

FAST-TRACK FORM

Step-by-Step Tutorial

Purpose

Use this tutorial to follow the Fast-Track Program Student Registration Form from student selection through final Dean approval and notification. This version is specifically for **All Other Colleges**.

ROUTING

Initiator → Student → Graduate Advisor → College Dean

Before You Begin

- 1 Have the student's **Miner username** available.
- 2 Confirm the correct college and Fast-Track graduate program.
- 3 Confirm the student's current GPA and first-time applicant status.
- 4 Have the **CRN, course number, and semester** for each approved Fast-Track course.
- 5 Have **approved course-equivalency information and supporting documentation** available before initiating the form.

IMPORTANT

Use the All Other Colleges routing shown in this tutorial; it is different from the Engineering-specific routing.

Form Routing: Initiator – Student – Graduate Advisor – College Dean

STEP 1 | INITIATOR Identify the student. Search for and select the student using the Miners username. Confirm that the selected record matches the intended student before continuing.



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:

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

Student Username

User ID	User Name	Email Address

Student Name:

Search by Miner username, then select the matching student record.

STEP 2 | VERIFY STUDENT DETAILS Confirm the academic information

Select the student's college and Fast-Track graduate program. Verify first-time applicant status and confirm the GPA shown is accurate before proceeding.

STUDENT INFORMATION			
Student Name:	Name	Student ID:	ID Number
Student Email:	Email		
Current UG Program:	UG Program	College:	Academic College
Fast Track GR Program:	Graduate Program		
UG Initiator:	Undergraduate Advisor	Dean:	College Dean
GR Advisor/Program Director:	Graduate Advisor		
Is the student a first time applicant? Yes, First Time Applicant			
GPA VERIFICATION			
Current GPA:	Student GPA		
UNDERGRADUATE ADVISOR VERIFICATION			
Is the GPA Correct?	Yes		
Date GPA Verified by UG Advisor:			

COURSE ENTRY | ADD APPROVED COURSEWORK Add the Fast-Track course(s). Enter the approved course information shown on the form. If more than one course is needed, select "Add Course" to create another course entry.

APPROVED COURSEWORK			
Remove Course	CRN: 12345	Course: ENGL	Semester: 5300
Remove Course	CRN: 14685	Course: ENGL	Semester: 5305
Add Course			

STEP 3 | COURSE EQUIVALENCIES In the comments box enter the undergraduate course or section corresponding to each Fast-Track course.

STUDENT INFORMATION			
Student Name:	Name	Student ID:	ID Number
Student Email:	Email		
Current UG Program:	UG Program	College:	Academic College
Fast Track GR Program:	Graduate Program		
UG Initiator:	Undergraduate Advisor	Dean:	College Dean
GR Advisor/Program Director:	Graduate Advisor		
Is the student a first time applicant? Yes, First Time Applicant			
GPA VERIFICATION			
Current GPA:	Student GPA		
UNDERGRADUATE ADVISOR VERIFICATION			
Is the GPA Correct?	Yes		
Date GPA Verified by UG Advisor:			
APPROVED COURSEWORK			
Remove Course	CRN:	Course:	Semester:
	12345	ENGL	5300
Remove Course	CRN:	Course:	Semester:
	14685	ENGL	5305
Add Course			
COMMENTS			
Instructions: Please provide the undergraduate course or section equivalency that corresponds to each Fast-Track course listed below.			
Please Enter Course Equivalency for this student: ENGL 5400 for ENGL 3300			
Submit Cancel Changes			

STEP 4 | INITIATOR SUBMISSION Submit the form to the student. Review the entries one final time, then select "Submit." The form will route to the student for acknowledgment and approval.

STEP 5 | STUDENT ACTION **Student acknowledgment and approval.** The student must acknowledge the required agreements and approve the form. Once completed, the workflow advances to the Graduate Advisor for review.

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

Instructions: Please provide the undergraduate course or section equivalency that corresponds to each Fast-Track course listed below.

Participants	Signature	Completed	Status	Result	Comments
Initiator					
Undergraduate Advisor		9/30/2026	Completed		
Form Submitted Successfully				9/30/2026 11:37 AM	
Student		9/30/2026	Notified		
Student Verification				9/30/2026 11:37 AM	
Student		-	Active		

Acknowledge

Return to Initiator

Close Without Saving

STEP 6 | GRADUATE ADVISOR REVIEW Review the form and approve. The Graduate Advisor reviews the submitted information, verifies the academic details and approved coursework, and selects “Approve” when the form is ready for Dean review.

STUDENT ACKNOWLEDGEMENT

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COMMENTS

Instructions: Please provide the undergraduate course or section equivalency that corresponds to each Fast-Track course listed below.

Participants	Signature	Completed	Status	Result	Comments
Initiator					
Undergraduate Advisor		9/30/2026	Completed		
Form Submitted Successfully 9/30/2026 10:29 AM					
Student		9/30/2026	Notified		
Student Verification 9/30/2026 10:29 AM					
Student		9/30/2026	Completed	Acknowledge	
Program Director/GR Advisor 9/30/2026 10:35 AM					
Graduate Advisor		-	Active		

Approve

Return to Initiator

Close Without Saving

STEP 7 | COLLEGE DEAN FINAL APPROVAL Final review and approval — The College Dean provides final approval; notifications follow.

STUDENT ACKNOWLEDGEMENT

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Participants	Signature	Completed	Status	Result	Comments
Initiator					
Undergraduate Advisor		9/30/2026	Completed		
Form Submitted Successfully 9/30/2026 10:29 AM					
Student		9/30/2026	Notified		
Student Verification 9/30/2026 10:29 AM					
Student		9/30/2026	Completed	Acknowledge	
Program Director/GR Advisor 9/30/2026 10:35 AM					
Graduate Advisor		9/30/2026	Completed	Approve	
Dean 9/30/2026 10:46 AM					
College Dean		9/30/2026 10:46 AM	Active		

Approve

Deny

Return to Initiator

Close Without Saving

STEP 8 | FINAL NOTIFICATIONS **Approval email and courtesy copies**— After Dean approval, the student receives an approval email and program advisors receive courtesy copies.

STUDENT COURTESY COPY What the student receives:

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



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")

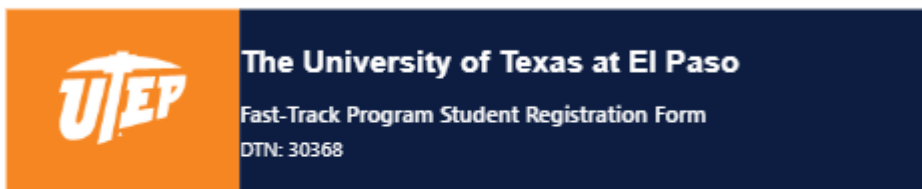
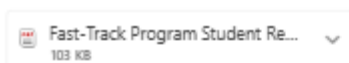
After Submitting Your Application:

- 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.

STAFF COURTESY COPY What program staff receive:



Greetings,

Fast-Track Program Student Registration Form under DTN: 30368 for Arreola, Israel has been processed, and is attached to this email.