How To Register For A Course Waitlist at UTEP

Waitlists are a function that academic departments may use to allow students to “wait in line” for an opening in a course that is closed due to full enrollment.

If a student in a course with a waitlist drops the course or is removed the first available student on the waitlist will be notified via e-mail that they are eligible to enroll in the course. The student then has a twenty-four hour window in which to register for the course before they lose their spot and the next student in line is given a chance to register.

The College of Health Sciences (CHS) currently employs waitlists for most of its courses. Students are strongly encouraged to register for course waitlists if their desired course is closed because the CHS uses course waitlists to determine student interest in courses that are already at enrollment capacity.

To register for a course waitlist take the following steps:
1. Log On to Goldmine via my.utep.edu
2. Click on the Registration area of Goldmine.
3. Click on “Look-Up Classes to Add” and select your term and use the course search function to find your desired course.
4. Determine whether or not the course has a waitlist attached. In the spreadsheet listing course details there will be a column labeled “WL Cap”. This column lists the total number of waitlist seats available. If any seats are listed the course has a waitlist.
5. Copy the course reference number (CRN) for the course.
6. Navigate to the Registration area and click on “Add/Drop Classes”.
7. Enter the CRN into the “Add Classes Worksheet”, at the bottom of the screen, and press submit.
8. The Current Schedule screen will appear stating that an error has occurred. If a drop-down menu appears next to the course select the option “Placed on the Course Waitlist” and press submit.

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2. Click on “Look-Up Classes to Add”.

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3. Select your term.

4. Use the course search function to find your desired course.

5. For example: SPLP 2320.
6. Determine if the course has a waitlist. In the spreadsheet listing course details, there will be a column labeled “WL Cap”. This column lists the total number of waitlist seats. If it contains any number greater than 0 the course has a waitlist.

7. Copy the course reference number (CRN) and navigate to the “Add/Drop” courses menu. Enter the CRN into the “Add Classes Worksheet”, at the bottom of the screen, and press submit.

8. The Current Schedule screen will appear stating that an error has occurred. If a drop-down menu appears next to the course select the option “Placed on the Course Waitlist” and press submit.