



FAST-TRACK FORM

Step-by-Step Tutorial

A clear guide to initiating, reviewing, approving, and completing the Fast-Track Program Student Registration Form.

Purpose

Use this tutorial to follow the form from the initial student search through Dean approval and final email notifications. Each page shows the responsible role, the action to take, and what happens next.

NOTE

Training environment

The screenshots in this guide use test data. Field names, assigned reviewers, or button labels may vary slightly in the live environment.



THE UNIVERSITY OF TEXAS AT EL PASO FAST-TRACK PROGRAM STUDENT REGISTRATION FORM

DTN: 30346

Date: 7/22/2026

TEST FORM

The Fast-Track Program enables outstanding undergraduate UTEP students to receive both undergraduate and graduate credit for up to 15 hours of UTEP course work as determined by participating Master's and Doctoral programs. Not all undergraduate programs have elected to participate in the Fast-Track option, so students should see their departmental graduate advisor for information about requirements and guidelines.

APPLICATION REQUIREMENTS:

- This program is intended for UTEP students who are interested in transitioning from a bachelor's degree to a graduate degree. A student who has previously earned a bachelor's degree may not apply to this program.
- To be considered for the Fast-Track Program, students need to complete a Graduate School admissions application. Once the Graduate School clears the application based on the recommendations of the intended graduate program, students' records are coded as Fast-Track until the bachelor's degree is conferred. The student will be subsequently admitted as a new student in the graduate program.
- Students must have successfully completed at least 90 hours of undergraduate coursework toward their major with a minimum of 24 of those hours completed at UTEP.
- Students must have and maintain the same GPA requirement in the major as for the university honors certificate which is an undergraduate GPA equal or greater than 3.30.
- Participating graduate programs may have additional requirements including specific GRE scores and undergraduate coursework preparation.

Instructions for first-time applications to the Fast-Track combined Bachelor's/Master's Program: Complete this form and obtain all required signatures. Make sure to identify the Fast-Track graduate program. Apply for Fast-Track admission using the Graduate School admission application - select Fast-Track. Submit a scanned copy of this completed form with the admissions application.

PROGRAM GUIDELINES:

- Each participating graduate academic program will determine which graduate-level courses will be included in the Fast-Track. An inventory of all approved Fast-Track courses can be found in the Catalog.
- Students must be advised each semester at the departmental level by both the undergraduate and graduate advisors and cleared for registration in graduate course by the Graduate School.
- Undergraduate students must earn a B or better in the graduate course for the course to count as graduate credit. If the grade is a C, it will not count toward the graduate degree but the credit hours will still count toward the undergraduate degree. The earned grade will not be calculated in the undergraduate GPA & will show on the undergraduate transcript as a transfer. These graduate course grades should not be used for determination of undergraduate honors or other academic awards at the bachelor's level.
- When the student graduates with the bachelor's degree, the graduate courses will be shown in the undergraduate transcript, and if a grade of C or better is attained, count toward the undergraduate degree. The courses will also show on the graduate transcript as graduate courses, but in these cases will be calculated into the graduate GPA.
- Tuition will be based on the level of the course, not on the level of the student. Financial aid may be adjusted.
- Exceptions to these guidelines will be handled through an appeal process established by the participating graduate program.

STUDENT INFORMATION

Student Name: Search for user



SDK ERROR: 'GetObjectById': 'Could not find eForm control; it may have been deleted.'



Submit



Cancel Changes

Fast-Track Program Student Registration Form - test example

Process at a glance

The form moves through the following review sequence.

#	Responsible role	Primary action
1	Initiator	Search for the student, select the program, confirm eligibility, enter coursework, have course equivalency information available, and submit.
2	Undergraduate advisor	Verify GPA, confirm courses are applicable to the undergraduate degree plan, and approve or return the form for correction.
3	Student	Review the information and complete the required acknowledgments.
4	Graduate advisor / program director	Review the request and approve or return it.
5	College review	A designated college reviewer approves the form.
6	Dean	Complete the final approval decision.
7	System notifications	Send the approval email to the student and courtesy copies to program staff.

CHECK

Before you begin

Have the student's Miner username available.
 Confirm the correct college, Fast-Track graduate program, and current GPA.
 Have the CRN, course number, and semester for each approved Fast-Track course.
 In addition, have approved equivalency documentation available before initiating the form.

TIP

How to track progress

Use the Participants / Status section at the bottom of the form to see the completed steps, the active reviewer, comments, and any return-to-initiator action.

1

Find and select the student

Initiator action

- 1 In the Student Name field, enter the student's Miner username.
- 2 Select the correct record from the search results.
- 3 Confirm that the student name and email populate before continuing.

The screenshot shows a web form with a dark blue header bar. Below the header, there is a search section. On the left, there is a dark blue rectangular button. To its right is a text input field labeled "Student Username". Below the input field is a table with three columns: "User ID", "User Name", and "Email Address". The table has a blue header row and a blue data row. To the left of the table is a label "Student Name:" followed by a search button labeled "Search for user". Below the table, there is a text instruction: "Search by Miner username, then select the matching student record."

User ID	User Name	Email Address

TIP

Search carefully

Verify the username, student name, and email address before selecting the record. This helps prevent routing the form for the wrong student.

2

Confirm the program and eligibility information

Initiator action

- 1 Select the student's college and the correct Fast-Track graduate program.
- 2 Verify whether the student is a first-time Fast-Track applicant.
- 3 Review the current GPA and confirm the GPA verification fields are correct.

STUDENT INFORMATION

Student Name:

Student ID:

Student Email:

Current UG Program:

College:

Fast Track GR Program:

UG Initiator:

Dean:

GR Advisor/Program Director:

Is the student a first time applicant?

GPA VERIFICATION

Current GPA:

UNDERGRADUATE ADVISOR VERIFICATION

Is the GPA Correct?

Date GPA Verified by UG Advisor:

Review the populated student information, program selection, and GPA verification area.

IMPORTANT

Do not guess

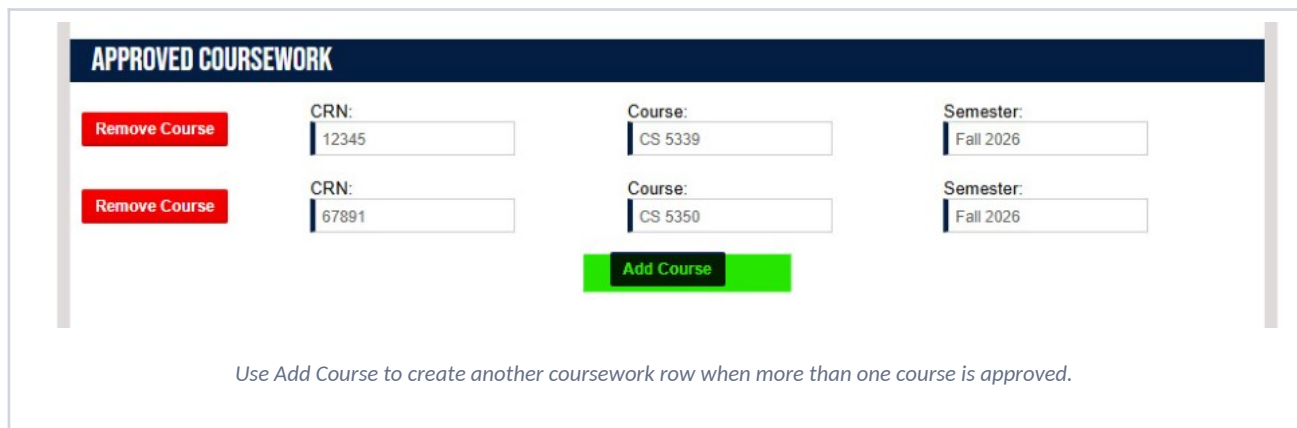
When the college, graduate program, first-time applicant status, or GPA does not match your records, pause and confirm the information before submitting.

3

Enter coursework, comments, and submit

Initiator action

- 1 Enter the CRN, course number, and semester for the first approved Fast-Track course.
- 2 To enter additional courses, select Add Course and complete the new row.
- 3 Enter relevant information in Comments, such as approved course equivalencies, then review and submit the form.



APPROVED COURSEWORK

Remove Course CRN: 12345 Course: CS 5339 Semester: Fall 2026

Remove Course CRN: 67891 Course: CS 5350 Semester: Fall 2026

Add Course

Use Add Course to create another coursework row when more than one course is approved.



Add Course

COMMENTS

Please enter the Course Equivalency for this student. CS 5300 for CS 3300

Use Comments to document relevant details, including approved course equivalencies.

CHECK**Course entry checklist**

Confirm the CRN matches the course and semester.
 Remove any unused or duplicate course row before submitting.
 Use comments when reviewers need context that is not captured in the fields.

IMPORTANT**Equivalency review**

The initiator must provide approved equivalency information and any supporting documentation before submitting the form. The Undergraduate Advisor should verify that the equivalency has been reviewed and approved as part of their review process.

4

Undergraduate advisor verification

Undergraduate advisor action

- 1 Advisor must accept the task first before continuing workflow.
- 2 Verify the student's GPA, review the approved coursework, and confirm any applicable course equivalencies or substitutions.
- 3 Approve the form, or return it to the initiator with a clear comment explaining the correction needed. The workflow history records the return and resubmission.

GPA VERIFICATION

Current GPA:

UNDERGRADUATE ADVISOR VERIFICATION

Is the GPA Correct?

Date GPA Verified by UG Advisor:

ENGINEERING ADVISOR VERIFICATION

Is the GPA Correct?

Date GPA Verified by ENG Advisor:

APPROVED COURSEWORK

Remove Course

CRN:

Course:

Semester:

Remove Course

CRN:

Course:

Semester:

Add Course

COMMENTS

Participants	Signature	Completed	Status	Result	Comments
Initiator					
Initiator		7/22/2026	Completed		
Form Submitted Successfully 7/22/2026 2:06 PM					
Student		7/22/2026	Notified		
Engineering Undergraduate Advising 7/22/2026 2:06 PM					
ENG Advisor 1		-	Active		
ENG Advisor 2		-	Active		
ENG Advisor 3		-	Active		
ENG Advisor 4		-	Active		

Accept Task

Close Without Saving

The undergraduate advisor accepts the task, verifies the GPA, and acts on the form.

5

Student acknowledgment

Student action

- 1 After the undergraduate advisor approves, the form routes to the student.
- 2 The student reviews the coursework and selects each required acknowledgment checkbox.
- 3 The student selects Acknowledge to move the form to the graduate program review.

APPROVED COURSEWORK

CRN: 12345	Course: CS 5500	Semester: Fall 2026
CRN: 12344	Course: TEST	Semester: Fall 2026

Add Course

STUDENT ACKNOWLEDGEMENT

☒ I understand that as an undergraduate student participating in the Fast-Track program and enrolled in a graduate-level course, I must earn a grade of B or higher in the course for it to count as dual graduate and undergraduate credit. If I receive a grade of C, the graduate course will not apply toward the graduate degree; however, the credit hours will still count toward my undergraduate degree.

☒ I also understand that I must have and maintain a minimum cumulative GPA of 3.30 or higher to be eligible for and to remain in the Fast-Track program. I acknowledge that failure to maintain a GPA of at least 3.30 may result in loss of Fast-Track eligibility.

COMMENTS

I, the student Approve

Participants	Signature	Completed	Status	Result	Comments
Initiator					
Initiator		7/22/2026	Completed		
Form Submitted Successfully 7/22/2026 2:06 PM					
Student		7/22/2026	Notified		
Engineering Undergraduate Advising 7/22/2026 2:06 PM					
ENG Advisor 1		7/22/2026	Not Required		
ENG Advisor 2		7/22/2026	Not Required		
ENG Advisor 3		7/22/2026	Not Required		
ENG Advisor 4		7/22/2026	Completed	Return to Initiator	
Return to Initiator 7/22/2026 2:14 PM					
Initiator		7/22/2026	Completed	Resubmit	
Engineering Undergraduate Advising 7/22/2026 2:14 PM					
ENG Advisor 1		7/22/2026	Not Required		
ENG Advisor 2		7/22/2026	Not Required		
ENG Advisor 3		7/22/2026	Not Required		
ENG Advisor 4		7/22/2026	Completed	Approve	
Student Verification 7/22/2026 2:15 PM					
Student		-	Active		

Acknowledge
Return to Initiator
Close Without Saving

The student completes the acknowledgment section before the form can advance.

IMPORTANT

Required action

The form does not advance until the student completes the required acknowledgments and submits the step.

6

Graduate advisor / program director approval

Graduate program action

- 1 Review the student acknowledgment, approved coursework, GPA, and workflow comments.
- 2 Approve the request when it meets program requirements.
- 3 Return the form to the initiator when information must be corrected or clarified.

CRN:

12344

Course:

TEST

Semester:

FAL 2026

Add Course

STUDENT ACKNOWLEDGEMENT

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COMMENTS

Grad Test

Participants	Signature	Completed	Status	Result	Comments
Initiator					
Initiator		7/22/2026	Completed		
Form Submitted Successfully 7/22/2026 2:06 PM					
Student		7/22/2026	Notified		
Engineering Undergraduate Advising 7/22/2026 2:06 PM					
ENG Advisor 1		7/22/2026	Not Required		
ENG Advisor 2		7/22/2026	Not Required		
ENG Advisor 3		7/22/2026	Not Required		
ENG Advisor 4		7/22/2026	Completed	Return to Initiator	
Return to Initiator 7/22/2026 2:14 PM					
Initiator		7/22/2026	Completed	Resubmit	
Engineering Undergraduate Advising 7/22/2026 2:14 PM					
ENG Advisor 1		7/22/2026	Not Required		
ENG Advisor 2		7/22/2026	Not Required		
ENG Advisor 3		7/22/2026	Not Required		
ENG Advisor 4		7/22/2026	Completed	Approve	
Student Verification 7/22/2026 2:15 PM					
Student		7/22/2026	Completed	Acknowledge	I, the student Approve
Program Director/GR Advisor 7/22/2026 2:17 PM					
GR Program Director		-	Active		
		-	Active		
		-	Active		
		-	Active		
		-	Active		
		-	Active		

Approve

Return to Initiator

Close Without Saving

The active graduate advisor or program director completes the program-level review.

NOTE

Routing note

The active reviewer list is determined by the program configuration. Only the reviewer who takes action is recorded as completed; the others may display as not required.

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College review

College-level action

- 1 After graduate program approval, the form routes to the designated college reviewers.
- 2 Either assigned college reviewer may open and approve the form.
- 3 Review the workflow history and comments before completing the decision.

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COMMENTS

Participants	Signature	Completed	Status	Result	Comments
Initiator					
Initiator		7/22/2026	Completed		
Form Submitted Successfully 7/22/2026 2:06 PM					
Student		7/22/2026	Notified		
Engineering Undergraduate Advising 7/22/2026 2:06 PM					
ENG Advisor 1		7/22/2026	Not Required		
ENG Advisor 2		7/22/2026	Not Required		
ENG Advisor 3		7/22/2026	Not Required		
ENG Advisor 4		7/22/2026	Completed	Return to Initiator	
Return to Initiator 7/22/2026 2:14 PM					
Initiator		7/22/2026	Completed	Resubmit	
Engineering Undergraduate Advising 7/22/2026 2:14 PM					
ENG Advisor 1		7/22/2026	Not Required		
ENG Advisor 2		7/22/2026	Not Required		
ENG Advisor 3		7/22/2026	Not Required		
ENG Advisor 4		7/22/2026	Completed	Approve	
Student Verification 7/22/2026 2:15 PM					
Student		7/22/2026	Completed	Acknowledge	I, the student Approve
Program Director/GR Advisor 7/22/2026 2:17 PM					
GR Program Director		7/22/2026	Completed	Approve	
		7/22/2026	Not Required		
		7/22/2026	Not Required		
		7/22/2026	Not Required		
		7/22/2026	Not Required		
		7/22/2026	Not Required		
College Review 7/22/2026 2:18 PM					
College Reviewer		-	Active		
College Reviewer		-	Active		

In this example, the College Review step is assigned to two designated reviewers.

NOTE

Assigned reviewers

The active participant list identifies the assigned college reviewers. Either reviewer may complete the step; the other may display as not required.

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Dean review and final approval

Dean action

- 1 Review the complete form, prior approvals, coursework, and comments.
- 2 Select Approve to complete the workflow, or use Deny / Return to Initiator when appropriate.
- 3 After approval, the system generates the final notifications and approved form attachment.

APPROVED COURSEWORK

CRN: 12345	Course: CS 5500	Semester: Fall 2026
CRN: 12344	Course: TEST	Semester: Fall 2026

Add Course

STUDENT ACKNOWLEDGEMENT

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COMMENTS

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Initiator					
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Engineering Undergraduate Advising 7/22/2026 2:06 PM					
ENG Advisor 1		7/22/2026	Not Required		
ENG Advisor 2		7/22/2026	Not Required		
ENG Advisor 3		7/22/2026	Not Required		
ENG Advisor 4		7/22/2026	Completed	Return to Initiator	
Return to Initiator 7/22/2026 2:14 PM					
Initiator		7/22/2026	Completed	Resubmit	
Engineering Undergraduate Advising 7/22/2026 2:14 PM					
ENG Advisor 1		7/22/2026	Not Required		
ENG Advisor 2		7/22/2026	Not Required		
ENG Advisor 3		7/22/2026	Not Required		
ENG Advisor 4		7/22/2026	Completed	Approve	
Student Verification 7/22/2026 2:15 PM					
Student		7/22/2026	Completed	Acknowledge	
Program Director/GR Advisor 7/22/2026 2:17 PM					
GR Program Director		7/22/2026	Completed	Approve	
		7/22/2026	Not Required		
		7/22/2026	Not Required		
		7/22/2026	Not Required		
		7/22/2026	Not Required		
		7/22/2026	Not Required		
College Review 7/22/2026 2:18 PM					
College Reviewer		7/22/2026	Not Required		
College Reviewer		7/22/2026	Completed	Approve	
Dean 7/22/2026 2:20 PM					
College Dean		-	Active		

Approve

Deny

Return to Initiator

✖ Close Without Saving

The Dean step provides Approve, Deny, and Return to Initiator options.

CHECK

Final decision

Dean approval is the final workflow decision. Confirm all information is accurate before completing this step.

Final notifications and student next steps

System-generated communication

Once the Dean approves the form, the student receives an approval email and the approved form. Program advisors receive courtesy notification copies.

****TEST** Fast-Track Application DTN: 30368 – Next Steps**  Summarize this email



The University of Texas at El Paso

Fast-Track Program Student Registration Form

DTN: 30368

Dear First-time Fast-Track Participant,

Congratulations! Your Fast-Track registration form has been approved by the Dean's Office. Please find a copy of the approved form attached for your records.

To move forward, you will need to complete the Fast-Track application through the Graduate School:

 <https://utep.elluciancrmrecruit.com/Apply/>

Next steps:

- Create an account and start a Graduate application
- Select:
 - **Entry Term:** Intended Fast-Track start term
 - **Academic Level:** Graduate
 - **Fast-Track** (ensure the program name includes "Fast-Track")

After Submitting Your Application:

- Pay the application fee
- Return to the portal and upload your approved Fast-Track registration form

Transcript Note:

To fulfill the transcript requirement, you may upload a blank document or re-upload your Fast-Track form. Please complete this process as soon as possible to ensure timely enrollment in your approved graduate courses. Please feel free to reach out to gradschooladmissions@utep.edu should you have any questions.

Student approval email with the next steps for completing the Graduate School application.

Student next steps shown in the approval email

- Create an account and begin the Graduate School application.
- Select the correct entry term, Graduate academic level, and Fast-Track program.
- Submit the application, pay the application fee, and upload the approved Fast-Track form as instructed.

TIP

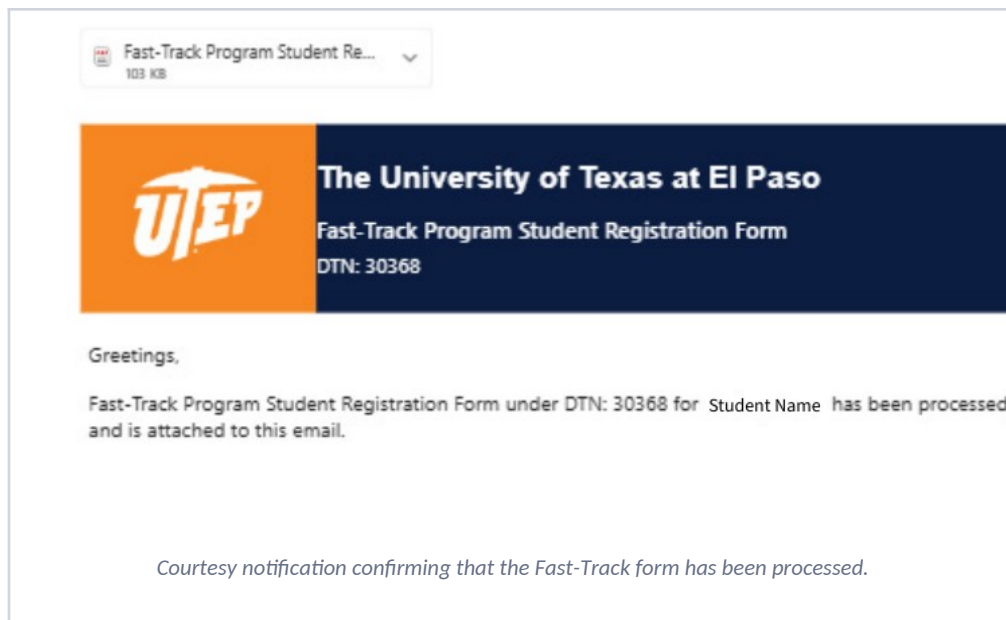
Transcript reminder

The student should follow the transcript instructions in the approval email and complete the application process promptly to avoid enrollment delays.

10

Staff notification and completion check

Program staff reference



Completion checklist

- The workflow history shows the Dean step as completed.
- The student received the approval email and approved form attachment.
- Program staff received the courtesy notification.
- The student understands the remaining Graduate School application steps.

Common workflow actions

Action	Use it when...
Approve / Acknowledge	The information is correct and the form is ready to advance.
Return to Initiator	A field, course, GPA, or routing detail must be corrected.
Deny	The request does not meet requirements and should not proceed.
Close Without Saving	You opened the task but do not want to save or submit changes.
CHECK	End of process The Fast-Track form workflow is complete after final approval and notification. Retain the approved form according to your office's records process.