New Student Checklist

The following is a list of processes to be completed for these campus offices: Admissions Office, Financial Aid, International Office, Coulter Student Health Center, Student Health Insurance, Student Disability Services, Registrar’s Office, Career Center and Student Receivables.

Items to complete or consider NOW:

☐ Summer Orientation, which is not mandatory but is strongly recommended, will provide you with much more information on Mines and will assist you in transitioning to college life. Registration is required and will open in June.
  - July 24, 2015
  - July 27, 2015
  - July 31, 2015
  - August 3, 2015

☐ Final, Official High School transcript must be postal mailed to the Admissions Office within two weeks of graduation.

☐ Make travel arrangements to arrive at Mines by August 19th. August 20th is a mandatory International Orientation.

☐ Claim your account. To begin the Account Claim process, please visit:
  https://inside.mines.edu/CCIT-Account-Claim
  https://inside.mines.edu/CCIT-Getting-Started

MAY

1st: ☐ Student Disability Services (if applicable)
  Please submit application and documentation by May 1st to ensure timely facilitation of services (later submission does not guarantee services will be in place by the start of the fall semester).
  Application instructions: http://disabilities.mines.edu/SDS-stu-info

1st: ☐ Housing Portal Opens in Trailhead at 10:00am.
  For questions see http://inside.mines.edu/Residence-Life; email Housing@mines.edu; or call 303.869.5433.

1st: ☐ Parking Lottery
  Parking lottery opens on May 1st for the 2015/16 Academic Year.

JUNE

1st: ☐ Conditional Admission Requirements Due. (If not received you must complete the deferral application.)
1st: ☐ Tuition Classification Form DUE
1st: ☐ Housing Registration Closes at 11:59pm
  Last day to apply for Theme Learning Communities
  • Last day to file the First Year Residency Waiver

6th: ☐ College Transcripts DUE – If you have completed coursework through another institution, please request the official college transcript(s) be sent to the Colorado School of Mines Admissions office. We will evaluate your transcript over the summer, and notify you via your Mines email account of any credit awarded. The credit will be added to your Mines transcript, and you will be registered for the appropriate courses for fall semester. We may request coursework (syllabus, tests, homework, lab write-ups) for review by faculty for math, science, and other pre-engineering courses.
DO NOT send coursework unless we have requested it from you. If coursework is requested, we must receive it no later than Friday, June 26, 2015. Transfer credit is not guaranteed.

**JULY**

1st: Certificate of Immunization, TB Screening, Meningococcal Disease, and Health History forms DUE

7th: Special course requests for music, ROTC and varsity athletes
- Notify the Registrar’s Office as early as possible if you wish to be registered in band, choir, or ROTC. Simply send an e-mail with your name and CWID number specifying the course to Registrar@mines.edu.
- For students who are officially accepted into varsity sports, the Registrar’s Office received this information from Athletics. Varsity athletes will be added to your respective sport for the first semester only. After the first semester, you will need to register yourself on the web.

11th: AP or IB* exams scores DUE – submit directly from testing agency to the Admissions Office. Upon receiving and reviewing your AP and/or IB scores, eligible credits will be added to your Mines Transcript, and you will be registered into the appropriate courses for fall semester. If you did not list Colorado School of Mines as a recipient to receive your AP/IB scores, then you must submit your scores. Contact information for AP/IB is on the enclosed checklist.

If you prefer not to transfer college or AP/IB exam credit that we evaluate, you must notify us in writing at admit@mines.edu. Please include your full name and Campus Wide ID (CWID).

Your registration/class schedule for Fall Semester 2015 will be prepared by the Registrar’s Office. You will NOT register yourself for your first semester, and all transfer credits will be considered during the registration process. If transfer credit documents from the above sources are not received by the appropriate deadlines, you will forfeit your opportunity to transfer credit that impacts your first semester course schedule. Exceptions may be made for summer courses ending in August.

*IB exam results frequently do not reach the Admissions Office until after this date. If you receive your results in a personal student report, you may scan and email your results to admit@mines.edu.

11th: Colorado students: Complete the College Opportunity Fund Application

16th: Housing assignments available on-line

16th: Complete Sponsored Student Information

**AUGUST**

1st: Health Insurance Plans
- Actively enroll in or waive the Student Health Insurance Plan [SHIP]. Since 1991, all degree-seeking U.S. citizens and permanent resident students* and all international students*, regardless of degree status, are required to have health insurance as a condition of enrollment. Students with U.S. addresses will be mailed a brochure in July that has information about the SHIP.

Insurance Cards for students enrolling in the SHIP
United Health Care Student Resources will send an electronic communication directing students to their secure account on www.uhcsr.com/csm to request or print an ID Card. Students can also utilize an electronic ID card via their mobile device.

WAIVER Process
U.S. citizens and permanent resident students*: The enrollment/waiver process is done online only, through your Trailhead account (link found on the Registration page).
International students*: Requires a paper waiver form from the Health Benefits Office.
Please see http://studentinsurance.mines.edu for the current requirements for waiving the SHIP.

1st:  
☐ Create your resume and begin looking for work-study and non-work study opportunities.
   You may search for campus opportunities through DiggerNet.

1st:  
☐ Confirmation of Attendance
   You need to confirm you will be attending in the fall. Login to Trailhead, go to Self-Service, Student, Student Records or Registration, Confirmation to Attend, click the box and submit. Deadline is Aug. 18th.

1st:  
☐ Selective Service
   Male students meeting the criteria and not verified by other means, must complete the Selective Service Survey in Trailhead under Self-Service.

4th:  
☐ Confirm/update your information – continue to become familiar with Trailhead
   • You are notified by email if changes are made to your financial aid award or if additional information is needed. Changes or required documents can be viewed in Trailhead.
   • Enter your local address and phone number in Trailhead. Self-Service, under personal information.
   • Sign up through your Trailhead account to receive MEA – Mines Emergency Alert messages – you will need your complete cell phone text address. This address is used to receive emergency campus notifications through the Mines Emergency Alert (MEA) System. To enter this information in Trailhead, go to Self-Service, Personal Information, Mines **Emergency Alert** System.

AUGUST Continued…

15th:  
☐ Final Class Schedules available
   You will pick up your final course schedules during mandatory Oredigger Camp 2015 Check-in. It is strongly suggested that you stay in your first semester classes.

15th:  
☐ Disbursement of funds begins
   First disbursements will begin to credit to student accounts three business days prior to start of classes. If a credit is not shown, you should check the Student Requirements section of your Trailhead account to determine if additional information or documents are needed prior to disbursement.

18th:  
☐ Housing—Move-In Day for Theme Learning Community Students

19th:  
☐ Housing—Move-In Day for International Students

19th:  
☐ Check-in at International Office (Submit copies of Passport, Visa, I94, local address)

20th-22nd:  
☐ International Orientation (Mandatory for all International Students)

20th:  
☐ Housing—Move in for Students with their last name beginning with N-Z

21st:  
☐ Housing—Move in for students with their last name beginning with A-M

21st-24th:  
☐ Oredigger Camp 2015 -- Mandatory for all new students.

25th:  
☐ Fall Semester classes begin

26th:  
☐ Meal Plan
   Last day to change your meal plan through Trailhead. You may change your meal plan any time during the first 5 business days of the semester.

SEPTEMBER
3rd: Student Health Insurance Enrollment/Waiver Deadline
Last day to actively enroll in or waive the Student Health Insurance Plan.

9th: Tuition and Fees DUE
- There is a 5-business day grace period after the due date to receive payments prior to late fees being assessed. Late fees are 1.5% per month on any past due balance.
- Mines generates electronic invoices only, no paper statements are mailed.
- If desired, set up parent access to your billing accounts page by logging into Trailhead, select Self-Service, Student, Student Records, My Account Page, select “Add New” next to Parent PINS.
- Enroll in eRefund to receive any overage in financial aid, etc. Student Refund Request Form required from the Cashier’s Office. Disbursements start the first day of classes.
- For Parent Plus loans, you should submit a Refund Request Form to expedite the disbursement.

OCTOBER

1st: FAFSA Verification deadline
Trailhead will have details regarding whether you were selected for verification and what documents are needed. Financial Aid cannot be disbursed until the process has been completed.

3rd: Student Health Insurance Late Waiver Period ends
Students have from August 1, 2015 until this date to waive the Student Health Insurance. During this period, all students were notified about this hard deadline; through this document, student orientation, a mailed version of the 2014-15 Plan Brochure and multiple email messages.