



## GOLDMINE SCHEDULING

Goldmine Scheduling is a user-friendly application that allows academic schedulers to create an error-free class schedule. The tool ensures only required fields are populated. Additionally, the program has a simple method for cross-listing of courses.

To begin, go to the Registration and Records webpage (<https://www.utep.edu/student-affairs/registrar/>) and click on the “Scheduling” box:

The screenshot shows the UTEP Registration & Records website. The main heading is "Registration & Records". Below this, there are several links and announcements. A prominent announcement reads: "NEW! Goldmine Update Registration Instructions- Step by Step Guide". Below this, there are links to "View our step-by-step guide on how to register yourself for classes with our updated Goldmine.", "Watch our step-by-step video on how to register!", and "Watch a step-by-step video on How to Register for a Course with a Linked Section".

At the bottom of the page, there is a grid of nine service tiles. The "Scheduling" tile is highlighted with a red border and a red arrow pointing to it. The other tiles are: Academic Calendar, Goldmine, Class Search, Registration, Faculty and Staff, Transcripts, Graduation, and Frequently Asked Questions.

The footer of the page contains the text "Registration and Records Updates" and a button labeled "Ask Pete!".

## ACADEMIC SCHEDULE TOOL – DEPARTMENTAL SCHEDULER

Click on the “Departmental Scheduler” box:

The screenshot shows the UTEP Registration & Records website. The header includes the UTEP logo and the text "REGISTRATION & RECORDS Division of Student Affairs". A navigation bar lists various categories like ABOUT, STUDENTS, FACULTY AND STAFF, etc. The main content area is titled "Scheduling Spring 2024" and contains a table of activities. A red box highlights a section titled "ACADEMIC SCHEDULE TOOL - FOR DEPARTMENTAL USE" with a button labeled "DEPARTMENTAL SCHEDULER" and a red arrow pointing to it.

Date	Activity
Monday, August 21, 2023	Goldmine Scheduling opens for departmental editing of the Spring 2024 schedule. <a href="#">Click here to access the scheduling tool.</a>
Friday, September 22, 2023	The first draft of the Spring 2024 schedule is due to the Registration and Records Office by 12:00 noon. Scheduling tool will close for editing at 12:00 noon.
Monday, September 25, 2023	Room assignments begin. All changes to the schedule must now be submitted to the Registration and Records Office through Course Change/Add forms available at <a href="https://miners.utep.sharepoint.com/sites/Onlineforms/SitePages/OnlineForms.aspx">https://miners.utep.sharepoint.com/sites/Onlineforms/SitePages/OnlineForms.aspx</a>
Monday, October 2, 2023	The Spring 2024 academics schedule is live for students and the campus community.

Next, “Select a Term” you want to create the class schedule for and “Submit”:

The screenshot shows the UTEP Scheduler website. The header includes the UTEP logo and the text "THE UNIVERSITY OF TEXAS AT EL PASO". The main content area is titled "Scheduler" and contains a "Select a Term" dropdown menu with "Spring 2024" selected. A red arrow points to the dropdown menu, and another red arrow points to the "Submit" button.

Select a Term: Spring 2024 Submit

Next, select the subject you wish to schedule. Note: Access to subject is by department. Academic schedulers should only be able to view/select the subject(s) under their respective departments.

adminapps.utep.edu/scheduler/Subject/202420

THE UNIVERSITY OF TEXAS AT EL PASO Sign Out

Scheduler • 202420 • Subject Selection  
Scheduler

Select Subject: Submit Subject [Term Setup] [!]

- Accounting
- Aerospace Engineering
- African American Studies
- Anthropology
- Arabic
- Art General Courses
- Art Education
- Art Basic Foundation
- Art Graphic Design
- Art History
- Whole Arts
- Art Theory
- Aerospace Studies
- Asian Studies
- Astronomy

A list of all sections that rolled from the previous like term will appear:

adminapps.utep.edu/scheduler/Sections/202420/AFST

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Scheduler • 202420 • AFST • Section List  
Scheduler

## Spring 2024

### African American Studies

CRN	Subj	Crse	Sect	Title	Cred	Update	Copy	Delete
25977	AFST	2300	002	Intro-African Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
22026	AFST	3390	001	Topics in African/Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
22313	AFST	3390	003	Topics in African/Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
25926	AFST	3390	005	Topics in African/Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
25929	AFST	3390	006	Topics in African/Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>


Add new section for Course Number:  [Add Section](#)

EXISTING SECTIONS

You have 3 options to modify an existing section: Update, Copy, and Delete.

UPDATE:

To begin entering section information, select “Update.” Once you’ve entered all desired information for the class, select “Confirm Section Information”:

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Sign Out

[Scheduler](#) • [202420](#) • [AFST](#) • [Section List](#) • Update Section

Scheduler

Update Section

Term:

Spring 2024

CRN:

25977

Course:

AFST 2300

Section:

002

Title:

Intro-African Amer Studies

Schedule Code:

Lecture (LECT)

Instructional Method:

None

Campus:

Main Campus

Enrollment Cap:

0

Waiting List Maximums:

0

Permission Needed:

No

Part of Term:

1


Hours

	Low	High	
CEU or Credit:	3.000	NONE	3
Billing:	3.000	NONE	3
Contact:	3.000	NONE	3
Lecture:	3.000	NONE	3
Lab:	.000	NONE	0
Other:	.000	NONE	0

Confirm Section Information

[Back to List of Existing Sections](#)

Once you confirm changes entered above, you should receive a message that says you’ve successfully updated the section:

 THE UNIVERSITY OF TEXAS AT EL PASO

Sign Out

Scheduler • 202420 • AFST • Section List • Section Update Successful

Scheduler


CRN 25977 (AFST 2300 002) successfully updated for Spring 2024.

Update Meeting Time Information

Update Additional Information for Section

[Back to List of Existing Sections](#)

If the course is a lecture, lab, or seminar, you may enter meeting information by clicking on the “Update Meeting Time Information” box:

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Sign Out

Scheduler • 202420 • AFST • Section List • Section Update Successful

Scheduler


CRN 25977 (AFST 2300 002) successfully updated for Spring 2024.

Update Meeting Time Information

Update Additional Information for Section

[Back to List of Existing Sections](#)

You may enter the building and room number at this time for the lecture, lab, or seminar sections. When you've finished entering the information, select "Submit Meeting Time Changes."

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[Scheduler](#) • [202420](#) • [AFST](#) • [Section List](#) • Instructors and Meeting Time Update

Scheduler

Term: Spring 2024  
Section: 25977 AFST

### Instructor

E-Mail/UTEP ID Number	Instructor Name
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Note: A reminder that "begin time" and "end time" should be entered using military time (EX: 1300-1420).

### Meeting Time 1

M	T	W	R	F	S	SUTBA	Begin Time:	End Time:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Building:  Room Number:

### Meeting Time 2

M	T	W	R	F	S	SUTBA	Begin Time:	End Time:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Building:  Room Number:

### Meeting Time 3

M	T	W	R	F	S	SUTBA	Begin Time:	End Time:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Building:  Room Number:

### Meeting Time 4


M	T	W	R	F	S	SUTBA	Begin Time:	End Time:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Building:  Room Number:

Submit Meeting Time Changes

[Back to List of Existing Sections](#)

Once you've submitted the meeting time changes, you should receive a screen that says you've successfully updated the section:

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[Scheduler](#) • [202420](#) • [AFST](#) • [Section List](#) • Section Update Successful

Scheduler

CRN 25977 (AFST 2300 002) successfully updated for Spring 2024.

Update Meeting Time Information

Update Additional Information for Section

[Back to List of Existing Sections](#)

If you wish to enter additional information for the course, such as topic text or you need to cross-list the course, then select “Update Additional Information for Section.” If the course will not be cross-listed or include additional text, then you may return to the main list of all sections and continue to update the remainder of the sections.

**CRN 25977 (AFST 2300 002) successfully updated for Spring 2024.**

Update Meeting Time Information

Update Additional Information for Section

[Back to List of Existing Sections](#)

Submit additional information when you’re done populating the desired fields:

Term: Spring 2025  
Section: 21134 ANTH 1301 002

## Sections Comment

Topics and Sub-title changes ONLY, maximum 60 characters including spaces and punctuation:

## Section Long Text

## Cross List Section

Cross List Group  
Identification:

Term: 202520

Maximum Enrollment:

CRN:

## Low Cost or Zero Cost Learning Material

Please select one of the options that applies to the course:

None

Submit Additional Information

[Back to List of Existing Sections](#)

You should receive a message that says you've successfully updated the section. You may now select "Back to List of Existing Sections" to return to the full list of section and continue to modify the remaining sections:

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Sign Out

Scheduler · 202420 · AFST · Section List · Additional Information Update Successful

Scheduler

Section and Cross list for CRN 25977 (AFST 2300 002) were successfully updated for Spring 2024.


Update Meeting Time Information

Back to List of Existing Sections



## NEW SECTIONS

To create a section of a course that is not on the list, you may do so at the bottom of the page under "Add new section for Course Number" and fill in the course number you wish to create and select "Add Section":

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Sign Out

Scheduler · 202420 · AFST · Section List


Scheduler

Spring 2024

African American Studies

CRN	Subj	Crse	Sect	Title	Cred	Update	Copy	Delete
25977	AFST	2300	002	Intro-African Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
22026	AFST	3390	001	Topics in African/Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
22313	AFST	3390	003	Topics in African/Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
25926	AFST	3390	005	Topics in African/Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
25929	AFST	3390	006	Topics in African/Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>

Add new section for Course Number:  [Add Section](#)





You should see the same form as when you select “update.” Follow the same steps you did to modify an existing section.

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 Sign Out

Scheduler - 202420 - AFST - Section List - New Section

### Scheduler

Add Section

Term: Spring 2024

CRN:

Course: AFST 3390

Section:

Title: Topics in African/Amer Studies

Schedule Code: Lecture (LECT)

Instructional Method:

Campus: Main Campus

Enrollment Cap:

Waiting List Maximums:

Permission Needed:

Part of Term:

### Hours

	Low	High
CEU or Credit:	3.000	NONE <input type="text"/>
Billing:	3.000	NONE <input type="text"/>
Contact:	3.000	NONE <input type="text"/>
Lecture:	3.000	NONE <input type="text"/>
Lab:	.000	NONE <input type="text"/>
Other:	.000	NONE <input type="text"/>

Create Section

[Back to List of Existing Sections](#)

Once you’ve entered all the information, select “Create section” and you’ll receive the new CRN for the section:

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 Sign Out

Scheduler - 202420 - AFST - Section List - Successfully Created Section

### Scheduler

**CRN 26351** (AFST 3390 007) successfully created for Spring 2024.

Update Meeting Time Information

Update Additional Information for Section

[Back to List of Existing Sections](#)

When you’re done entering all desired information, return to listing of sections and your new course should be on the list:

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 Sign Out

Scheduler - 202420 - AFST - Section List

### Scheduler

#### Spring 2024

#### African American Studies

CRN	Subj	Crs	Sect	Title	Cred	Update	Copy	Delete
25977	AFST	2300	002	Intro-African Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
22026	AFST	3390	001	Topics in African/Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
22313	AFST	3390	003	Topics in African/Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
25926	AFST	3390	005	Topics in African/Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
25929	AFST	3390	006	Topics in African/Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
26351	AFST	3390	007	Topics in African/Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>

Add new section for Course Number:  Add Section

## DELETING A SECTION

If your department will not be offering a particular course for the term, select “Delete” from the options under list of existing sections:

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Scheduler - 202420 - AFST - Section List

Scheduler

Spring 2024

African American Studies

CRN	Subj	Crse	Sect	Title	Cred	Update	Copy	Delete
25977	AFST	2300	002	Intro-African Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
22026	AFST	3390	001	Topics in African/Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
22313	AFST	3390	003	Topics in African/Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
25926	AFST	3390	005	Topics in African/Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
25929	AFST	3390	006	Topics in African/Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
26351	AFST	3390	007	Topics in African/Amer Studies	3	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>

Add new section for Course Number:  [Add Section](#)

To confirm you wish to remove the section from the class schedule, select “Delete Section,” otherwise, click “Back to List of Existing Sections”:

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Scheduler - 202420 - AFST - Section List - Inactivate Section

Scheduler

Inactivate Section

Term	Spring 2024
CRN	26351
Course	AFST 3390
Section	007
Title	Topics in African/Amer Studies
Schedule Code	Lecture (LECT)
Instructional Method	F2F
Campus	Main Campus
Enrollment Cap	5
Waiting List Maximum	0
Permission Needed	No
Part of Term	1

[Inactivate Section](#)

[Back to List of Existing Sections](#)

Repeat steps above as needed to complete your term schedule.