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:

ACADEMIC SCHEDULE TOOL – DEPARTMENTAL SCHEDULER

Click on the "Departmental Scheduler" box:

Next, "Select a Term" you want to create the class schedule for and "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.

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

Spring 2024
African American Studies

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

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":

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

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

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."

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

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

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.

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

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:

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":

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

Once you've entered all the information, select "Create section" and you'll receive the new CRN for the section:

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

DELETING A SECTION

If you're department will not be offering a particular course for the term, select "Delete" from the options under list of existing sections:

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

Repeat steps above as needed to complete your term schedule.