

Student Personal Information

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Address, Phone Number and Email Address Changes

Personal information including address, email, and telephone number, can be changed online through Trailhead. To do this, follow these simple steps:

1. Log into Trailhead.
2. Scroll down to 'Student Services' card
3. Click on "Student Self Service" link
4. Click on Menu icon at top left and select "Personal Information"
5. Select "Update Addresses/Phones"

This page will allow all students, staff, and faculty to update contact information quickly and easily.

Students, when you update your address information through Trailhead, please note these important facts:

- Always enter a starting date for your address. This can be the current date. Not entering a starting date will result in your address being inactivated.
- Never enter an end date on your address. Even if the end date is in the future, entering an end date will inactivate your address. This field is only used when inactivating an address to enter a new address.
- A local mailing address is required for all current students. If you do not have a local mailing address,

you may miss important information sent to you by the school.

- Your Tax or Payroll address cannot be updated through Trailhead. This address must be updated directly with the Office of Human Resources.

If you do not have access to Trailhead, or if you are unable to update your address information for any reason, you may come to the Registrar's Office in person to request a Change of Directory Information form, or submit a request to registrar@mines.edu with your name and CWID to have this information updated manually. If you have any questions about changing personal or directory information, please feel free to contact the Registrar's Office directly.

Name, Social Security Number, Date of Birth and Other Changes

Name, Social Security number and other changes are processed at the Registrar's Office. Please use the Personal Information Changes/Name/SSN form.

IMPORTANT: Students are required to present a valid form of identification showing both the change and the reason (marriage license, social security card, driver's license, passport, etc.) before any information can be updated by the Registrar's Office. This supporting documentation must include at least one official state or federal ID. Please note that while we are able to accept these documents via mail, fax, or as scanned email attachments, any documents not provided in person must be notarized for security reasons.

Once received by the Registrar's Office, these changes are processed within one week.

Diploma Mailing Address:

In your final semester, you will be required to insert your Diploma Mailing Address into Trailhead. This may be completed by following the above instructions and selecting Diploma Mailing address. The metal diploma will be shipped to this address approximately 15 weeks after the graduation date. Be aware the diploma must be signed for upon receipt and the USPS will only attempt delivery a few times.

If an address is not entered a hold will be placed on your account preventing registration and viewing grades on your transcript. This hold is automated and will remove itself if a valid address is entered.

Notes to remember:

- Always enter a starting date for your address. This should be the current date. Not entering a starting date will result in your address being inactivated.
- Never enter an end date on your address. Even if the end date is in the future, entering an end date will inactivate your address. This field is only used when inactivating an address to enter a new address.
- International addresses may not be a P.O. box, but instead a physical address where a signature may be obtained.

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