

Registration & Schedule Builder Guide



CHS Student Success



How do I get started?

Access Schedule Builder through **GoldLink** → **Registration Tools** → **Schedule Builder**

[Watch this video on how to register using Schedule Builder](#)

For additional questions and step-by-step answers, click on the questions posted below.

Quick tips!

- **How do I register with Schedule Builder?**
Click **Send to Shopping Cart** → **Continue** → **Register**
Check your Concise Student Schedule to confirm you registered. [Click here to learn how!](#)
- **Schedule Builder will NOT register for you.**
Saving a schedule or sending it to your Registration Cart does NOT complete registration. You must click REGISTER in GoldLink during your assigned registration time to be officially enrolled.
- **If you are registering for summer and fall, register for summer first.**
- **If you plan to both add and drop classes, DROP FIRST, THEN ADD, or drop and add at the same time.**
- **TTH and TR mean the same thing.**
Both abbreviations refer to **Tuesday and Thursday**. T means Tuesday. In Schedule Builder, TH is used for Thursday and in GoldLink, R is used for Thursday.
- **Online classes have section numbers that start with 9.**
Section numbers are the three digit numbers after the course subject and number (e.g. ENGL 1010-**900**). If the section number begins with 9, the class is online.
- **Favorite schedules you like.**
When you see a schedule you may want to register for, click the **heart icon** to add it to your Favorites. Save more than one schedule in case your first choice is unavailable. [Click here to see how to favorite schedules.](#)
- **Building and room numbers are not shown in Schedule Builder.**
If you'd like to know the exact location of a class before registering for it, you can find it in Goldlink:

1. Log in to **GoldLink**
2. Open **Registration Tools**
3. Click **Look Up Classes**
4. Select the **Term, Subject, and Course** that match what you see in Degree Works or Schedule Builder
5. Click the **CRN** (left column) to view the building and room number

Getting Started

[How do I know I am registering for the right classes?](#)

[What do the words 'Prerequisites' and 'Corequisites' mean?](#)

Customizing Your Schedule

[How do I block time that I don't want to take classes?](#)

[I want to take classes only on certain days. How do I set that up?](#)

[I want to take all my classes in person. How do I set that up?](#)

[I want to take all my classes online. How do I set that up?](#)

Registering & Confirming

[How do I save a schedule that I like and want to register for?](#)

[I think I registered. How do I make sure?](#)

Common Problems & Fixes

[What do I do if I click Generate Schedules and none are generated?](#)

[What do I do if I try to register for a class and it says it's full?](#)

Add/Drop Classes

You can make changes to your class schedule, but be sure to consult your advisor if you are changing a class you are taking and not just choosing a different instructor or time. [Refer to academic calendar here for add/drop deadlines](#), and [refer to the Tuition and fees refund calendar](#) for information about refunds after dropping a class.

[How do I drop a class after registration?](#)

[How do I add a class after registration?](#)

[How do I add/drop at the same time?](#)

How to Schedule an appointment on Navigate

Follow the links below to schedule an appointment with your advisor!

Advisor	Navigate Link	Majors
Margaret Mahlin	https://etsu.campus.eab.com/pal/KQWzXFdTg	Rehabilitative Health Sciences; Pre-PT, Pre-OT, Pre-O & P
Nellie Frye	https://etsu.campus.eab.com/pal/8M2Lk_xzgi	Exercise Science Pre-PT, Pre-OT, Pre-O & P (for Exercise Science students only)
Wendy Sutherland	https://etsu.campus.eab.com/pal/2rnCkddHBV	Human Services; Nutrition; online Allied Health degree completion programs Pre-SLP and Pre-Audiology
Sara Mietzner	https://etsu.campus.eab.com/pal/M95jonPvZF	Social Work
Julie McReynolds	https://etsu.campus.eab.com/pal/KcT9qjmsM-	Dental Hygiene, Radiologic Science, Respiratory Therapy (+ HP Interest students)

If you need help after clicking the link, [click here to learn how to finish scheduling your appointment.](#)

Financial Aid

For questions related to financial aid and scholarships, [click here to make an appointment with your financial aid counselor](#) or email finaid@etsu.edu