

SCHEDULE BUILDER

Advisor Mode Tutorial: How to use Advisor Mode to create a student's schedule plan in the most efficient way possible!

Advisor Mode adds a new feature to the Advisors menu on the Faculty Tab in Self-Service Banner. This allows users already configured as Advisors to select a student (in SSB) and sign on to Schedule Builder "as" the selected student. The Advisor can then add courses to the student's plan, generate potential schedules, and "lock in" courses.

Note: The Advisor Mode feature allows an advisor to pre-populate the students' course schedule. The Advisor Mode feature will not allow an advisor to register a student for courses and does not display the  Send to Shopping Cart button option.

Part One: Logging In and Accessing Schedule Builder

To begin, go to GoldLink: <https://goldlink.etsu.edu/>

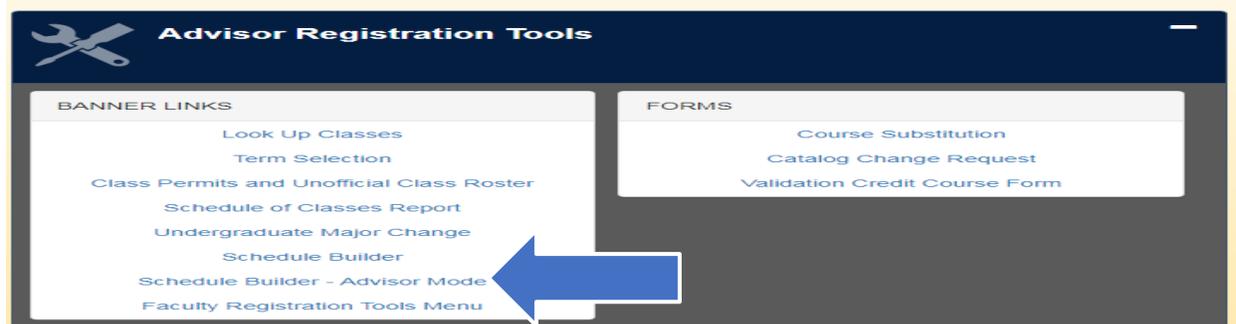
Login by entering your **ETSU email address** and **password**.



On the Advisors Page, click **+** to open Advisor Registration Tools.



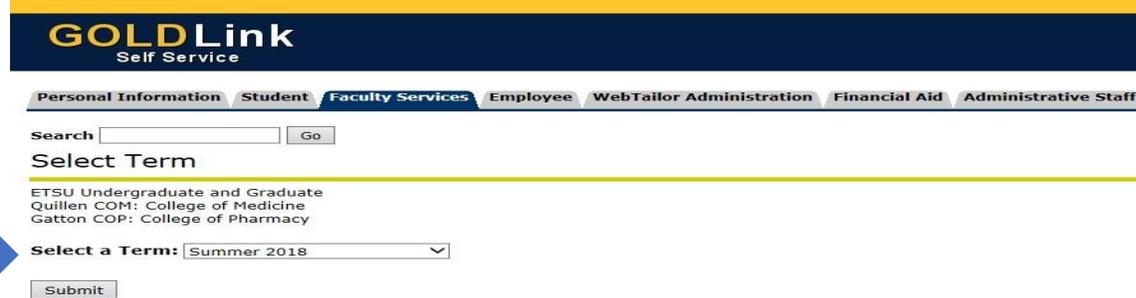
Under the options in Banner Links, click **Schedule Builder-Advisor Mode**.



Part Two: Selecting Your Search Criteria

Select Term

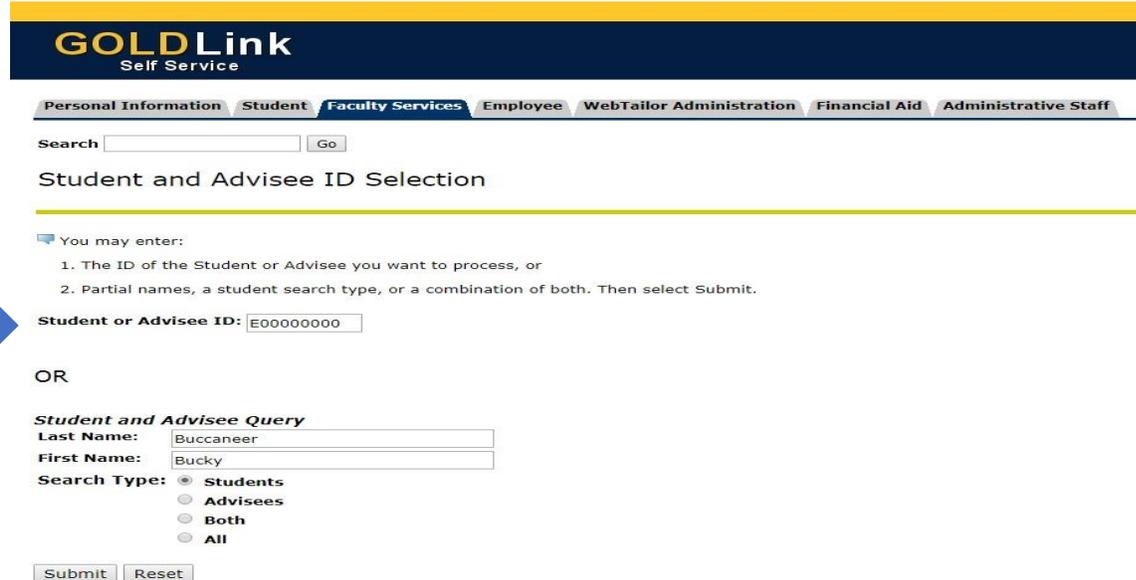
Select the **Term** that you will be using to build for your student's class schedule; click Submit.



The screenshot shows the GOLDLink Self Service interface. At the top is a dark blue header with the GOLDLink logo and 'Self Service' text. Below the header is a navigation bar with tabs for Personal Information, Student, Faculty Services, Employee, WebTailor Administration, Financial Aid, and Administrative Staff. The 'Faculty Services' tab is active. Below the navigation bar is a search bar with a 'Go' button. The main heading is 'Select Term'. Below this heading, there is a list of institutions: ETSU Undergraduate and Graduate, Quillen COM: College of Medicine, and Gatton COP: College of Pharmacy. A dropdown menu labeled 'Select a Term:' is set to 'Summer 2018'. A 'Submit' button is at the bottom. A blue arrow points to the 'Submit' button.

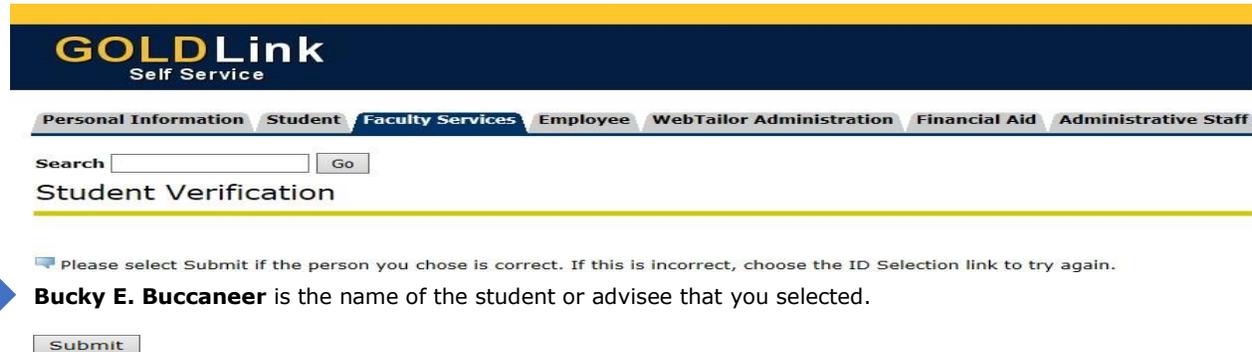
Select Student and Advisee ID Selection

Enter the Student or Advisee's **ID (E#)** or search by Student and Advisee Query; click Submit.



The screenshot shows the GOLDLink Self Service interface for 'Student and Advisee ID Selection'. It features the same header and navigation bar as the previous page. Below the navigation bar is a search bar with a 'Go' button. The main heading is 'Student and Advisee ID Selection'. Below this heading, there is a section titled 'You may enter:' with two numbered instructions: 1. The ID of the Student or Advisee you want to process, or 2. Partial names, a student search type, or a combination of both. Then select Submit. Below the instructions is a text input field labeled 'Student or Advisee ID:' containing 'E00000000'. Below this is the text 'OR'. Underneath is the section 'Student and Advisee Query' with two text input fields: 'Last Name:' containing 'Buccaneer' and 'First Name:' containing 'Bucky'. Below these fields are radio buttons for 'Search Type:' with options: Students (selected), Advisees, Both, and All. At the bottom are 'Submit' and 'Reset' buttons. A blue arrow points to the 'Submit' button.

Please Verify the Student or Advisee's Information; click Submit.



The screenshot shows the GOLDLink Self Service interface for 'Student Verification'. It features the same header and navigation bar. Below the navigation bar is a search bar with a 'Go' button. The main heading is 'Student Verification'. Below this heading, there is a message: 'Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.' Below the message, the text 'Bucky E. Buccaneer is the name of the student or advisee that you selected.' is displayed. At the bottom is a 'Submit' button. A blue arrow points to the 'Submit' button.

Wait a few seconds to be automatically redirected to Schedule Builder.

GOLDLink
Self Service

Personal Information Student Faculty Services Employee WebTailor Administration Financial Aid Administrative Staff

Search Go

Schedule Builder Redirect

You will be automatically redirected to the Schedule Builder in 0 seconds.

Schedule Builder

RELEASE: 8.0.3.1

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Select Campus

Select the **Campus** by checking the box beside the campus selections; click **Save and Continue**.

NOTE: The Campus checked will ONLY allow courses offered at that campus to display in schedule options.

Schedule Builder Text Only Help Sign out

EAST TENNESSEE STATE UNIVERSITY

Select Campus

- Select All Campuses
- AVL Centre at Millennium Park
- Crispin Ultd Tri-Cities Equ C
- Dobyms-Bennett High School
- ETSU at Kingsport - Allandale
- ETSU at Sevier County
- ETSU Eastman Valleybrook Camp
- ETSU, Main

Select Additional Search Criteria:

The Home Screen displays Additional Search Criteria that you can filter by clicking the **Change** button.

Schedule Builder Text Only Help Sign out

EAST TENNESSEE STATE UNIVERSITY

Course Status	Open & Full	<input type="button" value="Change"/>	Term	Summer 2018	<input type="button" value="Change"/>
Sessions	All Sessions Selected	<input type="button" value="Change"/>	Campuses	All Campuses Selected	<input type="button" value="Change"/>
Instructional Methods	All Instructional Methods Selected	<input type="button" value="Change"/>	Levels	All Levels Selected	<input type="button" value="Change"/>

Additional Search Criteria Definitions:

Course Status: (Open Classes Only or Open & Full)
Sessions: (All Sessions Selected or Individual Session)
Instructional Methods: (In Person or Web)

Term: (Spring/Winter, Summer, Fall)
Campuses: (Campuses)
Levels: (Academic Level)

Part Three: Building Your Student's Schedule

To build the student's schedule; click one of the following options:

NOTE: The Student's ID (E#) will display below Additional Search Criteria.

A. **+ Add Course**

or

B. [click here](#) (ACTIVE Degree Works Plan)*This Option will ONLY display with an ACTIVE Degree Works Plan*

NOTE: If you do not have an ACTIVE Degree Works Plan created, then you will have to create one.

Please visit Degree Works Video Tutorials: <http://www.etsu.edu/reg/degreeworks/tutorials.aspx>

+ Add Course

Select the **+ Add Course** Button

Schedule Builder Text Only Help Sign out

EAST TENNESSEE STATE UNIVERSITY

Course Status Open & Full Change Term Summer 2018 Change
Sessions All Sessions Selected Change Campuses All Campuses Selected Change
Instructional Methods All Instructional Methods Selected Change Levels All Levels Selected Change

ID: E00000000

Courses + Add Course
Add the courses you wish to take for the upcoming term.
Your degree plan shows 2 courses for Summer 2018. [click here](#) to load them into your course list.

Breaks + Add Break
Add times during the day you do not wish to take classes.

Schedules
Generate Schedules

A. **+ Add Course**
B. [click here](#)

*For this tutorial we will continue building the schedule clicking the **+ Add Course** button.*

+ Add Course

Click the **+ Add Course** Button.

Schedule Builder Text Only Help Sign out

EAST TENNESSEE STATE UNIVERSITY

Course Status Open & Full Change Term Summer 2018 Change
Sessions All Sessions Selected Change Campuses All Campuses Selected Change
Instructional Methods All Instructional Methods Selected Change Levels All Levels Selected Change

ID: E00000000

Courses + Add Course + Add Break
Add the courses you wish to take for the upcoming term.
Your degree plan shows 2 courses for Summer 2018. [click here](#) to load them into your course list.

Schedules
Generate Schedules

The Add Course Screen will display with the **Tab** options that you can filter to build the schedule.

Tab Definitions:

By Subject: (Course Subject) ***Most Commonly Used***

By Course Number: (Course Number)

By Instructor: (Instructor Name)

By Degree Works Plan: (ACTIVE Degree Works Plan) ***This Tab will ONLY display with an ACTIVE Degree Works Plan.*** **NOTE: If you do not have an ACTIVE Degree Works Plan created, then you will have to create one.**

Please visit Degree Works Video Tutorials: <http://www.etsu.edu/reg/degreeworks/tutorials.aspx>

*For this tutorial we will continue building the schedule by clicking the **By Subject Tab** option.*

Building with the By Subject Tab

Click the **By Subject Tab**

NOTE: If a Subject or Course is not displaying, it might not be offered during a particular term.

Click the **Subject** from the Subject dropdown box.

Click the **Course Number** from the Course dropdown box.

Schedule Builder Text Only Help Sign out

Add Course

By Subject By Degree Works Plan Search by Course Number Search By Instructor

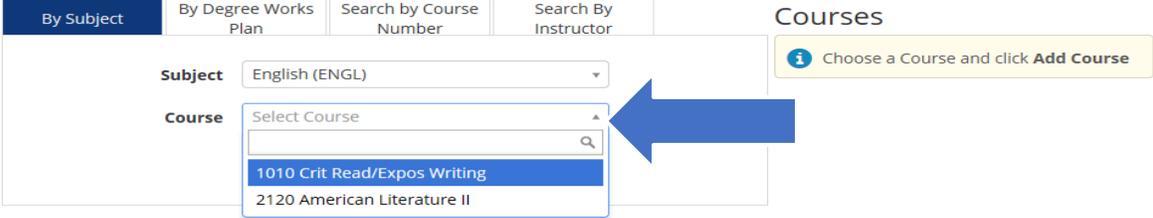
Subject English (ENGL)

Course Select Course

- 1010 Crit Read/Expos Writing
- 2120 American Literature II

Courses

Choose a Course and click Add Course



The course description will display for the course selected.

Schedule Builder Text Only Help Sign out

Add Course

By Subject By Degree Works Plan Search by Course Number Search By Instructor

Subject English (ENGL)

Course 1010 Crit Read/Expos Writing

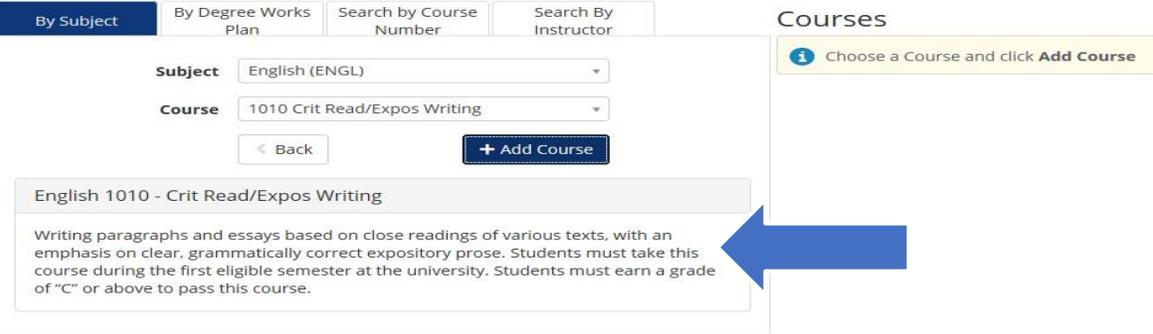
< Back + Add Course

English 1010 - Crit Read/Expos Writing

Writing paragraphs and essays based on close readings of various texts, with an emphasis on clear, grammatically correct expository prose. Students must take this course during the first eligible semester at the university. Students must earn a grade of "C" or above to pass this course.

Courses

Choose a Course and click Add Course



Click the **+ Add Course** button, which will move the course you have added under Courses. Continue selecting additional courses to build your schedule.

Schedule Builder Text Only Help Sign out

Added ENGL 1010 - Crit Read/Expos Writing

Add Course

By Subject By Degree Works Plan Search by Course Number Search By Instructor

Subject English (ENGL)

Course 1010 Crit Read/Expos Writing

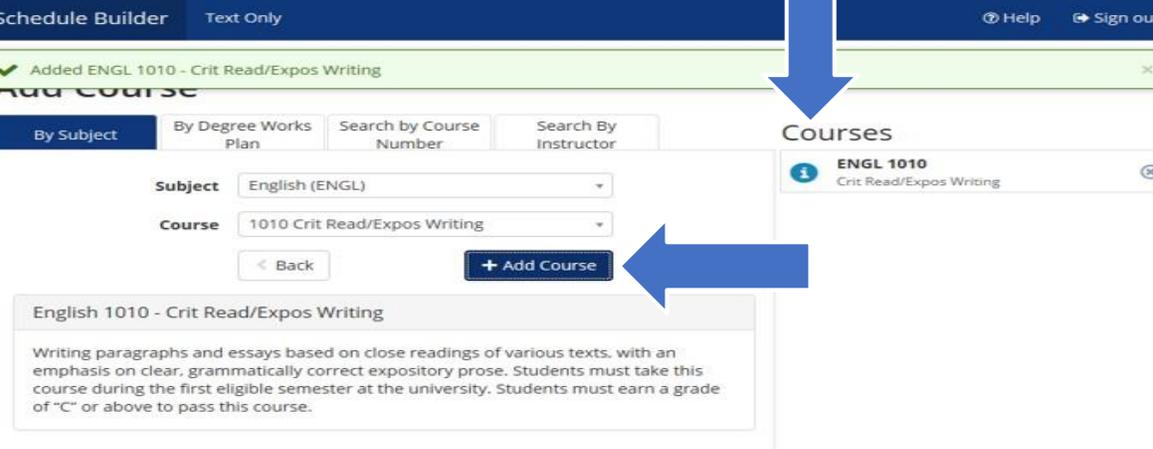
< Back + Add Course

English 1010 - Crit Read/Expos Writing

Writing paragraphs and essays based on close readings of various texts, with an emphasis on clear, grammatically correct expository prose. Students must take this course during the first eligible semester at the university. Students must earn a grade of "C" or above to pass this course.

Courses

ENGL 1010 Crit Read/Expos Writing



Once you have finished adding courses, click the < Back button taking you back to the Home Screen.

Schedule Builder Text Only Help Sign out

Add Course

By Subject By Degree Works Plan Search by Course Number Search By Instructor

Subject: Select Subject
Course: Select Course

< Back Add Course

Courses

- CSCI 1100**
Using Information Tech
- ENGL 1010**
Crit Read/Expos Writing
- HIST 2010**
U.S. To 1877
- HSCI 2010**
Anatomy/Physiology I
- HSCI 2011**
Anat Phys Lab I

The courses you have added for the student will display under Courses on the Home Screen.

Schedule Builder Text Only Help Sign out



EAST TENNESSEE STATE UNIVERSITY

Course Status Open & Full **Term** Summer 2018
Sessions All Sessions Selected **Campuses** All Campuses Selected
Instructional Methods All Instructional Methods Selected **Levels** All Levels Selected

ID: E0000000

Courses

+ Add Course

- CSCI 1100**
Using Information Tech
- ENGL 1010**
Crit Read/Expos Writing
- HIST 2010**
U.S. To 1877
- HSCI 2010**
Anatomy/Physiology I
- HSCI 2011**
Anat Phys Lab I

Schedules

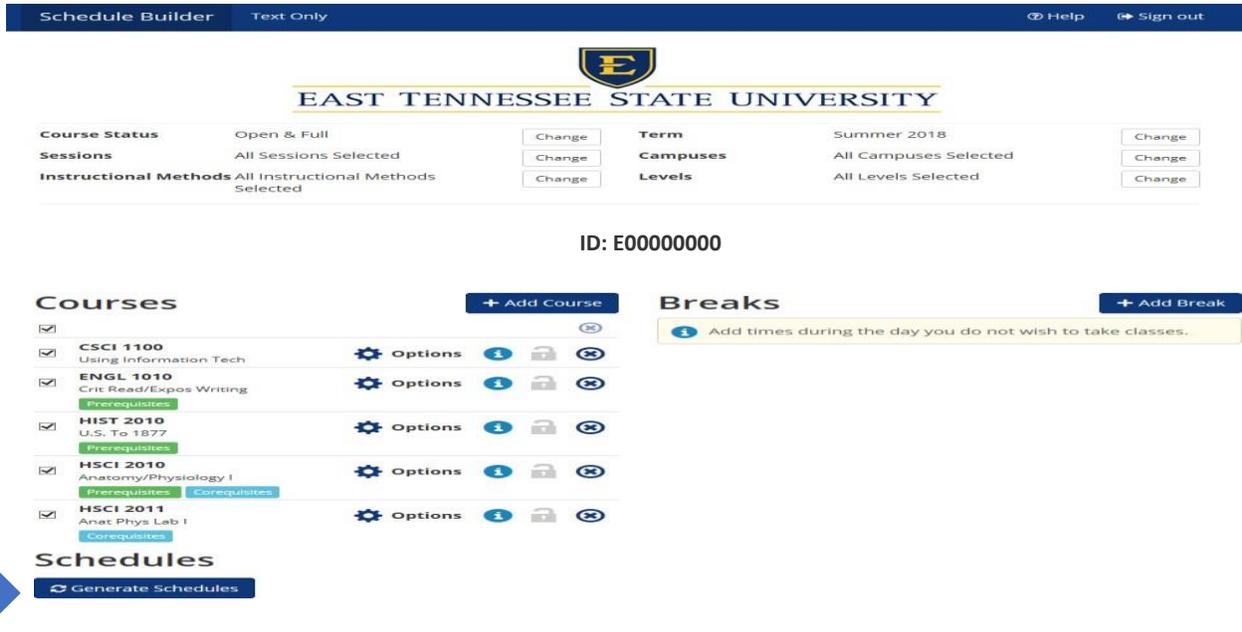
Breaks

+ Add Break

Add times during the day you do not wish to take classes.

Part Four: Generating Schedules

Click the  **Generate Schedules** button. The schedules that are generated will take into account all search criteria. Within seconds, Schedule Builder will provide you with every single schedule option based off search criteria selected!



Schedule Builder Text Only Help Sign out

EAST TENNESSEE STATE UNIVERSITY

Course Status	Open & Full	Change	Term	Summer 2018	Change
Sessions	All Sessions Selected	Change	Campuses	All Campuses Selected	Change
Instructional Methods	All Instructional Methods Selected	Change	Levels	All Levels Selected	Change

ID: E0000000

Courses + Add Course

- CSCI 1100** Using Information Tech Options
- ENGL 1010** Crit Read/Expos Writing Options
- HIST 2010** U.S. To 1877 Options
- HSCI 2010** Anatomy/Physiology I Options
- HSCI 2011** Anat Phys Lab I Options

Schedules

 **Generate Schedules**

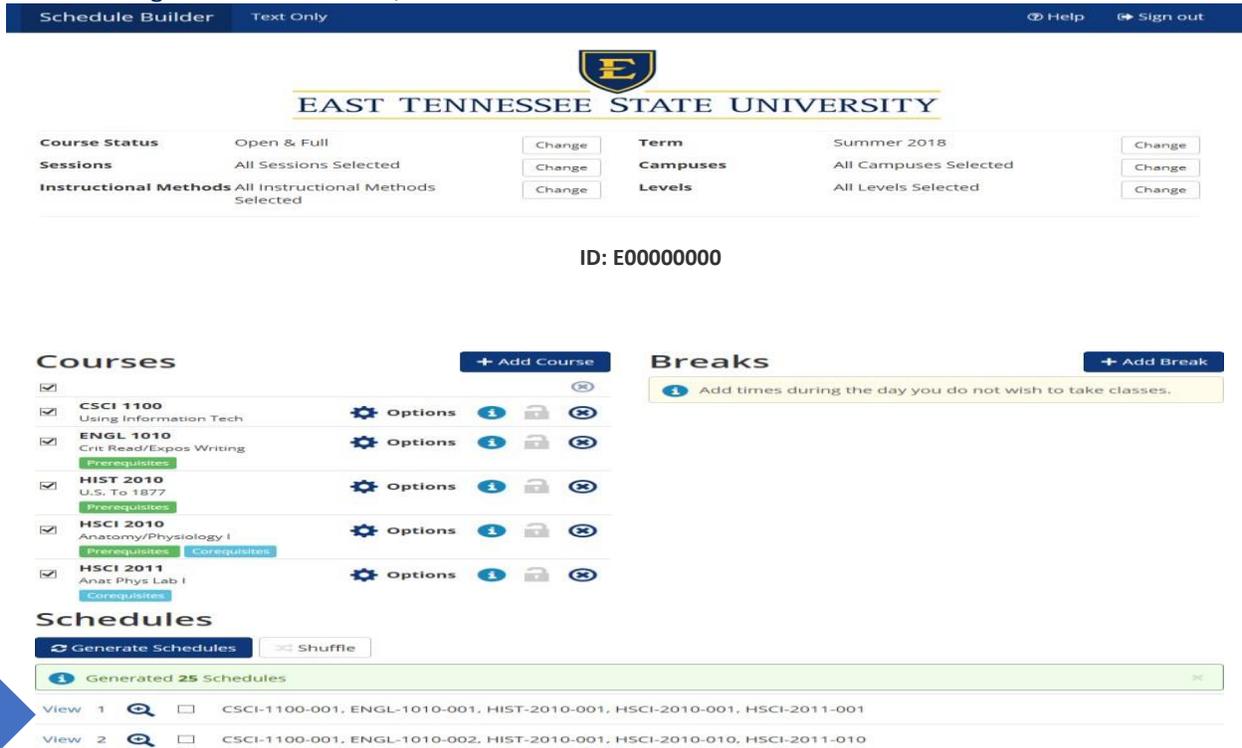
Breaks + Add Break

1 Add times during the day you do not wish to take classes.



Part Five: Viewing Generated Schedules

To view the generated schedules, click the **View** button under Schedules.



Schedule Builder Text Only Help Sign out

EAST TENNESSEE STATE UNIVERSITY

Course Status	Open & Full	Change	Term	Summer 2018	Change
Sessions	All Sessions Selected	Change	Campuses	All Campuses Selected	Change
Instructional Methods	All Instructional Methods Selected	Change	Levels	All Levels Selected	Change

ID: E0000000

Courses + Add Course

- CSCI 1100** Using Information Tech Options
- ENGL 1010** Crit Read/Expos Writing Options
- HIST 2010** U.S. To 1877 Options
- HSCI 2010** Anatomy/Physiology I Options
- HSCI 2011** Anat Phys Lab I Options

Schedules

 **Generate Schedules**  Shuffle

1 Generated 25 Schedules

View 1  CSCI-1100-001, ENGL-1010-001, HIST-2010-001, HSCI-2010-001, HSCI-2011-001

View 2  CSCI-1100-001, ENGL-1010-002, HIST-2010-001, HSCI-2010-010, HSCI-2011-010



The student's potential schedule that you selected to **View**, will display a week at a glance.

Schedule Builder Text Only Help Sign out

Back Print Email Shuffle Schedule 1 of 25

ID: E00000000

Schedule Builder Text Only Help Sign out

Back Print Email Send to Shopping Cart Shuffle Schedule 1 of 2

You are viewing a potential schedule only and you must still register.

CRN #	Subject	Course	Section	Dates	Day(s) & Location(s)	Credits
51169	CSCI	1100	001	05/14/2018 - 06/01/2018	MWF 8:15am - 9:10am - A010 104	3
51131	ENGL	1010	001	05/15/2018 - 08/09/2018	TTh 9:45am - 11:05am - A014 302	3
51154	HIST	2010	001	05/15/2018 - 05/31/2018	TTh 8:15am - 9:35am - A021 118	3
51170	HSCI	2010	010	05/14/2018 - 06/01/2018	MWF 10:25am - 11:20am - A019 232	4
51171	HSCI	2011	010	05/14/2018 - 05/28/2018	M 11:30am - 12:25pm - A019 234	0

Week 2 (05/21/2018 - 05/27/2018)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13
CSCI 1100													
ENGL 1010													
HIST 2010													
HSCI 2010													
HSCI 2011													

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15	CSCI-1100 A010 104 Desjardins, Mathew Ryan	HIST-2010 A021 118 Carter, Daryl A	CSCI-1100 A010 104 Desjardins, Mathew Ryan	HIST-2010 A021 118 Carter, Daryl A	CSCI-1100 A010 104 Desjardins, Mathew Ryan
9:15		ENGL-1010 A014 302 Holland, Mark S		ENGL-1010 A014 302 Holland, Mark S	
10:15	HSCI-2010 A019 232 Brown, Patrick J		HSCI-2010 A019 232 Brown, Patrick J		HSCI-2010 A019 232 Brown, Patrick J
11:15	HSCI-2011 A019 234 Brown, Patrick J				

Part Six: Locking In Schedules

In the potential schedule view, as an advisor you can "lock in" a specific course by clicking on the

Unlocked  icon. The **Locked**  icon will now display on the course you have "locked in".

The locked courses will display on the potential schedule you are building for the student.

NOTE: Locking a course does NOT save a seat or register a student for the course, it locks in a course for a potential schedule.

Schedule Builder Text Only Help Sign out

Back Print Email Shuffle Schedule 1 of 25

ID: E00000000

You are viewing a potential schedule only and you must still register.

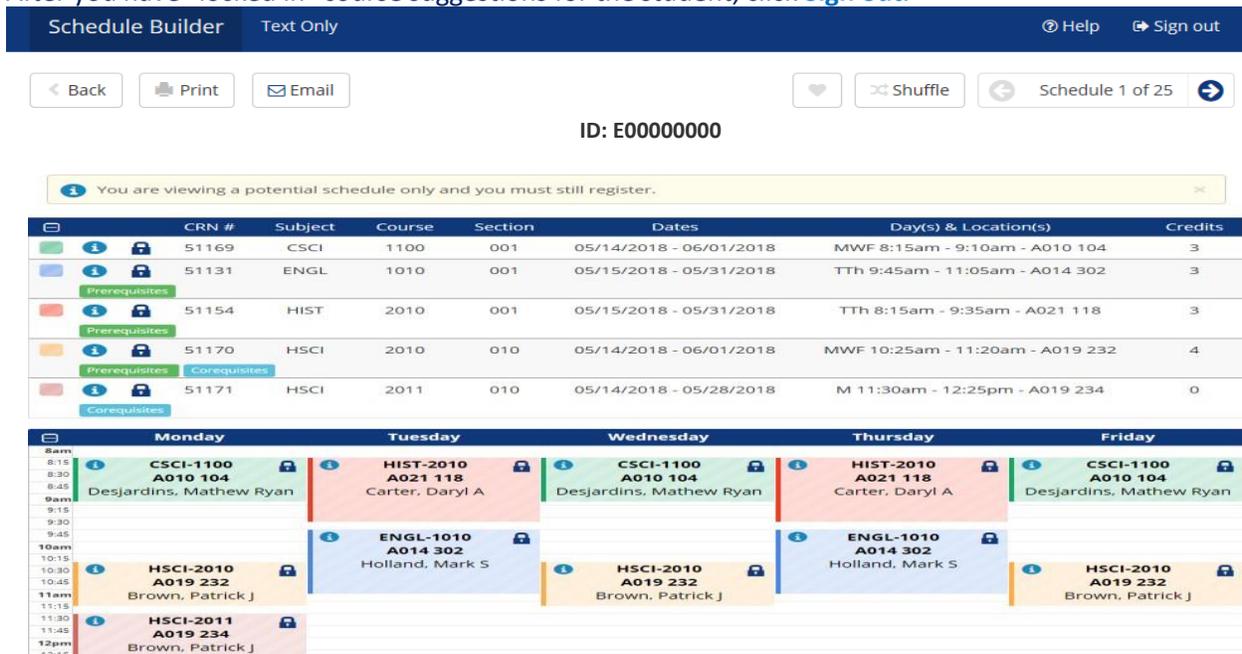
CRN #	Subject	Course	Section	Dates	Day(s) & Location(s)	Credits
51169	CSCI	1100	001	05/14/2018 - 06/01/2018	MWF 8:15am - 9:10am - A010 104	3
51131	ENGL	1010	001	05/15/2018 - 05/31/2018	TTh 9:45am - 11:05am - A014 302	3
51154	HIST	2010	001	05/15/2018 - 05/31/2018	TTh 8:15am - 9:35am - A021 118	3
51170	HSCI	2010	010	05/14/2018 - 06/01/2018	MWF 10:25am - 11:20am - A019 232	4
51171	HSCI	2011	010	05/14/2018 - 05/28/2018	M 11:30am - 12:25pm - A019 234	0

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15	CSCI-1100 A010 104 Desjardins, Mathew Ryan	HIST-2010 A021 118 Carter, Daryl A	CSCI-1100 A010 104 Desjardins, Mathew Ryan	HIST-2010 A021 118 Carter, Daryl A	CSCI-1100 A010 104 Desjardins, Mathew Ryan
9:15		ENGL-1010 A014 302 Holland, Mark S		ENGL-1010 A014 302 Holland, Mark S	
10:15	HSCI-2010 A019 232 Brown, Patrick J		HSCI-2010 A019 232 Brown, Patrick J		HSCI-2010 A019 232 Brown, Patrick J
11:15	HSCI-2011 A019 234 Brown, Patrick J				

Advisors are now at the FINAL step!

NOTE: Advisors only have an option to pre-populate the students' course schedule and do not have the  Send to Shopping Cart button option. A student can adjust any pre-populated schedule plan that an advisor has built.

After you have "locked in" course suggestions for the student, click **Sign out**.



Schedule Builder Text Only Help Sign out

Back Print Email Shuffle Schedule 1 of 25

ID: E00000000

You are viewing a potential schedule only and you must still register.

CRN #	Subject	Course	Section	Dates	Day(s) & Location(s)	Credits
51169	CSCI	1100	001	05/14/2018 - 06/01/2018	MWF 8:15am - 9:10am - A010 104	3
51131	ENGL	1010	001	05/15/2018 - 05/31/2018	TTh 9:45am - 11:05am - A014 302	3
51154	HIST	2010	001	05/15/2018 - 05/31/2018	TTh 8:15am - 9:35am - A021 118	3
51170	HSCI	2010	010	05/14/2018 - 06/01/2018	MWF 10:25am - 11:20am - A019 232	4
51171	HSCI	2011	010	05/14/2018 - 05/28/2018	M 11:30am - 12:25pm - A019 234	0

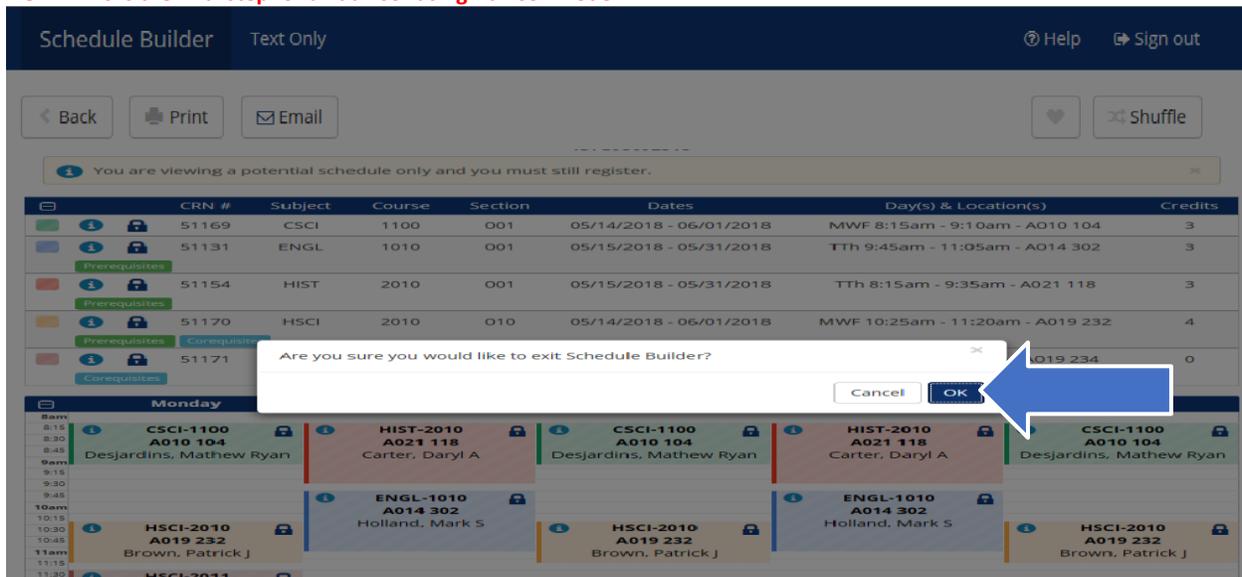
Monday Tuesday Wednesday Thursday Friday

8am
8:15
8:30
8:45
9am
9:15
9:30
9:45
10am
10:15
10:30
10:45
11am
11:15
11:30
11:45
12pm
12:15

CSCI-1100 A010 104 Desjardins, Mathew Ryan
HIST-2010 A021 118 Carter, Daryl A
CSCI-1100 A010 104 Desjardins, Mathew Ryan
HIST-2010 A021 118 Carter, Daryl A
CSCI-1100 A010 104 Desjardins, Mathew Ryan
ENGL-1010 A014 302 Holland, Mark S
ENGL-1010 A014 302 Holland, Mark S
HSCI-2010 A019 232 Brown, Patrick J
HSCI-2010 A019 232 Brown, Patrick J
HSCI-2010 A019 232 Brown, Patrick J
HSCI-2011 A019 234 Brown, Patrick J

An automatic pop up question will display: Are you sure you would like to exit Schedule Builder. To sign out, click **OK**.

NOTE: This is the final step for an advisor using Advisor Mode.



Schedule Builder Text Only Help Sign out

Back Print Email Shuffle

You are viewing a potential schedule only and you must still register.

CRN #	Subject	Course	Section	Dates	Day(s) & Location(s)	Credits
51169	CSCI	1100	001	05/14/2018 - 06/01/2018	MWF 8:15am - 9:10am - A010 104	3
51131	ENGL	1010	001	05/15/2018 - 05/31/2018	TTh 9:45am - 11:05am - A014 302	3
51154	HIST	2010	001	05/15/2018 - 05/31/2018	TTh 8:15am - 9:35am - A021 118	3
51170	HSCI	2010	010	05/14/2018 - 06/01/2018	MWF 10:25am - 11:20am - A019 232	4
51171	HSCI	2011	010	05/14/2018 - 05/28/2018	M 11:30am - 12:25pm - A019 234	0

Monday Tuesday Wednesday Thursday Friday

8am
8:15
8:30
8:45
9am
9:15
9:30
9:45
10am
10:15
10:30
10:45
11am
11:15
11:30

CSCI-1100 A010 104 Desjardins, Mathew Ryan
HIST-2010 A021 118 Carter, Daryl A
CSCI-1100 A010 104 Desjardins, Mathew Ryan
HIST-2010 A021 118 Carter, Daryl A
CSCI-1100 A010 104 Desjardins, Mathew Ryan
ENGL-1010 A014 302 Holland, Mark S
ENGL-1010 A014 302 Holland, Mark S
HSCI-2010 A019 232 Brown, Patrick J
HSCI-2010 A019 232 Brown, Patrick J
HSCI-2010 A019 232 Brown, Patrick J
HSCI-2011 A019 234 Brown, Patrick J

Are you sure you would like to exit Schedule Builder?

Cancel OK

The courses locked by an advisor will now display in the Student's Schedule Builder view.

Student's Schedule Builder View EXAMPLE:

The courses that the advisor "locked in" are displayed under Courses in the Student's Schedule Builder.

Note: A student can adjust any potential schedule plan an advisor has built.

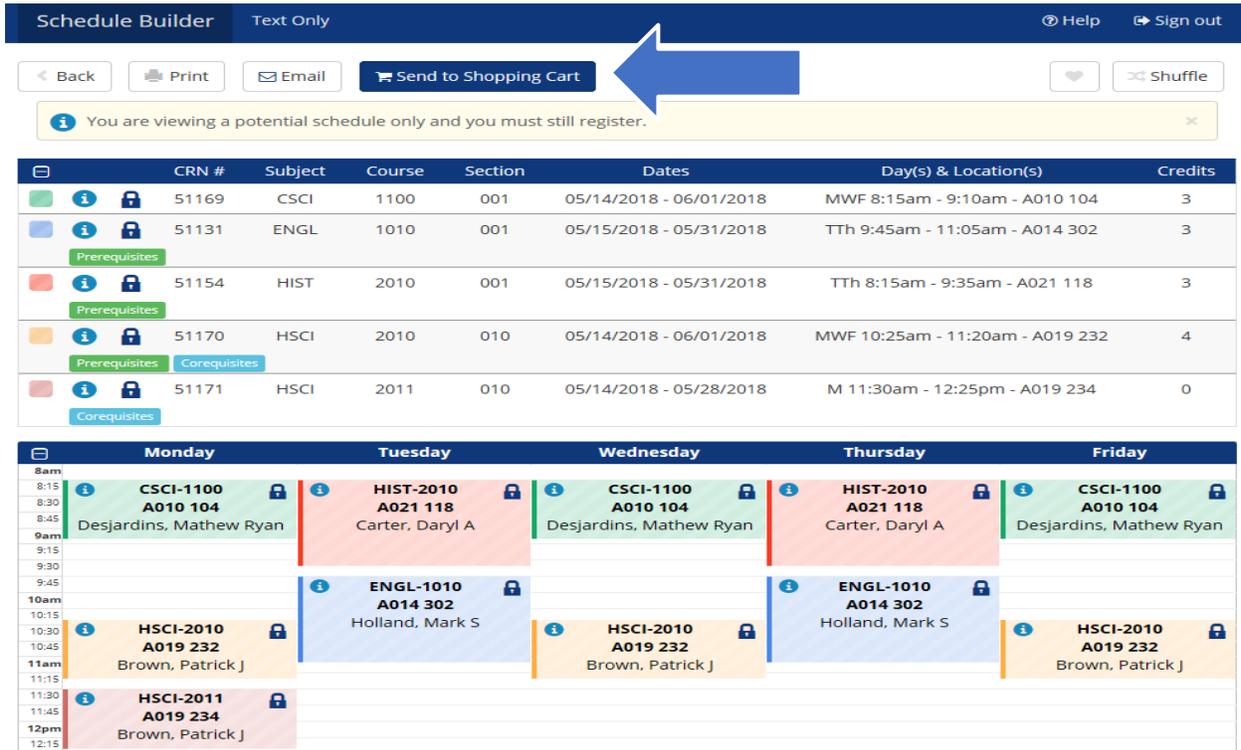
The example below displays the view in the student's Schedule Builder.

The screenshot shows the 'Schedule Builder' interface for East Tennessee State University. At the top, there is a navigation bar with 'Schedule Builder' and 'Text Only' on the left, and 'Help' and 'Sign out' on the right. Below the navigation bar is the university's logo and name. The main content area is divided into several sections: 'Course Status' (Open & Full), 'Sessions' (All Sessions Selected), 'Instructional Methods' (All Instructional Methods Selected), 'Term' (Summer 2018), 'Campuses' (All Campuses Selected), and 'Levels' (1 of 3 Selected). Each of these sections has a 'Change' button. Below these settings are two main sections: 'Courses' and 'Breaks'. The 'Courses' section has a '+ Add Course' button and a list of five courses: CSCI 1100 (Using Information Tech), ENGL 1010 (Crit Read/Expos Writing), HIST 2010 (U.S. To 1877), HSCI 2010 (Anatomy/Physiology I), and HSCI 2011 (Anat Phys Lab I). Each course has a checkbox, an 'Options' button, and three icons (info, lock, refresh). A blue arrow points to the 'Courses' section. Below the 'Courses' section is a 'Schedules' section with a 'Generate Schedules' button.

To continue, the student will need to click the  **Generate Schedules** Button.

This screenshot shows the same 'Schedule Builder' interface as the previous one, but with the 'Generate Schedules' button in the 'Schedules' section highlighted by a blue arrow. The 'Courses' list now has checkboxes next to each course name, and all of them are checked. The 'Generate Schedules' button is now active and highlighted in blue. Below the 'Generate Schedules' button is a 'Shuffle' button. At the bottom of the page, there is a 'View' section with a magnifying glass icon and a list of course IDs: 'CSCI-1100-001, ENGL-1010-001, HIST-2010-001, HSCI-2010-010, HSCI-2011-010'.

Once the student has determined a potential schedule, the student will need to click the  **Send to Shopping Cart** button.

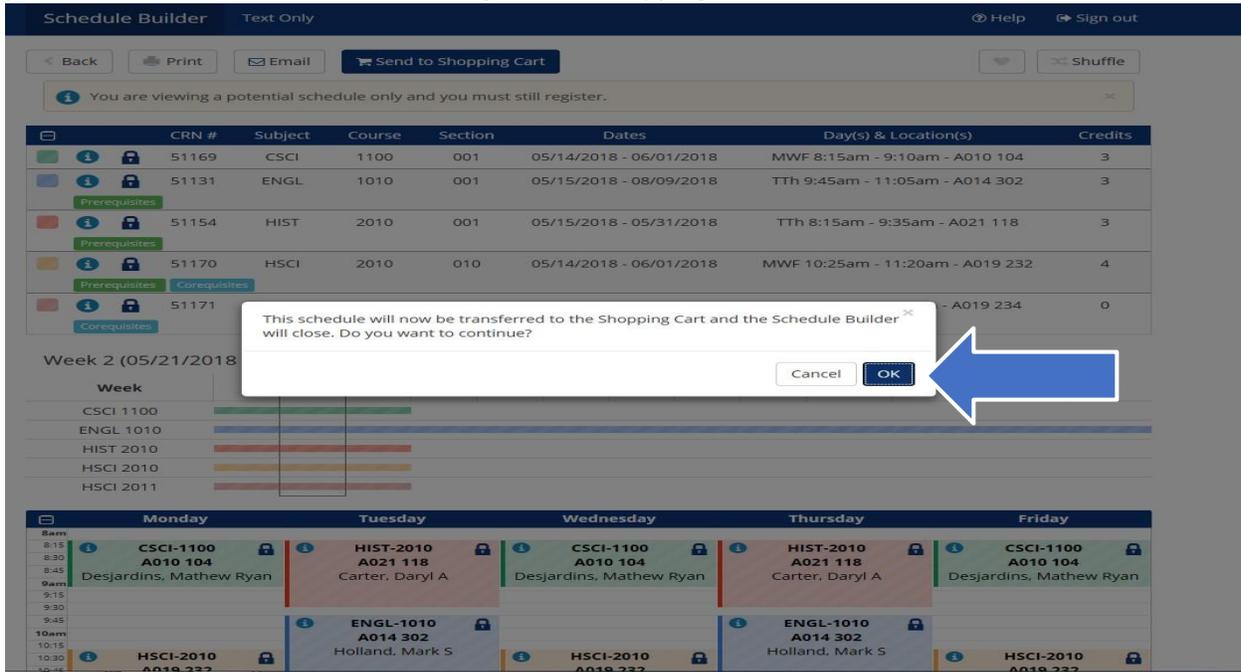


The screenshot shows the 'Schedule Builder' interface. At the top, there are navigation buttons: 'Back', 'Print', 'Email', 'Send to Shopping Cart', and 'Shuffle'. A yellow notification bar states: 'You are viewing a potential schedule only and you must still register.' Below this is a table of course details:

CRN #	Subject	Course	Section	Dates	Day(s) & Location(s)	Credits
51169	CSCI	1100	001	05/14/2018 - 06/01/2018	MWF 8:15am - 9:10am - A010 104	3
51131	ENGL	1010	001	05/15/2018 - 05/31/2018	TTh 9:45am - 11:05am - A014 302	3
51154	HIST	2010	001	05/15/2018 - 05/31/2018	TTh 8:15am - 9:35am - A021 118	3
51170	HSCI	2010	010	05/14/2018 - 06/01/2018	MWF 10:25am - 11:20am - A019 232	4
51171	HSCI	2011	010	05/14/2018 - 05/28/2018	M 11:30am - 12:25pm - A019 234	0

Below the table is a weekly schedule grid for 'Week 2 (05/21/2018)'. The grid shows courses assigned to specific days and times. A blue arrow points to the 'Send to Shopping Cart' button in the top navigation bar.

An automatic pop up question (for the student) will display: This schedule will now be transferred to the Shopping Cart and the Schedule Builder will close. Do you want to continue? For the student to have the potential schedule transferred to the Registration Shopping Cart, click **OK**.



The screenshot shows the same 'Schedule Builder' interface as above, but with a confirmation dialog box overlaid. The dialog text reads: 'This schedule will now be transferred to the Shopping Cart and the Schedule Builder will close. Do you want to continue?'. There are two buttons: 'Cancel' and 'OK'. A blue arrow points to the 'OK' button.

The student is now at the Final Step!

The student's potential schedule will display in the student's Schedule Builder Registration Cart

Note: The Schedule Builder Registration Cart displays a potential schedule only. The schedule in the Registration Cart does not mean the student is registered for the courses or will be registered at their first available registration time slot.

The student example below displays the potential schedule in their Schedule Builder Registration Cart. In order for the student to register for classes, they must click the **Register** button when their first available registration time opens.

GOLDLink
Self Service

Personal Information **Student** Faculty Services Employee WebTailor Administration Financial Aid Administrative Staff

Search Go

Schedule Builder Registration Cart

Welcome to the Schedule Builder Registration Cart.

Classes in the Registration Cart

Select CRN	Subj	Crse	Sec	Title	Status
<input checked="" type="checkbox"/>	51131	ENGL	1010 001	Crit Read/Expos Writing	-
<input checked="" type="checkbox"/>	51154	HIST	2010 001	U.S. To 1877	-
<input checked="" type="checkbox"/>	51169	CSCI	1100 001	Using Information Tech	-
<input checked="" type="checkbox"/>	51170	HSCI	2010 010	Anatomy/Physiology I	-
<input checked="" type="checkbox"/>	51171	HSCI	2011 010	Anat Phys Lab I	-

If **NO** registration add errors occur, the courses from the Schedule Builder Registration Cart will display on the Add or Drop Classes page under **Current Schedule**.

GOLDLink
Self Service

Personal Information **Student** Faculty Services Employee WebTailor Administration Financial Aid Administrative Staff

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Add or Drop Classes

If you have any Learning Support requirements they will be listed below. For additional information, please visit: <http://www.etsu.edu/uac/learningsupport/>

- Use Degree Works to verify all coursework and transfer credits meet graduation requirements.
- View refund adjustment dates. (Caution: refund dates may vary by course.)
- Contact Financial Aid or the appropriate office before dropping any classes. Dropping classes may reduce or eliminate your eligibility for Lottery Scholarships or other financial aid, housing, Graduate Assistantships, athletic eligibility, etc.
- Dropping classes covered by scholarships or financial aid may result in a balance due to ETSU. Fee adjustments can take up to four weeks to reflect on your student account. Check your GoldLink student account summary.
- Visit the ETSU Bookstore website for textbook information.
- View the Academic Calendar for additional important dates.

You are only permitted to register for 19.000 hours due to outstanding immunization requirements. Please submit proof of MMR and/or Varicella (Chicken Pox) if full-time registration is desired.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Feb 28, 2018	None	51169	CSCI	1100 001	Undergraduate	3.000	Standard	Letter	Using Information Tech	
Registered on Feb 28, 2018	None	51131	ENGL	1010 001	Undergraduate	3.000	Standard	Letter	Crit Read/Expos Writing	
Web Registered on Feb 28, 2018	None	51154	HIST	2010 001	Undergraduate	3.000	Standard	Letter	U.S. To 1877	
Web Registered on Feb 28, 2018	None	51149	HSCI	2010 001	Undergraduate	4.000	Standard	Letter	Anatomy/Physiology I	
Web Registered on Feb 28, 2018	None	51150	HSCI	2011 001	Undergraduate	0.000	No	Grade	Anat Phys Lab I	