



REGISTRATION INFORMATION

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REGISTRATION & RECORDS

Registration & Records Office is committed to treat all of our customers, students, staff, faculty, and visitors, with dignity, respect, and the most efficient and effective service. Our office encompasses registration, student records and transcripts. Answers to many of your questions may be found within the following pages.

Registration and Records Office

Academic Services Building 123
 915/747-5544, M-F 8 am – 6 pm
records@utep.edu
<http://www.utep.edu/register>
 Please contact our various divisions to get further assistance

Transcripts - ASB 123

915/747-5630
transcripts@utep.edu
<http://www.utep.edu/register/transcripts>

Priority Registration Dates

| Priority Early Registration by Classification (including weekends)* | |
|---|-------------------|
| Graduate & Doctoral Students | April 1 - June 4 |
| Seniors | April 1 - June 4 |
| Juniors | April 8 - June 4 |
| Sophomores | April 15 - June 4 |
| Freshmen | April 22 - June 4 |
| Late Registration Open to All | June 5 - June 8 |

Registration windows for alternate parts of terms located on p.5

Goldmine and Touchtone Registration *not available* on the following dates & times

- Daily from 3:30 am - 5 am
- 3rd Thursday of month 11pm - 7am
- No Registration on May 6th

What's New?

New Goldmine Services

- You can now print an enrollment certificate or order a transcript online through Goldmine. After you log-in select Student Services and Financial Aid, and then Student Records.
- Are you affected by the six course drop limit policy? You can find out through Goldmine. After you log-in select Student Services and Financial Aid, Student Recorders, and then Six Drop Count. If you are affected by the policy the number of course drops that count toward the limit will appear; otherwise, the word "exempt" will be listed. Further information about the Six Drop Limit policy can be found under Important Notices located on the following web site: <http://www.utep.edu/register>

Touchtone Telephone Registration

- Effective Spring 2010, Touchtone Telephone will no longer be available for registration. Goldmine will be the official registration application. Computers to access Goldmine are available in the Enrollment Services Center located in the Academic Services Building, Room 101. The Touchtone Telephone system will be available for tuition payments.