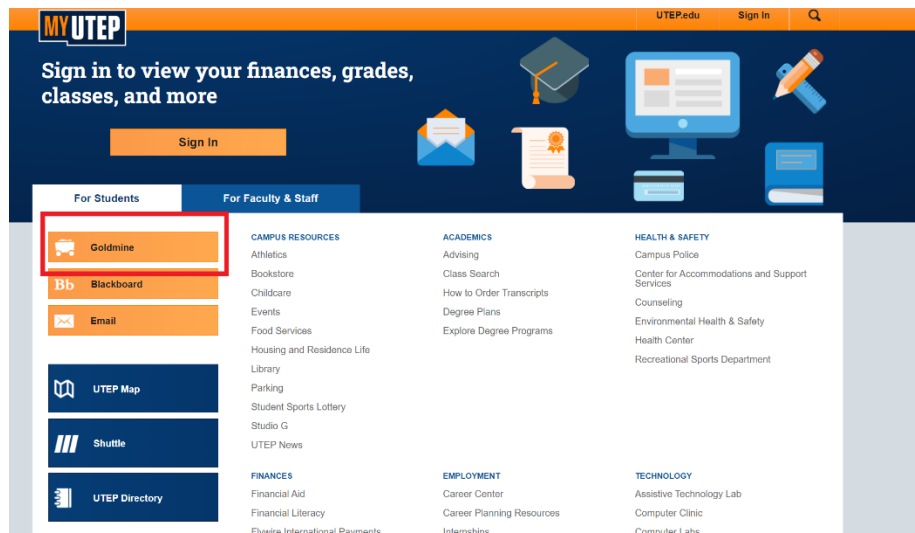# THE UNIVERSITY OF TEXAS AT EL PASO
COLLEGE OF NURSING

How to Register for a Professional Nursing Learning Community through Goldmine

1. Log into your Goldmine account from my.utep.edu using your UTEP credentials.

2. Click on Registration

Student Menu
- Personal Information
- Profile
- Financial Aid and Scholarships
- Registration ⬅
- View Holds
- Midterm Grades
- Final Grades
- Academic Transcript
- Pete's Payment Options
- Tax Information
- Degree Evaluation
- Enrollment Verification
- Order Official Transcript

3. Click on the "Register for Classes" link.

Registration

What would you like to do?

Prepare for Registration
View registration status, update student term data, and complete pre-registration requirements.

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

Plan Ahead
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

Browse Classes
Looking for classes? In this section you can browse classes you find interesting.

View Registration Information
View your past schedules and your ungraded classes.

Browse Course Catalog
Look up basic course information like subject, course and description.

4. Select a term for registration and click Continue.

Select a Term

Terms Open for Registration

Fall 2023 ▼

Continue

5. Using your registration email from the College of Nursing Office of Student Affairs, search for a course from the desired Learning Community (see example below).

Learning Community B—students registering for didactic NURS 4608 CRN#14119 must also register for didactic NURS 4714 CRN#14120

Course 1
NURS 4608 Nurs Care of Child & Child Fam **CRN#14119**
Faculty: Teri Rosen
Choose one clinical lab linked to **CRN#14119**: 15738, 15739, 15740, 15741, 15742, 15743

Course 2
NURS 4714 Adult Health Nursing II **CRN#14120**
Faculty: Regi Johny
Choose one clinical lab linked to **CRN#14120**: 13422, 14554, 14555, 15746, 15747, 15748

Register for Classes

| Find Classes | Enter CRNs | Plans | Schedule and Options |

Enter Your Search Criteria ⓘ
Term: Fall 2023

Subject [× Nursing]
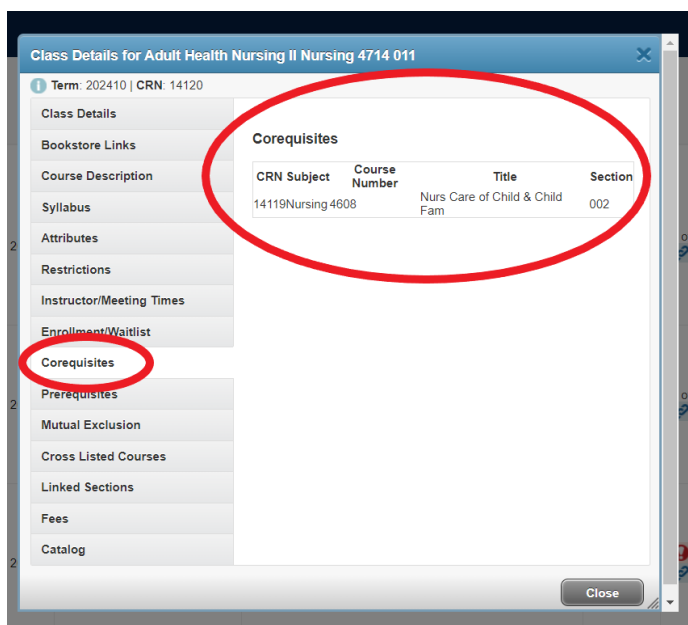
Course Number [4714]

Keyword [   ]

Search   Clear   ▸ Advanced Search

6. Look for an open Didactic (Lecture) and linked Lab. Please pay attention to the labels on the left to determine which sections are didactics and which are labs. Once you find a didactic and lab with open seats that are linked to the same Learning Community, you can add the courses to your schedule by clicking on the "Add" button on the right-hand side.

   Note: You will receive a registration error if you register for courses that are not linked.

7. By clicking on the Didactic (Lecture) course title, you can view the Class Details menu. To see the linked labs for a Didactic section, click on Linked Sections.
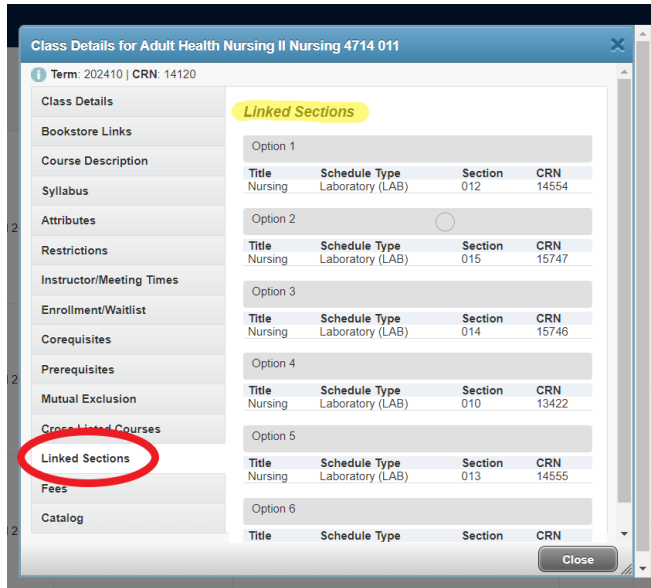
To see the other linked course(s) and their respective CRNs for a Learning Community, click on Corequisites.

8. Once you have added open sections of all the Learning Community courses to your registration schedule, click on the Submit button to finalize your registration.

9. When you complete your registration, the Learning Community courses will show "Registered" in green.

10. After you submit changes, if you get a notice of registration errors, contact nursing@utep.edu for assistance. Make sure to include your full name, student ID number, the specific error, and the CRN numbers of the courses you are attempting to register for. Screenshots of the registration errors you are receiving are also helpful.