**UNDERGRADUATE STUDENT FORMS**

If there are questions with any of the forms, please refer to the appropriate email address listed below. Emailing registrar@mines.edu for a form that is not associated with the department could cause delayed response times as your question is directed to the appropriate person.

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 the Registrar’s Office. 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.