

Instructions for CHS Remote Advising Summer & Fall 2020 Courses

1. Read the all of the information in this document, as it contains important information about course selection and registration.

Due to the COVID-19 situation, CHS will not be doing in person advising in Spring 2020. We are still here to advise you so you can register for Summer and/or Fall classes as early as possible!

2. Determine how you want to be advised:
 - a. Email Advising – if you have a good idea of the classes you wish to take
 - b. Video Conference Appointment (via Zoom) – if you want to speak to an advisor
 - c. Phone Appointment – if you want to speak to an advisor
3. If you want to do email advising, please sign up using this link <https://utep.radiusbycampusmgmt.com/ssc/eform/N8k71wA7aG020x671maG1.ssc> and you will get an email with instructions. An advisor will email you an updated copy of your degree plan to assist you. Keep in mind you must submit your email advising form as soon as possible so you can complete your advising and get your hold lifted.
4. If you want to set up a video or phone advising appointment, please **call the Student Support Center at 915-747-7234**. Since our team is currently working remotely, the phone will probably say “Google Voice” and ask for your name before connecting you to our staff. Be prepared to indicate if you wish to do phone advising or video advising. You will be set up with an appointment time. Around 5 PM the day before your appointment, you will get an email from the advisor with your degree plan and important instructions for the appointment.

Please **read the rest of this document** for important registration information, and email studentsupportcenter@utep.edu if you have any remaining questions. Thank you!

IMPORTANT ADVISING INFORMATION

HOW CAN I CHECK MY PROGRESS IN MY MAJOR (BEFORE I GET MY UPDATED DEGREE PLAN)?

1. Pull up your **Academic Transcript** on Goldmine: Log in to Goldmine, Select “Student Records,” then select “Academic Transcript”
2. Using the **degree plan** you received at orientation or during your last advising, fill in the classes you are currently taking with “SP20” to indicate you are in them this semester. Fill in classes you have already completed with the grade you earned by looking at your academic transcript.
3. Check the plan to see what classes you have remaining.

WHAT CLASSES SHOULD I TAKE?

1. **Take Math, English, & Science** courses each semester until they are completed
2. **Prioritize** the following courses:
 - Freshmen courses (1000-level) over Sophomore, Junior, and Senior
 - Core and Pre-Professional/Program Pre-requisites courses (left side of degree plan)
 - Pre-requisite courses that open other classes on your plan
3. **Kinesiology Majors:** Take KIN3303 as soon as you have completed RWS 1301, RWS 1302, MATH, BIOL1305/1107, and BIOL2311/2111, all with C or higher.
4. **Rehab Sciences Majors:** See “Rehab Sciences Information” below

FINANCIAL AID ELIGIBILITY – COURSE INFORMATION

1. Federal financial aid will only count courses required for your degree plan for aid eligibility.
2. **Check your courses:** After you register, log on to Goldmine, select “Degree Evaluation” and follow the steps to generate your request. Scroll to the bottom of this report and find “Area Name: Non-Contributing Courses.”
- If there are no courses listed there (as shown below), then all of your courses are required for your degree and will count towards your financial aid eligibility.

Area Name: Non-Contributing Courses

These course(s) are not a part of your approved degree plan and will not count towards financial aid eligibility.

Met Requirement	Term	Satisfied Title By	Attribute Credits	Grade	Source
Yes	In-progress non-contributing				
Total Credits and GPA :			0	0.00	

- If there **are** any courses listed there (as shown below), then those courses are currently **not counting towards** your financial aid eligibility. If you believe any course(s) listed here is **required** for your degree plan, please contact studentsupportcenter@utep.edu so an advisor can check your records and provide assistance.

Area Name: Non-Contributing Courses

These course(s) are not a part of your approved degree plan and will not count towards financial aid eligibility.

Met Requirement	Term	Satisfied Title By	Attribute Credits	Grade	Source
Yes	In-progress non-contributing	Fall 2020 PE 1101 Fitness for Life	1.0	Reg	
		Summer 2020 WS 3390 Women’s Studies: Special Topics	3.0	Reg	
Total Credits and GPA :			0	4.00	

3. Consult this webpage for more information: <https://www.utep.edu/student-affairs/financialaid/eligibility/degree-plan.html>

WHEN DO I REGISTER?

Registration Windows open by Classification:

Seniors (90+ credit hours): **March 30**

Juniors (60-89 credit hours): **April 6**

Sophomores (30-59 credit hours): **April 13**

Freshmen (0- 29 credit hours): **April 20**

Credit hours total does **NOT include the credit hours are you currently registered for this semester**

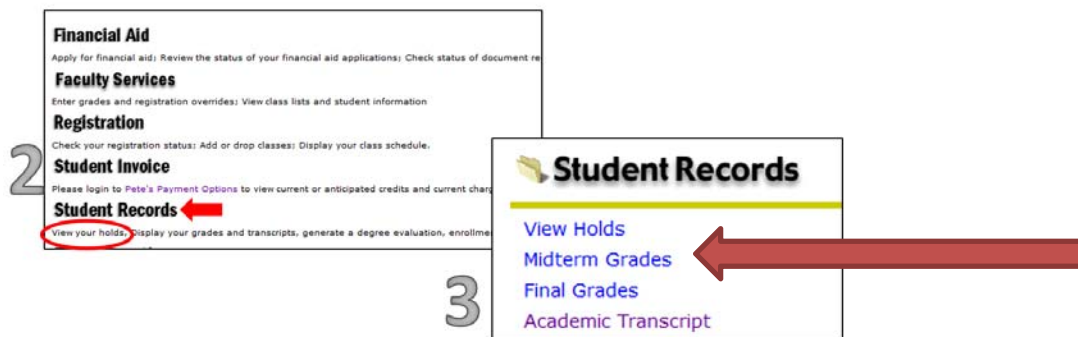
HOW DO I REGISTER?

Refer to the Registration Guide for general information about How to Register, Holds, Error Messages, etc.:

<https://www.utep.edu/student-affairs/registrar/students/registration.html>

HOW CAN I CHECK MY HOLDS?

1 Sign into GOLDMINE (NOT on your dashboard)



If you have a hold, there will be a contact phone number next to the hold. Call that number if you are not sure what you need to do to remove the hold. We advise you to check your holds **before** your registration date!

WHY AM I GETTING REGISTRATION ERRORS?

Most Common Registration Errors:

- Closed Section – Full Course
 - Class Restriction – Restricted to Specific Classification (i.e. Jr. Status Required)
 - Departmental Approval – Requires approval from the department teaching the course
 - Prerequisite & Test Score Error – Course or Placement Test Required for access to course
- **For Permissions/overrides:** contact the **Specific Department** that offers the course.
For example, contact the **Biology Department** for help with registering for a **Biology** course.

Most Common Departments:

Biology: 915-747-5844 / Biosciences Bldg Rm 2.120

Clinical Lab. Science: 915-747-8396 / HSSN 418

Health Promotion: 915-747-8214 / HSSN 404

Kinesiology: 915-747-7245 / HSSN 449

Mathematics: 915-747-5761 / Bell Hall Rm 124

Psychology: 915-747-5551 / Psychology Bldg. Rm 112

Rehabilitation Sciences: 951-747-8396 / HSSN 418

Social Work: 915-747-5095 / HSSN 431

Online Department Directory: <https://www.utep.edu/search/>

REHAB SCIENCES INFORMATION

- Rehab Sciences Majors must maintain a 3.0 or higher cumulative GPA.
- RHSC majors are responsible for planning the timing of pre-requisites for applying to graduate programs. Visit the webpage of the graduate program(s) you plan to apply to for assistance.
- **Speech Concentration Only:**
 - SPLP courses are taken in a specific sequence as detailed on your degree plan:

Semester	2-Year Sequence		3-Year Sequence	
FALL 1	SPLP 1312, 3312, 2313, 3310	12 cr.	SPLP 1312, 3312	6 cr.
SPRING 1	SPLP 3313, 3314	6 cr.	No SPLP courses	--
SUMMER 1	No SPLP courses	--	No SPLP courses	--
FALL 2	SPLP 2320	3 cr.	SPLP 2313, 3310	6 cr.
SPRING 2	SPLP 3318, 4309, 4312	9 cr.	SPLP 3313, 3314	6 cr.
SUMMER 2	SPLP 4310, 4311	6 cr.	No SPLP courses	--
FALL 3			SPLP 2320	3 cr.
SPRING 3			SPLP 3318, 4309, 4312	9 cr.
SUMMER 3			SPLP 4310, 4311	6 cr.
Total Cr.		36 cr.		36 cr.

- If you have not started SPLP classes yet, you can choose to start the 2-year or 3-year sequence in **Fall 2020**. The SPLP sequence only starts in fall, so you cannot start the sequence in a spring semester.
- If you have started SPLP classes: Continue with your chosen sequence as written.

HOW DO I USE A WAITLIST?

A waitlist is used when a class is closed (full) and you want to get in line to see if a spot becomes available.

- Check if course has a waitlist available under WL Cap (Capacity), WL Act (Actual), WL Rem (Remaining)
- If waitlist space is available, Go to Add/Drop Courses and enter the 5 digit CRN # in the class worksheet boxes.
- Select Waitlisted from drop down menu for specified course.
- You will be **notified by email** if space is available and you have **ONLY 24 hours** to go into Goldmine and register for the course.
- If you miss this 24-hour window, you will be dropped from the waitlist.

DEGREE PLANS

To request an updated degree plan: email studentsupportcenter@utep.edu from your **miners.utep.edu** email with the following information: 1) Name, 2) UTEP ID, 3) Request, 4) Purpose of the request (Applying to SOWK/CLS Program, MSSC Verification, Personal Use, etc.) We will send you a pdf copy of your degree plan within 24 business hours of receipt of your email (Monday-Friday)

CHECKING EMAIL

You are responsible for checking and reading your miners.utep.edu email regularly - at least once/day is suggested. Important information (including graduation information, urgent deadlines, advising information) will only be sent via email.

WHAT IF I HAVE MORE QUESTIONS?

We are here to help, so contact us!

CHS Student Support Center

Location: HSSN 200 (**NOTE – ADVISORS ARE NOT CURRENTLY IN THE OFFICE AS OF 3/17/2020 DUE TO THE COVID-19 SITUATION. PLEASE CONTACT US VIA EMAIL!**)

Email: studentsupportcenter@utep.edu

Phone: 915-747-7234 Website chs.utep.edu/studentsupportcenter/