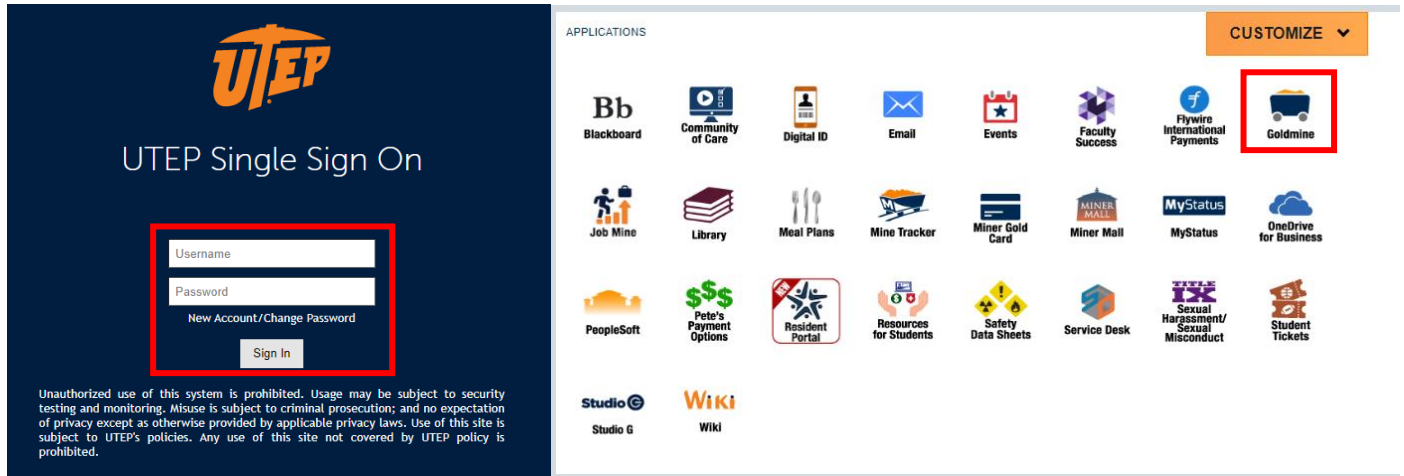


How To Register For A Course Waitlist

1. Log into your Goldmine account from my.utep.edu using your UTEP credentials:



2. Click on "Registration":

Student Menu

- Personal Information
- Profile
- Financial Aid and Scholarships
- **Registration**
- View Holds
- Midterm Grades
- Final Grades
- Academic Transcript
- Pete's Payment Options
- Tax Information
- Degree Evaluation
- Enrollment Verification
- Order Official Transcript

3. Click on "Register for Classes":

[Student](#) • [Registration](#)

Registration

What would you like to do?



[Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.



[Plan Ahead](#)

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



[View Registration Information](#)

View your past schedules and your ungraded classes.



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.



[Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



[Browse Course Catalog](#)

Look up basic course information like subject, course and description.

4. Select the term you are registering for, then press “Continue”:

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration

Fall 2023 ▼

Continue

5. On the next page, type in the information of the class you want to register for including the Subject and Course Number. Then, click on “Search”:

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes

Enter CRNs

Plans

Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2023

Subject

✕ Computer Science

Course Number

1190

Keyword

Search

Clear

▶ [Advanced Search](#)

6. Next, you will see a list of the options available for the respective class. If the section you want to register to has reached capacity, you may join the waitlist. To join the waitlist of a full section, click “Add”:

[Student](#) • [Registration](#) • [Select a Term](#) • Register for Classes

Register for Classes

[Find Classes](#) | [Enter CRNs](#) | [Plans](#) | [Schedule and Options](#)

Search Results — 1 Classes
Term: Fall 2023 Subject: Computer Science Course Number: 1190 Search Again

Title	Subject DeScr	Course#	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Special Topics in Computing Lecture (LECT)	Computer...	1190	004	1	13548	Fall ...	Roy, Mary (Primary)	S M T W T F S 03:00 PM - 05:00 PM	Mai...	<div><div>FULL: 0 ...</div><div>7 of 10 ...</div></div>	[CR] Department Approval [CR] Campus Location [CR] Prerequisite(s) Exist		<div>Add</div>

Page 1 of 1 | 10 Per Page | Records: 1

7. Once you click “Add”, the section will then be added to your Summary section of the page with the status of “Pending”. Click on the dropdown menu under “Action” and select “Placed on the Course Wait List”. Then, click on “Submit”:

[Summary](#) [Tuition and Fees](#)

Title	Details	Hours	CRN	Schedule Type	Status	Action
Special Topics in Computing	CS 1190, 004	1	13548	Lecture (LECT)	<div>Pending</div>	<div>Registered by Web</div> <div>Registered by Web</div> <div>Remove</div> <div>Re-Enroll in Adm Wthdrwn Crse</div> <div>Placed on the Course Wait List</div> <div>None</div>
Computer Organization	CS 3432, 01	4	10899	Lecture (LECT)	<div>Registered</div>	
Computer Organization	CS 3432, 2	0	13072	Laboratory (LAB)	<div>Registered</div>	
Junior Professional Orientation	CS 3195, 001	1	13789	Lecture (LECT)	<div>Registered</div>	
Programming Language Con...	CS 3360, 002	3	13809	Lecture (LECT)	<div>Registered</div>	
Software Eng: Requirements...	CS 4310, 003	3	10900	Lecture (LECT)	<div>Registered</div>	

Total Hours | Registered: 14 | Billing: 14 | CEU: 0 | Min: 0 | Max: 21

Submit

8. Once you click on “Submit”, the status will change to “Waitlisted”. You are now placed on the waitlist of the section.

Title	Details	Hours	CRN	Schedule Type	Status	Action
<u>Special Topics in Computing</u>	CS 1190, 004	1	13548	Lecture (LECT)	Waitlisted	None ▼
<u>Computer Organization</u>	CS 3432, 01	4	10899	Lecture (LECT)	Registered	None ▼
<u>Computer Organization</u>	CS 3432, 2	0	13072	Laboratory (LAB)	Registered	None ▼
<u>Junior Professional Orientation</u>	CS 3195, 001	1	13789	Lecture (LECT)	Registered	None ▼
<u>Programming Language Concepts</u>	CS 3360, 002	3	13809	Lecture (LECT)	Registered	None ▼
<u>Software Engineering Requirements</u>	CS 4310, 003	3	10900	Lecture (LECT)	Registered	None ▼

Total Hours | Registered: 14 | Billing: 14 | CEU: 0 | Min: 0 | Max: 21

Submit