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.

3. After signing in with your UTEP credentials, click on the Registration button.
4. Then, click select the Browse Classes button.

5. Select the corresponding term and click on the continue button.
6. Write down the Course Subject and Number, then click on Search.

7. If the class has a waitlist and remaining seats, copy the CRN of the course.
8. After copying the CRN, go back to Registration.

9. Then, click on the Register for Classes button.
10. Select the corresponding Term for Registration and click continue.

   ![Select a Term](image)

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

   ![Register for Classes](image)
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.

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