

Registrar's Graduation Information

Verify Name on Trailhead. This is how your name will appear on your diploma and in the commencement program. To correct the spelling of your name, complete a name change form with appropriate documentation at the Registrar's Office by October 15, 2018 for the Commencement Program notation. The latest a change may be made for the diploma notation is December 14, 2018.

Verify Diploma Mailing Address on Trailhead. This is where your metal diploma is mailed. To correct your address, log into Trailhead and update or add your Diploma Mailing address before November 16, 2018. Holds will be placed if a valid Diploma Mailing address is not entered. End dates entered on the address make the address invalid, so do not input a date for the "Valid Until" field.

Please Note: Diplomas mailed to an old address are generally not forwarded through the US Postal Service.

Ordering Final Transcript. Ordering instructions are available at the following link: <https://inside.mines.edu/Transcripts>. Degrees are posted and on your transcript no later than January 10th, 2019.

How to order a Parchment (paper) diploma. Parchment diplomas are not included in the graduation fee and may be ordered using the following link: <http://diplomas.mines.edu/order-mines-diplomas>. These will be processed after your degree is posted.

If you plan to work out of the country, order a notarized parchment (notarized parchments are unsuitable for framing).

Check Final Grades. Final grades are available online after 10:00 a.m., December 18, 2018 courses. If anything is missing, contact your instructor immediately to prevent your degree from not being awarded.

Resolve Holds. Holds delay the mailing of your diploma. Check for holds even after graduation.

Check your Honors and GPA. Your final cumulative GPA determines the award designated on your diploma and transcript. The honor listed in the commencement program for the ceremony is based on the second to last completed semester cumulative GPA. Honors designations are:

a. 2.000 to 3.499 – No honors – no cords

b. 3.500 to 3.699 – Cum Laude – Cord color – orange (engineering) & silver

c. 3.700 to 3.899 – Magna cum Laude – Cord color – orange (engineering) & light blue

d. 3.900 to 4.000 – Summa cum Laude – Cord color – orange (engineering) & dark blue

Turn in Pending Paperwork. Grade changes, official transcripts for transfer work, etc. must be received by the Registrar's Office by January 7th, 2019. Any student unable to meet the deadline must contact the Registrar's Office (registrar@mines.edu) to move to the next graduation date or s/he is made inactive for graduation purposes.

Diplomas will be mailed to students early April 2019. Diplomas are sent insured mail through the U.S.P.S. within the Continental US and via FedEx for international addresses. **Diplomas are mailed to the Diploma Mailing Address in Trailhead, so be sure to keep this updated.** A hold will be placed on the record if no valid Diploma Mailing Address type is added to Trailhead. Students sending diplomas internationally must provide an address and phone number. Diplomas will not be released to a second party without written consent.