

Register for a Waitlist

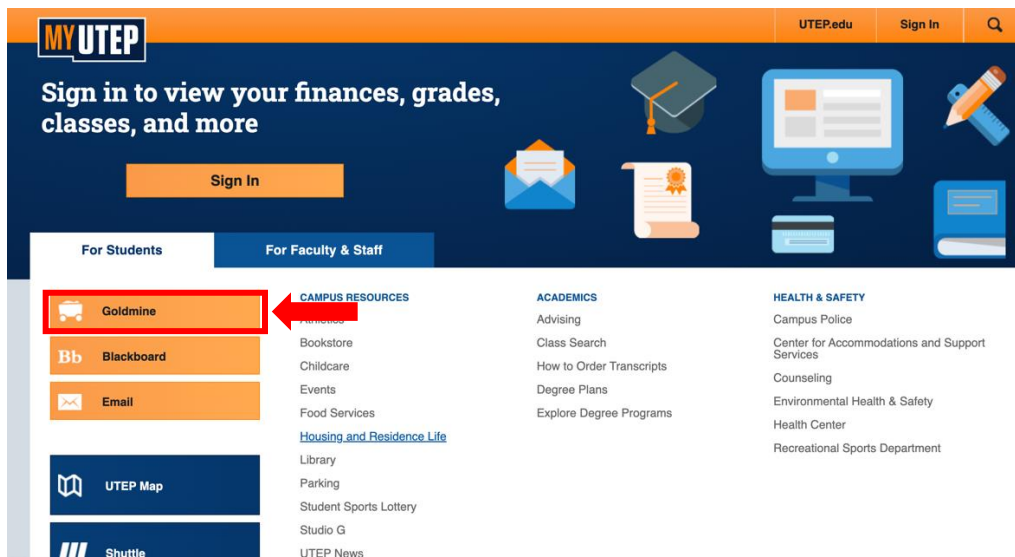
Waitlists are a function that academic departments use to allow students to “wait in line” for an opening in a course that is closed. Please note that **NOT ALL** courses have a waitlist available.

If a student in a course with a waitlist drops the course or is removed, then the first available student on the waitlist will be notified via e-mail that they are eligible to enroll in the course. The student then has a twenty-four-hour window in which to register for the course before they lose their spot, and the next student in line is given a chance to register.

Make sure to check your email daily, and please note that being waitlisted for a class does not guarantee a spot in it, as all students registered may keep/stay in the class.

To sign up for a **waitlist**, please follow the instructions below:

1. Go to www.my.utep.edu and click on the Goldmine button.

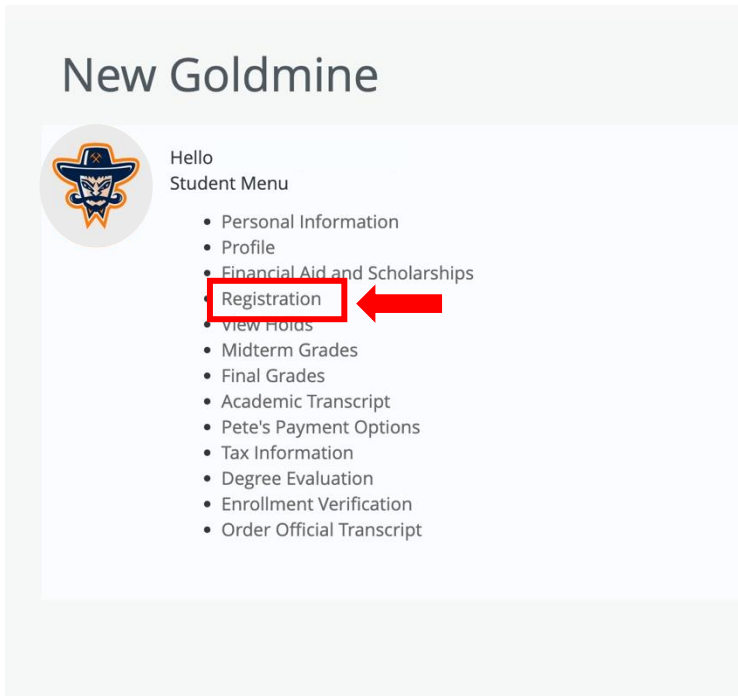


2. Sign in with your UTEP credentials.



The image shows the UTEP Single Sign On login page. At the top center is the UTEP logo in orange. Below it, the text "UTEP Single Sign On" is displayed in white. There are two input fields: the first contains the username "paydirtpete" and the second contains a masked password "*****". Below the password field is a link for "New Account/Change Password". A "Sign In" button is positioned below the links. At the bottom of the page, there is a small block of text regarding unauthorized use and security policies.

3. After signing in with your UTEP credentials, click on the Registration button.

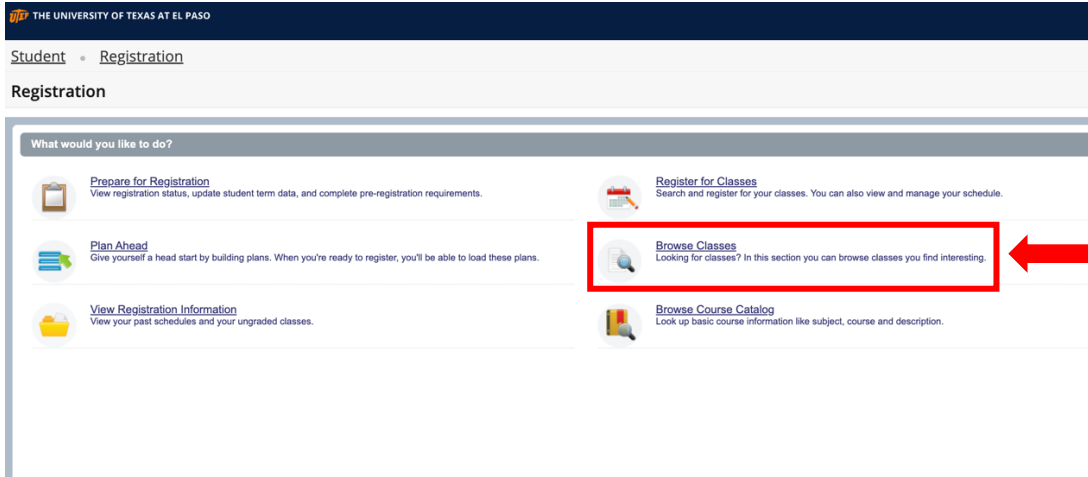


The image shows a student dashboard titled "New Goldmine". On the left is a circular profile picture of a cowboy. To the right of the profile picture, the text "Hello Student Menu" is displayed. Below this is a list of menu items:

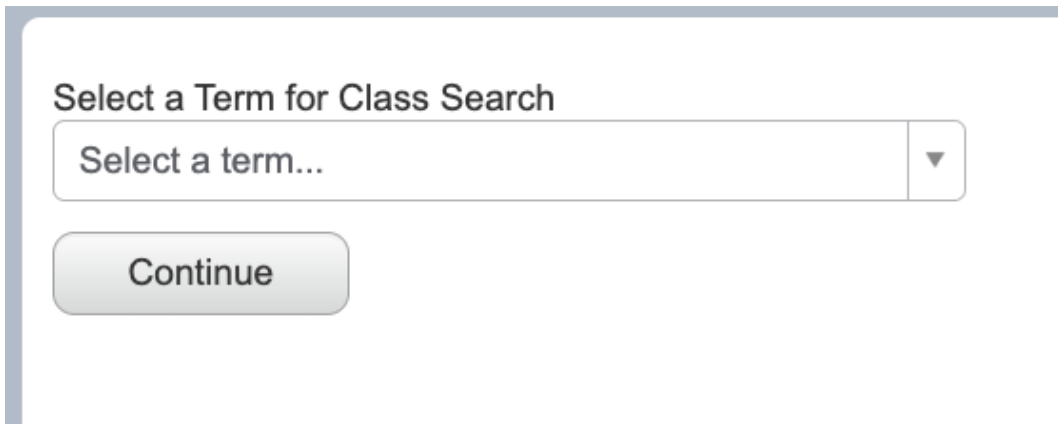
- Personal Information
- Profile
- Financial Aid and Scholarships
- **Registration** ←
- View Hours
- Midterm Grades
- Final Grades
- Academic Transcript
- Pete's Payment Options
- Tax Information
- Degree Evaluation
- Enrollment Verification
- Order Official Transcript

The "Registration" item is highlighted with a red rectangular box, and a red arrow points to it from the right.

- Then, click select the Browse Classes button.



- Select the corresponding term and click on the continue button.



6. Write down the Course Subject and Number, then click on Search.

Subject

Course Number

Keyword

7. If the class has a waitlist and remaining seats, copy the CRN of the course.

Title	Subject Description	Course Nu	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
Quantitative Cert. Suppl. Req. Specialized Instruction (SPIN)	Psychology	6010	001	0	21755	Spring...	Morera, Osvaldo (Primary)	S M T W T F S - Type: Class Building: None R Main ...	Main ...	10 of 10 seats remain. 5 of 5 waitlist seats remain.

CRN

Waitlist

8. After copying the CRN, go back to Registration.

The screenshot shows the top navigation bar with the UTEP logo and the text "THE UNIVERSITY OF TEXAS AT EL PASO". Below the navigation bar, there is a breadcrumb trail: "Student" • "Registration" • "Select a Term" • "Browse Classes". The "Registration" link is highlighted with a red box, and a red arrow points to it from the right. Below the breadcrumb trail is the heading "Browse Classes".

Under "Browse Classes", there is a section titled "Search Results — 1 Classes". Below this, the search criteria are listed: "Term: Spring 2024", "Subject: Psychology", and "Course Number: 6010".

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting
Quantitative Cert Suppl Req Specialized Instruction (SPIN)	Psychology	6010	001	0	21755	Spring...	Morera, Osvaldo (Primary)	S M T

At the bottom of the search results, there is a pagination control: "Page 1 of 1" and "10 Per Page".

9. Then, click on the Register for Classes button.

The screenshot shows the top navigation bar with the UTEP logo and the text "THE UNIVERSITY OF TEXAS AT EL PASO". Below the navigation bar, there is a breadcrumb trail: "Student" • "Registration". The "Registration" link is highlighted with a red box, and a red arrow points to it from the right.

Below the breadcrumb trail is the heading "Registration". Under "Registration", there is a section titled "What would you like to do?". This section contains a list of actions:

- 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. This link is highlighted with a red box, and a red arrow points to it from the right.
- 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.

10. Select the corresponding Term for Registration and click continue.

The screenshot shows a web interface titled "Select a Term". Below the title is a dropdown menu labeled "Terms Open for Registration" with "Spring 2024" selected. Below the dropdown is a "Continue" button.

11. Refer to the Enter CRNs tab, write down the Course CRN, and click the Add to Summary button.

The screenshot shows the "Register for Classes" interface. At the top, there are three tabs: "Find Classes", "Enter CRNs", and "Schedule and Options". The "Enter CRNs" tab is highlighted with a red box and a red arrow pointing to it from the right. Below the tabs, the heading is "Enter Course Reference Numbers (CRNs) to Register" with the sub-heading "Term: Spring 2024". There is a text input field labeled "CRN" which is empty. Below the input field is a link "+ Add Another CRN" and a button labeled "Add to Summary". The "Add to Summary" button is highlighted with a red box and a red arrow pointing to it from the right.

12. Finally, refer to the Summary tab on the bottom corner of the screen. Click on the drop-down menu corresponding to the class, then click on the Placed on the Course Wait List option and click submit.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Lab for Gen Exper Psyc	PSYC 3101, 009	1	20914	Laboratory (LAB)	Pending	Registered by Web Registered by Web Remove Placed on the Course Wait List List
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	None
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Total Hours | Registered: 15 | Billing: 15 | CEU: 0 | Min: 0 | Max: 21

Submit

CONGRATULATIONS!
You have entered the Wait List for your course.