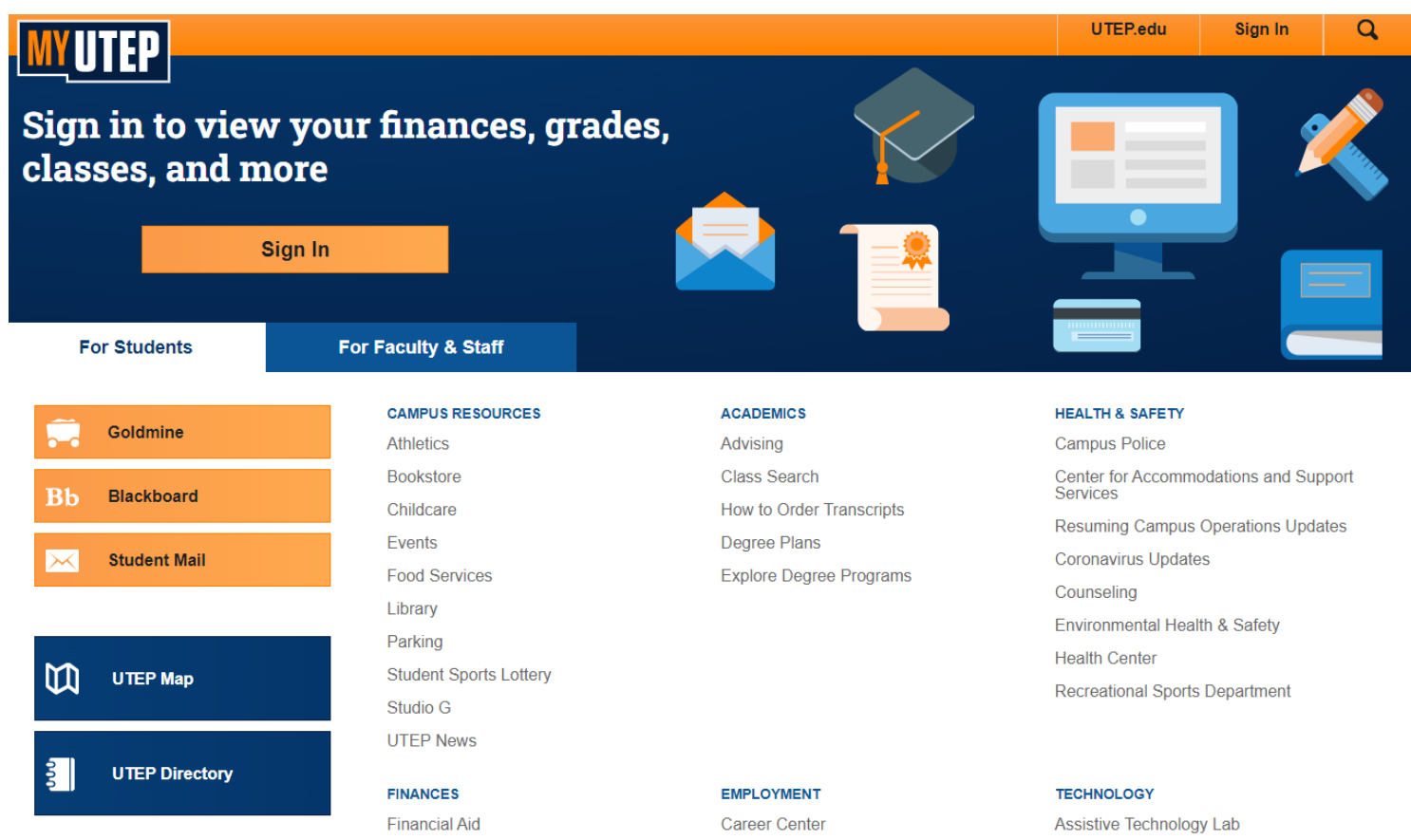


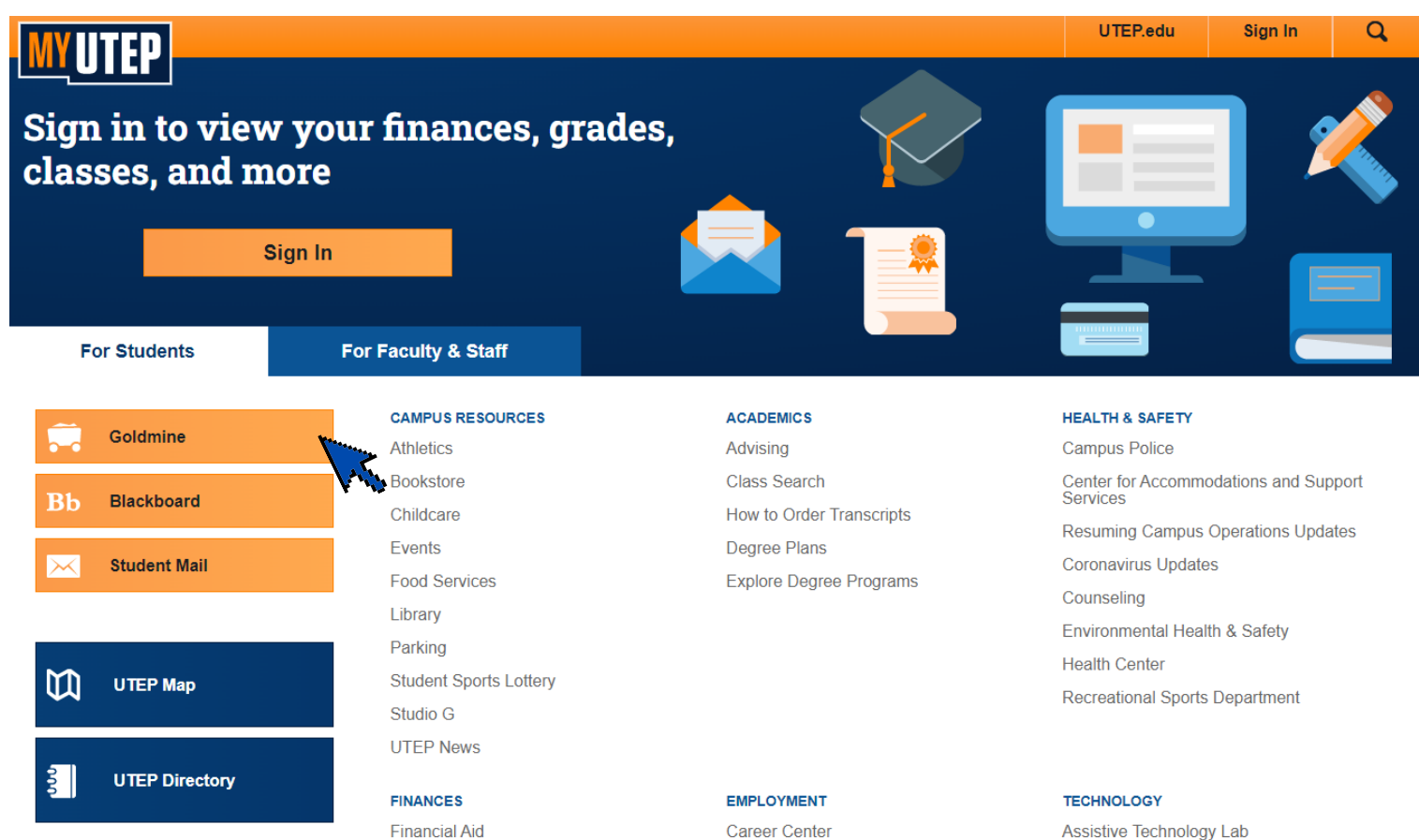
UTEP Class Registration

A STEP-BY-STEP GUIDE

1 Go To my.utep.edu



2 Click on the **Goldmine** button



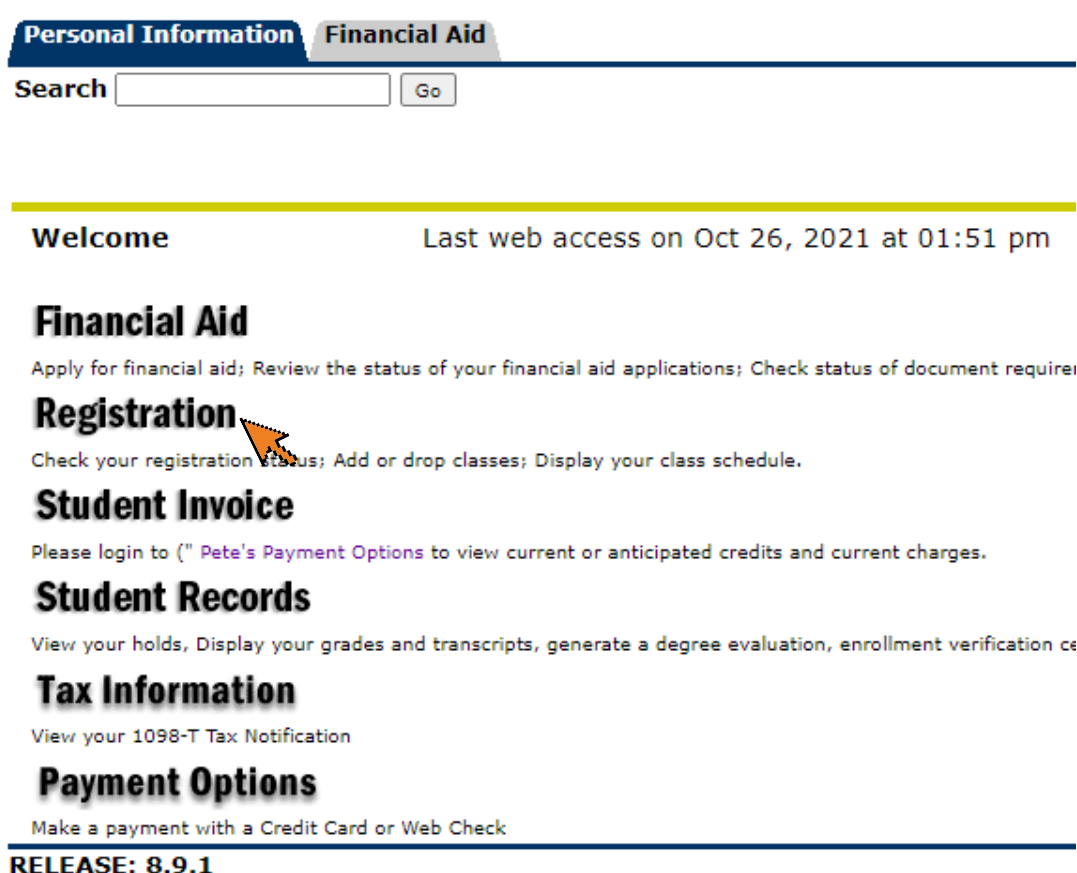
3

Enter your UTEP username and password, then **click on log in**



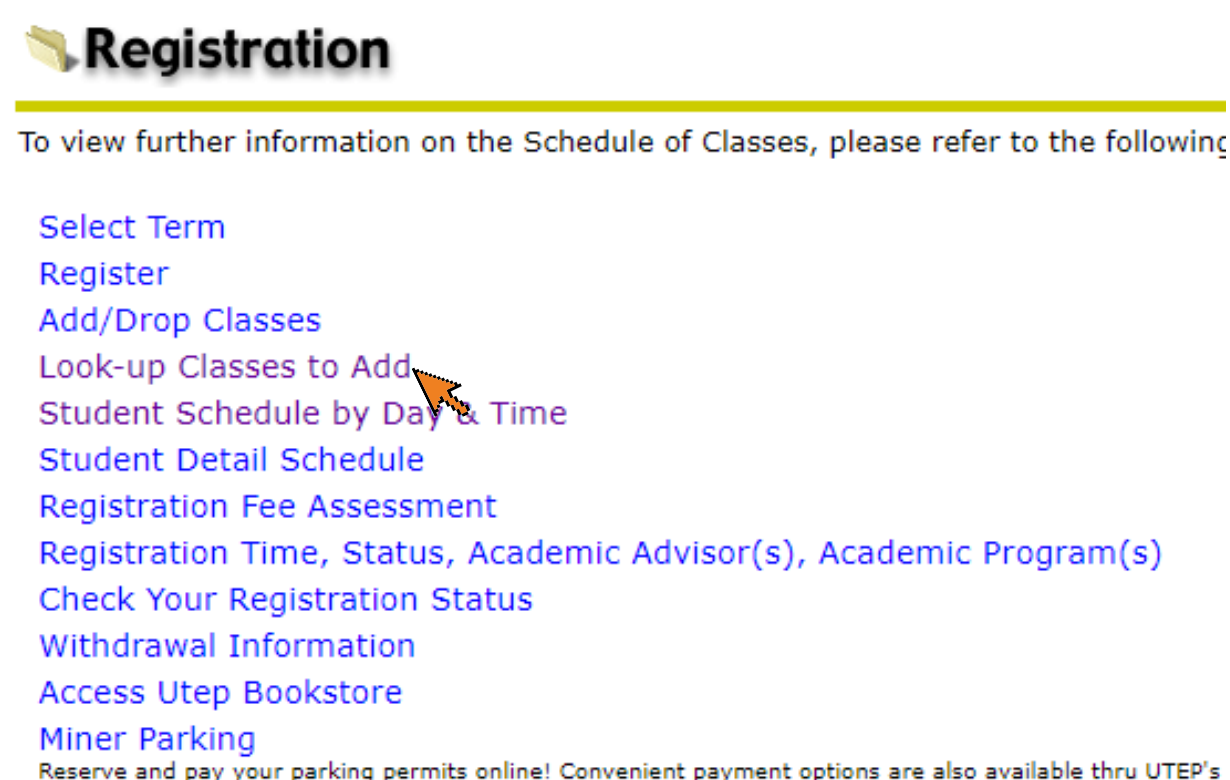
4

Next, click on **Registration**



5

Then, click on the **Look-up Classes to Add** link



6 Agreements and Procedures

If this is the first time you are registering for a new semester, you will need to complete a **Financial Liability Agreement** and **Acknowledgement of Withdrawal Procedures**. Please read carefully and choose the appropriate answers.

7 Make sure to select the correct year and semester in the **Select Term** dropdown menu. Once you have selected the term click on **Submit**.

Select Term or Date Range

Search by Term:

Spring 2022

Submit

Reset

RELEASES 8.7.1.2

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8 In the dropdown menu **select the subject** you are interested in taking. Then, click on **course search**.

Subject: ACCT-Accounting
AERO-Aerospace Engineering
AFST-African American Studies
ANTH-Anthropology
ARAB-Arabic
ARTF-Art Basic Foundation
ARTE-Art Education
ART-Art General Courses
ARTG-Art Graphic Design
ARTH-Art History

Course Search

Advanced Search

9 All of the courses available in that subject for the semester will appear. When you have found the course you wish to take, click on **view sections**.

Spring 2022

Art History

1306	History of Art II	View Sections
2313	Twentieth-Century Art II	View Sections
3305	Art of the Roman Empire	View Sections
3310	Art of the Medieval World	View Sections
3353	Pre-Columb Art & Arch	View Sections
3366	African Art	View Sections
3399	Special Topics in Art History	View Sections
4383	Art History Seminar	View Sections

10 The available sections will then appear. You will be able to see details like class hours and course fees. Select the section you wish to enroll in by **clicking on the white box**.

Sections Found

Art History

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title
<input type="checkbox"/>	20975	ARTH	1306	001	M	3.000	History of Art II

If a **C** appears instead of a white box this means that the class is closed, and students can no longer enroll in that section.

[View my Books](#)

11 Once you select the section you want **click on the register button**

Sections Found

Art History

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title
<input checked="" type="checkbox"/>	20975	ARTH	1306	001	M	3.000	History of Art II

[View my Books](#)

[Register](#) [Add to WorkSheet](#) [New Search](#)

12 The page will now take you to your **current schedule**. Here you can view all of the classes you have registered for.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec
Registered by Web on Oct 29, 2021	None	20975	ARTH	1306	001

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: Oct 29, 2021 10:45 am

13 To register for more courses **click on class search**.

Status	Action
Registered by Web on Oct 29, 2021	None

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: Oct 29, 2021 10:47 am

Order your books now!

Add Classes Worksheet

CRNs		
<input type="text"/>	<input type="text"/>	
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>

You can also register by using CRN numbers as seen in the Add Classes Worksheet. All you have to do is insert the CRN numbers of the courses you wish to take and then click on submit changes. From there the courses will appear on your current schedule.

