REGISTRATION

REGISTRATION

Spring 2022 Registration

Registration Dates:

10/21/2021 – Registration PINs distributed to Advisors

11/01/2021 – Spring and Summer Schedule of Classes Available

11/15/2021 – Priority Registration Opens

11/15 – Graduate, Combined, and Graduating Seniors

11/16 – Senior Students

11/17 – Junior Students

11/18 – Sophomore Students

11/19 – First Year Students

* Please review your specific registration time in Trailhead Self-Service

* If you have 90+ credits be sure to apply for graduation to update your registration time. For instructions on how to apply for graduation, click here: https://www.mines.edu/registrar/application-to-graduate/

12/01/2021 – Registration for New Students Opens
Initial schedules for New Students are created by Registrar’s Office. Those schedules will be available for updates starting in December. Please contact your CASA advisor to consult on any changes you would like to make to your schedule.

**Schedule of Classes**

To view a list of courses being offered, navigate to Browse Classes or Browse Course Catalog from the Student Registration menu in Trailhead or by accessing the *Course Schedule* page.

**Registration User Interface(s)**

- **SSB9 Student Registration** – Registration is now available using SSB9 through Trailhead with the ability to build a visible schedule, more easily search for courses and look back over previous course schedules. Learn more at: https://www.mines.edu/registrar/ssb9/

- **GEODE Scheduler** – The GEODE Scheduler has received an upgrade that now works in sync with SSB9 Registration. You can now build your schedule and register directly in GEODE. Access GEODE Scheduler HERE, or click on the GEODE Scheduler widget in Trailhead.

More information on GEODE Scheduler can be found in this link:
https://www.mines.edu/registrar/geode-schedule-planner/
**Registration Holds**

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 holds, view here: https://www.mines.edu/registrar/holds-information/

**Registration Errors**

If you receive a registration error when attempting to register, you will likely need to submit a Registration Action Form (See Below). To learn more about the different types of errors, click here: https://www.mines.edu/registrar/registration-errors/

**Registration Action Form** (also known as blue slips/forms) are now available on Trailhead.

- Under the Student Services portlet in Trailhead, select “Registration Action Form.”
Complete the required course information and select the override(s) you are wanting and then submit the form. Be sure to only submit request 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.

**Registration PINs**

Many undergraduate students will be required to obtain a Registration PIN before being able to register. To review who is required to obtain a PIN, visit here: https://www.mines.edu/registrar/registration-pins/

If you are required to obtain a PIN through the advising process, you should connect with CASA or your major advisor to get your PIN prior to your registration time.

Note: Combined students may need a PIN based on their undergraduate program. Graduate students do not need a PIN to register.

**Registrar Forms**

Registrar forms can be found at: mines.edu/registrar/forms/
The Registrar Office will accept forms electronically. Approved forms can be sent to registrar@mines.edu from a Mines email account.

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
residency@mines.edu

Transfer Credit
transfer@mines.edu

Scheduling
scheduling@mines.edu

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