Priority Registration

Priority registration for the summer and fall semesters begins late March or early April.

Priority registration for the spring semester begins in November.

Registration times during the week of priority registration are assigned by a student’s class level and last name. For registration purposes, a student’s class level is determined by the number of credit hours he or she has completed. Summer course hours that are in progress are not counted towards this class level. Fall registration times will be based on prior coursework and spring registration only. Summer registration follows the same priority as Fall and Spring. During the week of priority registration for the spring and fall semesters, students are able to register as follows:

- **Monday** = Graduate students, Senior-level students who are graduating in the next semester.
- **Tuesday** = Senior-level students without an application to graduate on file, or who are not yet registering for their final semester.
• Wednesday = Junior-level students.
• Thursday = Sophomore-level students.
• Friday = Freshman-level students.

For more information on class level, please see the Class Standing page.

Non-degree students and new incoming freshman students will not be permitted to register during priority registration. For Non-Degree registration information, please see the Undergraduate Admissions site. For new freshman registration information, please see the New Student Schedules page.

Online Registration

To register for a class, follow these steps:

1. Log on to Trailhead.
2. Select the Self Service button in the upper right corner.
3. Click on the Student tab.
4. Choose the Registration link. You are now in the registration menu where you can look up classes, check your registration status, or review your schedule.
5. Select the Add/Drop link. Select the term. (The system may ask you for your alternate PIN, which is provided by your advisor.)
6. Enter the CRN (course registration number) for each course you wish to register.
7. If you receive an error (e.g., Link error, Prereq, and Test Score, etc.), please visit the Registration Error Messages page for more information.
8. Review your schedule and check it regularly.

If you are having trouble registering for a class, please contact the Registrar’s Office for assistance.
Contact

Registrar's Office
Student Center, Suite E280
1200 16th Street
Golden, CO 80401
Hours: Mon-Fri, 8 am-5 pm

Registration or student record questions
registrar@mines.edu
303-273-3200
FAX: 303-384-2253

Residency petition questions & COF stipend
residency@mines.edu

Transfer Credit
transfer@mines.edu

Scheduling
scheduling@mines.edu