Your Obligation as a Goldmine Student System User:

Users have the obligation to be aware of federal regulations (FERPA-Family Educational Rights and Privacy Act), state codes, and university policy applicable to the inspection and release of student information under the jurisdiction of their office. Any questions on the inspection and release of student information should be addressed to the Registrar's Office. Student information (Data) is protected (privileged) and can (shall) only be inspected pursuant to the provisions of legitimate business of The University of Texas at El Paso.
# Table of Contents

- **Introduction** ............................................................................................................ 3
- **Form (Screen) Information** .................................................................................. 4
- **Finding a Person** ................................................................................................. 5
- **General Information on Students** ................................................................. 10
- **View Holds on a Student** ............................................................................. 12
- **Test Scores and Grades** ................................................................................. 13
- **Registration** .......................................................................................................... 14
- **Viewing Overrides** .......................................................................................... 15
- **Degrees and Other Formal Awards** .......................................................... 16
- **Academic History by Term** ........................................................................... 17
- **Academic History by Subject** ....................................................................... 19
- **Academic History by Course** .......................................................................... 20
- **Prerequisites** ....................................................................................................... 22
- **Classes taught by a particular instructor** .................................................... 23
- **Class list** ............................................................................................................. 24
- **Changing your Password in Goldmine** ....................................................... 25
Introduction

What is GOLDMINE?

Goldmine is a comprehensive, fully integrated, graphical user-interfaced Student Information System. It stores data in an Oracle relational database, and users interact with the system by means of screens (called FORMS).

How is data stored in GOLDMINE?

Goldmine data is stored in an Oracle relational database, which means a collection of tables where data element names represent columns across the top, and data records are stored in rows. This table-driven database allows Goldmine to be flexible, time saving, and to assist in preventing errors.

A typical table might look like this:

<table>
<thead>
<tr>
<th>Student Id</th>
<th>Student Last Name</th>
<th>Student First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789</td>
<td>Bull</td>
<td>John</td>
</tr>
<tr>
<td>987654321</td>
<td>Jones</td>
<td>Judy</td>
</tr>
<tr>
<td>234567890</td>
<td>Smith</td>
<td>Rocky</td>
</tr>
</tbody>
</table>

The columns show data elements; the rows contain specific instances of data.

The importance of these tables will become apparent to you as you become more familiar with the system.

What happens if I have a problem with GOLDMINE?

The initial point of contact for assistance is your local computer systems administrator. If there is a problem that is not isolated to your PC, contact the HELP Desk (Ext.4357) for assistance. Sometimes the HELP Desk can solve the problem with you on the phone. At other times, the HELP Desk may have to contact either technical or functional experts to solve the problem, and will inform you if that is necessary. A procedure has been developed with the Technical Staff and the HELP Desk for troubleshooting.

What about security procedures?

1. **Log Off**: Make sure that you log off the system when you have finished with it or are going to leave your area for any amount of time. Please be aware that you are responsible for anything at your terminal if you leave it logged on to Goldmine.
2. **Do not** give out or share your login information with anyone. Again, you are responsible for anything done under your login.
3. **Recognize confidentiality**: The system will let you know who owns the information on the record you are viewing. If in doubt, call the HELP Desk.
4. **Don’t be** reckless with print screens. If you do not need screens that were printed, dispose of them properly. Try to print only screens that are absolutely necessary.

Please keep these things in mind as you use the system on a daily basis.
Form (Screen) Information

Tool Bar Explanation:
Finding a Person

The name of the “Identification Form” is **SPAIDEN**. Click on the “STUDENT” icon, then click “General Person Menu,” then click on the “Identification Form.” Another way to access this form is to type **SPAIDEN** in Direct Access Block on the main menu and click on enter. The following screen will then come up.

![Identification Form](image)

Notice that the top portion of your screen will allow you to type in the person’s ID number if you know it. This option is available in all forms. Also, you can type the person’s “Last Name, First Name” to locate a person. If only one person is found their name should appear in the name block. If more than one person is found you will receive the following pop-up.

This is saying there are 3 people with this name. Click the down arrow to view the names.
If the ID is not known, you can search the system by name by clicking on when you run the search query, an option list with two choices will pop up. When you click on the text and select SOAIDEN, you will search for a person on the system. A non-person search brings up information on other third parties such as companies or departments.

You should now be on the following query screen.

This screen will allow you to search for a person via last name plus first name. **Goldmine is case sensitive unless you click the “No” button under “Case Sensitive Query.”** Otherwise, it will recognize names with capital letters in the first and last name. Make sure that you select the “Execute Query” button at the top of the screen. If you do not get any results on your query, make sure you typed in “Ima Test” instead of “ima test”. Remember that you do not have to be specific if you are unsure of the name. For example: Let us say you are searching for Ima Test but are unsure if he his name is Ima or Imma. You can type Test in Last Name and then type I% in the First Name and then click on the Search button. Remember that the “%” sign is a wildcard sign that Goldmine recognizes to look for all possible combinations of what it is placed next to. In this case Goldmine will look for all records ending in Smith and starting with the letter “I”. Displayed on the next screen will be a list of names with their information.

If you make a mistake and you need run another query, just click on the “Enter Query” button and it will clear the screen and allow you to search for another person. Once you find the person you are looking for, you can then select the person by clicking on the ID with your mouse, or using your arrow keys to highlight the person and then click on the “SELECT” button.
This will now bring you back to the main SPAIDEN form. The top information should now have person’s name and ID filled in. The next step is to use the Next Block command. The Next Block command will update the screen or form with the user’s information.

You can access the Next Block command by the drop down menu. Or you can access the same command by using this icon or by clicking in any white box.

Remember: You can always go back from Next Block by using the Previous Block command. As you can see on the following screen, the student’s information has been updated.

If you receive a pop up box like the following, it is telling you that this person has requested that their information be confidential. The information is available for the legitimate use of the University and is not to be given out.
You can now view some student information by clicking on the “Navigational Menu” or clicking Next Block.

- **Address**--This will give you all the current addresses for the student you selected.

![Address Information](image)

**Type**: This is the type of address associated with the person. The most common types are:
- **MA**: Mailing
- **PR**: Permanent
- **RS**: Residency

**Seq #**: This is the most current record for each type. The greatest number is the most current.

**From**: The start date of the address.

**To**: The end date of the address.

**Inactive**: This is checked if the address information is inactive.

**Source**: The address source code.

**User**: This field identifies the last person who updated this form.

**Activity Date**: The field identifies the last date the form was updated.

**Type**: This ties the phone number to the type of address associated with the person. The most common types are:
- **MA**: Mailing
- **PR**: Permanent
- **RS**: Residency
- **Alternate**--Identifies the previous ID and name, if any.

Notice that if you have “More…” on the bottom right of your screen you can keep click on Next Block to scroll through all the screens stated above. “More” can also mean that there are more miscellaneous screens available to you to view. If you go to any of the screens listed above and keep clicking on Next Block, you will scroll through all the screens until you return to the original screen that you began viewing.

**Rule of Thumb:**

Remember that Rollback will always take you to the top of the form to enter another student ID. Return will bring you back to the first form. Exit will take you out of the form completely. Your best bet to get back to the original form is to try these commands in the following order: Return, Rollback, and as a last resort Exit.
General Information on Students

After you have located a person on the system, a good place to start for general information and to determine if the person is a student is the SGASTDN form. Make sure you go back to the screen with the menus to select the form, or you can go back to the main screen and type the form name in Direct Access.

The form will now list the student you have selected. This form will give you the student’s academic standing as well as other general information. The importance of the Summary button is that you can quickly view all the term information in a short concise form. This form will allow you to view the academic standing and major the student is pursuing in any given academic term. By selecting from this form it will update and bring you back to the SGASTDN form. This will prove handy if you need to query for a specific term. If you have a term already in mind, you can then type in the term in the term section.

**Term Hints:**

You can change from one term to another depending on the information you wish to look at. Remember the term is always the second of the two years of the academic year as traditionally set forth (thus 1998-99 = 1999) followed by 10 for fall, 20 for spring, 30 for summer, and 40 for summer 2nd session, if applicable. If this is somewhat confusing you can click on the Term button and a table with the term codes and their descriptions will pop up. Just select the term you want and select OK.

To update the form simply click on Next Block. The screen should now update and look as follows.
As you can see, the student’s current information is quickly brought up for you to look at. This student’s status is active, it shows his level as an undergraduate, and it also states when the student was admitted to the University. You can access different areas that relate to this student from the Options drop down menu. This will become more and more important as you become familiar with the various screens and forms that you access daily.

If you need additional information from this form you can click on any of the Forms list in the navigation bar. These forms will take the user to the following blocks:

- **Additional Student Information**: Gives the matriculation code. (i.e., the term the student entered UTEP).
- **Academic Status**: Gives the academic standing for this student. For users possessing proper access, reinstatement from academic suspension can be overridden. See below for more information.
- **Graduation**: Expected Date of Graduation
- **Do not forget the up and down arrows for more information**
View Holds on a Student

If you wish to know the specific holds on a student, go back to the main menu by clicking on Exit. Type **SOAHOLD** in Direct Access. Now just select Next Block to get the following updated screen.

As the above sample shows, three holds will appear at a time on a page. If there are more than three holds, you can use the scroll bar to view the remainder. When you are done viewing you can just exit.
Test Scores and Grades

From time to time, you may need to check on a student’s standardized test scores. Goldmine provides an excellent form for viewing this information. The name of the form is **SOATEST**. When you bring up the form and click on Next Block, it will look something like this:

If there are more test scores, you will be able to use the scroll-down menu to view them. Other scores that may show up here for you to view are test scores for CLEP, GRE, SAT, other national test scores, and any local (UTEP) placement test scores.

If for any reason a student’s test score is not listed here, please notify the following:
- For all undergraduate national test scores and local placement test scores, please notify Undergraduate Admissions.
- For all graduate and doctoral test scores, please notify the Graduate School.
Registration

To view a student’s current registration, use the SFAREGQ form. Once you are into SFAREGQ, you must specify the term by typing it in the appropriate section and an ID. If you are unsure, just click on Term for a list of all terms and then choose from the table list. Once you choose the term and ID, click on next block, and your screen should look like this.

CRN: Course Reference Number or 5-digit call number.
PT: Term Type: 1 is full term, 2 is first half of term, 3 is second half of term
Scroll Bar: When moved will show more information on each CRN
Viewing Overrides

Using the SFASRPO form you can view overrides for a specific term. By bringing the form up and giving a term and student ID and selecting Next Block, you can quickly access the student’s registration information for the term specified. The following screen gives an example of this.
Degrees and Other Formal Awards

If you need to check the status on a student's degree, you can access this information with the SHADEGR form. When you open up the form, you will either type in the student's social security number or you will search for the student by surname. Once the student's records have been found, you must insert the Degree Sequence number. This number informs Goldmine which degree you are looking for if the student intends to pursue subsequent degrees. You can query by clicking on the button. This will take you to a different screen. Once you find the number you are looking for, just click on Select and it will take you back to your original screen. Clicking Next Block will bring the following screen up.

This screen shows the status of the degree and any graduation information that is relevant. The Calculate Degree GPA button will automatically calculate the GPA and display it for you. Student Curriculum will display all majors that the student is currently seeking.

For any admissions questions, please look at the SAAADMS form.
Academic History by Term

To view all courses and grades by term, use the SHATERM form. Once you bring up this form, you will need to specify the level of the student (undergraduate or graduate). If you select a term then you will only be able to view from that term onward. Leaving the term selection blank will allow you to view all the student history from the most current semester. Once this is done, click Next Block.

**First Term Attended:** This is the first term the student attended UTEP.
**Last Term Attended:** This is the last term posted in history that the student attended.
**Acad Standing:** The student’s current academic standing.
**Override:** Displays the user entered academic override standing.
**Overall Institution GPA:** UTEP GPA information

Click next block again and you will get the following block.
As the previous screen shows, the student academic history by term is now on screen. Using the scroll bars on this form, you can scroll down through the student’s academic history by term.
Academic History by Subject

Another form that looks similar to *SHATERM* is the *SHASUBJ* form. This form will allow you to look for grades by subject. You can select the subject you wish to start with, or you can leave it blank and all subjects will be listed. Clicking on Next Block will update the screen and will look like the first screen in *SHATERM* (see above). Clicking Next Block again will take you to this screen.

This information shows the attempted hours, passed hours, earned hours and GPA for each course. Notice the *Subj* heading at the top right. As you scroll down on the scrollbar, you will notice that the subject and course will change, allowing you to view the different classes this student has taken. If the student has attended several terms at the University, this list may become quite long; as you start to use this form, it will be to your advantage to choose a subject to start out with. Doing so will bring you to the right starting place to view course information.
Academic History by Course

To find grades for a particular term you can use SHACRSE. Bringing this form up and choosing the term will give you the grades for that term. If you leave the term blank, the screen will show all the courses the student has taken from the most current to the least current. The following is how the form will look. This is a good screen for printing all the courses a student has taken.

<table>
<thead>
<tr>
<th>Sel</th>
<th>Term</th>
<th>PT</th>
<th>Camp</th>
<th>Lvl</th>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Sect</th>
<th>Hours</th>
<th>Grade</th>
<th>Md</th>
<th>Rpt?</th>
</tr>
</thead>
<tbody>
<tr>
<td>200020</td>
<td>1</td>
<td>M</td>
<td>UG</td>
<td>25393</td>
<td>BIOL</td>
<td>1104</td>
<td>009</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>1</td>
<td>M</td>
<td>UG</td>
<td>26263</td>
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<td>21372</td>
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<td>1194</td>
<td>011</td>
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<td></td>
<td></td>
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</tr>
<tr>
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<td>M</td>
<td>UG</td>
<td>25520</td>
<td>SOWK</td>
<td>3330</td>
<td>001</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200020</td>
<td>1</td>
<td>M</td>
<td>UG</td>
<td>25532</td>
<td>SOWK</td>
<td>3355</td>
<td>001</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200020</td>
<td>1</td>
<td>M</td>
<td>UG</td>
<td>21741</td>
<td>SOWK</td>
<td>3370</td>
<td>001</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>200010</td>
<td>1</td>
<td>M</td>
<td>UG</td>
<td>11674</td>
<td>SOC</td>
<td>2312</td>
<td>002</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200010</td>
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<td>M</td>
<td>UG</td>
<td>11842</td>
<td>SOWK</td>
<td>3346</td>
<td>001</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200010</td>
<td>1</td>
<td>M</td>
<td>UG</td>
<td>11663</td>
<td>SOWK</td>
<td>3370</td>
<td>001</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>1</td>
<td>M</td>
<td>UG</td>
<td>15141</td>
<td>UNIV</td>
<td>2350</td>
<td>005</td>
<td>3.00</td>
<td></td>
<td></td>
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<td>000900</td>
<td>1</td>
<td>M</td>
<td>UG</td>
<td>4</td>
<td>ECON</td>
<td>3101</td>
<td>005</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Course Sections

What if you need to know what sections are available for a particular course? Or maybe you need to know which instructor is teaching a particular class? You will then need to use the SSASECT form. This form keeps track of all sections, adds classes for the semester, and displays the name of the instructor for each course. This is an example of the form.

Please note that you do not have update capability to this form. If you know the course reference number, you can enter it to make your search easier. Otherwise you can use this form to query a particular class.

When you open the form, double click inside the “course ref #” block. This will take you to a screen where you will tab over to the subject and enter a subject. After you do so, either select the “Execute Query” button or press the F8 key on your keyboard to get all the sections of courses within that subject. The following is a picture of what your screen should look like.
You can immediately see the usefulness of this screen by noticing that each section has a maximum (MAX), actual (ACT), and available attendance. Thanks to this feature, you can immediately let the student know if the section is still open.

You select a course by either using your arrow keys or place your cursor/mouse over the class and pressing the Select button you will be taken back to the SSASECT form. Now select Next Block and the form will be updated. Pressing Next Block again will bring up information on when the course meets. Pressing Next Block one more time will let you know the instructor assigned to teach this course.

**Prerequisites**

If you need to know the prerequisites for a course you can use SCAPREQ. This form, when opened, will require you to enter the subject, the course and the term. Then click Next Block. The form will update the information in the lower half. Clicking Next Block again will take you to a block like this one, which displays prerequisites.

The form appearing just above shows that GEOL 2412 for the term 200120 has several course prerequisites. Each subject and course is given with a level and grade requirement to complete. If there are more prerequisites, you may view them by using the scroll bar to your right.
Classes taught by a particular instructor

If you wish to check which classes are taught by a particular instructor enter SIAASGQ. Using this command and entering the term and the instructor’s ID number in the ID section will allow you to view the classes he or she is teaching. This will work only if the corresponding instructor’s information is in the system as teaching a particular class. If you do not know the instructor’s ID, you can click on the ID button to run a query to search for a particular instructor via name. Once you have located the instructor, you can then proceed to click on Next Block. The following form is an example.

You can then quickly see that the following instructor is teaching POLS 4370 in the 200120 session. This view not only gives you the start and end dates but also provides further information, like class times, which can be viewed by using the left/right scroll bars.
Class list

If you want to view a class list, you will need to go to the SFASLST form. This form requires you to input the Term and the Course Reference number. If you do not know this number you can query for it by clicking on the Course Reference number button. This will take you to the same query screen as in SSASECT. (See the information under “Course Sections and Who Is Teaching Them.”) Once you locate the course and press the Select key, you will be taken back to the SFASLST form. You will then press Next Block and you will see a class list for this course and section number. Remember that the class list is sorted according to the order in which each student registered for the course.

![Class Roster Form SFASLST 4.3.3 (PROD)](image)
Changing your Password in Goldmine

Your Goldmine password and your login id are the keys to your Goldmine account. Anyone who knows these two items (or can guess them) has access to all the data that you have access to. He or she can view, alter, or delete any data that you have access to. It is your responsibility to protect your account information by keeping your login id and password from becoming known to anyone else. It is also important for you to routinely change your password frequently. This is just as important as locking the file cabinets, the safe, or the office door when you leave at the end of the day.

**Changing Your Login ID:** You cannot change your login ID, but IT personnel will be happy to change it for you. If you feel that there is a reason to change your ID, call The Help Desk at 4357.

**How to Change Your Goldmine Password:** You can change your Goldmine password anytime you desire. It is easy to do if you follow the instructions below.

1. Start Goldmine and log in.
2. Type GUAPSWD in the Direct Access text box in the upper-right portion of the Goldmine screen and press the Enter key. This will display the Oracle Password Change Form.
3. Type your old (current) password below your Oracle User ID.
4. Type the new password twice.
5. Click the Save button.
6. Your password will be changed by Goldmine immediately.