

Registration PINs

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Student Information

Each semester, all undergraduate students may be required to meet with their advisors to obtain their PINs for registration. All students with a **CASA** Advisor will be required to meet with the advisor to obtain their registration PIN, if their cumulative GPA is below 2.5. After a student has declared a major with their CASA advisor, they will be assigned a faculty advisor in their major department. After this, a student's major department and GPA will determine whether or not a student is required to have a PIN for registration. The PIN will change from semester to semester. Once a student meets with his or her advisor, he or she will be able to log into Trailhead to make changes to his or her schedule. It is very important for students to keep their PINs until after the census date for the semester, as the number will be required any time the student wishes to make changes to his or her schedule. The only person that is able to provide a PIN to a student is the academic advisor. The Registrar's Office cannot provide students with their PIN numbers.

Following is a chart that students can use to determine whether or not they will be required to obtain a PIN before registering for classes:

Primary Degree Program	PIN Assignment
Applied Mathematics and Statistics – including specialties	Students below 2.5 cumulative GPA see advisor
Biochemistry	All students see advisor
Business Engineering Management Science	All students see advisor
Chemical Engineering – including specialties	Students below 3.0 cumulative GPA see advisor
Chemistry – including specialties	All students see advisor
Civil or Environmental Engineering	Students below 2.5 cumulative GPA see advisor
Computer Science – including specialties	All students see advisor
Economics	All students see advisor
Electrical Engineering – including specialties	Students with a 2.5 cumulative GPA or below see advisor
Engineering – including specialties	All students see advisor
Engineering Physics	All students see advisor
Geological Engineering – including specialties	All students see advisor
Geophysical Engineering	All students see advisor
Mechanical Engineering	Jr/Sr students with a 2.5 cumulative GPA or below see advisor
Metallurgical and Materials Engineering	Students below 2.7 cumulative GPA see advisor
Mining Engineering	All students see advisor

Primary Degree Program	PIN Assignment
Petroleum Engineering	Students with a 2.5 cumulative GPA or below see advisor
Quantitative Biosciences and Engineering	All students see advisor
Undecided	All students see advisor
First Year Students	Students with a 2.5 cumulative GPA or below see advisor

Advisor / Faculty Information

Advisors may view registration PINs for their students by logging into Trailhead and opening the Advising List menu. This list provides the advisor with current information, including any recent major and advisor changes, for all of his or her advisees. The Trailhead advisee list can be accessed as follows:

1. Log into Trailhead.
2. Choose the Self Service tab.
3. Open the Faculty and Advisor menu.
4. Choose the Student Information Menu.
5. Select the link that reads Advisee Listing.

Contact Us

Registrar's Office

Student Center, Suite E280
 1200 16th Street
 Golden, CO 80401

Registration or student record questions

registrar@mines.edu

303-273-3200

FAX: 303-384-2253

Residency petition & COF questions

residency@mines.edu

Transfer credit questions

transfer@mines.edu

Military and VA Benefit related questions

veterans@mines.edu

Graduation questions

graduation@mines.edu