Course Registration

Course Registration

Course Registration Information

Fall semester registration: Opens in April

Spring semester registration: Opens in mid-November

Summer semester registration: Opens in April

Registration times during the first week of registration are assigned by a student’s class level. For registration purposes, a student’s class level is determined by the number of credit hours completed. Students are able to register during the first week of registration for the spring and fall semesters, as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Senior-level students who are graduating in the next semester and Combined Program (4+1) students</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Graduate students and Senior-level students without an application to graduate on file (or who are not yet registering for their final semester)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Junior-level students</td>
</tr>
<tr>
<td>Thursday</td>
<td>Sophomore-level students</td>
</tr>
<tr>
<td>Friday</td>
<td>Freshman-level students</td>
</tr>
</tbody>
</table>

For more information about class level, please see the class standing page.
Non-degree students are not permitted to register themselves. For non-degree student registration information, please see the undergraduate admissions site.

**How to Register for Courses**

There are two ways to register for classes:

**SSB9 Student Registration** – Registration is available using SSB9 through Trailhead with the ability to build a schedule, more easily search for courses and to review previous course schedules. Learn more at our SSB9 page.

**GEODE Scheduler** – The GEODE Scheduler works in sync with SSB9 Registration. You can build your schedule and register directly in GEODE. To access GEODE click on the GEODE Scheduler widget in Trailhead or follow this [link](#).

More information about GEODE Scheduler can be found on our GEODE page.

**Registration PINs**

Many undergraduate students will be required to obtain a Registration PIN before being able to register. If you are required to obtain a PIN through the advising process, you will need to connect with CASA or your major advisor to get your PIN prior to your registration time. Please visit the CASA site for more information. Note: Students in combined degree programs may need a PIN depending upon their undergraduate program. Graduate students do not need a PIN to register.

**Registration Holds**

Various Registration Holds will prevent students from registering for courses. To view your holds, log into SSB9 Student Self-Service and click on your Student Profile. You can review your holds in the top right corner.
For more information about common holds and how to remove them, visit our holds page.

**Registration Errors**

If you receive a registration error when attempting to register, you will most often need to submit a Registration Action Form to resolve the issue. To learn more about the different types of errors, visit our registration errors page. Registration Action Form (previously referred to as blue slips/forms) are available on Trailhead.

- See the ‘Registrar’s Office’ card on Trailhead and click on “Registration Action Form” link
- Complete the required course information and select the override(s) that you are requesting, then submit the form. **Be sure to submit your request only once.**
- Your request will be sent to the appropriate department and, if approved, the override will be entered.

If approved, you will receive an email confirmation and will then be able to register for the class.

**GEODE Schedule Planner**

The GEODE Schedule Planner is a web-based registration schedule planner for use by students to create the perfect class schedule and to eliminate time-consuming schedule generation. It can now be used to add or drop classes straight from the tool without leaving the system. To plan the perfect class schedule, login to Trailhead. Click on the GEODE Scheduler Widget:
Fun Fact: GEODE is not an acronym, but is simply a branding name that students voted on to be the “rock” of their new registration efforts.

How-to Videos

- Basics for using the new GEODE College Scheduler
- Intermediate: Using Locks to Narrow Down Schedules
- Advanced: Using Custom Course Options (Use course options to select specific instructors.)

Major features of the tool

- Available in the Trailhead student portal or at https://mines.collegescheduler.com/
- Integrated with registration
- Easy and intuitive
- Generate every possible option
- Schedule preview and compare
- Real-time course demand

Search for Courses

Students can directly search the student system for courses.
Census Day

Census day is the deadline to:

- Drop courses
- Change course sections
- Request courses for audit status (not for credit)
- Complete Registration Action Forms
- Withdraw from term completely with 100% refund
- Authorize College Opportunity Fund

Check the Academic Calendar for census day dates.

Withdrawing from Classes

Fall/Spring Term Withdrawals After census day, a student may withdraw from a course online in Trailhead. Withdrawals are due by the Last Withdrawal date. Students who withdraw will receive a “W” on their transcript and will not receive a refund for the course. To begin a complete withdrawal from Mines, visit the Student Life page. Summer Term Withdrawals If a student has multiple summer courses and chooses to withdraw from some, but not all, of their summer courses, they may withdraw through Trailhead prior to the drop deadline. NOTE: For summer term only, students must complete the Undergraduate/Graduate Summer Only Withdrawal form to fully withdraw from all summer courses.

Maximum Hours Per Semester

Students may register for a maximum number of credit hours each semester. This number will vary depending on the term and the student’s status. The student’s academic advisor must give the student permission to register for additional credit hours. Any registered hours over the listed maximum will incur additional tuition and fees. A student may register for up to the number of credit hours listed below: Undergraduate Students

- Spring and fall semesters (students not on academic probation) – 19 hours
- Spring and fall semesters (students on academic
probation) – 15 hours
• Summer semester – 12 hours

Graduate Students

• All semesters – 15 hours

Independent Study
To register for an independent study course a student must obtain the Independent Study Registration form from the Registrar’s Office. The form must include all of the requested information (semester, course number, course title, instructor’s name and email, student’s name, CWID number, credit hours to be awarded for the independent study) and must have the signatures of the student, the instructor, and the student’s department head. Once the form is complete, return it to the registrar’s office by census day of the semester in which the independent study is being completed. For each semester credit hour awarded for independent study, the student is expected to invest approximately 25 contact hours plus 30 hours of independent work per semester hour of credit.

Auditing a Course
A student may register for a course with the status of not for credit (NC) with the instructor’s permission and if there is a valid reason. To have the grade of “NC” appear on his/her transcript, the current student must first register for the course and then submit a Registration Action form to change to audit/not for credit status. Audited courses are billed as regular tuition and students in an audited course are still required to comply with any conditions stipulated by the course instructor. If a student registers with NC status and fails to satisfy all conditions, no record of this registration in the course will be made. All students must register for the course on a credit basis before requesting to audit the course. (To request an Audited/NC course be changed back to a status of credit-based, please email registrar@mines.edu.) All NC courses are counted towards a student’s total enrolled hours. Tuition and fees must be paid for all credit based and non credit-based courses. All
requests for audits or changes from no credit to credit must be received by census day. There are NO exceptions to this deadline due to strict legislation from the state and Federal governments concerning audited courses.

Waitlist Information

Waitlists are normally created for courses when the anticipated enrollment for the class is greater than the number of seats available. A waitlist allows a student to reserve a seat in the class should one become available when another student drops or when the capacity of the class is increased by the department or the instructor of the course. A student can add his or her name to the waitlist following these instructions:

1. Note the CRN of the class for which you want to be waitlisted.
2. Go to “Add & Drop Classes Worksheet” under Registration in your Self Service Trailhead menu.
3. Enter the CRN and choose “Submit.”
4. This will cause an error message to appear that reads “CLOSED – WAITLISTED.” This should be followed by a number (e.g., 001, 002, etc.). This number represents your position on the waitlist.
5. There will be a drop-down menu to the right of the error message that says “Action.” Change the drop-down to read “Waitlist on the Web.”
6. Choose “Submit.” This will add your name to the waitlist for the class.

When a seat becomes available for the class, you will receive an email giving you the opportunity to register for the class. This process must be completed within 24 hours of receiving the e-mail. If you do not register for the class through Trailhead within 24 hours, you will be removed from the waitlist.
Important Waitlist Notes

- Being on a waitlist does not guarantee that you will be enrolled in the course. Be sure to check your e-mail and your schedule often to verify your enrollment.
- If there are any errors that will prevent you from being registered in the course (too many hours, time conflicts, missing prerequisites, etc.), you will not be allowed to waitlist for the course.
- If you are enrolled in a section of a course and waitlisted for a different section, you will be removed from the waitlist. If you want to be enrolled in a specific section of the course, make sure that you are waitlisted for only that section.
- The Registration Action form cannot be used to enroll in a class that has a waitlist. If you are on the waitlist for the class, the instructor must email the registrar’s office to enroll the students from the waitlist into the class.

If you have any questions regarding registration, please email registrar@mines.edu.

Contact Us

Summer In-Office Hours (6/26-8/4)
Mon-Fri, 9:00am-4:00pm

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