New Student Checklist 2015

The following is a list of tasks to be completed for these campus offices:
Admissions Office, Financial Aid, Coulter Student Health Center, Student Health Insurance,
Student Disability Services, Registrar’s Office, Career Center and Student Receivables.

Items to consider 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. Save the dates and watch for
postcard in the mail. Registration is required at least 2 weeks in advance, and will open in May/June.

http://studentactivities.mines.edu/orientation/

- July 24, 2015
- July 27, 2015
- July 31, 2015
- August 3, 2015

☐ Final, Official High School transcript must be mailed to the Admissions Office within two weeks of
graduation. Order before school gets out!

☐ MultiPass Account Claim - Must be completed in order to log in to the Housing Portal through
Trailhead! Also, set up your Mines Email address — official communications will be sent to it.

☐ ??Suspension, Expulsion or Conviction?? — action required — see instructions in last section of this
checklist.

MAY

1st: Student Disability Services (if applicable)
Please submit application and documentation by May 1st to ensure timely facilitation of services, including
special housing requests.* (Late submission does not guarantee services will be in place by the start of the
fall semester.) Application instructions: http://disabilities.mines.edu/SDS-stu-info

*Special housing requests require applying through the Housing Portal in Trailhead (see below) in addition
to submitting documentation to Student Disability Services by May 1st.

1st: Housing Application Opens in Trailhead at 10:00am.
For questions: visit http://inside.mines.edu/Residence-Life; email Housing@mines.edu; or call
303.869.5433.

1st: Parking Lottery - Parking lottery opens on May 1st for the 2015/16 Academic Year.
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.

JUNE

1st: Tuition Classification Form DUE — this form MUST be completed by ALL new students

1st: Housing Application Closes at 11:59pm for room and building preferences, but remains open for
roommate matching and meal plan selection until June 15.
Last day to apply for Theme Learning Communities
*Last day to file the First Year Residency Waiver
6th: **College Transcripts DUE** – If you have completed coursework through another institution, please request the official college transcript(s) be sent to the Colorado School of Mines Admissions office. We will evaluate your transcript over the summer, and notify you via your Mines email account of any credit awarded. The credit will be added to your Mines transcript, and you will be registered for the appropriate courses for fall semester. We may request coursework (syllabus, tests, homework, lab write-ups) for review by faculty for math, science, and other pre-engineering courses. **DO NOT** send coursework unless we have requested it from you. If coursework is requested, we must receive it no later than Friday, June 26, 2015. Transfer credit is not guaranteed.

**JULY**

1st: **Certificate of Immunization, TB Screening, Meningococcal Disease, and Health History forms DUE**

7th: **Special course requests for music, ROTC and varsity athletes**
   - Notify the Registrar’s Office as early as possible if you wish to be registered in band, choir, or ROTC. Simply send an e-mail with your name and CWID number specifying the course to Registrar@mines.edu.
   - For students who are officially accepted into varsity sports, the Registrar’s Office received this information from Athletics. Varsity athletes will be added to your respective sport for the first semester only. After the first semester, you will need to register yourself on the web.

10th: **AP or IB* exams scores DUE** – submit directly from testing agency to the Admissions Office. Upon receiving and reviewing your AP and/or IB scores, eligible credits will be added to your Mines Transcript, and you will be registered into the appropriate courses for fall semester. **If you did not list Colorado School of Mines as a recipient to receive your AP/IB scores, then you must submit your Scores to the Admissions Office.** You may scan and email your student report to admit@mines.edu.

If you prefer not to transfer college or AP/IB exam credit that we evaluate, you must notify us in writing at admit@mines.edu. Please include your full name and Campus Wide ID (CWID).

Your registration/class schedule for Fall Semester 2015 will be prepared by the Registrar’s Office. You will not register yourself for your first semester, and all transfer credits will be considered during the registration process. **If transfer credit documents from the above sources are not received by the appropriate deadlines, you will forfeit your opportunity to transfer credit that impacts your first semester course schedule.** Exceptions may be made for summer courses ending in August.

10th: **Colorado students: Complete the College Opportunity Fund Application**

16th: **Housing assignments available on Trailhead**

**AUGUST**

1st: **Accept student and parent loans and complete the loan process**

1st: **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. Students with U.S. addresses will be mailed a brochure in July that has information about the SHIP.

   **Insurance Cards for students enrolling in the 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 Insurance Benefits office for specific information regarding the special coverage period requirements. http://studentinsurance.mines.edu

1st: Create your resume and begin looking for work-study and non-work study opportunities. You may search for campus opportunities through DiggerNet.

1st: 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. 24th.

1st: Selective Service
Male students meeting the criteria and not verified by other means, must complete the Selective Service Survey in Trailhead under Self-Service.

1st: 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.

4th: 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.

10th – 13th: CASA (Center for Academic Services and Advising) Webinars for new students
CASA Advisors will host a series of webinars for their incoming advisees. These casual and informative webinar sessions will overview important considerations related to academic success, academic advisement, and academic resources.

Following a brief 20-minute presentation, students will have the opportunity to engage with their advisor and ask specific questions. Students should only attend ONE webinar.

Information on how to register will be sent via Mines e-mail.
Please save the following dates and times. The following times are noted in Mountain Standard Time (MST).

Students with Last Name A-F: Your Academic Advisor is Amy Argyris Dupont.
- Tuesday, August 11th at 4pm (MST)
- Thursday, August 13th at 5pm (MST)

Students with Last Name G-L: Your Academic Advisor is Jessica Keefe.
- Monday, August 10th at 3pm (MST)
- Tuesday, August 11th at 6pm (MST)

Students with Last Name M-R: Your Academic Advisor is Megan Harris.
- Wednesday, August 12th at 2pm (MST)
- Thursday, August 13th at 4pm (MST)

Students with Last Name S-Z: Your Academic Advisor is Amanda Davis.
- Wednesday, August 12th at 3pm (MST)
- Thursday, August 13th at 6pm (MST)
Transfer Students: Your Academic Advisor is Colin Terry
• Monday, August 10th at 4pm (MST) (Special Transfer-Oriented Presentation)
• Tuesday, August 11th at 5pm (MST) (Special Transfer-Oriented Presentation)

20th: Disbursement of funds begins
First disbursements will begin to credit to student accounts three business days prior to start of classes. 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.

22nd: Final Class Schedules available
You will pick up your final course schedules during mandatory Oredigger Camp 2015 Check-in. It is strongly suggested that you stay in your first semester classes.

Residence Hall Move-In Schedule:
• 18th: Move-In Day for Theme Learning Community Students
• 20th: Move in for students with their last name beginning with N-Z
• 21st: Move in for students with their last name beginning with A-M

21st-24th: Oredigger Camp 2015 -- Mandatory for all new students.

25th: Fall Semester classes begin

SEPTEMBER

5th: First Home Football Game at the new Clear Creek Athletics Complex

9th: Student Health Insurance Enrollment/Waiver Deadline
Last day to actively enroll in or waive the Student Health Insurance Plan.

9th: Tuition and Fees DUE
• 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 and NOVEMBER

Oct. Save the date: October 1 - October 3rd – Homecoming Weekend

1st: FAFSA Verification deadline
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.

9th: Student Health Insurance Late Waiver Period ends
Students have from August 1, 2015 until this date to waive the Student Health Insurance. During this period, all students were notified about this hard deadline; through this document, student orientation, a mailed version of the 2015-16 Plan Brochure and multiple email messages.

Nov. Save the date: November 6 – 8th – Parents & Family Weekend
Learn more here: http://inside.mines.edu/parents-weekend
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.