu.edu/advisement/advisors/default.php>

## **Finance**

<https://www.etsu.edu/bf/documents/goldlinkfinancetraining.pdf>

## **Human Resources**

<https://www.etsu.edu/humanres/td/>

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## Family Educational Rights and Privacy Act (FERPA)

<http://www.etsu.edu/reg/records/ferpa.aspx>

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**Note:** Advisors and other university officials have a right to access educational records if performing a task or function which constitutes a legitimate educational interest. However, this information may not be released to third parties without the written consent of the student. All third party requests are to be addressed to the Office of the Registrar. (423-439-4230 or [registr@etsu.edu](mailto:registr@etsu.edu))

## First Mate Access <http://www.etsu.edu/firstmate/>

First Mate process allows students to grant parent, spouse or another person view only access to specific GoldLink pages. Setting them up in First Mates allows designee to use a special login and password to view financial and academic information. The student can add and remove access at any time.

This process also allows advisors and others to discuss academic concerns with parents or other designees if the student has authorized this in GoldLink thru First Mate Process. The student creates a Passphrase for their "first mate" during the setup process. You can view and verify passphrases on GPAPRXY in BANNER 9 or on the Advising Summary in GoldLink.

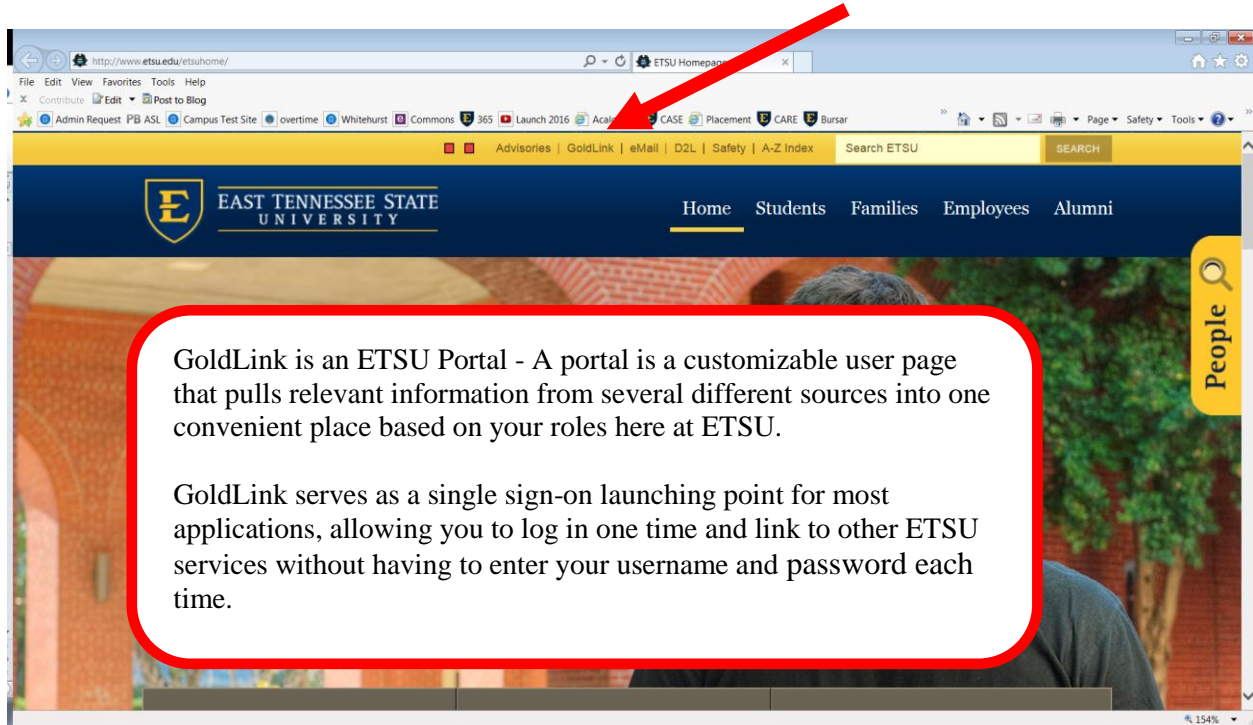
The First Mate system does **not** authorize First Mates to contact faculty members about student progress.

## First Mate Tutorial – how to determine if a student has a first mate authorized:

<https://www.etsu.edu/firstmate/firstmate-students/setup.php>

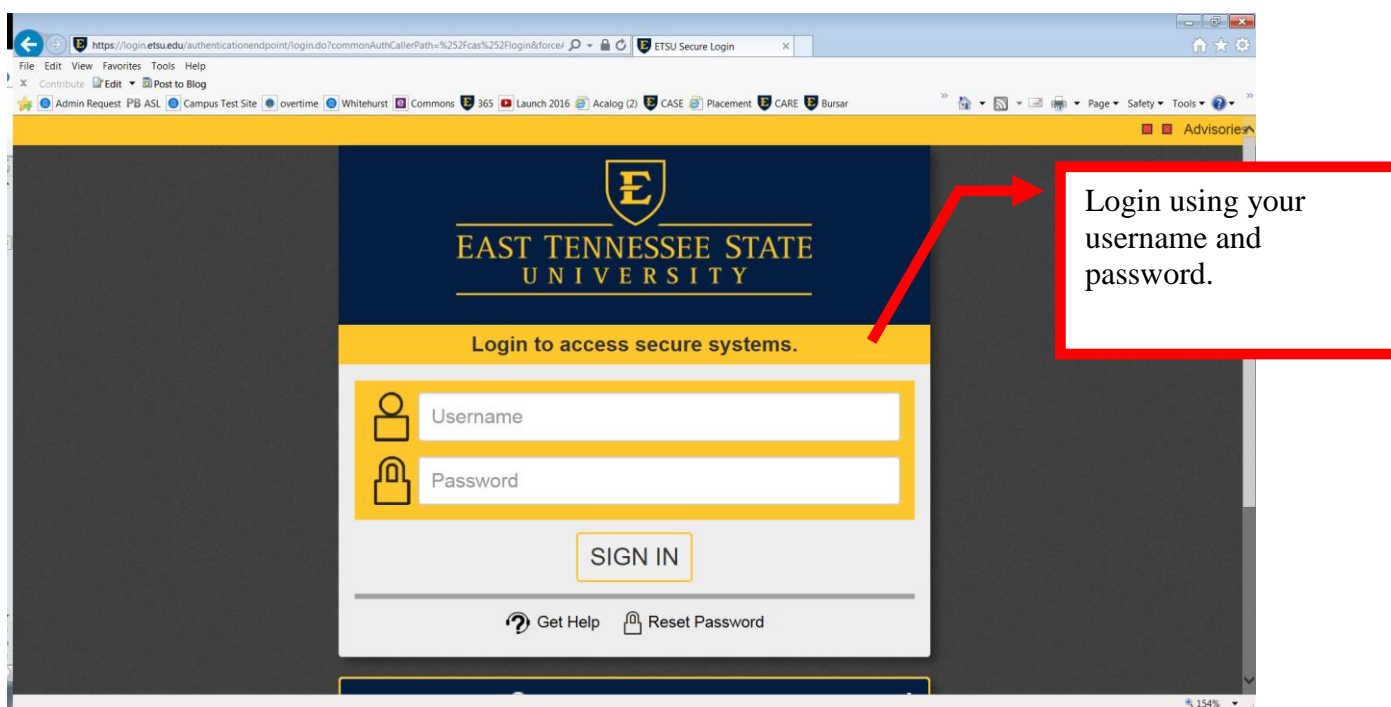
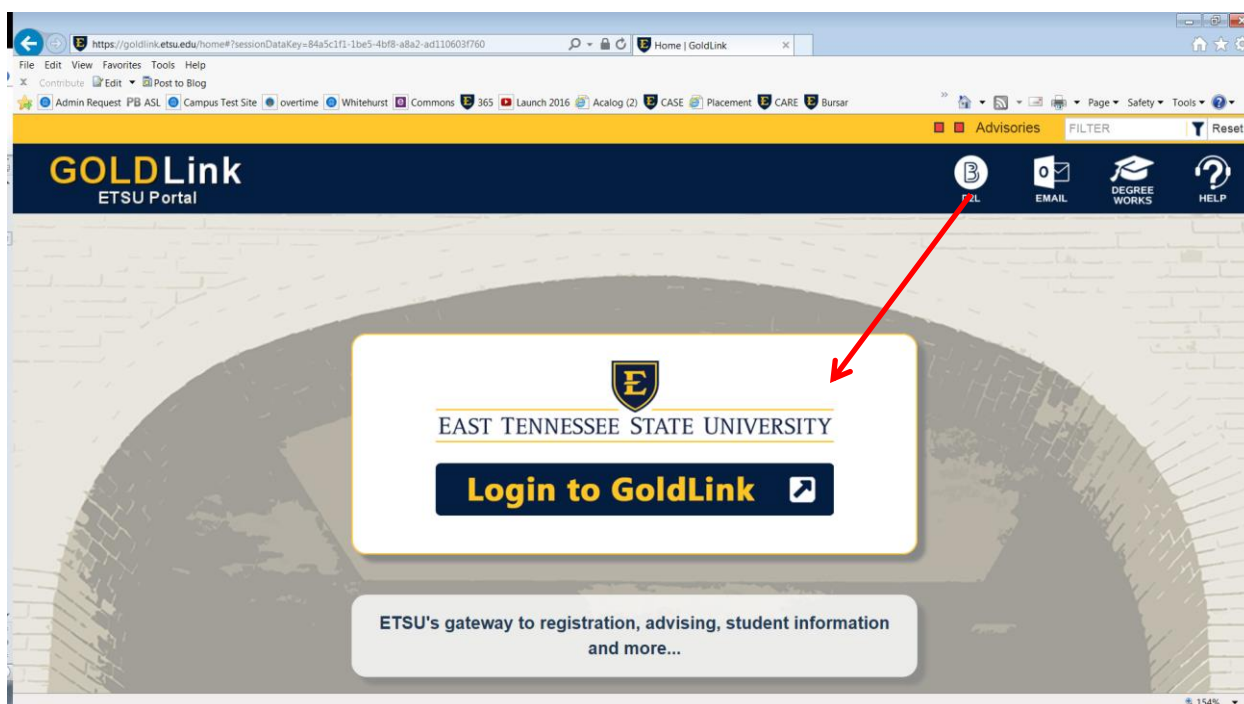
Having problem with First Mate Access? Send an email to [firstmate@etsu.edu](mailto:firstmate@etsu.edu)

**How to Login to GoldLink** - Go to: <http://www.etsu.edu>  
(and click on GoldLink icon)



GoldLink is an ETSU Portal - A portal is a customizable user page that pulls relevant information from several different sources into one convenient place based on your roles here at ETSU.

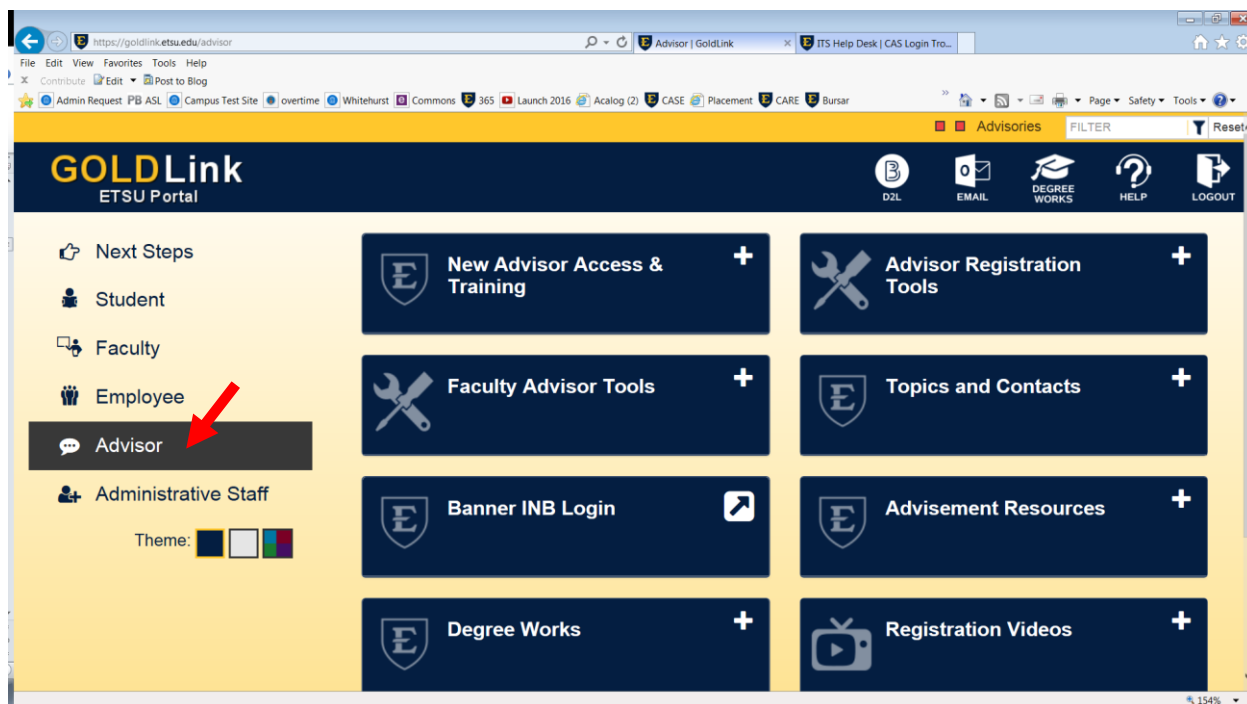
GoldLink serves as a single sign-on launching point for most applications, allowing you to log in one time and link to other ETSU services without having to enter your username and password each time.



Don't forget to scroll down the page (before logging on) for additional options.

**Note:** prospective students who have applied and paid their application fee, have access to the ETSU portal and have a username and password.

**New Students first activate their account by following directions at <http://www.etsu.edu/activate>**



**Pages in GoldLink** - Each person will have different rolls represented by pages.

## 1. Student Pages

East Tennessee State University, Office of Undergraduate Student Advisement  
<http://www.etsu.edu/advisement> 423-439-8557

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Students may have the following pages with informational items geared toward their current student status (prospective, admitted, student, etc.)

*My Application* - for prospective students who have applied

*My Next Steps* - for students who have been admitted

*Student*

*Financial Aid*

## **2. Faculty Page**

Gives faculty a quick link to class lists, grade assignment, etc.

Also gives faculty access to student records for students in their classes.

## **3. Employee Page**

Gives employees quick access to benefits and deductions, pay information, etc.

## **4. Advisor Page**

Gives advisors (and others who access student information) quick options to locating student information and advisement information (if you have authorized access) are all students.

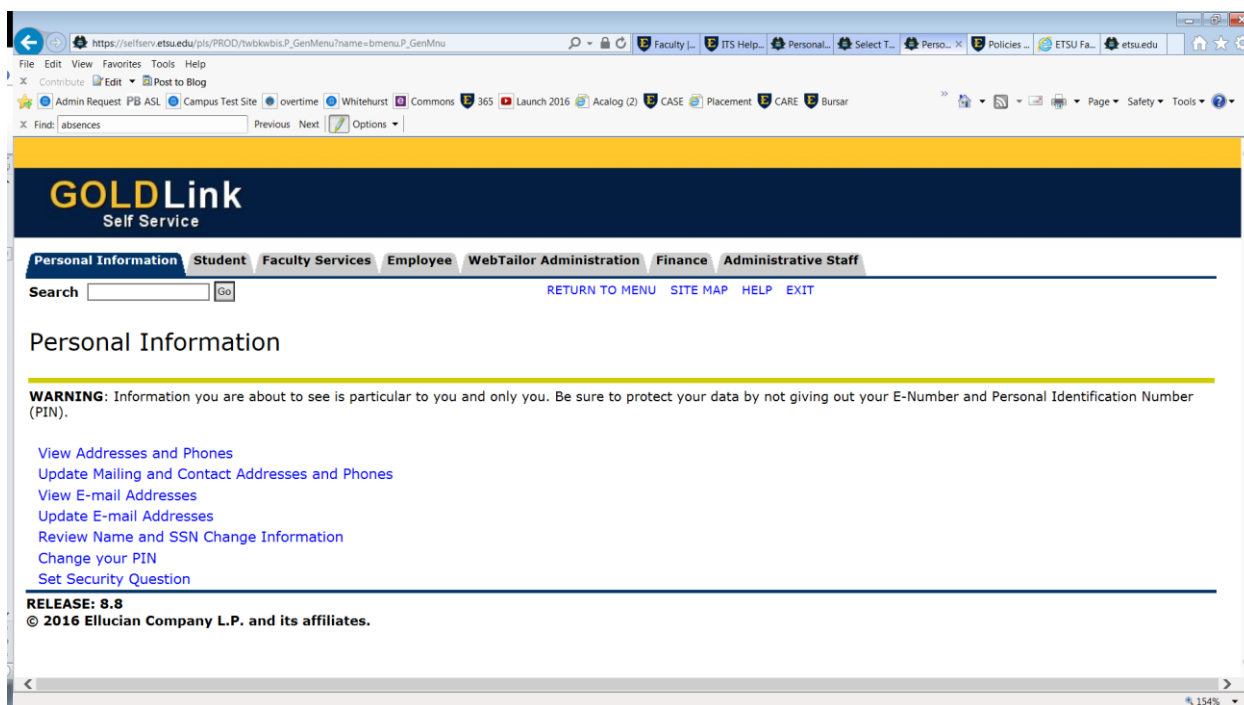
## **Section I: Faculty Information in GoldLink**

Additional faculty training information for entering attendance, mid-term grades and end-of-term grades including handouts is available on the Office of the Registrar website at:

<http://www.etsu.edu/reg/Bannertutorials.aspx>

Faculty who are advising, should use the Advisor page options for advising summary, academic transcripts, etc.

Once you select an option in the Portal, you will be routed into GoldLink Self-Service.



**Personal Information Tab** – great opportunity to review your information and update addresses and phone numbers as needed.

**Student Tab** – if you have been a student at ETSU since 1991, you will have a student tab.

**Faculty Services Tab** – view academic information for students, release advisement holds, access class rosters and much more.

**Employee Tab** – see pay information, benefits and deductions and W2 statements

**Finance Tab** – for those overseeing a budget

## Faculty Tab:

Office Hours:

Option for faculty to input office hours in GoldLink for each class  
(can be viewed by students)

**Here's a sample of how to enter office hours (see screenshots below):**

- Click on Office Hours

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<http://www.etsu.edu/advisement> 423-439-8557

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- Click in From Time box - time must be military time  
(I've included a military conversion table – see page 11)
- Select day or days of office hours
- Include phone number if applicable
- Include location
- From date and to date must be entered. Use term date range (listed with course information on the office hour's page) or office hour dates your department has determined.
- Click Display. This allows students to see office hours in GoldLink. Students will see regular time instead of military time. Students will access your office hours from their detailed schedule by clicking on instructor's name. (see student sample below).
- You can select copy if you want to apply the same office hours to your other classes.

### Faculty Office Hours: Screenshot showing how to enter Office Hours in GoldLink

**Office Hours - Windows Internet Explorer**

http://etsubds.etsu.edu:9055/pls/TSTH/bwllkoffh.p\_fac\_office\_hrs\_post

File Edit View Favorites Tools Help

Office Hours

☒ You have successfully changed your office hour information.

**Course Information**  
 Elementary Algebra - 15150 - DSPM 0800 - 001  
 CRN: 15150

**Scheduled Meeting Times**

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	8:15 am - 9:10 am	MWF	Sam Wilson Hall 329 Jan 14, 2010 - Apr 30, 2010	Lecture	Daryl L. Stephens (P), Teresa A. Williams

**Office Hours**

From Time (0000-2359)	To Time (0000-2359)	Day of the Week	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
1400	1600	<input checked="" type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	Business 423-4398557	Welcom	01/14/2010	04/30/2010	<input checked="" type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	None				<input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	None				<input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	None				<input type="checkbox"/>

Copy To:

[Return to Previous](#)  
 RELEASE: 7.3.2.1

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Inbox - Microsoft... RE: times - Mess... 3 Internet Explo... Oracle Developer... 1:36 PM

**Sample of office hours as displayed to students.** Students will access your office hours from their detailed schedule by clicking on instructor's name. (see student sample below).

Office Hours - Windows Internet Explorer

http://etsubdss.etsu.edu:9055/pls/TSTH/bwskoffh.p\_display\_office\_hours?term\_in=201010&cm\_in

File Edit View Favorites Tools Help

Office Hours

The Gateway to Services for ETSU Students, Employees and Alumni

**ETSU GOLDLINK**

Personal Information **Student** Faculty Services Employee Finance Financial Aid Administrative Staff

Search  Go SITE MAP HELP EXIT

Office Hours for Teresa Williams

Spring 2010  
Jan 20, 2010 01:37 pm

**Elementary Algebra - DSPM 0800 001**  
CRN: 15150

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:15 am - 9:10 am	MWF	Sam Wilson Hall 329	Jan 14, 2010 - Apr 30, 2010	Lecture	Daryl L. Stephens (P), Teresa A. Williams

**Office Hours**

Time	Day of the Week	Contact Number	Location	Date Range
02:00 pm - 04:00 pm	M	423-4398557	Welcome Center	Jan 14, 2010 - Apr 30, 2010

[Return to Previous](#)

RELEASE: 7.3

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Done

Internet | Protected Mode: On

Inbox - Microsoft... RE: times - Mess... 4 Internet Explo... Oracle Developer... 1:38 PM

### Military Conversion Chart

Regular Time	Military Time	Regular Time	Military Time
Midnight	0000	Noon	1200
1:00 a.m.	0100	1:00 p.m.	1300
2:00 a.m.	0200	2:00 p.m.	1400
3:00 a.m.	0300	3:00 p.m.	1500
4:00 a.m.	0400	4:00 p.m.	1600
5:00 a.m.	0500	5:00 p.m.	1700
6:00 a.m.	0600	6:00 p.m.	1800
7:00 a.m.	0700	7:00 p.m.	1900
8:00 a.m.	0800	8:00 p.m.	2000
9:00 a.m.	0900	9:00 p.m.	2100
10:00 a.m.	1000	10:00 p.m.	2200
11:00 a.m.	1100	11:00 p.m.	2300

**Syllabus Information** – some departments may require faculty to enter syllabus and office hour information. This is a great way to advertise your URL and course syllabus online for

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<http://www.etsu.edu/advisement> 423-439-8557

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students and others using the GoldLink Look Up Classes option (click on CRN to see course details and syllabus information).

The screenshot shows the GoldLink ETSU's University Portal. The top navigation bar includes links for Personal Information, Student, Faculty Services, Employee, WebTailor Administration, Financial Aid, and Administrative Staff. The main content area is titled "Syllabus Information" and includes a search bar, a "RETURN TO MENU" link, and a "SITE MAP" link. The course information section displays "Readings and Research - 13254 - ECED 7990 - 006" with details such as "Levels: Graduate", "Status: Active", "13254 CRN", "ETSU, Main Campus", "Independent Study Schedule Type", and "Dissertation Instructional Method". The syllabus data section contains fields for "Course URL:", "Learning Objectives", "Required Materials", and "Technical Requirements", each with a corresponding text input area. A "Submit" button and a "Reset" button are located at the bottom of the syllabus data section. The footer includes a "Return to Previous" link, the text "RELEASE: 8.5.3", and the copyright notice "© 2015 Ellucian Company L.P. and its affiliates."

## Faculty Reporting

ETSU depends on faculty to enter student information in a timely manner. Listed below are some of the instances where faculty will be needed to enter attendance, grades and academic alerts as part of federal reporting and/or ETSU retention strategies. "How to Tutorials" for faculty reporting are available online at: <http://www.etsu.edu/reg/Bannertutorials.aspx>

**Attendance Reporting** – students receive financial aid under the assumption that they will attend and make academic progress in each of their courses. Federal laws require ETSU to report non-attending students and for their aid to be returned to applicable agencies if student is not attending or has stopped attending class. It is vital that faculty enter attendance during this critical period and correct any errors as soon as identified.

**Early Semester Progress Reports (mid-term grades)** – advisors contact students who are experiencing problems at mid-term by using the mid-term grades that faculty have entered. Advisors refer students to tutoring and other resources and try to identify problems early in the semester. The Advisor Grade Tool is available in GOLDLINK to provide reports to advisors to identify students who should be contacted for intervention.

**Final Grades** – end-of-term processing cannot be completed until ALL grades are entered which delays many other processes such as: financial aid reporting, probation reports, suspension reports, degree and transcript posting and mailing of transcripts).

Missing grades are entered as not reported "NR" and adversely impact students' financial aid, scholarships and sending transcripts to other schools. NR grades prevent graduation.

Incomplete grades also adversely impact a student's financial aid and scholarships. Students cannot register for and repeat the course if they have an incomplete. Incomplete grades should only be issued for limited missing coursework due to extenuating circumstances. See Incomplete Policy in Online Catalog under Policies and Procedures: <http://catalog.etsu.edu/> It is strongly recommend that student and instructor have a written document or email that outlines incomplete work and time line for completing.

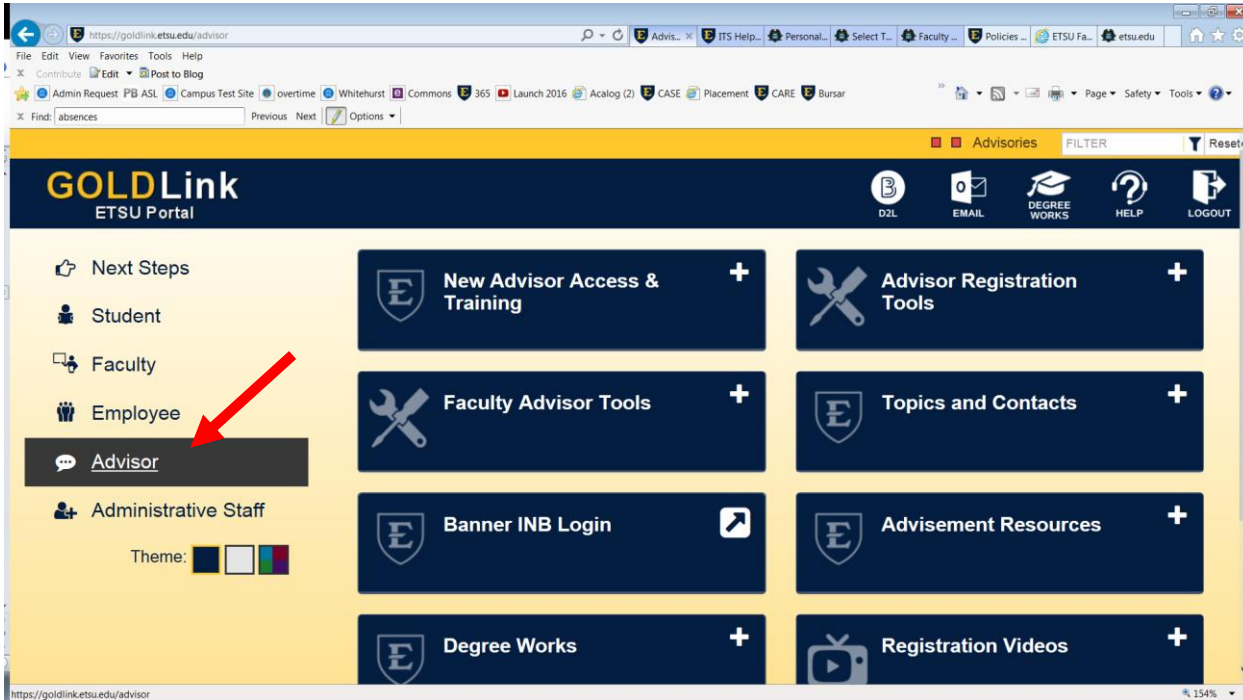
### **Academic Alerts**

Academic Alerts are processed thru EAB Navigate. It enables instructors to identify at-risk students in real-time and prioritize services for their benefit within the semester, before it is too late to engage them in needed services.

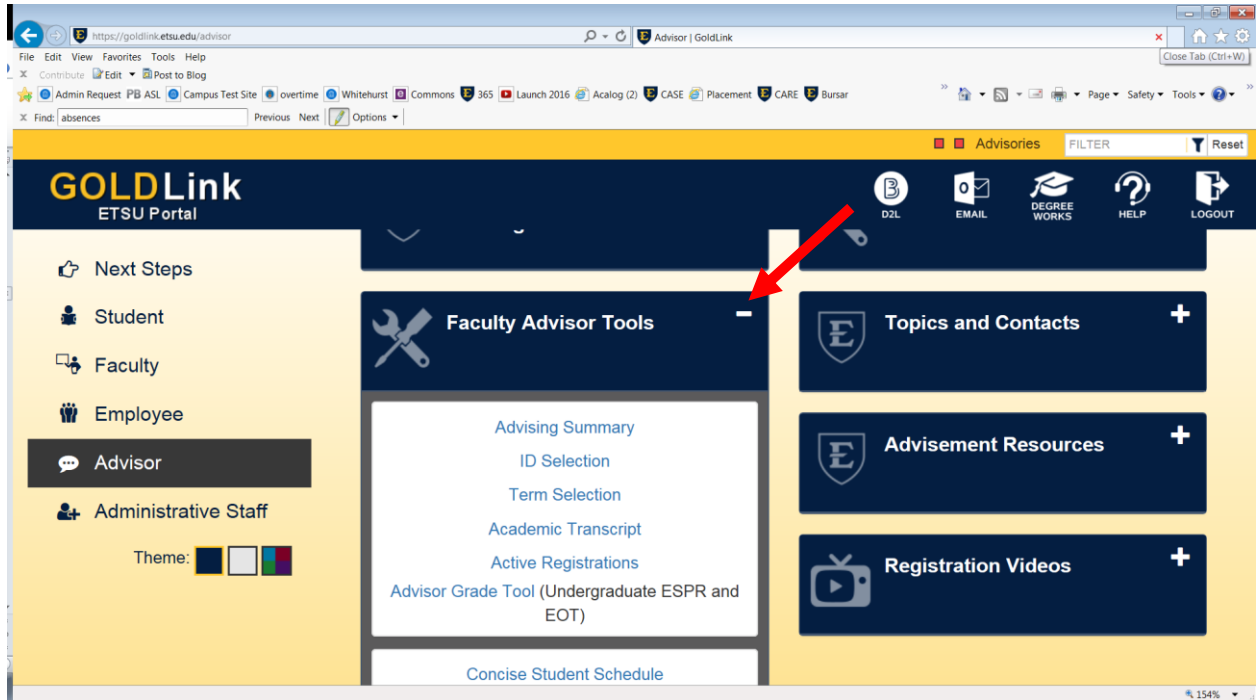
## Section II: Advisor Information, Accessing Student Records

This section will review how to access student academic information using GoldLink. Faculty have access to students in their courses. If you are also advising students who are not in your courses, you must complete the Banner Student Account Request form to gain access.

### 1. Select Advisor



## 2. Select Faculty Advisor Tools



3. Select ID Selection
  - a. New students receive their E# with their admissions letter
  - b. E # is also on students ETSU ID card
  - c. Encourage faculty, staff and students to know their E#.
4. Select Term (choose non-designated term to denote ETSU campus)
5. Type in student E# (be sure and use capital E)  
Press Enter or Click on Submit
6. OR Search by student's name
7. Verify you have chosen correct student

**Student name search – it is easier to look up students with E#.**  
**Please use E# when possible to locate student record.**

Using student and advisee query option to search by name:

- Enter student's last name or as much as you can spell.
- You may use % as a wild card.  
Example: If student's name is Bronco and the spelling might be unusual, you can type in Bron%. All students with last names beginning with Bron will be displayed.
- You may also search for first name



- Search type – select “all” option for best results

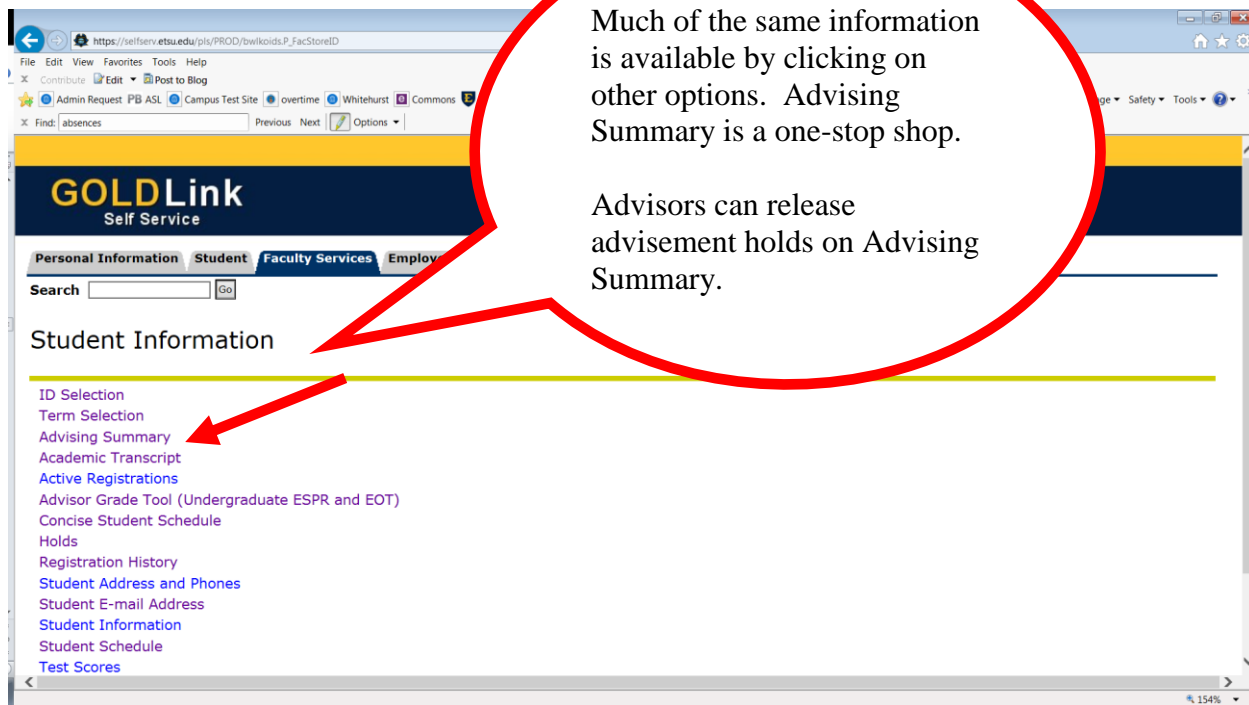
Note: If a student’s status is inactive (suspended, withdrawn, purged, not accepted for the term selected) the name search will not locate the student. You must enter an E# to access records.

\*\* All students are available in Banner 9. You can look up an E# in Banner 9.

For new students, you may need to select the term they have been admitted for. Depends upon time in semester.

## Advising Summary

The **“Advising Summary”** is a quick link to **“most” undergraduate advisement information needed for a specific student**. Students also have similar access to an “Advising Summary” in their GoldLink options (under Registration Tools, more option).



## Advising Summary (SAMPLE)

### Information for "Mickey Mouse" and E00123456

#### Admission Status

Students prior to fall 2008 were admitted in SIS and will not have data listed here.

Term	Admit Type	Student Type	App No.	Level	App Status	App Status Date	App Dec Seq No	App Decision	App Dec Date
Fall 2016	FR (First-time Freshman)	N (New First Time)	1	UG	D (Decision Made)	31-AUG-2015	1	X (Conditional Acceptance)	31-AUG-2015
							2	AA (Changed to Unconditional)	02-JUN-2016

#### Student Account Payment Status

Will this student be purged?

Term	Code	Status	Description
Spring 2017	F	Financial Aid Deferment	Because you have agreed to the Financial Responsibility Statement and have also agreed to pay your student account balance even if your Financial Aid awards are not received, your class schedule will not be dropped at this time. Please check your Financial Aid and Student Account regularly for any changes where a balance due must be paid.

#### Financial Aid Status

Term	Status	Description	Date
Spring 2017	GOOD	Good (Main Campus)	15-DEC-2016

The student has incomplete documents/requirements at this time

Status of Academic Progress is based on your academic performance for each term that you are enrolled. For more information or to view/print the appeal form, see [ETSU Satisfactory Academic Progress \(SAP\) Policy](#).

#### Catalog Year

Catalog Year
2016-2017 Academic Year

#### ETSU Degrees Earned

Seq	Degree Code	Degree	Level	Grad Term	Catalog	College	Major	Minor	Conc	Major 2
-----	-------------	--------	-------	-----------	---------	---------	-------	-------	------	---------

#### Previous Degrees

Seq No	College	Degree Code	Degree Date	Degree	Attend From	Attend To	TTP	TTP-Desc
1	Walters Stae Cmty College	AS	10-May-13	Associate of Science				

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Attribute	Description	Activity Date
RT73	Reverse Transfer Recvd – NeSC	02-Jul-14

#### High School Information

GPA	School	School City	School State	Class Rank	Class Size	Graduation Date
3.33	Avery County High School	Newland	NC	80	144	13-JUN-14

#### Immunization Summary

Please refer students to the [ETSU Student Health Services](#) website to view the State of Tennessee Immunization Requirements and to determine how they will meet the missing requirements listed below in red. 439-4225

#### Advisor Information:

##### 1. Hepatitis B and Meningitis History Form:

Students < 18, parent/guardian must sign [history form for Hep B and Meningitis](#) before registration.

Students ≥ 18, will complete history form during registration process in GoldLink.

2. Chickenpox and MMR: One semester waiver forms for chickenpox and MMR (for those eligible) does not change required items on this page. One semester waiver only allows student to register for full-time one semester before completing immunization requirements.

3. Housing Meningitis: requirement is only applicable to new students (under 22) living in residence halls.

Action Required	Immunization	Date Administered	Form Received
NONE	Chicken Pox Dose 1	31-AUG-07	
NONE	Chicken Pox Dose 2	30-MAY-14	
NONE	Hepatitis B History Form		
NONE	Meningitis History Form		
NONE	Measles, Mumps and Rubella 1	18-DEC-96	
NONE	Measles, Mumps and Rubella 2	07-SEP-01	
NONE	Housing Meningitis	30-MAY-14	

#### Learning Support Requirements

If student is required (R in status column) for **LS Read or LS Write competency**, please contact the [University Advisement Center](#) 423-439-5244 for information. These students must be advised by the University Advisement Center due to the complexities of Learning Support Program.

For students with only a **LS Math Competency** requirement, they are advised by their major advisor. For LS Math advisement guidelines, please visit [The University Advisement Center Website](#). If student needs a permit, please call the University Advisement Center 423-439-5244 and have the selected CRN ready.

Code	Deficiency Description	Status	Status Date	Term	CRN	Subject	Number	Transfer
LR2	LS Read Competency 2	I (In-progress)	07-AUG-15	201580	82834	SOCI	1020	N
LW0	LS Write Competency 0	R (Required)	30-JAN-15					N

LM4 LS Math Competency 4	R (Required)	30-JAN-15	N
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#### Classification

Classification	Term Code Effective	Level
FR	201510	UG

#### Major/Minor

Encourage students to declare minors and concentrations early.

College	Major	Major Concentration	Minor	Minor Concentration
AS - Arts & Sciences	Biology, Biological Sciences			

#### TELS GPA

Advisors: this TELS information is provided to you as an informational item and all students should be referred to Financial Aid or the Scholarship Office for questions or concerns about their TELS "Lottery" Scholarship.

Note: TELS hours and GPA are captured in Banner 9 for every student and are reflected regardless of students overall eligibility. Before dropping or withdrawing TELS students should review [Don't Lose Hope](#) website.

Students should view their Lottery Scholarship Eligibility in GoldLink under "Student Records".

GPA Interval	Attempted Hours	Earned Hours	GPA
Current	17	0	00000

#### Email

Personal emails are not usually updated. May only be valid for new students.

Email Address	Email Code	Preferred Indicator
TENGEJ@ETSU.EDU	CAMP	Y
JONAHTENGE@GMAIL.COM	PERS	N

#### Addresses

Type	From	To	Street 1	Street 2	City	State	Zip	County	Nation
Campus Box	19-AUG-14		Box 11046		Johnson City	TN	37614	47179	
Mailing Address	27-SEP-13		PO Box 346		Roan Mountain	TN	37687-0346	47019	

#### Phone Numbers

Type	Area	Number	Ext
Permanent	423	7720073	

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**Permits/Overrides**

Permit/Override	Subject	Crse Numb	Seq Numb	CRN	Activity Date	User
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**Alternate Pins**

Term	Process Name	Pin	Activity Date
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**Test Scores**

- see option at the bottom of page to view test scores.

**Administrative Holds**

Please check processes affected column. Some holds do not prevent registration.

Hold	From	To	Amount	Reason	Originator	User	Processes Affected	Release
Undergrad Advisement Hold	11-OCT-2016	31-DEC-2099		See - <a href="http://www.etsu.edu/advisement">www.etsu.edu/advisement</a>	USA	WILLIATA	Registration	

**Current Schedule, Midterm and Final Grades**

CRN	Subject	Course	Section	Course Title	Campus	Midterm Grade	Final Grade	Credits	Level
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**Future Schedule**

CRN	Subject	Course	Section	Course Title	Campus	Term	Credits	Level
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Clicking here releases advisement hold

**First Mates**

Name	Passphrase	Start Date	End Date	Auth Adv Summary	Auth All	Create Date
barbara tenge	mother	14-OCT-14	13-OCT-16	Y	Y	14-OCT-14
tom tenge	father	14-OCT-14	13-OCT-16	Y	Y	14-OCT-14

**Additional Advising Information**

[Academic Transcript](#)

[Student Contact Notes \(BANNER 9 Spacmnt\)](#)

[Student Registration Status](#)

[Transfer Evaluation](#)

[Test Scores](#)

East Tennessee State University, Office of Undergraduate Student Advisement

<http://www.etsu.edu/advisement> 423-439-8557

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# Holds

## Administrative Holds

Please check processes affected column. Some holds do not prevent registration.

Hold	From	To	Amount	Reason	Originator	User	Processes Affected
------	------	----	--------	--------	------------	------	--------------------

- Note processes affected. Some holds are for transcripts only.
- Some holds prevent registration (note processes affected)
- Some holds prevent students from requesting transcripts
- Watch from and to dates – some holds are for the future
- Graduation Office is using this forum to notify students and advisors of missing items. These do not affect registration or transcripts – only prevents graduation.
- Advisors cannot add or delete advisement holds. Can only release/end holds.
- UA - Undergraduate Advisement Hold
  - Major advisor should release hold
    - Use Advising Summary "Release" option or
    - Use SOAHOLD in BANNER 9
- SO - Student Orientation Hold
  - Ended when student attends on ground orientation (if within 250 mile radius) **or**
  - Ended when student completes online orientation "Launch"
  - Questions about orientation holds, email [orientation@etsu.edu](mailto:orientation@etsu.edu)

## Hold Resolution Information – who can help with this type of hold?

**Note:** not all holds prevent registration. Holds affect different processes. Please check "Processes Affected Column" in GoldLink to determine what processes are impacted by each hold. Processes affected can be: graduation, registration, transcript requests, etc.

See website for referral information: <http://www.etsu.edu/reg/registration/studentholds.php>

## Additional Advising Information

### Academic Transcript

- Click on Academic Transcript
- Choose Transcript Level: Choose all levels (unless you only want to see Developmental Studies work)
- Choose Transcript Type: Choose Student Unofficial Transcript
- Click on Display Transcript

The screenshot shows the 'Student Academic Transcript' web application in a Windows Internet Explorer browser. The address bar displays the URL: [https://selfserv.etsu.edu/pls/PROD/bwlftrn.P\\_FacDispTran](https://selfserv.etsu.edu/pls/PROD/bwlftrn.P_FacDispTran). The page features a navigation bar with tabs: Personal Information, Alumni and Friends, Student, Faculty Services, Employee, WebTailor Administration, and Finance. Below the navigation bar is a search bar with a 'Go' button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. A date stamp indicates 'Jan 16, 2009 03:50 pm'. The main content area prompts the user to 'Select the transcript level and transcript type.' and includes two dropdown menus: 'Transcript Level' (set to 'All Levels') and 'Transcript Type' (set to 'Student Unofficial Transcript'). A red arrow points to the 'Transcript Type' dropdown menu. Below the dropdowns is a 'Display Transcript' button. The footer includes 'RELEASE: 7.2' and 'powered by SUNGARD HIGHER EDUCATION'. The Windows taskbar at the bottom shows the Start button, several open applications (Internet Explorer, SSB Advisor Training, Microsoft Office), and the system clock showing 3:50 PM.

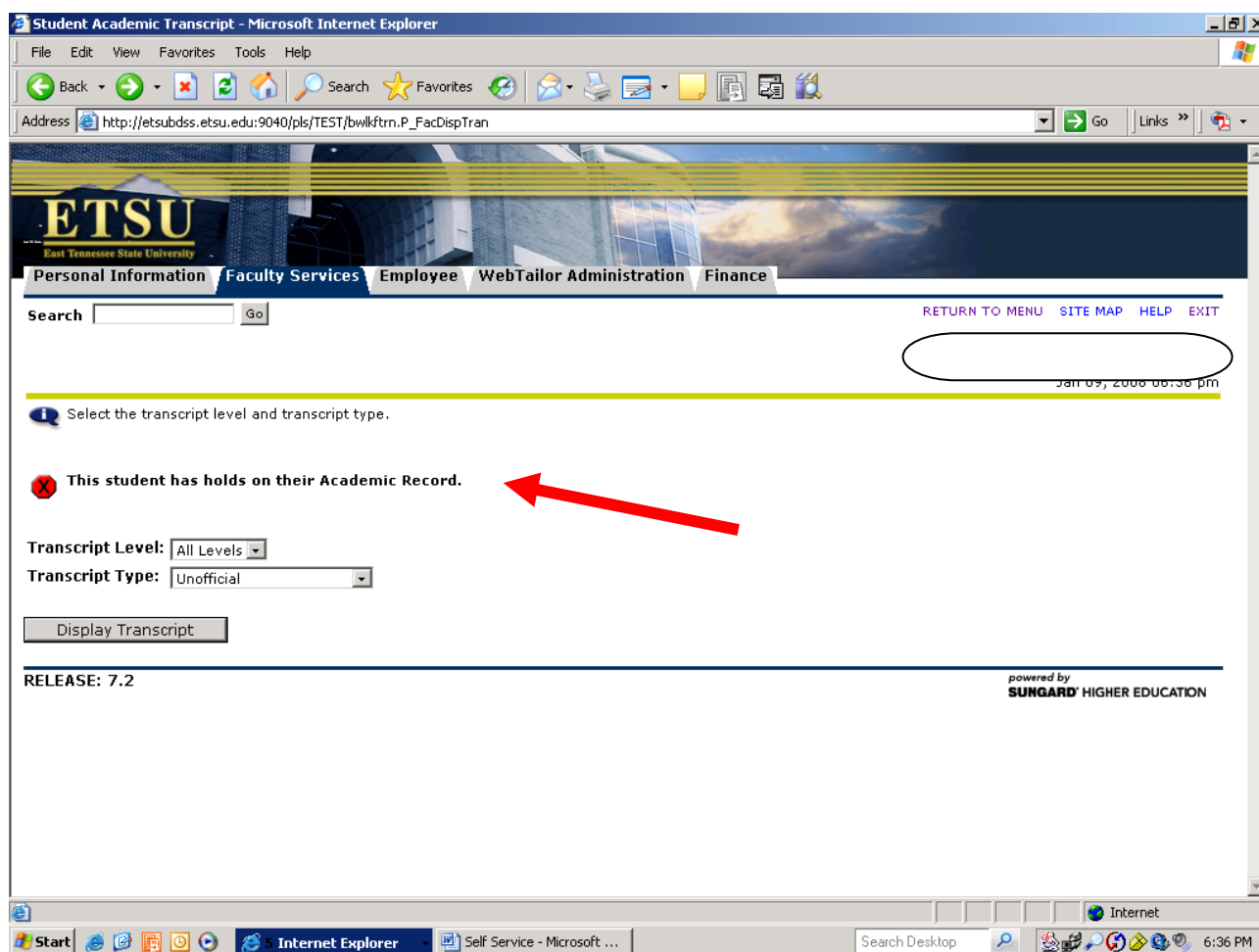
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If student has any holds a warning will display. **A holds warning does not prevent advisor from accessing record. It is just a WARNING/REMINDER** that student needs to address holds before next registration period.



## Unofficial transcript - use scroll bar at right to see all information

Student Academic Transcript - Microsoft Internet Explorer

Address: [http://etsubds.etsu.edu:9040/pls/TEST/bwlktrn.P\\_ViewTran#courses\\_progress](http://etsubds.etsu.edu:9040/pls/TEST/bwlktrn.P_ViewTran#courses_progress)

Dec 11, 2007 01:17 PM

This is not an official transcript. Courses which are in progress may also be included on this transcript.

[Institution Credit](#) [Transcript Totals](#) [Courses in Progress](#)

**Transcript Data**

**STUDENT INFORMATION**

Name : Denver Bronco  
 Birth Date: Nov 11, 1992

**Curriculum Information**

**Current Program**  
 Bachelor of Science  
**Program:** Human Dev & Learning-BS  
**College:** College of Education  
**Major and Department:** Human Development & Learning, Human Development & Learning

\*\*\*Transcript type:UNOF is NOT Official \*\*\*

**COURSES IN PROGRESS** [-Top-](#)

**Fall Term 2008**

Subject	Course	Level	Title	Credit Hours
ENGL	1010	UG	Crit Read/Expos Writing	3.000

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## How to read academic transcript in GoldLink

Student Academic Transcript - Microsoft Internet Explorer

Address: [http://etsubds.etsu.edu:9040/pls/TEST/bwlktrn.P\\_ViewTran](http://etsubds.etsu.edu:9040/pls/TEST/bwlktrn.P_ViewTran)

Dec 11, 2007 01:19 PM

**Fall Term 2008** Northeast State Tech Cmty Coll

Subject	Course	Title	Grade	Credit Hours	Quality Points	R	
DSPM	0850*	Intermediate Algebra	F	3.000	0.00	E	
DSPM	0850*	Intermediate Algebra	C	3.000	6.00	I	
<b>Attempt Hours</b>			<b>Passed Hours</b>	<b>Earned Hours</b>	<b>GPA Hours</b>	<b>Quality Points</b>	<b>GPA</b>
Current Term:			6.000	3.000	3.000	6.00	2.00

Unofficial Transcript

**INSTITUTION CREDIT** [-Top-](#)

**Fall Term 2006**

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
ASTR	1020	UG	Astronomy II	F	4.000	0.00	
BLUE	2310	UG	Guitar I	A	1.000	4.00	
BLUE	4230	UG	Songwriting	A	1.000	4.00	
CSCI	1100	UG	Using Information Tech	W	3.000	0.00	
RTVF	3640	UG	Broadcast Performance	B	3.000	9.00	

**Term Totals (Undergraduate)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	12.000	5.000	5.000	9.000	17.00	1.88
Cumulative:	12.000	5.000	5.000	9.000	17.00	1.88

**Spring Term 2007**

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
---------	--------	-------	-------	-------	--------------	----------------	---

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## How to read academic transcript in GoldLink (continued)

For transfer work: subject/course and title is equivalent course at ETSU not the name of the course a student took at a previous school. To see course number and title from previous school, see transfer evaluation or Degree Works.

Codes on transcript:

- **\* beside course number** indicates it is a developmental studies course (DSP courses do not count toward graduation hours or final gpa).
- **# beside course number** indicates the course satisfied a high school deficiency. (ETSU no longer tracks high school deficiencies)
- **Transfer grades** – grades earned in transfer courses for students applying to ETSU on August 1, 2015 and after will not be included in the overall GPA. These courses will be noted on the transcript with T grades (i.e. a transfer grade of A will be noted as TA).
- **R – Repeat Status Column Codes**  
I = included in gpa and hours  
E = excluded from gpa and hours  
F= frozen
- **GPA definitions** – Here is the link  
<https://www.etsu.edu/reg/records/gpadeclarations.php>

The following regulations apply to repeating courses:

For a course the student repeats, only the most recent attempt (excluding 'I', 'W', or 'WF' grades) will be used in calculating the grade point average. However, all grades earned in the third and subsequent attempts will be used in calculating the summary line (grade point average).

*Note: All courses attempted count in hours attempted and all attempts will continue to show on the record.*

Students CANNOT choose "best grade" when repeating.

**Students can now repeat B- or better grades** but must request permission: Here is the link to the [form](http://www.etsu.edu/reg/forms.aspx). <http://www.etsu.edu/reg/forms.aspx>

## GPA Summary Lines

Student Academic Transcript - Microsoft Internet Explorer

Address: <http://etsubds.etsu.edu:9040/pls>

Unofficial Transcript

**TRANSCRIPT TOTALS (DEVELOPMENTAL)** -Top-

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	0.000	0.000	0.000	0.000	0.00	0.00
Total Transfer:	3.000	3.000	3.000	3.000	6.00	2.00
Overall:	3.000	3.000	3.000	3.000	6.00	2.00

Unofficial Transcript

**TRANSCRIPT TOTALS (UNDERGRADUATE)** -Top-

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	28.000	21.000	21.000	25.000	71.10	2.84
Total Transfer:	76.000	59.000	59.000	72.000	179.00	2.50
Overall:	104.000	80.000	80.000	97.000	250.10	2.59

Unofficial Transcript

**TRANSCRIPT TOTALS (COMBINED)** -Top-

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution Combined:	28.000	21.000	21.000	25.000	71.10	2.84
Transfer Combined:	82.000	62.000	62.000	72.000	179.00	2.48
Overall Combined:	110.000	83.000	83.000	97.000	250.10	2.57

Unofficial Transcript

RELEASE: 7.2

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ALWAYS  
use these  
totals for  
gpa,  
attempted  
and passed  
hours.

Don't use  
combined –  
includes  
DSP work!!!

Total institution: includes ETSU hours

Total Transfer: includes only Transfer hours

Overall: all ETSU and transfer work (excludes DSP)

**“Combined”** indicates that Developmental Studies work is included.

Institution Combined: includes ETSU hours including Developmental Studies work

Transfer Combined: includes transfer hours including Developmental Studies work

Overall: all ETSU and transfer work INCLUDING Developmental Studies work

**Caution: Developmental Studies courses do not count toward graduation hours (passed hours) or graduation GPA.**

**DSP work rubric = DSP – i.e. DSPM0700, DSPR0700, DSPR0800, etc.**

**T-Grades – grades preceded with a T denote transfer work not included in the GPA**

### **Grades that do not influence Grade Point Average**

<http://www.etsu.edu/reg/records/gpa.aspx>

**P - Pass:** Grade points are not assigned; credit hours are earned.

**I - Incomplete:** Indicates a passing grade at the end of a semester, but an important part of the course was not completed (e.g. term paper, exam).

**Au - Audit:** Credit hours are not earned.

**W - Withdrawal:** Grade points not assigned; credit hours are not earned; hours only calculated in attempted hours.

**WF - Withdrawal Failing:** Grade points not assigned; credit hours are not earned; hours only calculated in attempted hours.

**NR - Not Reported:** Grade not reported

Students cannot graduate with I or NR grades

### **Registration Status**

**Indicates whether a student is ready to register for next term. Includes:**

- Holds
- Readmissions status (will state if student needs to do readmit process)
- Registration date/time
- Academic Standing
- Class, program, admit term, etc.

Registration Status Sample:

**Information for "Michelle Elephant" and E00000000**

- ✓ You have no Holds which prevent registration.
- ✓ You may register after Wednesday 04/03/2013 04:00 PM.
- ✓ Your Academic Standing is Good Standing which permits registration.

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✓ Your Student Status permits registration.

Your Class for registration purposes is Senior.

### **Registration Permits and Overrides**

Permit/Override	CRN	Subject	Course
Instructor/Dean/Dept Approval	84359	BGSD	4210 Pro Field Exper

### **Earned Credit**

Level	Type	Hours
Undergraduate Overall		93.000
Undergraduate Overall Combined		102.000

### **Curriculum Information**

#### **Current Program**

Bachelor of General Studies

<b>Level:</b>	Undergraduate
<b>Program:</b>	General Studies-BGS
<b>Admit Term:</b>	Summer 2010
<b>Admit Type:</b>	First-time Freshman
<b>Catalog Term:</b>	Summer 2010
<b>College:</b>	Continuing Studies
<b>Campus:</b>	ETSU, Main
<b>Major and Department:</b>	General Studies, Cross-Disciplinary Studies
<b>Minor:</b>	Social Work

## Transfer Evaluation Sample – Advisors should use Degree Works instead of this evaluation system.

Sarah Smith E00000000

- Lists course name/number and previous institution.
  - Elective courses (see highlighted courses below) may be evaluated to determine if they can be used as exceptions or substitutions.
  - Courses that may be equivalent to General Education  
Contact Teresa Williams at [williata@etsu.edu](mailto:williata@etsu.edu) or [genedreview@etsu.edu](mailto:genedreview@etsu.edu)
  - Other courses should be referred to respective academic department chairs for review.
  - Exceptions are noted on SPACMNT (in BANNER 9) and in Degree Works when approved.

\*Review Degree Works – official audit

Subject	Crs Number	Crs Title	CR Hrs	Grade	Institution	Term	ETSU Subject	ETSU Crs Number	ETSU Crs Title	ETSU CR Hrs	ETSU Grade	ETSU Repeat Ind
ACCT	5111	PRIN ACCOUNTING I	3	A	West Virginia State University	Fall 1977	ACCT	2010	Principles Of Acct I	3	A	-
ACCT	5112	PRIN ACCOUNTING II	3	A	West Virginia State University	Fall 1977	ACCT	2020	Principles Of Acct II	3	A	-
BANK	2101	PRIN OF BANKING	3	A	West Virginia State University	Fall 1977	FNCE	1001	Fr Finance Elective	3	A	-
BIO	3101	GEN BIOL-BOT/LEC	3	A	West Virginia State University	Fall 1977	BISC	1100	General Biology Lec I	3	A	-
BIO	3101L	GEN BIOL-BOT/LAB	1	A	West Virginia State University	Fall 1977	BISC	1101	General Biology Lab I	1	A	-
BIO	3102	GEN BIOL-ZOOL/LEC	3	A	West Virginia State University	Fall 1977	BISC	1200	General Biology Lec II	3	A	-
BIO	3102L	GEN BIOL-ZOOL/LAB	1	A	West Virginia State University	Fall 1977	BISC	1201	General Biology Lab II	1	A	-
BLAW	5214	BUSINESS LAW	3	B	West Virginia State University	Fall 1977	MGMT	2002	So Management Elective	3	B	-

## Should I be advising this student?

Students who have Learning Support Program requirements in Reading or Writing (formerly Developmental Studies Requirements) **must be advised by the University Advisement Center** to ensure students are taking the correct courses and that they have been correctly placed. Missing ACT/SAT scores or late college transcripts may cause a student to be incorrectly placed in LS courses. If in doubt, please call the University Advisement Center (439-5244).

### General Information about Learning Support Program (LS)

- First time freshmen are placed into LS sections of general education courses for Reading, Writing and Math if their ACT/SAT subscores fall below the minimum requirements as mandated by Tennessee Board of Regents (TBR) and ETSU policy.
- Transfer students will be required to take a placement test if they 1.) do not have ACT/SAT test scores less than 5 years old, 2.) have not transferred in college level English or Math courses.
- Adult students (without ACT/SAT scores) are required to take an assessment in Reading, Writing and Math.
- Students may challenge their initial placement by taking an assessment in the required subject area.

For more information visit: <http://www.etsu.edu/uac/learningsupport>

## Test Scores

ACT/SAT, GRE, Compass, Developmental Studies Placement, Exit Exam, TOEFL, etc.

- If Developmental Studies Reading, Writing and Math = 4, student is college level.
- If Reading or Writing < 4, **review** Learning Support requirements on Advising Summary
- If Developmental Studies information is missing or if Test Scores page is blank, please contact the University Advisement Center for information at 423-439-5244.
- Students with Learning Competency requirements in Math, will take a Math 1530 L section to complete their requirement. Call the University Advisement Center for a Math 1530 L section permit. Have specific section identified when calling.

### Test Scores Page Sample:

<b>Test Scores</b>		
<b>Test Description</b>	<b>Test Score</b>	<b>Date Taken</b>
ACT Best English	15	Mar 05, 2010
ACT Best Math	16	Mar 05, 2010
ACT Best Reading	15	Mar 05, 2010
Developmental Studies Writing	2	Mar 05, 2010
Developmental Studies Math	2	Mar 05, 2010
Developmental Studies Reading	2	Mar 05, 2010
Study Skills	1	Mar 05, 2010
ACT Best Science Reasoning	16	Mar 05, 2010
ACT Best Composite	16	Mar 05, 2010
ACT English	15	Sep 01, 2008
ACT Math	16	Sep 01, 2008

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## Other GoldLink Options (not in Advising Summary)

### Active Registrations

Easy view access to Early Semester Progress Report (mid-term grades) and end of term grades for specific student/by term. Also shows grade mode: standard letter or audit.

Active Registrations - Windows Internet Explorer

https://selfserv.etsu.edu/pls/PROD/bwlkreg.p\_fac\_active\_regs

Active Registrations

ETSU East Tennessee State University

Personal Information Alumni and Friends Student Faculty Services Employee WebTailor Administration Finance

Search [ ] Go

RETURN TO MENU SITE MAP HELP EXIT

Active Registrations for

The following classes are not officially considered complete for transcript purposes. Additional information is available by selecting hyperlinked data.

<b>Using Information Tech - CSCI 1100 - 033</b>		
Associated Term	Spring Term 2009	Credits 3.000
CRN	10634	Grade Mode Standard Letter
Status	Web Registered Jan 15, 2009	Course Level Undergraduate
Schedule Type	Combined Lecture/Lab	
Instructional Method	Conventional Methodology	
Campus	ETSU, Main	
		<b>Midterm Grade</b>
		Grade Detail
		Associated Instructor Samuel J. Burke
		Course URL
<b>Learning Strategies - DSPS 0800 - 501</b>		
Associated Term	Spring Term 2009	Credits 3.000
CRN	10173	Grade Mode Standard Letter
Status	Web Registered Jan 15, 2009	Course Level Developmental Studies
Schedule Type	Lecture	
Instructional Method	Two-Way Video and Audio	
Campus	ETSU, Main	
		<b>Midterm Grade</b>
		Grade Detail
		Associated Instructor Sheri I. Kahn
		Course URL

**Concise Student Schedule:** quick student schedule in one page printable option (if you are printing, use printer friendly option which excludes your E# at top of concise schedule page)

### Concise Student Schedule

This page lists the classes for which you are registered for the term. All of the detail information about the class is included.

Information for Student's Name

**Classification:** Sophomore  
**Level:** Undergraduate  
**College:** Clemmer College  
**Major and Department:** Physical Education, Sport, Exer, Rec, & Kinesiology  
 Clemmer College  
**Major Concentration:** Exercise Science

CRN	Course	Course Title	Campus	Credits	In program of study? *	Start Date	End Date	Days	Time	Location	Instructor
<a href="#">82902</a>	CHEM 1110 003	<a href="#">General Chemistry</a>	ETSU, Main	4.000	Yes	Aug 26, 2019	Dec 13, 2019	MWF	12:35 pm - 1:30 pm	Brown Hall 261	Moody
<a href="#">83598</a>	CHEM 1111 019	<a href="#">General Chemistry Lab</a>	ETSU, Main	0.000	No	Aug 26, 2019	Dec 13, 2019	R	11:15 am - 2:05 pm	Brown Hall 481	Mohseni
<a href="#">81175</a>	COMM 2025 008	<a href="#">Fundamentals of Communication</a>	ETSU, Main	3.000	Yes	Aug 26, 2019	Dec 13, 2019	M	11:30 am - 12:25 pm	Ball Hall 127	Herrmann
						Aug 26, 2019	Dec 13, 2019	WF	11:30 am - 12:25 pm	Sam Wilson Hall 329	Herrmann
<a href="#">82870</a>	ENGL 2430 001	<a href="#">European Literature</a>	ETSU, Main	3.000	Yes	Aug 26, 2019	Dec 13, 2019	TR	9:45 am - 11:05 am	Burleson Hall 203	Reid
<a href="#">83215</a>	HDAL 2310 002	<a href="#">Dev Psych</a>	ETSU, Main	3.000	Yes	Aug 26, 2019	Dec 13, 2019	MW	1:40 pm - 3:00 pm	Hutcheson Hall 205	Hale
<a href="#">83057</a>	HIST 2010 905	<a href="#">U.S. To 1877</a>	ETSU, Main	3.000	Yes	Aug 26, 2019	Dec 13, 2019	TBA		Course will be taught ONLINE	Smith
				<b>Total Credits:</b>	<b>16.000</b>						
				<b>Total credits in program of study:</b>	<b>16.000</b>						

**What is CPoS?** Course program of study (CPoS) refers to all courses needed to earn your degree: Major, concentration, eligible minor or certificate, general education, and elective courses. If you haven't chosen a major yet, you are designated as Academic Focus Area-Gen Ed Core, and this is your program of study.

Once you enroll in enough credits in your program of study to be full-time, you will be eligible for maximum federal aid, and you can take additional courses whether or not they're in your program of study. Information for student:

Enrollment Status	Undergraduate (Credits per Semester)	Graduate (Credits per Semester)
Full-Time	12 (in CPoS)	9 (in CPoS)
Three Quarter Time	9-11(in CPoS)	7-8 (in CPoS)
Half-Time	6-8 (in CPoS)	5-6 (in CPoS)
Less than Half-Time	1-5 (in CPoS)	1-4 (in CPoS)

**As an example...**If you are an undergraduate and enroll in 12 credits in your program of study, you'll receive full federal aid. But we recommend you take at least 15 credits in the fall and spring terms to stay on track to graduation. Only 12 of these credits need to be in your program of study for you **to receive full federal aid.**

Only courses in your program of study count towards your enrollment status.

### What Should the student Do?

1. Be sure your major, concentration and minor are correct by logging into [GoldLink](#) and clicking the Degree Works icon. If you haven't chosen a major yet, Degree Works should say you are enrolled in Academic Focus Area-Gen Ed Core. If you think your information in Degree Works is incorrect, contact your academic advisor immediately.
2. Work with your academic advisor and use [Degree Works](#) to choose your courses carefully.
3. Register early to get the courses you need in your program of study.

### Undergraduate - Example Scenarios

- *If you are eligible for a Federal Pell Grant and enroll in 12 hours and only 9 of the 12 hours are required for your officially declared program of study, the Federal Pell Grant will be reduced to a three-quarter time award based on 9 credit hours. However, you may be eligible to receive full-time institutional scholarship and/or TN state grant/scholarships.*

- *Federal Direct Loans for undergraduate students require 6 hours of enrollment. If you are enrolled in 6 hours and only 3 of the 6 hours are required for your officially declared program of study, you are not eligible to receive a Federal Direct Loan.*

Link with additional information <https://www.etsu.edu/finaid/cpos/>

**Registration History:** audit trail of adds and drops for student selected by term  
**Purges or drops before census are not included. To see full audit trail see SFASTCA (BANNER 9).**

Registration History - Windows Internet Explorer

https://selfserv.etsu.edu/pls/PROD/bwlkreg.p\_fac\_reg\_hist

Registration History

Personal Information Student Faculty Services Employee WebTailor Administration Finance Administrative Staff

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Registration Histor Student's name Your name

Information for Student's name

The following information displays all completed registrations. Withdrawn, dropped, and/or cancelled classes are also displayed. An asterisk preceding the final grade denotes that this grade will be displayed on your transcript.

Associated Term	CRN	Course	Course Title	Credits	Level	Status	Midterm Grade	Final Grade
Spring 2010	16032	HSCI 3000	Human Anatomy	4.000	Undergraduate	Web Registered Dec 09, 2009		
Spring 2010	15579	PHYS 2010	Gen Physics I-Noncalc	3.000	Undergraduate	Registered Jan 26, 2010		
Spring 2010	15618	PHYS 2011	Gen Phys Lab I-Noncalc	0.000	Undergraduate	Drop before W grade date Jan 27, 2010		
Spring 2010	15711	PHYS 2020	Gen Physics II Noncalc	0.000	Undergraduate	Drop before W grade date Jan 21, 2010		
Spring 2010	15715	PHYS 2021	Gen Phys Lab II Noncalc	0.000	Undergraduate	Drop before W grade date Jan 21, 2010		

RELEASE: 7.4.0.1 [ Active Registration | Look Up Classes | Add or Drop Classes | Academic Transcript ] powered by SUNGARD HIGHER EDUCATION

Courses dropped before census date (14<sup>th</sup> day of term, see Academic Calendar for specific date) disappear from record but fee refund percentages are applicable.

## Student Information – “General Student Information”

**Student Status:** for registration student status must be active. Active does not mean currently enrolled. Active means is currently admitted. Student may have holds that could prevent registration.

**Student type:** will change for a student from term to term. For example: a student may be a first-time freshman their first term and then change to continuing student the next term.

**Admit type:** will remain constant unless student is readmitted.

**Catalog Term:** catalog year (also check SPACMNT in BANNER 9 for updates/changes to catalog year)

**Student contact notes** – available in GoldLink

General Student Information - Microsoft Internet Explorer

Address: [http://etsubdss.etsu.edu:9040/pls/TEST/bwllgstu\\_P\\_FacStuInfo](http://etsubdss.etsu.edu:9040/pls/TEST/bwllgstu_P_FacStuInfo)

General Student Information

Dec 11, 2007 01:16 pm

Information for [Denver Bronco](#)

*Student Information effective from Fall Term 2008 to The End of Time*

Registered for Term: Yes

First Term Attended: Fall Term 2008

Status: Active

Residence: In State

Citizenship: US Citizen

Student Type: New First Time

Class: Freshman

*Curriculum Information*

Current Program

Bachelor of Science

Level: Undergraduate

Program: Human Dev & Learning-BS

Admit Term: Fall Term 2008

Admit Type: First-time Freshman

Catalog Term: Fall Term 2008

College: College of Education

Campus: East Tennessee SU, Main Campus

Major and Department: Human Development & Learning, Human Development & Learning

[ [Student Schedule](#) | [Student Addresses and Phones](#) | [Student E-mail Addresses](#) ]

RELEASE: 6.1

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## Student Schedule – detailed schedule including email links to instructors.

- Total credit hours - includes attempted hours (courses dropped after 14<sup>th</sup> day will be included in this total)
  - Check academic transcript to see hours enrolled for term
- Includes Grade Mode that can indicate audit, pass/fail, etc.

View Student Schedule - Windows Internet Explorer

Address bar: [https://selfserv.etsu.edu/pls/PROD/bwlkfstu.P\\_FacStuSchd](https://selfserv.etsu.edu/pls/PROD/bwlkfstu.P_FacStuSchd)

Page Title: View Student Schedule

Total Credit Hours: 14.000

**Biol Sci Majors Lec II - BIOL 1120 - 301**

Associated Term: Spring 2010  
 CRN: 15332  
 Status: Web Registered on Nov 23, 2009  
 Assigned Instructor: Ricky A. Phillips (P)

Grade Mode: Standard Letter  
 Credits: 4.000  
 Level: Undergraduate  
 Campus: Kingsport Center

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	11:30 am - 12:50 pm	MW	ETSU at Kingsport 319	Jan 14, 2010 - Apr 30, 2010	Lecture	Ricky A. Phillips (P)

**Biol Sci Majors Lab II - BIOL 1121 - 301**

Associated Term: Spring 2010  
 CRN: 15333  
 Status: Web Registered on Nov 23, 2009  
 Assigned Instructor: Ricky A. Phillips (P)

Grade Mode: No Grade  
 Credits: 0.000  
 Level: Undergraduate  
 Campus: Kingsport Center

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	1:00 pm - 2:50 pm	M	ETSU at Kingsport 322	Jan 14, 2010 - Apr 30, 2010	Laboratory	Ricky A. Phillips (P)

**General Chem Lec II - CHEM 1120 - 310**

Done

Internet | Protected Mode: On

## Section III: GoldLink Tools

- **Review of Class Permits and Unofficial Roster**
  - View of class roster which includes outstanding permits for a specific class
- **Look up Classes** – used by students, faculty and staff to find available courses
  - Class search with lots of criteria options
  - Course descriptions, etc.
- **Schedule of Classes Report** - some departments may find this helpful
  - Can be used to generate report of course availability by campus, department
- **Advisor Grade Tool** – The Advisor Grade Tool is a reporting tool that allows advisors and staff to pull a list of students using various selection criteria. It also has many other options that may be helpful in identifying “at risk” students. To select your population of interest use the tabs provided in the Advisor Grade Tool in GoldLink. Most tab options are intuitive but some are not. Please use the following tutorial to pull student information for ESPR and End of Term. The Advisor Grade Tool is a retention strategy for academic advisors and staff.

[http://www.etsu.edu/advisement/documents/advisor\\_grade\\_tool\\_tutorial.pdf](http://www.etsu.edu/advisement/documents/advisor_grade_tool_tutorial.pdf)

- **Schedule Builder** – use Schedule Builder to create a class schedule in the most efficient way possible. Both students and advisors have access.

Tutorials:

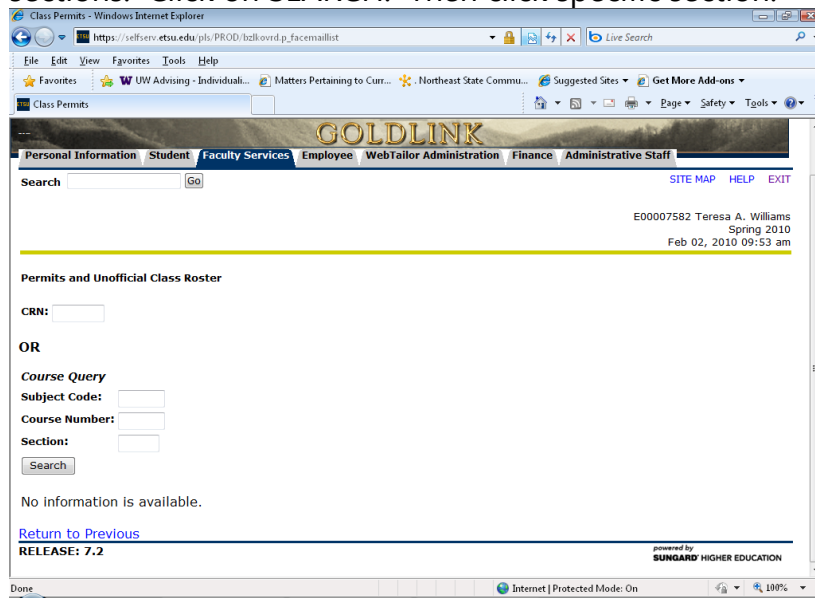
<https://www.etsu.edu/reg/documents/pdf/schedule-builder-quick-steps.compressed.pdf>

[https://www.etsu.edu/reg/documents/pdf/use-schedule-builder-update-10\\_12\\_2016.pdf](https://www.etsu.edu/reg/documents/pdf/use-schedule-builder-update-10_12_2016.pdf)

## Class Permits and Unofficial Class Roster

Access to class rosters for classes you are NOT teaching. May also help manage permits when multiple people are entering permits/override for students. Identifies outstanding permits that students have not used.

Enter CRN (use Look Up Classes option) or enter subject code (example: ENGL) and then course number (Example: 1010). You can choose a section or leave blank and pull all sections. Click on SEARCH. Then click specific section.



Class Permits - Windows Internet Explorer

https://selfserv.etsu.edu/pls/PROD/bolkovrd.p\_facemallist

File Edit View Favorites Tools Help

Class Permits

**GOLDLINK**

Personal Information Student Faculty Services Employee WebTutor Administration Finance Administrative Staff

Search  Go

SITE MAP HELP EXIT

E00007582 Teresa A. Williams  
Spring 2010  
Feb 02, 2010 09:53 am

**Permits and Unofficial Class Roster**

CRN:

OR

**Course Query**

Subject Code:

Course Number:

Section:

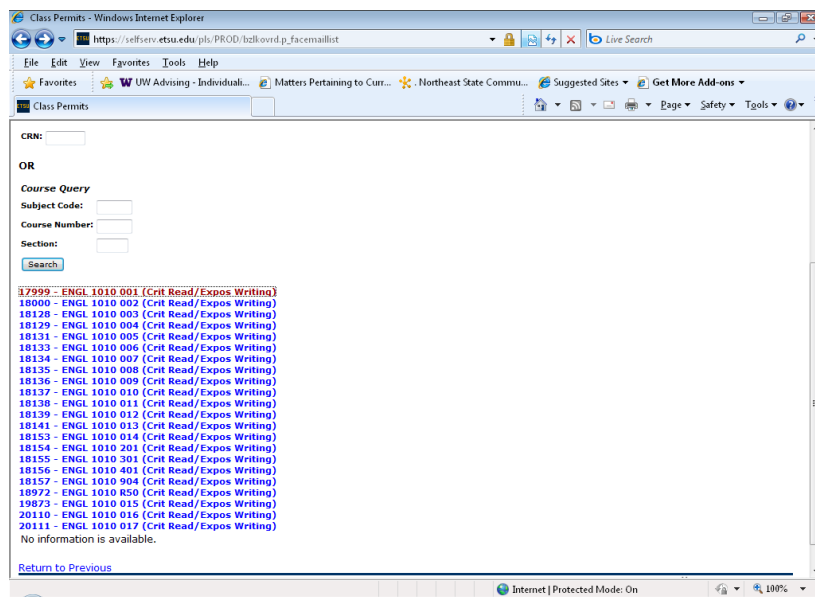
Search

No information is available.

[Return to Previous](#)

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Class Permits - Windows Internet Explorer

https://selfserv.etsu.edu/pls/PROD/bolkovrd.p\_facemallist

File Edit View Favorites Tools Help

Class Permits

**GOLDLINK**

Personal Information Student Faculty Services Employee WebTutor Administration Finance Administrative Staff

Search  Go

SITE MAP HELP EXIT

E00007582 Teresa A. Williams  
Spring 2010  
Feb 02, 2010 09:53 am

**Permits and Unofficial Class Roster**

CRN:

OR

**Course Query**

Subject Code:

Course Number:

Section:

Search

17999 - ENGL 1010 001 (Crit Read/Expos Writing)

18000 - ENGL 1010 002 (Crit Read/Expos Writing)

18128 - ENGL 1010 003 (Crit Read/Expos Writing)

18129 - ENGL 1010 004 (Crit Read/Expos Writing)

18131 - ENGL 1010 005 (Crit Read/Expos Writing)

18133 - ENGL 1010 006 (Crit Read/Expos Writing)

18134 - ENGL 1010 007 (Crit Read/Expos Writing)

18135 - ENGL 1010 008 (Crit Read/Expos Writing)

18136 - ENGL 1010 009 (Crit Read/Expos Writing)

18137 - ENGL 1010 010 (Crit Read/Expos Writing)

18138 - ENGL 1010 011 (Crit Read/Expos Writing)

18139 - ENGL 1010 012 (Crit Read/Expos Writing)

18141 - ENGL 1010 013 (Crit Read/Expos Writing)

18153 - ENGL 1010 014 (Crit Read/Expos Writing)

18154 - ENGL 1010 201 (Crit Read/Expos Writing)

18155 - ENGL 1010 301 (Crit Read/Expos Writing)

18156 - ENGL 1010 401 (Crit Read/Expos Writing)

18157 - ENGL 1010 904 (Crit Read/Expos Writing)

18972 - ENGL 1010 850 (Crit Read/Expos Writing)

19873 - ENGL 1010 015 (Crit Read/Expos Writing)

20110 - ENGL 1010 016 (Crit Read/Expos Writing)

20111 - ENGL 1010 017 (Crit Read/Expos Writing)

No information is available.

[Return to Previous](#)

East Tennessee State University, Office of Undergraduate Student Advisement

<http://www.etsu.edu/advisement> 423-439-8557

Jan. 2020



Class roster will include student E#, student name, class, college, program, student email, status and permit/override.

This roster will help you identify students who have a permit/override for course but have not registered. An \*\* will be in the status column with "not registered".

Use copy/paste to extract data for word, excel, etc.

Class Permits - Windows Internet Explorer

https://selfserv.etsu.edu/pls/PROD/bzlkovrd.p\_facemallist?term=201010&crn=17999&target

Class Permits

Search

Spring 2010 (201010) - CRN 17999 (ENGL 1010 001 - Crit Read/Expos Writing)

Record	Student ID	Student Name	Class	College	Program	Email Address	Status	Permit/Override
1	E		FR	CS	BGSD-BGS	BP	Web Registered	CAPACITY
2			FR	AS	PVET-ND		Web Registered	
3			SO	NU	PBSN-ND		Web Registered	CAPACITY
4			FR	AS	PMED-ND		Web Registered	CAPACITY
5			FR	AS	PPHY-ND		Web Registered	
6			FR	CR	PPHTH-ND		Web Registered	
7			FR	BT	PBUS-ND		Web Registered	
8			FR	AS	BIOL-BS		Web Registered	
9			FR	NU	PBSN-ND		Web Registered	
10			FR	ED	PEDU-BS		Web Registered	
11			FR	BT	PBUS-ND		Web Registered	
12			FR	AS	BIOL-BS		Web Registered	
13			FR	ED	PRED-ND		Web Registered	
14			FR	BT	PBUS-ND		Web Registered	
15			FR	CR	AHEA-BS		Web Drop Early Term Fee Adjust	
16			FR	AS	PMED-ND		Web Registered	CAPACITY
17			FR	AS	HIST-BS		Web Registered	
18	Eu		FR	00	UDEC	Ra	Web Registered	

Student E# and name will appear in these columns.

Done

Internet | Protected Mode: On

100%

## Look-Up Classes Option

- Click on Look Up Classes icon
- Choose term
- Choose Advanced Search (my preference)
- Choose options (see examples below)
- Click on Class Search to display courses

The following options allow a student to narrow their search of courses.

Subject: at least one subject must be chosen to execute search

- Click in subject box
- Click the first letter of the subject area (example: e for English)
- Scroll thru options and click on desired course
  - Use control key to choose multiple subjects
  - Use shift key to select all subjects or range

Course Number:

- Enter course number (example: 1010)
- May be left blank, search will pull every course with identified subject
- May enter 2 (to access only 2000 level courses) or 3 (for 3000 level courses)
- When searching for science lectures and labs, select course subject, type common digits of course numbers (ie: Biol 1110/1111 enter 111 in course number. Can see lecture and lab on same page.

Instructional Method:

- Web-Asynchronous – pulls ETSU online courses
  - Note: some ETSU online courses still require students to come to campus for presentations, exams, etc. Students should review course description and/or contact instructor for details.

Campus:

- Allows student to choose campus of choice such as Kingsport
- Choosing main campus will exclude off campus sites and prevent registration errors

Course Level:

- Allows student to choose undergraduate, graduate, doctoral, etc.

Part of Term:

- Allows student to choose RODP courses or WINTER SESSION

Instructor:

- Student may search for courses offered by specific instructor
  - Must select subject area to execute search by instructor

Attribute:

- Allows student to search by attribute type. Courses have searchable attributes such as intensives (ITEC, ICOM, IWRT) and Learning Support.

Start Time, End Time and Days:

- Student may search for courses that meet a specific time or day.
- Good option for students wanting only Tues/Thursday classes etc.

## Look-Up Classes (screenshot)

The screenshot shows a web browser window with the GoldLink portal. The address bar displays <https://goldlink.etsu.edu/render.UserLayoutRootNode.i>. The page has a navigation bar with tabs: Personal Information, Student, Faculty Services, Employee, WebTailor Administration, Finance, and Administrative Staff. The 'Student' tab is active. Below the navigation bar, there is a search bar with a 'Go' button and links for RETURN TO MENU, SITE MAP, and HELP. The main heading is 'Advanced Search'. A timestamp indicates 'Spring 2013' and 'Aug 27, 2013 08:59 am'. A message states: 'Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Section Search when your selection is complete.' The search fields are: Subject (a dropdown menu with options: Accelerated MBA (AMBA), Accounting (ACCT), Advertising (ADVR), Advncd Studies in Tchng & Lrng (ASTL), African/African-Amer Stud (AFAM), Allied Health (ALHE), Allied Health-RODP (ALH), Animal Science (AGRI), Anthropology (ANTH), and Appalachian Studies (APST)), Course Number (a text input field), Title (a text input field), Instructional Method (a dropdown menu with options: All, Conventional Methodology, and Hybrid), Credit Range (two text input fields for 'hours to' and 'hours'), and Campus (a dropdown menu with the option: All). The browser window also shows a 'Back to Advisor Tab' button and a '125%' zoom level.

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

### Advanced Search

Spring 2013  
Aug 27, 2013 08:59 am

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Section Search when your selection is complete.

**Subject:**   
Accelerated MBA (AMBA)  
Accounting (ACCT)  
Advertising (ADVR)  
Advncd Studies in Tchng & Lrng (ASTL)  
African/African-Amer Stud (AFAM)  
Allied Health (ALHE)  
Allied Health-RODP (ALH)  
Animal Science (AGRI)  
Anthropology (ANTH)  
Appalachian Studies (APST)

**Course Number:**

**Title:**

**Instructional Method:**   
Conventional Methodology  
Hybrid

**Credit Range:**  hours to  hours

**Campus:**

## Schedule of Classes Report

Gives faculty/staff option of pulling course or class listing using different filters. Great tool for reviewing course options and building future schedules.

Select campus to filter by:

- Click on campus option
- Click on arrows to send option to right

Select departments to filter by:

- Click on department option
- Click on arrows to send option to right

Generate report in browser (to view) or generate to word (to save)

Schedule Book Listing - Windows Internet Explorer

https://selfserv.etsu.edu/pls/PROD/byskschd.removeDepartment

File Edit View Favorites Tools Help

Schedule Book Listing

Select filter criteria. Add and remove criteria by clicking the arrow buttons between the listboxes. Click **Generate Report** to view the filtered report.

Select campus to filter by:

Kingsport Center (EAB)  
ETSU at Elizabethton (NAVE) (EAA)  
RODP, UofM (11R)  
RODP, TSU (45R)  
RODP, MTSU (24R)  
RODP, ETSU (23R)  
RODP, TTU (50R)  
RODP, Chattanooga (65R)  
RODP, Jackson (15R)  
RODP, Austin Peay (14R)

ETSU, Main (23M)

Select departments to filter by:

Academic Affairs (ACAF)  
Accounting (ACCT)  
Adult Nursing (ALNU)  
Allied Health Sciences (ALSC)  
Appalachian Studies (APST)  
Art & Design (ARTA)  
Biological Sciences (BISC)  
Biomedical Sciences (BMED)  
Chemistry (CHEM)  
Communication (COMM)

☐ Split by Part of Term

Generate Report in Browser Generate Report in MS WORD

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Internet | Protected Mode: On

Sample of report: selected main campus and ART. Report may be copied and pasted into word, excel, etc.

https://selfserv.etsu.edu/pls/PROD/byskschd.display\_web\_results - Windows Internet Explorer

https://selfserv.etsu.edu/pls/PROD/byskschd.display\_web\_results

File Edit View Favorites Tools Help

UW Advising - Individual... Matters Pertaining to Curr... Northeast State Commu... Suggested Sites Get More Add-ons

https://selfserv.etsu.edu/pls/PROD/byskschd.dis...

The Gateway to Services for ETSU Students, Employees and Alumni

ETSU GOLDLINK

Personal Information Student Faculty Services Employee WebTailor Administration Finance Administrative Staff

Search  Go SITE MAP HELP EXIT

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## ETSU, Main

### Art

Course ID	Title	CRN	Credits	Days	Start Time	End Time	Building	Room	Instructor	Department	Max Enrollment	Actual Enrollment	Seats Left	Gradable
ARTA-1110- 001	2-D Design	17703	3	MWF	08:15 AM	10:15 AM	A006	217	LEVACY	ARTA	16	15	1	Y
ARTA-1110- 002	2-D Design	17704	3	TR	02:15 PM	05:05 PM	A006	217	MARTIN	ARTA	16	16	0	Y
ARTA-1110- 003	2-D Design	17705	3	TR	11:15 AM	02:05 PM	A006	213	SIMMONS	ARTA	16	17	-1	Y
ARTA-1110- 004	2-D Design	17706	3	MW	01:40 PM	04:30 PM	A006	217	ISENBARGER	ARTA	16	16	0	Y
ARTA-1110- 201	2-D Design	17707	3	MW	05:15 PM	08:05 PM	A006	217	HOWSER	ARTA	16	15	1	Y
<i>Prerequisite: 2-D Design</i>														
ARTA-1140- 001	3-D Design	17718	3	TR	08:15 AM	11:05 AM	A0011	209	ISENBARGER	ARTA	15	15	0	Y
<i>Prerequisite: 2-D Design</i>														
ARTA-1140- 001	3-D Design	17721	3	TR	02:15 PM	05:05 PM	A0011	209	ISENBARGER	ARTA	15	16	-1	Y

Done Internet | Protected Mode: On 100%

## Higher Education Initiatives

### Tennessee Transfer Pathways (TTP)

<http://admissions.etsu.edu/apply/transfer/pathway.html>

<http://www.tntransferpathway.org/>

TTPs are advising tools designed to help community college students plan for transferring to a Tennessee public university to complete their baccalaureate degree. The TTPs also constitute an agreement between community colleges and four year colleges/universities confirming that community college courses meet major preparation requirements.

### Reverse Transfer –

Reverse Transfer is a process that allows a student who completed a minimum of 15 hours at a participating Tennessee two-year institution and transferred to a participating Tennessee four-year institution to combine college credits from both institutions and apply them toward an associate degree.

### TN Reconnect

<http://tnreconnect.gov/>

Tennessee Reconnect is Governor Bill Haslam’s initiative to help more of our state’s adults enter higher education to gain new skills, advance in the workplace, and fulfill lifelong dreams of completing a degree or credential.

### Drive to 55

<http://driveto55.org/>

Governor Haslam has challenged our state with a critical new mission: the Drive to 55 – the Drive to get 55 percent of Tennesseans equipped with a college degree or certificate by the year 2025.

Community College Promise