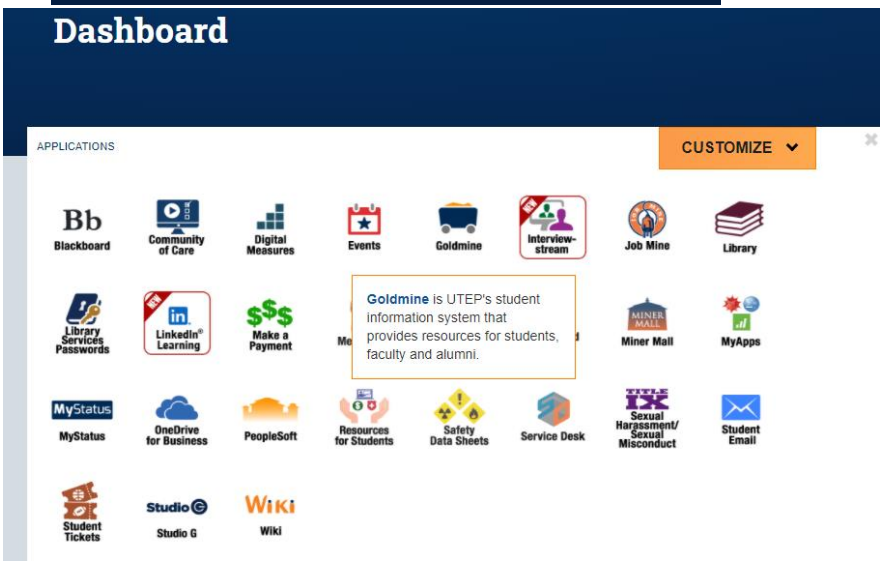
THE UNIVERSITY OF TEXAS AT EL PASO
SCHOOL OF NURSING

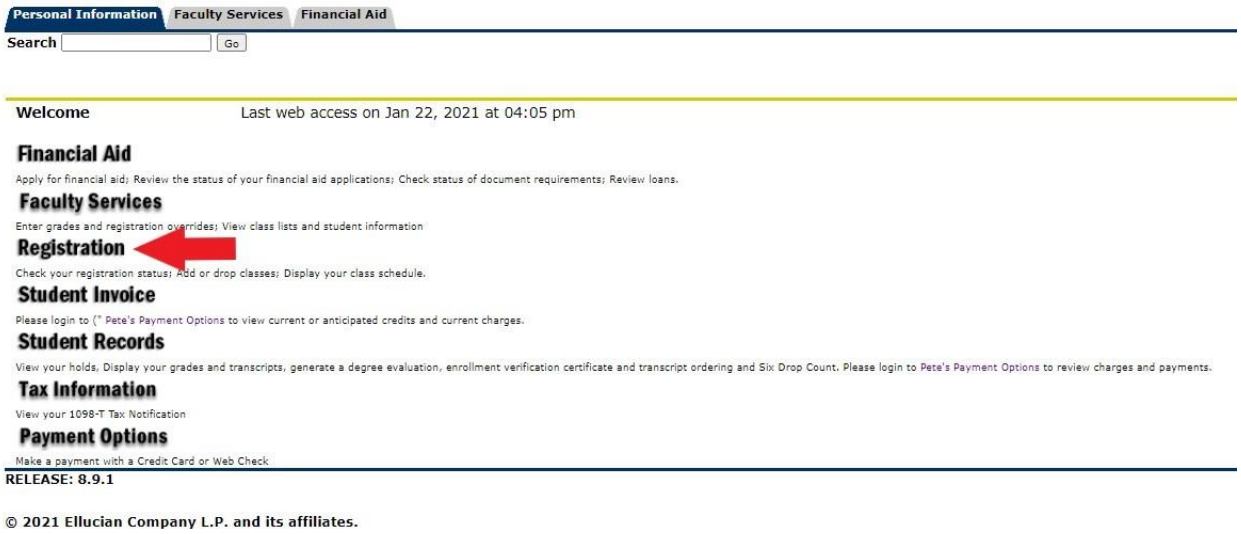
How to Register for a Course through Goldmine

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

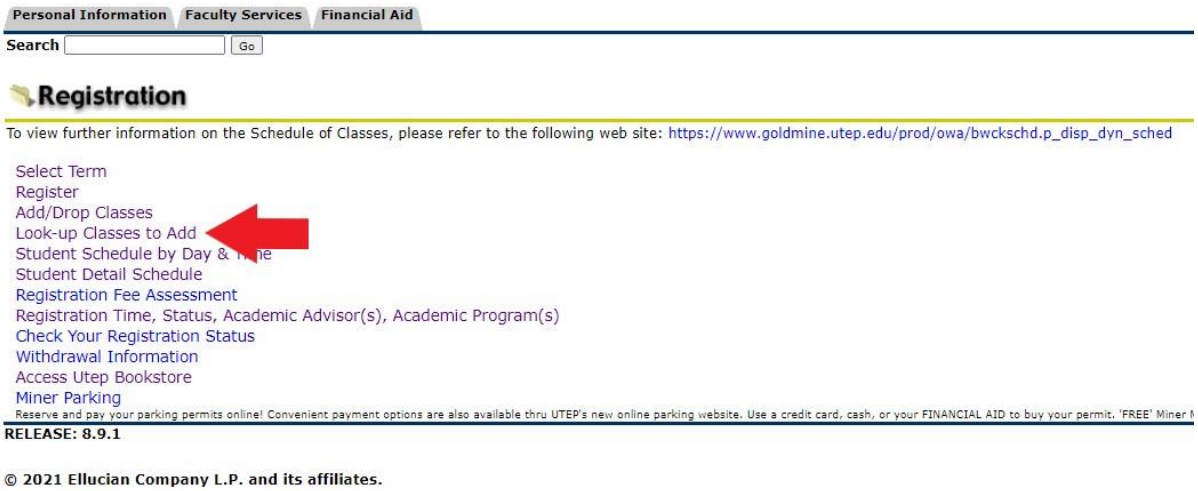




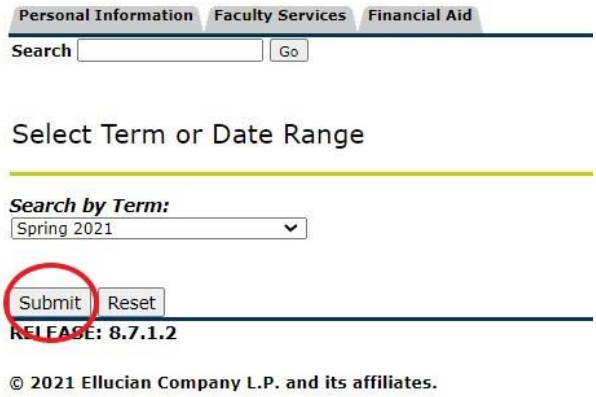
2. Click on Registration



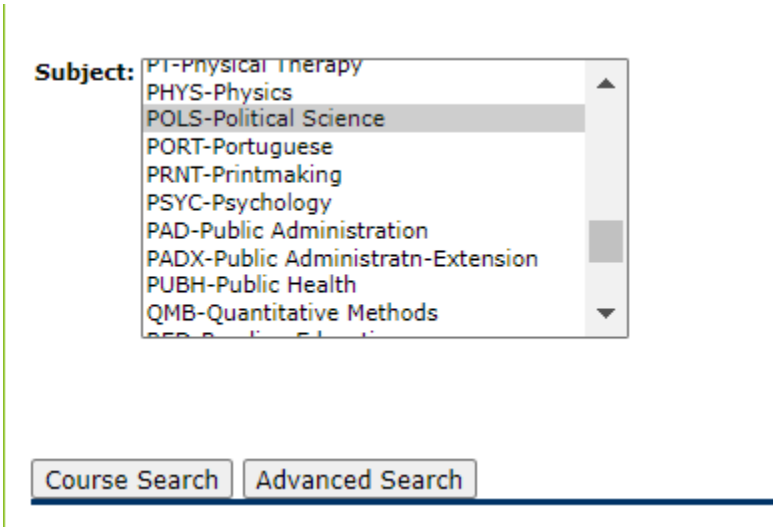
3. Click on the “Look up Classes to Add” link



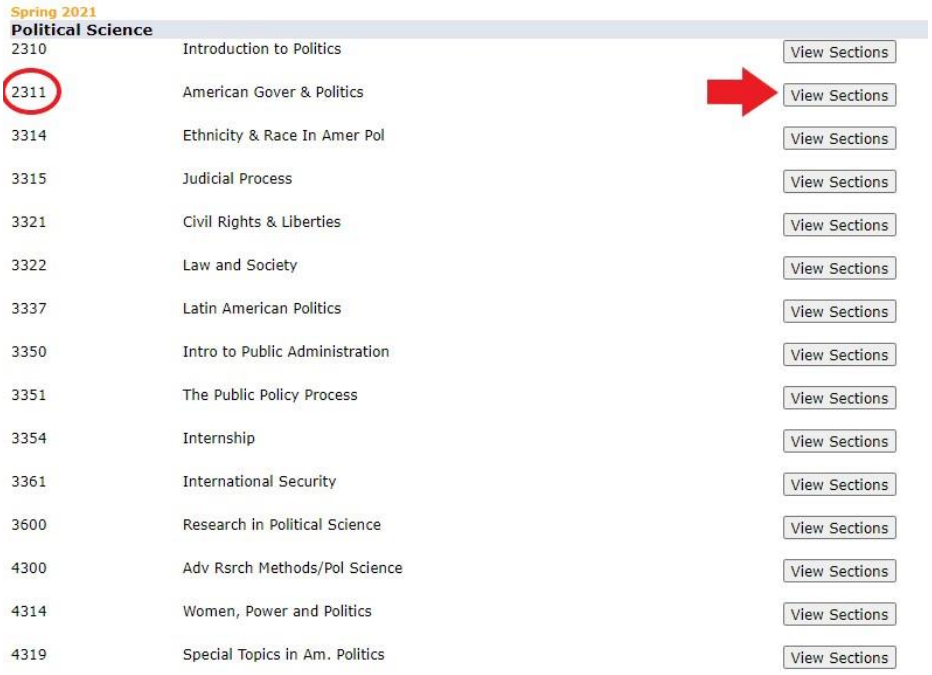
4. Select a term for registration and click Submit.



5. Scroll to the bottom of the page where the course subjects are listed in a box. Select the subject of the course, then click Course Search.



6. Find the course number for the desired course, then click View Sections.



7. Look for a section with an open check box to the left of the course. This means the course has seats available. Place a check mark next to the section you want to register for and then scroll to the bottom of the page and click on Register.

   If you do not see a check box you may see the following:
   C= Closed section
   SR= Seats remaining. This will appear when there is a registration restriction. Registration restrictions can include:

   - Probation/suspension academic standing
   - Registration hold
   - Student status is inactivated
   - It is not your time to register

