



New First-Year Student Checklist 2016

The following is a guide to tasks to be completed in preparation for your arrival to campus as a new student

This document is a supplement to the information you will find at: newstudent.mines.edu

Items to take action on immediately:

- Summer Orientation**, which is not mandatory but is **strongly** recommended, will provide you with much more information on Mines and will assist you in transitioning to college life. Learn more and find registration at the link below. *Registration for the Summer Orientation Sessions is currently open.*
<http://studentactivities.mines.edu/orientation/>

- July 8

- July 11

- July 15

- July 18

- Final, Official High School transcript** must be mailed to the Admissions Office within two weeks of graduation. Order before school gets out!
- Tuition Classification Form DUE** – this form **MUST** be completed by ALL new students
- MultiPass Account Claim** - **Must be completed in order to set up your Mines Email, your Trailhead access, provide access to the Housing Portal, etc. Beginning June 1st, ALL communications will be sent to your Mines Email address. Please check this email frequently and make it your preferred account.**
- ??Suspension, Expulsion or Conviction since you submitted your admissions application??** – **action required** – please see instructions in last section of this checklist.

MAY

- Student Disability Services** *(if applicable)*
This is the department on campus that aids and supports in the classroom accommodations for students that identify as having a disability or learning need. Learn more here: [Disability Support Services](#)
- Housing Application Open** in Trailhead until May 15th.
Find more information and timelines: <http://newstudent.mines.edu/Living>
For questions: visit <http://inside.mines.edu/Residence-Life>; email Housing@mines.edu; or call 303.869.5433.
- Parking Lottery** - Parking lottery opens on May 1st for the 2016/16 Academic Year. **Deadline is June 1st.**
First year freshmen living on-campus are not permitted to park on campus unless a parking permit is obtained from the lottery system or waiver process. Commuter students learn more about [student parking and permits](#).
- Attend a MANDATORY class registration advising webinar:** <https://inside.mines.edu/NSTU-To-Do>

JUNE

- Attend a MANDATORY class registration advising webinar:** <https://inside.mines.edu/NSTU-To-Do>
- Housing** - Sign back in to your housing application to select your hall and room on your assigned date and time.
- Financial Aid** Office will mail Loan Processing Information Pamphlet. http://newstudent.mines.edu/Financial-Aid_1
- College Transcripts DUE** – Please submit all college transcripts as soon as available to the Admissions Office. If you have completed coursework through another institution, concurrently in high school or otherwise, please request the **official college** transcript(s) be sent to the Colorado School of Mines Admissions Office. **Transfer credit is not guaranteed** – learn more here: <https://www.mines.edu/FreshmanTransferCredit>

JULY

- DUE July 1st - **Certificate of Immunization, TB Screening, Meningococcal Disease, and Health History forms**
- AP or IB* exams scores DUE** – please make certain that your scores are being sent from the appropriate testing agency. The Registrar’s Office must receive these in order to award appropriate credit. Learn more here: https://inside.mines.edu/advanced_credit
- Colorado students:** Complete the [College Opportunity Fund](#) Application

AUGUST

- Accept student and parent loans and [complete the loan process](#)
- Health Insurance Plans
 - Actively enroll in or waive** the [Student Health Insurance Plan \[SHIP\]](#). Since 1991, all degree-seeking U.S. citizens and permanent resident students* and all international students*, regardless of degree status, are **required to have health insurance as a condition of enrollment**.
 - **Insurance Cards for students enrolling in the Student Health Insurance Plan - SHIP**
United Health Care Student Resources will send an electronic communication directing students to their secure account on www.uhcsr.com/csm to request or print an ID Card. Students can also utilize an electronic ID card via their mobile device.
 - **WAIVER Process**
U.S. citizens and permanent resident students*: The enrollment/waiver process is done online only, through your Trailhead account (link found on the Registration page).
 - **International students***: Requires a paper waiver form from the Health Benefits Office. Please see <http://studentinsurance.mines.edu> for the current requirements for waiving the SHIP.
- Health Insurance Coverage for students required to be on campus prior to the first day of classes. This applies primarily to pre-season athletes and resident assistants. Please contact the Health InsuranceBenefits office for specific information regarding the special coverage period requirements. <http://studentinsurance.mines.edu>
- Create your resume’ and **begin looking for work-study and non-work study** job opportunities. You may search for campus opportunities through [DiggerNet](#).
- Confirmation of Attendance**
You need to confirm you will be attending in the fall. Login to Trailhead, go to Self-Service, Student, Student Records or Registration, Confirmation to Attend, click the box and submit. Deadline is Aug. 19th.
- Selective Service**
Male students meeting the criteria and not verified by other means, must complete the Selective Service Survey in Trailhead under Self-Service.
- Colorado students: **College Opportunity Fund (COF) Authorization**
Provide authorization to Mines to collect your College Opportunity Fund on your behalf and apply it to your bill. Login to Trailhead, Self-Service, Student, Student Records, COF Stipend Authorization, submit.

AUGUST continued

- Confirm/update your information** – *continue to become familiar with Trailhead*
 - You are notified by email if changes are made to your financial aid award or if additional information is needed. Changes or required documents can be viewed in Trailhead.
 - Enter your local address and phone number in Trailhead. Self-Service, under personal information.
 - **Sign up** through your Trailhead account to receive **MEA** – Mines Emergency Alert messages – you will need your complete cell phone text address. This address is used to receive emergency campus notifications through the Mines Emergency Alert (MEA) System. To enter this information in Trailhead, go to Self-Service, Personal Information, Mines ****Emergency Alert**** System.

- Disbursement of funds begins
First disbursements will begin to credit to student accounts three business days prior to start of classes – Aug. 17. If a credit is not shown, you should check the Student Requirements section of your Trailhead account to determine if additional information or documents are needed prior to disbursement.

- Residence Hall Move-In Schedule:**
 - **August 16:** Move-In Day for Theme Learning Community & International Students
 - **August 18:** Move in for all other residence hall students

- International Student Orientation** – August 17 & 18: <http://iss.mines.edu/ISS-new-students-scholars>
- Transfer Student Orientation** – August 17: Watch your Mines email for more information.
- [Oredigger Camp 2016](#) – August 18 – 21: **Mandatory for all new First-Year freshman students.**

- Fall Semester classes begin – August 22

SEPTEMBER

- Tuition and Fees DUE – September 5**
 - There is a 5-business day grace period after the due date to receive payments prior to late fees being assessed. Late fees are 1.5% per month on any past due balance.
 - Mines generates electronic invoices only, no paper statements are mailed.
 - If desired, set up parent access to your billing accounts page by logging into Trailhead, select Self-Service, Student, Student Records, [My Account Page](#), select “Add New” next to Parent PINS.
 - Enroll in eRefund to receive any overage in financial aid, etc. Student Refund Request Form required from the Cashier’s Office. Disbursements start the first day of classes.
 - For Parent Plus loans, you should submit a Refund Request Form to expedite the disbursement.

OCTOBER

- FAFSA Verification **deadline – October 1**
Trailhead will have details regarding whether you were selected for verification and what documents are needed. Financial Aid cannot be disbursed until the process has been completed.

QUESTIONS... Admissions can help... Email: admit@mines.edu; Phone: 303-273-3220

???????? Suspension, Expulsion or Conviction ????????

Note: If you have any academic or behavioral suspensions or expulsions from an educational institution, or have been convicted of any criminal offense other than minor traffic violations, you must disclose this information. **If applicable**, please provide a written statement of the situation to the Admissions Office immediately to update your admissions application file, which becomes part of your permanent student record at Mines. Please explain the details of your situation, including whether you have made a plea of guilty or nolo contendere, accepted a deferred judgment, been adjudicated, or been required to register as a sex offender.