Forms

Looking for a form?

Here are the commonly used Registrar’s Office forms. Completed forms should be submitted via email to registrar@mines.edu.

For forms that require signatures, complete the form and email to the signatory. If approved, the faculty or department, will need to simply forward, “I approve” from their Mines email address, to registrar@mines.edu. If a form requires multiple signatures the email chain should be forwarded down the line until the department receives the form and all the approvals. Please do not submit your forms to the Office of the Registrar until you have all the necessary approval emails to submit alongside them.

Registration Action Form (also known as blue slips for prerequisite, capacity, time conflicts, department or instructor approval) is now available on Trailhead.

- From Trailhead click on the Student link on the left-hand side of the landing page. Under the Student Services portlet, select “Registration Action Form.” Complete the required course information, select the override(s) you are wanting and then submit the form. It will automatically be sent to the appropriate department and, after approval is received, the requested override will be processed. Once an override has been entered you will receive an email confirmation and will then be able to register for the class.