UTEP Class Registration

A STEP-BY-STEP GUIDE

1. Go To my.utep.edu

2. Click on the Goldmine button
3. Enter your UTEP username and password, then click on log in.

4. Next, click on Registration.

5. Then, click on the Look-up Classes to Add link.
6 Agreements and Procedures

If this is the first time you are registering for a new semester, you will need to complete a Financial Liability Agreement and Acknowledgement of Withdrawal Procedures. Please read carefully and choose the appropriate answers.

7 Make sure to select the correct year and semester in the Select Term dropdown menu. Once you have selected the term click on Submit.

8 In the dropdown menu select the subject you are interested in taking. Then, click on course search.
All of the courses available in that subject for the semester will appear. When you have found the course you wish to take, click on **view sections**.

The available sections will then appear. You will be able to see details like class hours and course fees. Select the section you wish to enroll in by **clicking on the white box**.

Once you select the section you want **click on the register button**

If a C appears instead of a white box this means that the class is closed, and students can no longer enroll in that section.
The page will now take you to your current schedule. Here you can view all of the classes you have registered for.

To register for more courses click on class search.

You can also register by using CRN numbers as seen in the Add Classes Worksheet. All you have to do is insert the CRN numbers of the courses you wish to take and then click on submit changes. From there the courses will appear on your current schedule.