How to Register for Classes with a CRN

A Course Reference Number (CRN) is a unique 5 digit identifier assigned to a class for registration purposes. An Advisor will assign you CRNs during advising so that you may register.

1. Go to https://my.utep.edu/.
2. Enter your UTEP username and password.

3. Once logged in, click on the Goldmine link.
4. Next, click on the Registration link.

5. Click on Add/Drop Classes link.

NOTE: Select Check Your Registration Status link to view holds, academic standing, student status, and registration permit/overrides on your account that may affect your registration.
6. The first time you register for courses each semester, you will find a Financial Liability Agreement and Acknowledgement of Withdrawal Procedures. Please read and choose an answer. Thereafter, you will skip to step 7.
7. Choose the semester and year you are registering for in the Select a Term drop down menu. Click the Submit button.

8. Click on Add/Drop Classes.
9. At the bottom of the page, enter all CRNs (provided to you by your advisor) in the text boxes under Add Classes Worksheet. Click on Submit Changes.

10. Once submitted, your registered courses should be listed under Current Schedule as seen below.