



## 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 My.UTEP.edu site and sign in to “GOLD MINE” using your email credentials.

## GOLD MINE – FACULTY SERVICES

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Go to “Faculty Services” tab and select “Schedule Courses” at the bottom of the page



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### Faculty Services

To view further information on the Schedule of Classes, please refer to the following web site: <http://academics.utep.edu/Default.aspx?tabid=39946>

[Term Selection](#)  
[Course Reference Number \(CRN\)/Class Selection](#)

[Active Assignments](#)  
[Catalog](#)  
[Course Schedule](#)  
[Class List: Detail](#)  
[Class List: Summary](#)  
[Faculty Grade Summary \(SHAINST\)](#)  
[Faculty Schedule: By Day and Time](#)  
[Faculty Schedule: Detail](#)  
[Grades: Mid-Term](#)  
[Grades: Final](#)  
[Office Hours](#)  
[Syllabus](#)  
[Wait List: Detail](#)  
[Wait List: Summary](#)

[Student Information - Advisor Menu](#)  
View a student's transcript; View a student's grades; Display your security setup.  
[Schedule Courses](#)

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



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Select a Term:

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Next, select the subject you wish to schedule first and "submit subject." 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 previous like term



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Spring 2015

African American Studies

CRN	Subj	Crse	Sect	Title	Cred	Update	Copy	Delete
23662	AFST	2300	001	Intro-African Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
25584	AFST	3390	001	Topics in African/Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
24703	AFST	3390	006	Topics in African/Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
25430	AFST	3390	008	Topics in African/Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
24631	AFST	3390	01	Topics in African/Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>

Add new section for Course Number:

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## EXISTING SECTIONS

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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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### Update Section

**Term:** Spring 2015  
**CRN:** 23662  
**Course:** AFST 2300  
**Section:** 001  
**Title:** Intro-African Amer Studies  
**Schedule Code:** Lecture (LECT)  
**Instructional Method:**   
**Campus:** Main Campus  
**Enrollment Cap:**   
**Waiting List Maximum:**   
**Permission Needed:**   
**Part of Term:**

#### Hours

	Low	High
<b>CEU or Credit:</b> 3.000 NONE		<input type="text" value="3"/>
<b>Billing:</b> 3.000 NONE		<input type="text" value="3"/>
<b>Contact:</b> 3.000 NONE		<input type="text" value="3"/>
<b>Lecture:</b> 3.000 NONE		<input type="text" value="3"/>
<b>Lab:</b> .000 NONE		<input type="text" value="0"/>
<b>Other:</b> .000 NONE		<input type="text" value="0"/>

#### Instructors

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"/>

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



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CRN 23662 (AFST 2300 001) successfully updated for Spring 2015.

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If the course is a lecture, lab, or seminar, you may enter meeting information by selecting "Update Meeting Time Information" tab. You may enter building and room number at this time for lab sections. When you've finished entering the information, select "submit meeting time changes."

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Term: Spring 2015  
Section: 23662 AFST 2300 001

**Meeting Time 1**

M T W R F S SUTBA

Begin Time:  End Time:

Building: None  Room Number:

**Meeting Time 2**

M T W R F S SUTBA

Begin Time:  End Time:

Building: None  Room Number:

**Meeting Time 3**

M T W R F S SUTBA

Begin Time:  End Time:

Building: None  Room Number:

**Meeting Time 4**

M T W R F S SUTBA

Begin Time:  End Time:

Building: None  Room Number:

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.

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**Meeting Time information for CRN 23662 (AFST 2300 001) successfully updated for Spring 2015.**

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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.)

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Term: Spring 2015  
Section: 23662 AFST 2300 001

Additional Information

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

Cross List Group Identification:

Term: 201520

Maximum Enrollment:

CRN:

Submit additional information when you're done populating the desired fields. You should receive a message that says you've successfully update 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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**Additional Information for CRN 23662 (AFST 2300 001) successfully updated for Spring 2015.**

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## 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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Spring 2015

African American Studies

CRN	Subj	Crse	Sect	Title	Cred	Update	Copy	Delete
23662	AFST	2300	001	Intro-African Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
25584	AFST	3390	001	Topics in African/Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
24703	AFST	3390	006	Topics in African/Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
25430	AFST	3390	008	Topics in African/Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
24631	AFST	3390	01	Topics in African/Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>

Add new section for Course Number:

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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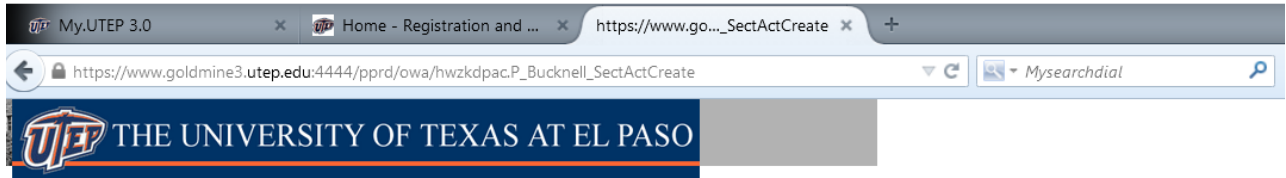
### Add Section

Term: Spring 2015  
CRN:  
Course: AFST 2301  
Section:  
Title: Theories-African Amer Studies  
Schedule Code: Independent Study (INDS) ▾  
Instructional Method: None ▾  
Campus: Main Campus  
Enrollment Cap:   
Waiting List Maximum:   
Permission Needed: No ▾  
Part of Term: 1 ▾

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"/>

Instructors  
E-Mail/UTEP ID Number    Instructor Name

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



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**CRN 26226 (AFST 2301 ) successfully created for Spring 2015.**

[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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Spring 2015

African American Studies

CRN	Subj	Crse	Sect	Title	Cred	Update	Copy	Delete
23662	AFST	2300	001	Intro-African Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
26226	AFST	2301	001	Theories-African Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
25584	AFST	3390	001	Topics in African/Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
24703	AFST	3390	006	Topics in African/Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
25430	AFST	3390	008	Topics in African/Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
24631	AFST	3390	01	Topics in African/Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>

Add new section for Course Number:

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## 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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Spring 2015  
African American Studies

CRN	Subj	Crse	Sect	Title	Cred	Update	Copy	Delete
23662	AFST	2300	001	Intro-African Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
26226	AFST	2301	001	Theories-African Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
25584	AFST	3390	001	Topics in African/Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
24703	AFST	3390	006	Topics in African/Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
25430	AFST	3390	008	Topics in African/Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
24631	AFST	3390	01	Topics in African/Amer Studies	3.00	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>

Add new section for Course Number:

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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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### Delete Section

**Term:** Spring 2015  
**CRN:** 24631  
**Course:** AFST 3390  
**Section:** 01  
**Title:** Topics in African/Amer Studies  
**Schedule Code:** Lecture (LECT)  
**Instructional Method:** None  
**Campus:** Main Campus  
**Enrollment Cap:** 0  
**Waiting List Maximum:** 0  
**Permission Needed:** No  
**Part of Term:** 1

**Instructors**  
E-Mail/UTEP ID Number Instructor Name



 [Back to List of Existing Sections](#)

Repeat steps above as needed to complete your term schedule.