



**REGULAR & LATE REGISTRATION  
(ADD/DROP) FORM**

Registration and Records Office  
Mike Loya Academic Services  
Building, Room 107

UTEP ID

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Name \_\_\_\_\_  
Last
First
M.I.

<b>Term:</b>	Fall	Spring	Summer	Year _____	<b>Level</b>	UG	GR	DR
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Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Complete this form and present it to the Registration & Records Office along with a current picture I.D.

Registration and schedule adjustment can be done online. Your registration dates are available in the Schedule of Classes and online at <http://www.utep.edu/register>; select "View Schedules" at the bottom of the page.

To register online, log in at <https://my.utep.edu>, select "Goldmine" from the top menu bar, and follow the prompts.

If you have questions about your tuition and fees associated with this transaction, please go to the Student Business Services Office, Academic Services Building.

**Payment deadlines are available in the Schedule of Classes, by calling (915)747-5116, and online at <http://admin.utep.edu/sbs>**

Students who register or add/drop courses during late registration **will NOT receive an invoice in the mail.** Students are required to meet the stated payment deadline whether or not an invoice is received. Students are also responsible for tuition and fee payment if a third-party payment or financial aid is not received by the tuition payment date. Payments received later from third-party or financial aid will be refunded to students after all charges due to UTEP are paid in full.

**Unless you do a complete withdrawal from UTEP prior to the first official class day of the long semester, you are responsible for a percentage of total tuition and fees. Refer to the Schedule of Classes, call (915)747-5116, or go online to <http://admin.utep.edu/sbs> for dates and percentages.**

**If you are "waitlisted" for a course (identified as "WL" on your schedule), please contact the department offering the course if you have any questions about whether or not you will be enrolled. You will not be charged any course-related tuition or fees unless you are registered into the course.**

**REGISTRATION / ENROLLMENT INFORMATION**

**ADD (When adding a course that requires a lab, the lab must also be added.)**

CRN (5 digits)	Subject (ex: ENGL)	Course # (4 digits)	Office Use Only

**DROP (When dropping a course that requires a lab, the lab must also be dropped)**

CRN (5 digits)	Subject (ex: ENGL)	Course # (4 digits)	Office Use Only

**\*Use the Course Drop Form to drop courses after Late Registration.**

**Collection of Personal Information Notice (House Bill 1922)**

With few exceptions, you are entitled on request to be informed about the information The University of Texas at El Paso collects about you. Under § 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under § 559.004 of the Texas Government Code, you are entitled to have The University of Texas at El Paso correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Policy 139 (UTS139). The information that The University of Texas at El Paso collects will be retained and maintained as required by Texas records retention laws (§ 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

<b>R&amp;R (REV. 2/18)</b> UTEPSoc (all)	Date Processed:	Processed by:
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