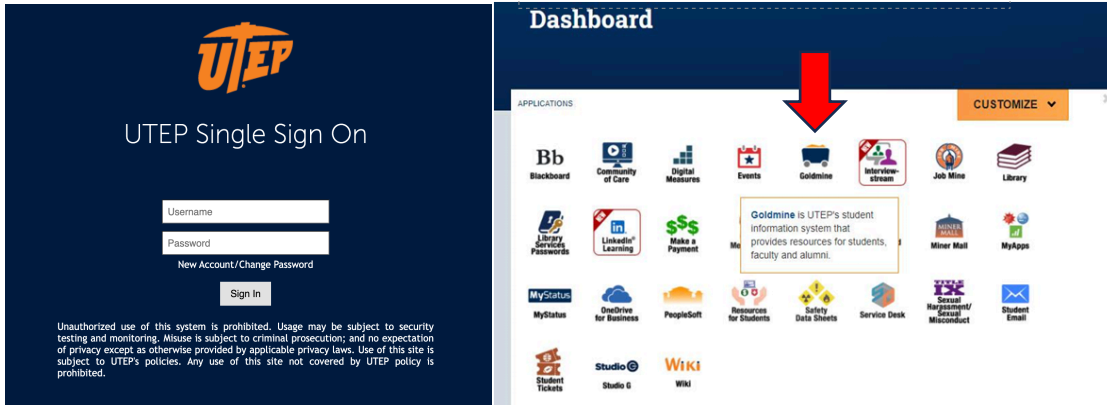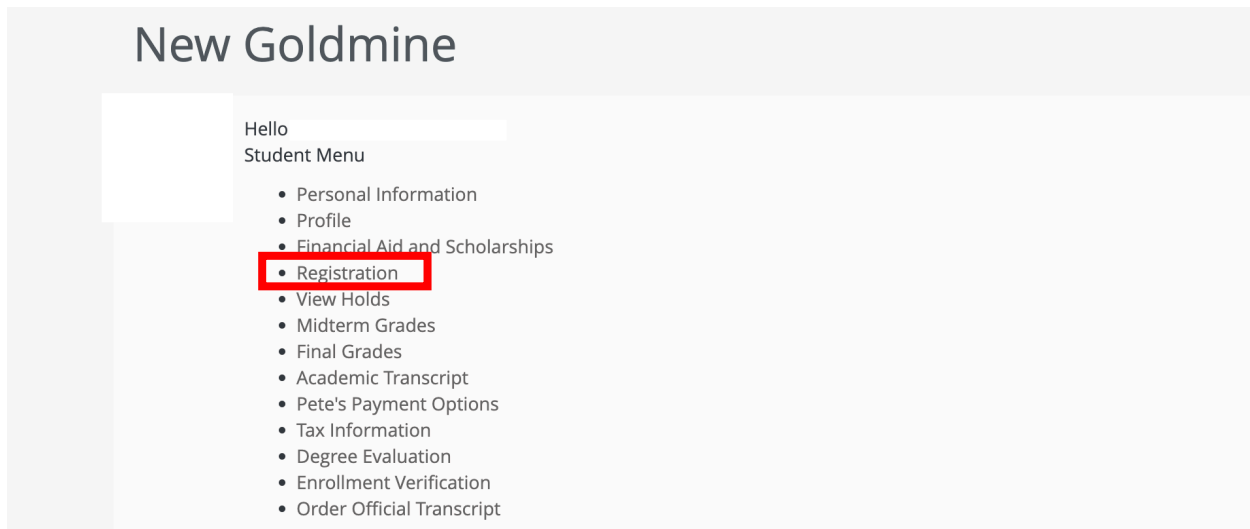# How to Register for a Course through Goldmine

1. Log into your Goldmine account from my.utep.edu using your UTEP credentials:

2. To start your registration process, click on "Registration":

New Goldmine

Hello
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. On the next screen, click on "Register for Classes":

Student • Registration

Registration

What would you like to do?

Prepare for Registration
View registration status, update student term data, and complete pre-registration requirements.

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

Plan Ahead
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

Browse Classes
Looking for classes? In this section you can browse classes you find interesting.

View Registration Information
View your past schedules and your ungraded classes.

Browse Course Catalog
Look up basic course information like subject, course and description.

4. Select the term you are registering for, then press "Continue".

5. On the next page, type in the information for the class you want to add including the Subject such as "History" and the Course Number such as "1301". Then, click on "Search":

6. Next, there is a list of the options available for the respective class. To add a course, click on the "Add" button that is located to the far right. You will be able to see the course on both the Schedule Details and Summary boxes with a "Pending" status. Once you are ready to finalize, click "Submit" on the bottom right corner:

7. Notice that the status changes on the Schedule Details and Summary boxes to "Registered". Go Miners!

How to Register for a Course with a Linked Section

1. Click "Search Again" on the top right corner:

2. Type in the new Subject such as Chemistry and Course Number such as 1305. Once you have selected the Lecture, click "Add". You will be able to see the course on both the Schedule Details and Summary boxes with a "Pending" status:

3. Notice that CHEM 1305 has Linked Sections. Click on "View Linked":

4. From the list of sections linked to the lecture, look for a section that works with your schedule on the Schedule Details box. Once you find the section, copy the CRN (1) and click on "Enter CRNs" (2):

5. Paste the CRN in the box and click "Add to Summary". Note that the course appears on the Schedule Details and Summary boxes with a "Pending" status:

6. Finally, CHEM 1105 is a corequisite of CHEM 1305 and needs to be added before submitting. Repeat step 8 and type in the Subject "Chemistry" and the "Course Number" 1105. Then, click on "Search".

7. From the next view, note that the system will tell you if there is a "Time Conflict" or other errors. Select the section that fits your schedule and click "Add":

8. Now you should see the section added to the Schedule Details and Summary boxes. Once you are finished adding courses, click on "Submit":

9. There you have it! Notice that the status changes on the Schedule Details and Summary boxes to "Registered":

If you have any questions, make sure to reach out to your Academic Advisor or the Registration and Records Office for assistance.

Go Miners!