



## How To Register For A Course Waitlist at UTEP

Waitlists are a function that academic departments may use to allow students to “wait in line” for an opening in a course that is closed due to full enrollment.

If a student in a course with a waitlist drops the course or is removed the first available student on the waitlist will be notified via e-mail that they are eligible to enroll in the course. The student then has a twenty-four hour window in which to register for the course before they lose their spot and the next student in line is given a chance to register.

Students are strongly encouraged to register for course waitlists if their desired course is closed.

### **To register for a course waitlist take the following steps:**

1. Log On to Goldmine via my.utep.edu
2. Click on the Registration area of Goldmine.
3. Click on “Look-Up Classes to Add” and select your term and use the course search function to find your desired course.
4. Determine whether or not the course has a waitlist attached. In the spreadsheet listing course details there will be a column labeled “WL Cap”. This column lists the total number of waitlist seats available. If any seats are listed the course has a waitlist.
5. Copy the course reference number (CRN) for the course.
6. Navigate to the Registration area and click on “Add/Drop Classes”.
7. Enter the CRN into the “Add Classes Worksheet”, at the bottom of the screen, and press submit.
8. The Current Schedule screen will appear stating that an error has occurred. If a drop-down menu appears next to the course select the option “Placed on the Course Waitlist” and press submit.

## 1. Log On to Goldmine via my.utep.edu and click on Registration area.

**Personal Information** **Faculty Services** **Financial Aid**

Search   SITE MAP HELP EXIT

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Welcome Gerard S. Ross. Last web access on Jun 10, 2013 at 08:46 am

**Financial Aid**  
Apply for financial aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

**Faculty Services**  
Enter grades and registration overrides; View class lists and student information

**Registration**  
Check your registration status; Add or drop classes; Display your class schedule.

**Student Invoice**  
Please login to [Pete's Payment Options](#) to view current or anticipated credits and current charges.

**Student Records**  
View your holds, Display your grades and transcripts, generate a degree evaluation, enrollment verification certificate and transcript ordering and Six Drop Count. Please login to [Pete's Payment Options](#) to review charges and payments.

**Tax Information**  
View your 1098-T Tax Notification

**Payment Options**  
Make a payment with a [Credit Card](#) or [Web Check](#)

## 2. Click on "Look-Up Classes to Add".

**Personal Information** **Faculty Services** **Financial Aid**

Search   MAIN MENU SITE MAP HELP EXIT

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**Registration**

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

- Select Term
- Register
- Add/Drop Classes
- Look-up Classes to Add**
- Student Schedule by Day & Time
- Student Detail Schedule
- Registration Fee Assessment
- Registration Time, Status, Academic Advisor(s), Academic Program(s)
- Check Your Registration Status
- Withdrawal Information
- Access Utep Bookstore
- Miner Parking

Reserve and pay your parking permits online! Convenient payment options are also available thru UTEP's new online parking website. Use a credit card, cash, or your FINANCIAL AID to buy your permit. 'FREE' Miner Metro shuttle service available from UTEP's North lots to the central campus.

**RELEASE: 8.5.1**

### 3. Select your term.

Personal Information Faculty Services Financial Aid

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Select Term or Date Range Jun 12, 2013 09:46 am

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**Search by Term:**

- None
- None
- Fall 2013
- Summer 2013
- Spring 2013 (View only)
- Fall 2012 (View only)
- Summer 2012 (View only)
- Spring 2012 (View only)
- Fall 2011 (View only)

### 4. Use the course search function to find your desired course.

 Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

**Subject:**

- Special Education
- Speech & Language Pathology
- Statistics
- Student Exchange Program
- Student Support Services
- Systems Engineering
- Teacher Education
- Theatre
- Translation
- University

### 5. For example: SPLP 2320.

Fall 2013

**Speech & Language Pathology**

1312	Survey of SH & L Disorders	<a href="#">View Sections</a>
2111	General Phonetics Laboratory	<a href="#">View Sections</a>
2313	General Phonetics	<a href="#">View Sections</a>
2320	Hearing Science	<a href="#">View Sections</a>
3310	Language Development	<a href="#">View Sections</a>
3312	Anatomy/Physiol Speech Mech	<a href="#">View Sections</a>

6. Determine if the course has a waitlist. In the spreadsheet listing course details, there will be a column labeled “WL Cap”. This column lists the total number of waitlist seats. If it contains any number greater than 0 the course has a waitlist.

Sections Found  
Speech & Language Pathology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Ren	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
C	12714	SPLP	2320	100	M	3.000	Hearing R Science		01:30 pm-04:20 pm	40	40	0	40	2	38	0	0	0	TBA	08/26-12/05	CABL 235	Course Fee(s): none. ADA Accessible Full Term and PART OF TERM [PT]: and

New Search

7. Copy the course reference number (CRN) and navigate to the “Add/Drop” courses menu. Enter the CRN into the “Add Classes Worksheet”, at the bottom of the screen, and press submit.

Add Classes Worksheet

CRNs

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

8. The Current Schedule screen will appear stating that an error has occurred. If a drop-down menu appears next to the course select the option “Placed on the Course Waitlist” and press submit.

Registration Add Errors

Order your books now!

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Section closed. Waitlist available.	None	12714	SPLP	2320	100	Undergraduate	3.000	Std	Ltr (A,B,C,D,F,I,N,P,W,CR)	Hearing Science

Add Classes Worksheet

9. If you have any issues please contact Registration and Records at (915) 747-5544.