



# THE UNIVERSITY OF TEXAS AT EL PASO COLLEGE OF NURSING

## How to Register for a Phase 3 Learning Community through Goldmine


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

The screenshot shows the MY UTEP website interface. At the top, there is a navigation bar with 'MY UTEP', 'UTEPedu', 'Sign In', and a search icon. Below this is a main banner with the text 'Sign in to view your finances, grades, classes, and more' and a 'Sign In' button. The main content area is divided into two tabs: 'For Students' and 'For Faculty & Staff'. Under the 'For Students' tab, there is a list of links: Goldmine (highlighted with a red box), Blackboard, Email, UTEP Map, Shuttle, and UTEP Directory. To the right of these links are several columns of resource links categorized under 'CAMPUS RESOURCES', 'ACADEMICS', 'FINANCES', 'EMPLOYMENT', 'HEALTH & SAFETY', and 'TECHNOLOGY'.

The screenshot shows the UTEP Single Sign On login page. It features the UTEP logo at the top, followed by the text 'UTEP Single Sign On'. Below this are two input fields for 'User Name (e.g., domain\name)' and 'Password'. There is a link for 'New Account/Change Password' and a 'Log in' button. At the bottom, there is a disclaimer: 'Unauthorized use of this system is prohibited. Usage may be subject to security testing and monitoring. Misuse is subject to criminal prosecution; and no expectation of privacy except as otherwise provided by applicable privacy laws. Use of this site is subject to UTEP's policies. Any use of this site not covered by UTEP policy is prohibited.' The footer contains the text '© 2021 Dell Inc. ALL RIGHTS RESERVED'.

## 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?

 <b>Prepare for Registration</b> View registration status, update student term data, and complete pre-registration requirements.	 <b>Register for Classes</b> Search and register for your classes. You can also view and manage your schedule.
 <b>Plan Ahead</b> Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	 <b>Browse Classes</b> Looking for classes? In this section you can browse classes you find interesting.
 <b>View Registration Information</b> View your past schedules and your ungraded classes.	 <b>Browse Course Catalog</b> 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

Course Number

Keyword

Search Clear Advanced Search

- 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.

**Register for Classes**

Find Classes | Enter CRNs | Plans | Schedule and Options

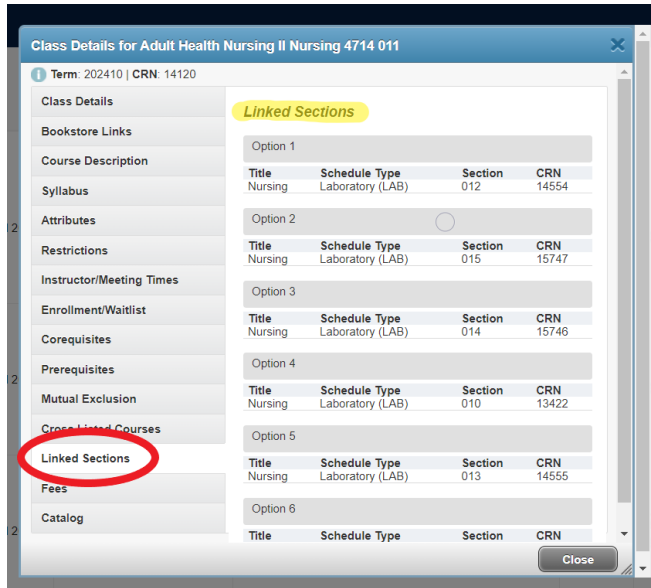
Search Results — 14 Classes  
 Term: Fall 2023 | Subject: Nursing | Course Number: 4714

Search Again

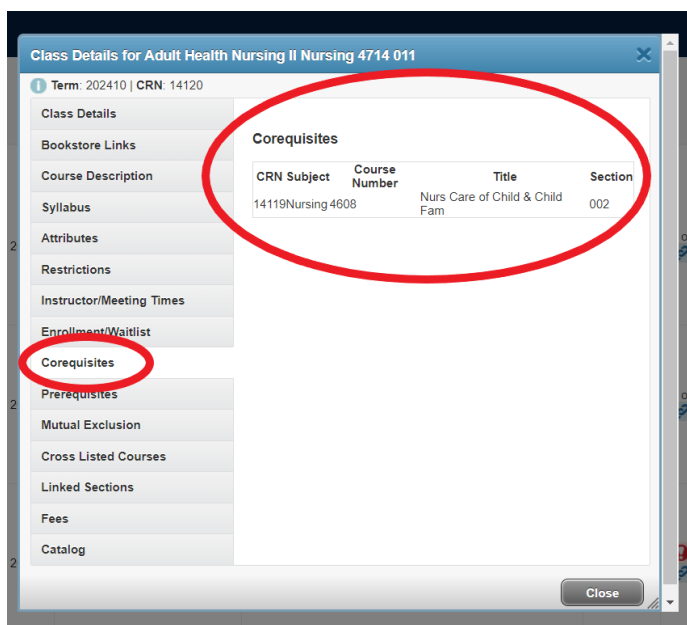
Course Title	Subject	CRN	Section	Days	Time	Seats	Link	Prerequisites	Actions		
Laboratory (LAB)	Nursing	4714	011	7	14...	Fa...	Johny_Regi (...)	[S M T W T F S] 08:00 AM - 11: M...	4 of 50 se... LINK...	[CR] Prerequisite(s) Exist [CR] Corequisite(s) Exist [CR] Department Approval [CR] College [CR] Campus Location [CR] Prerequisite(s) Exist [CR] Corequisite(s) Exist	View Linked   Add
Adult Health Nursi... Lecture (LECT)	Nursing	4714	011	7	14...	Fa...	Johny_Regi (...)	[S M T W T F S] 08:00 AM - 11: M...	4 of 50 se... LINK...	[CR] Prerequisite(s) Exist [CR] Corequisite(s) Exist [CR] Department Approval [CR] College [CR] Campus Location [CR] Prerequisite(s) Exist [CR] Corequisite(s) Exist	View Linked   Add
Adult Health Nursi... Laboratory (LAB)	Nursing	4714	012	0	14...	Fa...		M...	2 of 10 se... LINK...	[CR] Department Approval [CR] College [CR] Campus Location [CR] Prerequisite(s) Exist [CR] Corequisite(s) Exist	View Linked   Add

Page 1 of 2 | 10 Per Page | Records: 14

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.





10. After you submit changes, if you get a notice of registration errors, contact [nursing@utep.edu](mailto: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.