Registration

Summer and Fall 2021 Registration Are Now Open!

NEW Registration User Interface – The Registrar’s office is hoping some recent upgrades will make the registration process even easier for students. While registration will continue in Trailhead, students will now be able to access a new Banner 9 user interface with the ability to build a visible schedule, more easily search for courses and look back over previous course schedules. Rather just go about registering in the same retro interface you’ve used before? You can do that too. Learn more at: https://www.mines.edu/registrar/ssb9/

Incoming First-Year Students – Your schedule may change as we continue to receive AP/IB/Transfer transcripts and make changes to the fall schedule of classes.

Incoming Transfer Students – You can view your current schedule in Self Service. If you do not have a schedule listed, you can now add classes in Self Service. Please contact your CASA advisor to consult on any changes you would like to make to your schedule.

COVID UPDATE – As we move to full in-person course delivery this fall, Mines will continue to follow public health guidelines to maintain a safe campus environment. In the event of unforeseen challenges, our fallback plan will be similar to what we have been doing this academic year, with both in-person and remote options available and more than 70 percent
of all classes having some in-person component in de-densified classrooms.

- **SUMMER:**
  - Due to the uncertainty in timing of vaccine availability for our students, the vast majority of Summer 2021 lecture courses will be delivered in either a remote or online format.
  - Labs and design classes will be held in-person in de-densified classrooms, similar to what we have been doing this academic year.

- **FALL:**
  - We are planning to return in Fall 2021 to full in-person course delivery.
  - We will not be offering remote delivery options for most courses as we did this academic year. We anticipate using our classrooms, teaching labs, and research spaces at pre-COVID capacities.

**Other important things to know:**

- You will be expected to participate in the courses that you are registered for in the format they are being offered at time of registration. If it is a face-to-face course, you will be expected to participate in-person for the whole semester, barring any extenuating circumstances. When you register for an in-person course and are not a remote student, you will be expected to participate and engage in the course as articulated in the syllabus and other communications by your faculty member.
- If you intend to be completely remote for the duration of the semester, there are several courses offering separate remote sections to help students who need to be remote.
  - If a remote section is not available, you may register for an in-person section and you will be
accommodated as long as it is not a course that cannot be completed remotely.

- You will find a list of courses that cannot be completed with remote participation here. Please contact your advisors to plan alternatives if you intended to register for any of these courses remotely.

- Regardless of delivery mode, all students will be accommodated as needed in case they need to quarantine/isolate and for other faculty approved extenuating circumstances during the semester.

- For a list of courses that require in-person participation and cannot be completed remotely: **In-Person Classes** (This list of classes will be changing regularly. For more up-to-date classes, check Trailhead.)

- For a definition of course types and delivery mode: **Remote and Online Instruction**

- To find what course type is being offered for your course, please navigate to either your Student Detail Schedule in Trailhead or the Class Schedule in Trailhead (examples below). Courses can also be viewed accessing the **Class Schedule on the Registrar A-Z** page.
Registration action forms (also known as blue slips/forms) are now available on Trailhead. From Trailhead click on the student link on the left 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. ♦ Undergraduates – if you are required to obtain a PIN through the advising process, you should check with your major department or CASA about how they plan to finish the advisement process and distribute PINs. Note: Graduate students do not need a PIN to register.

♦ All other Registrar forms can be found here: mines.edu/registrar/forms/

♦ The Registrar Office will accept all forms electronically. Please send forms to the instructor or advisor for approval, only if needed, and to any other departments, if applicable. The approver (faculty or department) will need to simply email completed form to registrar@mines.edu. Forms with approval must be sent from a Mines email account and we are working on getting them converted to e-forms as fast as we can.

♦ NEW – Did you see the new Chat function on the Registrar’s website? Students may now use Chat to ask general questions between regular business hours, Monday through Friday from 8 am to 5 pm. For specific questions, please email the Registrar’s Office at registrar@mines.edu using your Mines email.

♦ Please reference your registration email for your specific day/time or you may view this information in Trailhead > Self-Service > Student tab > Registration > Registration Status.