Goldmine Registration

1. Visit https://my.utep.edu

2. Login in with your UTEP email username and password. (on upper right of screen)

   HINT: Contact the IT Helpdesk at 915/747-5257 if you need account or password assistance.

3. Click on the Goldmine link. (See upper left of the screen)

   HINT: Click OK if you receive a Security Alert

4. Select the link for Student Services & Financial Aid.
5. Select Registration

6. Select Register if you know the Course Reference Number (CRN) for the courses you are interested in. See p. 28 to see instructions on searching for courses on-line if you do not know the CRN for the courses you need.

   HINT: Select the Check your Registration Status link to view holds, academic standing, student status and registration permits/overrides on your account that may affect your registration.

7. Select term you wish to register and click on the Submit Button

   HINT: If you see the following message appear either you have a hold prohibiting registration or you may not be eligible to register based on your classification. Select View Holds to display the type of hold you may have, p. 34 provides contact information based on your hold type.

   You are not permitted to register at this time.

8. Scroll to the bottom of the page. In the blank squares, enter the 5 digit Course Reference Number you wish to register for. Click Submit Changes

   HINT: Submit all CRNs at one time if you are trying to register for courses that require co-requisites. i.e. Lecture, Labs and Learning Communities.
9. Scroll to the bottom of the new page. Current Schedule lists the sections that you successfully registered in

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered In-person on Apr 01, 2005</td>
<td>None</td>
<td>18278</td>
<td>HUMN</td>
<td>3303 001 Undergraduate 3.000 Std Ltr [A,B,C,D,F,INP,W,CR]</td>
<td>Modern Wes Culture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registered In-person on Apr 01, 2005</td>
<td>None</td>
<td>18228</td>
<td>PSYC</td>
<td>4341 001 Undergraduate 3.000 Std Ltr [A,B,C,D,F,INP,W,CR]</td>
<td>Motivation &amp; Emotion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registered In-person on Apr 01, 2005</td>
<td>None</td>
<td>17614</td>
<td>PSYC</td>
<td>2306 001 Undergraduate 3.000 Std Ltr [A,B,C,D,F,INP,W,CR]</td>
<td>Psychology of Personality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registered In-person on Apr 06, 2005</td>
<td>None</td>
<td>16969</td>
<td>MGMT</td>
<td>4325 003 Undergraduate 3.000 Std Ltr [A,B,C,D,F,INP,W,CR]</td>
<td>International Management</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HINT: Below, Registration Add Errors are the classes you were unsuccessful in registering into. Review the status to determine the error. See Common Registration Add Errors table on p. 30 for additional details.

Registration Add Errors

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN DOES NOT EXIST</td>
<td>46548</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Goldmine Registration Guide if you DO NOT know the CRN

1. Follow steps 1-5 under Goldmine Registration Guide found on pp. 25-26

2. Select Look-up Classes to Add

3. Select term you wish to register and click on the Submit Button

4. Search by Subject, Courses Number, or Instructor then click the Class Search Button

Subject:

Accounting
Aerospace Studies
African American Studies

Course Number:

Instructor:

All
Abarca, Meredith E
Abdelfattah, Ahmed T

HINT: Search by Subject only in order to see all available courses for the term. Other types of searches may not yield all available or limit your selection.
5. The Look-Up Classes to Add screen will provide you with the most current course availability. The diagram below provides a description of detailed information. Courses are selected for registration by clicking on the button under Select.

**ANATOMY OF THE GOLDMINE VIEW OF A COURSE**

<table>
<thead>
<tr>
<th>Select</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ = Available to add, check box</td>
<td>Campus Code, M = MAIN</td>
<td>Number of credits applied</td>
<td>Complete title of course</td>
<td>Total class capacity allowed</td>
<td>Number currently enrolled</td>
<td>Number of seats remaining</td>
</tr>
</tbody>
</table>

**Sections Found**

**Accounting**

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>NR</td>
<td>18302</td>
<td>ACCT</td>
<td>2301 01</td>
<td>M</td>
<td></td>
<td>3000 Principles of Accounting</td>
<td>MW</td>
<td>07:30 78</td>
<td>59</td>
<td>17</td>
<td></td>
<td>Gladys R Shaw</td>
<td>08/21-11/30</td>
<td>BUSN 312</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course Subject Abbreviation.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Course Number</td>
</tr>
</tbody>
</table>

- CRN: Course Reference Number. Unique five-digit number which identifies a particular section of a course. This number is required to register. Clicking this number opens
- Subject: Course Subject Abbreviation.
- Course Number: The first number indicates the level:
  - 1 = Freshman
  - 2 = Sophomore
  - 3 = Junior
  - 4 = Senior
  - 5 = Graduate
  - 6 = Doctoral

**Days / Time**

- M = Monday
- T = Tuesday
- W = Wednesday
- R = Thursday
- F = Friday
- S = Saturday
- U = Sunday
- TBA = to be announced

**Date**

- Denotes the start and end date of term or part term that class will meet.
- Note courses that do not following traditional start and stop date of the term are considered Alternate Parts of Term. See pp. 5 for additional details regarding important information.

**Location**

- Building and Room Abbreviation. See back cover for map and building abbreviation legend.

6. Scroll to the bottom of the page. Below Current Schedule are the classes that you have successfully registered for

**Current Schedule**

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse Sec Level</th>
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</tr>
</thead>
<tbody>
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<td>None</td>
<td>18278</td>
<td>HUMN 3303 001</td>
<td>Undergraduate 3000 Std Ltr (ABCD,FJINP VW CR)</td>
<td></td>
<td>Modern World Culture</td>
<td></td>
</tr>
<tr>
<td>Registered In-person on Apr 01, 2005</td>
<td>None</td>
<td>18228</td>
<td>PSYC 4341 001</td>
<td>Undergraduate 3000 Std Ltr (ABCD,FJINP VW CR)</td>
<td></td>
<td>Motivation &amp; Emotion</td>
<td></td>
</tr>
<tr>
<td>Registered In-person on Apr 01, 2005</td>
<td>None</td>
<td>17614</td>
<td>PSYC 2306 001</td>
<td>Undergraduate 3000 Std Ltr (ABCD,FJINP VW CR)</td>
<td></td>
<td>Psychology Personality</td>
<td></td>
</tr>
<tr>
<td>Registered In-person on Apr 06, 2005</td>
<td>None</td>
<td>16969</td>
<td>MGMT 4325 003</td>
<td>Undergraduate 3000 Std Ltr (ABCD,FJINP VW CR)</td>
<td></td>
<td>International Management</td>
<td></td>
</tr>
</tbody>
</table>

Congratulations!

You are now a registered student at UTEP for the current semester.