

# Road Map to Mines

## ◆New Undergraduate Enrollment Guide◆ Freshman – Fall 2012

We are pleased to recognize your admission to **Colorado School of Mines**. Now that you have been accepted for admission you are in a unique position to begin taking the steps to make your decision to attend Mines. We hope you plan to enroll.

To assist in your successful transition to Mines, please carefully review the information contained here, and in the other documents included in your acceptance letter packet. Following all instructions and deadlines as stated is critical to a good start and smooth enrollment at Mines.

### Enrollment Confirmation for New Students:

As a new undergraduate student enrolling for the first time at Colorado School of Mines, **you must confirm your intent to enroll** on the **Student Enrollment Confirmation and Housing Deposit Form** included in this packet. In order to reserve your place at Mines and for your admission records to be updated and finalized, **this form must be completed and returned along with your \$200 enrollment deposit, and \$150 housing deposit. The completed form and both deposits must be processed and received in the Colorado School of Mines Admissions Office by May 1, 2012\*\*.** [Please carefully review the payment instructions in the highlighted boxes.] Students whose confirmations are received after this date are not guaranteed a space, and will be placed on a waiting list if the class is full. Upon receipt of your confirmation, we will change your admission status from accepted for admission to intending to enroll. This status change will alert other offices on campus that information should be provided to you within the regular cycle of communication with new students. This includes information on Orientation, Registration, Health Center requirements, etc.

### Required Enrollment & Housing Deposit:

Your \$200 enrollment deposit and \$150 housing deposit must accompany your Student Enrollment Confirmation and Housing Deposit Form. Submission of these deposits through separate transactions will delay processing and posting to the student admissions record. To ensure the quickest possible processing

time, please submit both deposits at the same time. All deposits must be processed through credit card or lockbox systems.

**Payments will NOT be accepted at the Admissions Office.\*\***

**Payment by credit card – this is a new payment option and will be available beginning December 1, 2011<sup>1</sup>**

Please be sure to complete the online web form completely. This web form will be delivered to the Admissions Office for verification and processing. The online web version of the Student Enrollment Confirmation and Housing Deposit Form if submitted completely will take the place of the paper-version included in your acceptance letter packet. You will find the online Student Enrollment Confirmation and Housing Deposit Form at [www.mines.edu/Deadlines](http://www.mines.edu/Deadlines).

**NOTE<sup>1</sup>: To meet the May 1<sup>st</sup> deadline, please allow at least 3 business days for arrival and receipt at the Admissions Office. Payment by credit card – while more direct than all other payment options, still requires manual verification and processing to the student admissions record.**

**Payment by personal check or money order<sup>2</sup>**

Please be sure to include your full name and your CWID# in the 'memo' section of your check. The check or money order should be made payable to: Colorado School of Mines. Do NOT send cash. If paying your deposit via this method, please **mail the completed Student Enrollment Confirmation and Housing Deposit Form, and \$350 deposit to: Colorado School of Mines - Admissions, Dept. 2169, Denver, CO 80291-2169.**

**NOTE<sup>2</sup>: To meet the May 1<sup>st</sup> deadline, please allow at least 10 business days for arrival and receipt at the Admissions Office. Payment by personal check or money order requires the Student Enrollment Confirmation and Housing Deposit Form and \$350 deposit to be processed through the university's bank lockbox at the above address before being forwarded and received at the Admissions Office.**

**All enrollment cancellations must be received in writing. Any cancellation received after May 1, 2012 for the Fall term will forfeit the enrollment deposit.**

If you wish to enroll, but are unable to pay the enrollment deposit by the confirmation deadline due to documented financial hardship, write to the Asst. Director of Enrollment Management

in the Admissions Office. You should include any extenuating circumstances in your letter. Such requests must be received no later than April 1, 2012 so that a decision of possible waiver may be rendered. The student enrollment confirmation form must be completed and submitted with all such requests.

### Return of the Enrollment Deposit:

If you are confirmed as an enrolled student at the conclusion of Census Day (the last day to register for the term) your \$200 enrollment deposit will be transferred to your student account. If your student account has a balance due at that time, the \$200 will be credited to your outstanding balance. If there is no outstanding balance due at that time, you may submit a refund request with the Cashier's Office for the \$200 to be refunded. Posting to student accounts will occur within 2 weeks of Census.

### Documents Needed to Complete Your File:

◆**Freshmen:** must submit a final, official High School transcript indicating completion of graduation requirements and graduation date.

◆**All Students:** must complete and return the Tuition Classification Form. This form will be emailed shortly after submitting the Student Enrollment Confirmation and Housing Deposit Form and deposits. Only students who satisfactorily complete and submit this form will be classified as Colorado residents for tuition purposes per the defined statutes. Resident students should register for the College Opportunity Fund: [cof.college-assist.org/COFApp/COFApp](http://cof.college-assist.org/COFApp/COFApp)

You will be notified if other documents are needed to complete your file.

### Conditions of Admission:

All admissions are ultimately contingent upon successful completion and submission of final transcripts reflecting academic achievement similar to our assessment at the time of your admission. We expect students to continue to prepare at a similar level of academic rigor, and with similar or better results as their enrollment date approaches.

If we receive final transcripts/documents that reflect information different from our admission assessment, we reserve the right to review your admission offer again, and to take appropriate action. This may include a change in conditions or terms of admission, or a rescission of your admission offer.

**OVER→**

### Address/Contact Information Change:

It is important to notify us immediately if your mailing and/or permanent addresses change. Additionally, please update us about any email address changes as we often use email for providing updates to you. To update any of your contact information send an email to [admit@mines.edu](mailto:admit@mines.edu).

### Financial Aid:

Mines offers merit-based scholarships and need-based financial aid to U.S. citizens or permanent residents.

As a new freshman you will be considered for merit-based/academic scholarships per the following guidelines:

♦ **Freshmen:** Your admission application serves as your application for scholarships except in rare instances such as in the case of Athletics, ROTC, or the Engineers' Days scholarships. See the financial aid website at [finaid.mines.edu](http://finaid.mines.edu). **There is no separate scholarship application.** Mines scholarships recognize exceptional academic achievement. All prospective freshmen who are U.S. citizens or permanent residents and are admitted by March 1st will be considered. Scholarship consideration begins in late December, and students are notified on a rolling basis via first class mail from January through March 1st. All ACT and SAT test scores for an admitted student's file must be received by February 1<sup>st</sup>.

**Need-based assistance:** Last year, approximately 80% of Mines students received need-based assistance. We use the results of the Free Application for Federal Student Aid (FAFSA) to award aid to students. This aid comes in the form of grants, work-study, and loans. To apply for need-based financial aid, complete the Free Application for Federal Student Aid (FAFSA) by February 15th so we can receive the results by March 1st, our priority date. You can complete the FAFSA on the web at [www.fafsa.gov](http://www.fafsa.gov) and also get an electronic PIN to enable personal signatures on the FAFSA ([pin.ed.gov](http://pin.ed.gov)). Just select **Mines – school code: 001348** – to have your FAFSA results sent directly to Mines. To learn more about financial aid at Mines, please visit [finaid.mines.edu](http://finaid.mines.edu).

### Residence Life/On-campus Housing:

As you consider your decision to enroll, it is important that you keep the Residence Life timelines in mind.

New undergraduate students attending Mines for the first time (freshmen and transfer) students are required to live in the residence halls. Limited exceptions may be granted. (See the

Residence Life webpage for details - [studentlife.mines.edu/Residence-Life](http://studentlife.mines.edu/Residence-Life).) All residence hall students are required to purchase a meal plan through dining services.

***The Residence Life housing application and contract process is separate and distinct from the Student Enrollment Confirmation and Housing Deposit process.***

***The earlier you confirm your intent to enroll, through the completion and submission of your Student Enrollment Confirmation and Housing Deposit Form, along with both deposits, the sooner you will establish your priority for release of your housing application & contract which will be sent by email after May 1<sup>st</sup>.***

If you have any questions about the Residence Halls, or the Residence Life housing deposit, housing application or contract, please contact Jackie Garramone of the Residence Life Office via email at [jgarramo@mines.edu](mailto:jgarramo@mines.edu). Please see the Residence Life brochure for housing cancellation procedures.

### Orientation:

We offer a number of opportunities to further orient you to Mines. You will receive information about these events in the coming weeks and months. Here's a quick summary:

♦ *Discover Mines* – optional – formal visit programs for accepted students offered on February 20 (President's Day) or February 25, 2012. Register online: [mines.edu/VisitMines](http://mines.edu/VisitMines)

♦ *Student/Parent Orientation Sessions* – optional – offered to new students and their parents/guardians in July and August. More information will be sent in May.

♦ *New Student Orientation/Welcome Weekend* – **Mandatory** – for all new enrolling students. Takes place the weekend prior to the start of Fall semester 2012. More information will be sent in May.

♦ *Arrange a personal tour* – visit [mines.edu/VisitMines](http://mines.edu/VisitMines) and submit an online tour request.

### Transfer and AP/IB Credit:

♦ **Freshmen:** If college/university courses have been completed, these transcripts must be submitted for possible credit consideration, along with any AP and/or IB exam results. This credit is usually reviewed in the early summer. [mines.edu/FreshmanTransferCredit](http://mines.edu/FreshmanTransferCredit)

### Questions:

This guide provides an overview of what you can expect as you prepare to attend Mines. In the early summer, after receipt of your Student Enrollment Confirmation and Housing Deposit Form, more information will be sent to you regarding important issues such as Registration, Tuition and Fees, Immunizations, etc.

We encourage you to contact the Admissions Office directly if you have any questions. Also, visit the Mines website to learn more about:

- ♦ Athletics – [mines.edu/CSMAthletics](http://mines.edu/CSMAthletics)
- ♦ Campus Visits – [mines.edu/VisitMines](http://mines.edu/VisitMines)
- ♦ Career Center – [careers.mines.edu/](http://careers.mines.edu/)
- ♦ Important Dates and Deadlines – [mines.edu/Deadlines](http://mines.edu/Deadlines)
- ♦ Outdoor Recreation Center – [recsports.mines.edu/REC-Outdoor-Recreation](http://recsports.mines.edu/REC-Outdoor-Recreation)
- ♦ Programs of study – [mines.edu/AcademicsLandingPage](http://mines.edu/AcademicsLandingPage)
- ♦ Student Activities – [mines.edu/ActivitiesandOrganizations](http://mines.edu/ActivitiesandOrganizations)
- ♦ Student Development & Academic Svcs – [counseling.mines.edu/](http://counseling.mines.edu/)
- ♦ Student Disability Services – [disabilities.mines.edu/](http://disabilities.mines.edu/)
- ♦ Student Recreation Center – [recsports.mines.edu/recreation-center](http://recsports.mines.edu/recreation-center)
- ♦ And much more – [mines.edu](http://mines.edu)

### Cancelling Your Admission:

If you will not be attending Mines, it is very important that you check the cancellation box on your Student Enrollment Confirmation Form and return it to the Admissions Office. If you decide not to enroll after you have confirmed, you must notify the Admissions Office in writing via postal mail or via email.



**COLORADO SCHOOL OF MINES**  
EARTH • ENERGY • ENVIRONMENT

Admissions Office  
1600 Maple Street  
Golden, CO 80401

email: [admit@mines.edu](mailto:admit@mines.edu)  
phone: 303-273-3220  
1-888-446-9489  
fax: 303-273-3509  
web: MINES.EDU