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.
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.
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, 14454, 14455, 15746, 15747, 15748

Register for Classes

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.