

Forms

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Looking for a form?

Here are the commonly used Registrar's Office forms. Completed forms can be turned in at the Registrar's Office, or sent 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 and then it is received by the Office of the Registrar.

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 if approved, will enter the override requested. Once the override is created you will receive email confirmation and will be able to then register for the class.

UNDERGRADUATE STUDENT FORMS