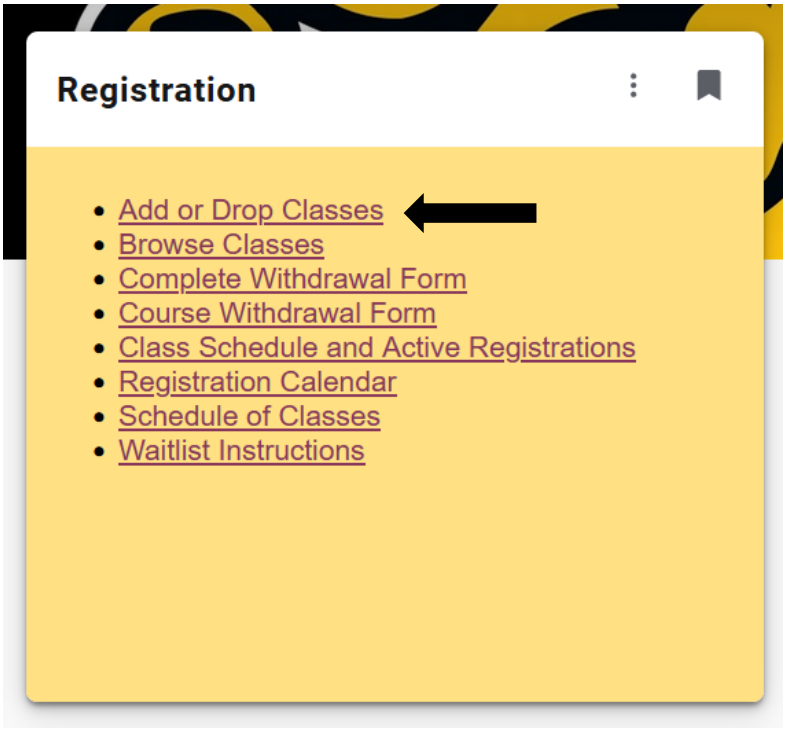
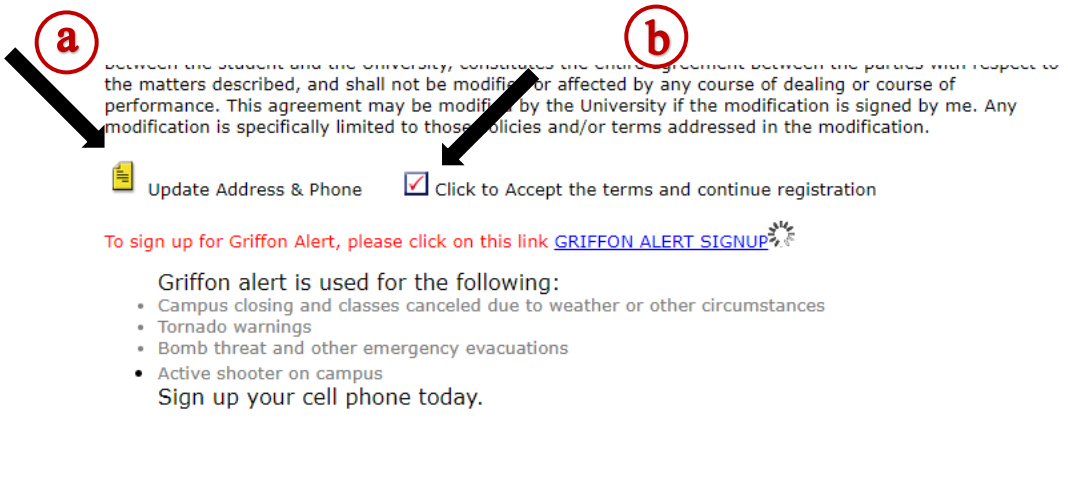
Registration Instructions

1) In Goldlink, scroll to the Registration card. Click on “Add or Drop Classes.”



2) This will open the Registration/Fee Agreement and Contact Information Update page.

3) At the bottom of this screen is your address and phone number.
   a. Please review this and update if needed.
   b. Once you have read through this Registration/Fee Agreement, click the box with the red check.

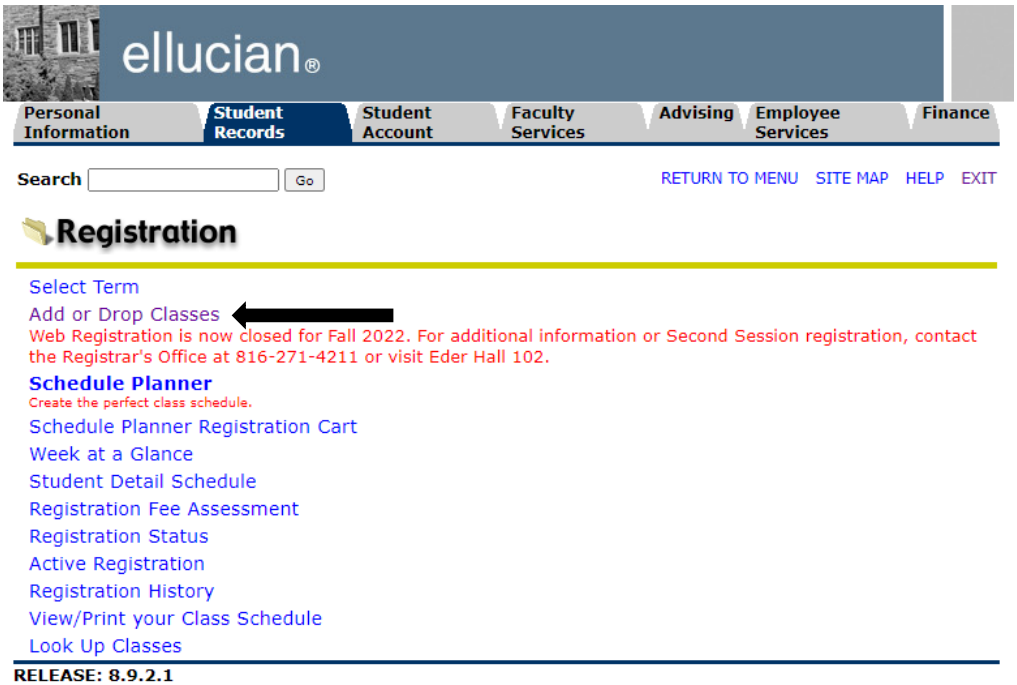


Addresses and Phones

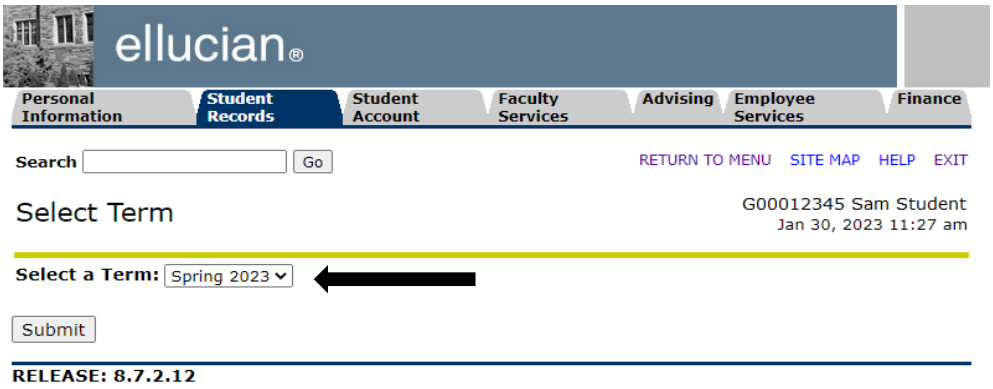
Mailing	Phones
Current: Feb 01, 2020 - (No end date) 123 Any Street Saint Joseph, Missouri 64507	Primary: None Provided

Permanent/Parent/Guardian	Phones
Current: Feb 27, 2015 - (No end date) 123 Any Street Saint Joseph, Missouri 64507	Primary: None Provided

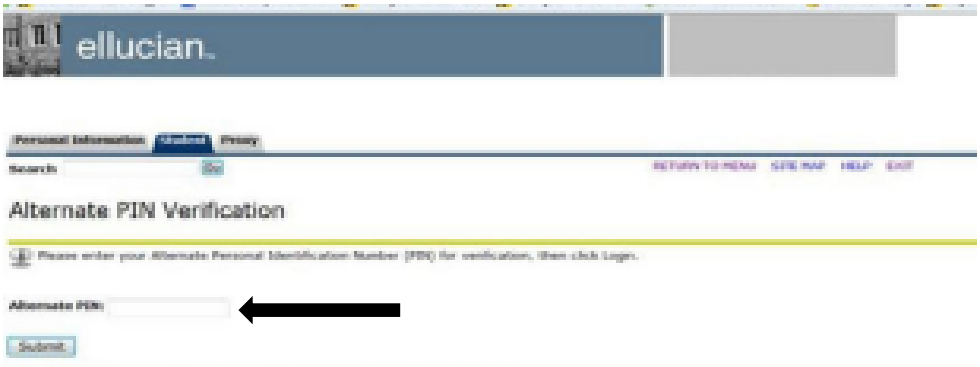
4) This opens the Registration menu. Click “Add or Drop Classes”.



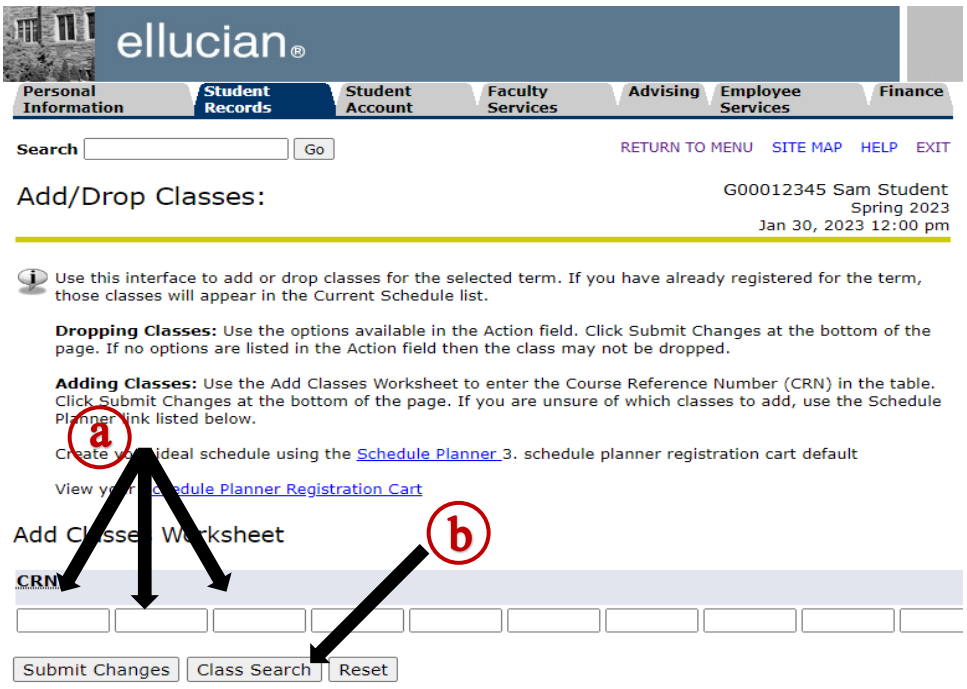
5) Choose the upcoming semester from the dropdown menu and click “Submit”.



6) If asked to do so, enter your 4-digit Alternate PIN and click “Submit”.

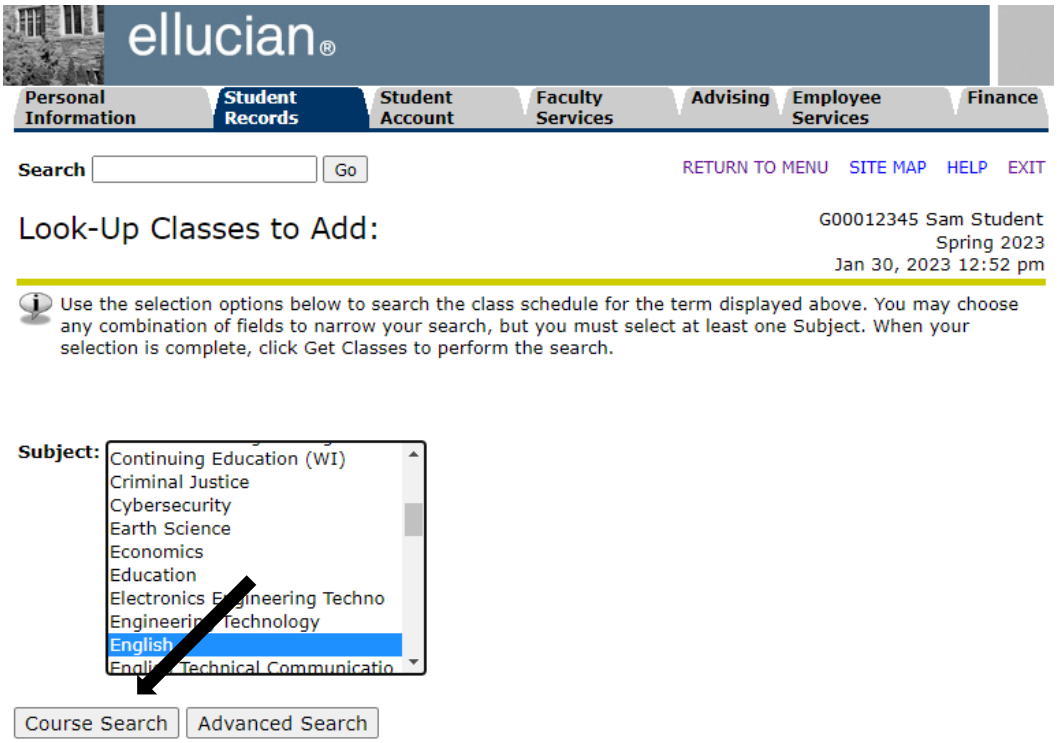


7) Here, you can a) enter your 5-digit CRNs in the boxes or b) do a class search.

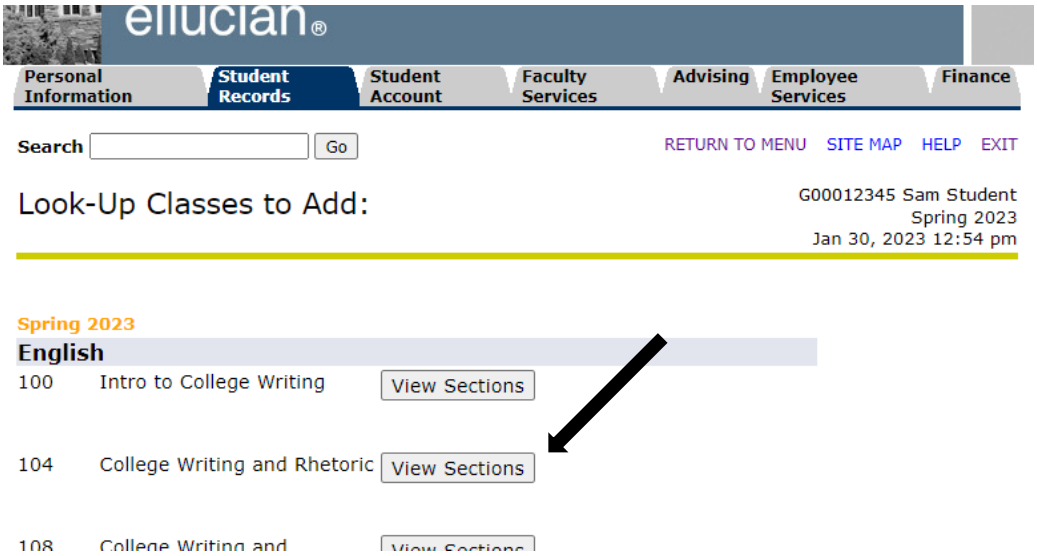


8) If you enter the 5-digit CRNs, click on “Submit Changes”. You will be enrolled in the corresponding class for each CRN, unless the course is full, there is a time conflict, or the prerequisites have not been met. Check for any error messages.

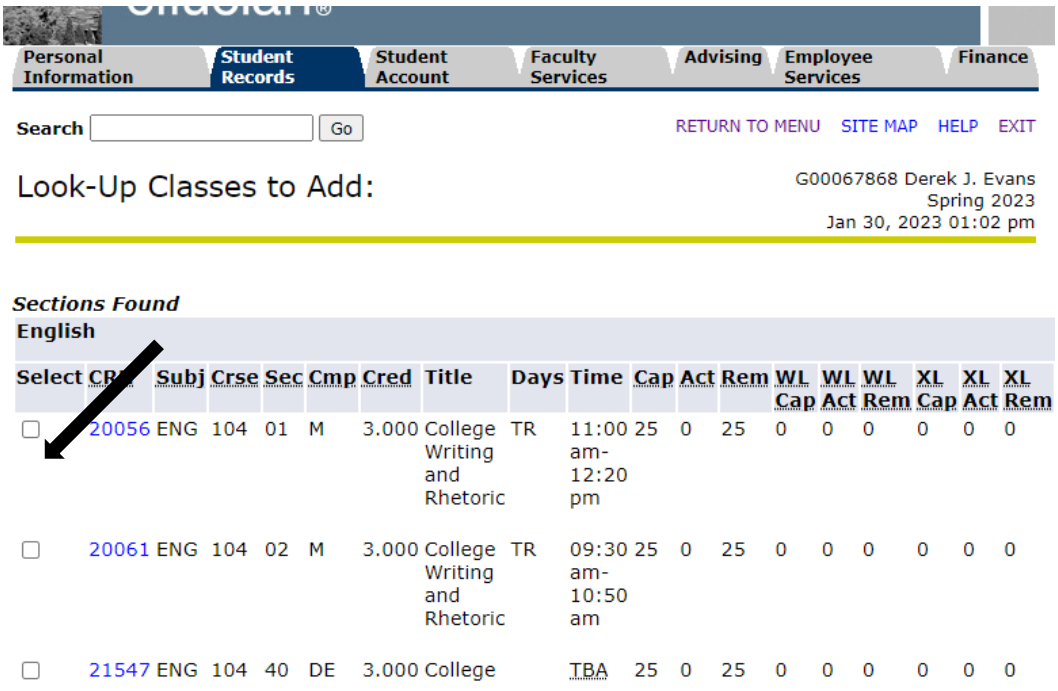
   If you are doing a class search, choose the subject (English, for example) and click the “Course Search” button.



9) If you click on “Course Search” the below screen will appear. Click “View Sections” to see the available offerings for the course you’ve selected (ENG104, for example).



10) If the course has a box on the left, that section has seats available. You can see the section numbers, the days/times of the week, how many seats are remaining, the instructor, the start/stop dates of the class, and the room and building. To register for a seat, click on the box of the preferred section and click “Register” at the bottom.



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RETURN TO MENU SITE MAP HELP EXIT

Look-Up Classes to Add:

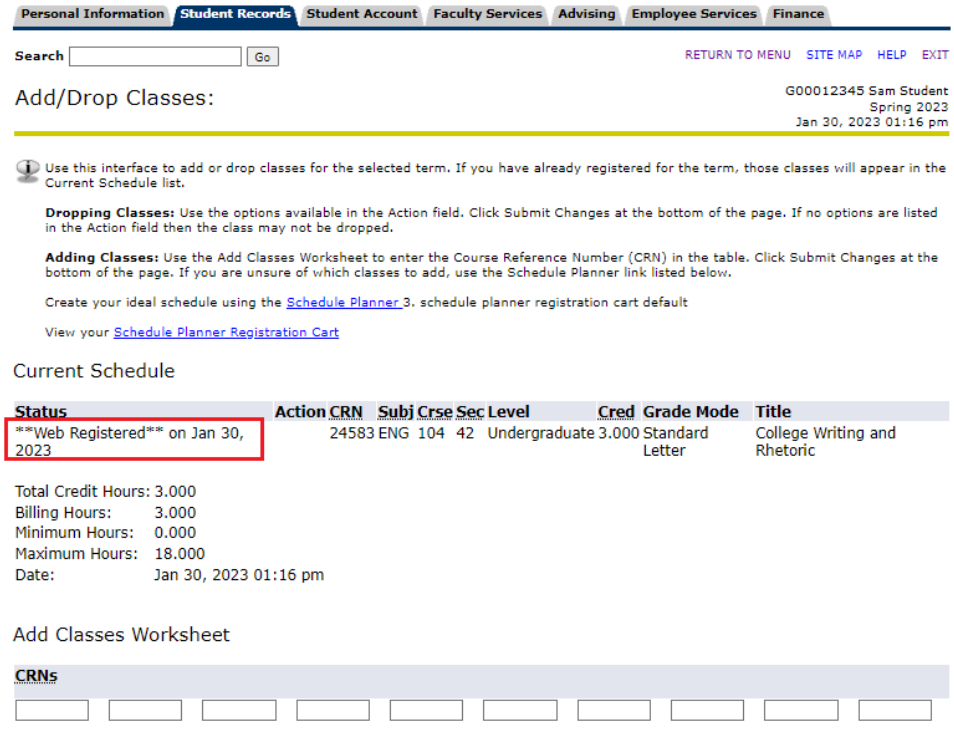
G00067868 Derek J. Evans
Spring 2023
Jan 30, 2023 01:02 pm

Sections Found

English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem
☐	20056	ENG	104	01	M	3.000	College Writing and Rhetoric	TR	11:00 am-12:20 pm	25	0	25	0	0	0	0	0	0
☐	20061	ENG	104	02	M	3.000	College Writing and Rhetoric	TR	09:30 am-10:50 am	25	0	25	0	0	0	0	0	0
☐	21547	ENG	104	40	DE	3.000	College		TBA	25	0	25	0	0	0	0	0	0

11) This will take you to the below screen that lists the classes in which you are enrolled.



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Add/Drop Classes:

G00012345 Sam Student
Spring 2023
Jan 30, 2023 01:16 pm

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Current Schedule list.

Dropping Classes: Use the options available in the Action field. Click Submit Changes at the bottom of the page. If no options are listed in the Action field then the class may not be dropped.

Adding Classes: Use the Add Classes Worksheet to enter the Course Reference Number (CRN) in the table. Click Submit Changes at the bottom of the page. If you are unsure of which classes to add, use the Schedule Planner link listed below.

Create your ideal schedule using the Schedule Planner 3. schedule planner registration cart default

View your Schedule Planner Registration Cart

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Jan 30, 2023		24583	ENG	104	42	Undergraduate	3.000	Standard Letter	College Writing and Rhetoric

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jan 30, 2023 01:16 pm

Add Classes Worksheet

CRNs

To enter the remainder of your classes, you will go through the same process under Class Search and choose your desired sections.

CHECK FOR ERROR MESSAGES!
If the class does not add after checking the box and clicking on “Register”, it could be that 1) the course is full, 2) you have not met the prerequisites, or 3) there is a time conflict. Look for this message:

Registration Add Errors

Right below, it will show whether it was a prerequisite error, time conflict error, link error, program
restriction error, etc.

- If you get a prerequisite error, you have not taken the class(es) required to take prior to enrolling in the class you are trying to get into.
- If you get a time conflict error, this means you are trying to enroll in another class that is at the same time as another class you are already enrolled in. Check the error message for which CRN it is in conflict with and work out the time conflict problems.
- If you get a link error, it is because the class you have chosen has a class that is required to be taken with another class. Example: EXS 101 lecture requires an EXS 101 lab; BIO 101 lecture requires a BIO 101 lab; CHE 310 requires you to take CHE 311 as well, etc. Check the University catalog for these specific requirements.
- If you get a program restriction error, this means that you have not met the major program requirements to be enrolled in the course. Check the University catalog for these specific requirements.

If you have any questions, contact Student Success & Academic Advising at 816-271-5990 or visit them in Eder Hall 209.