Incoming Oredigger Checklist

Items to Complete Now

☐ Congrats on your acceptance! Take a minute to give yourself a pat on the back.

☐ If you have yet to do so and want to confirm your enrollment, please go to your Applicant Portal and complete the Enrollment Decision Form and submit the $200 Enrollment Deposit. Keep in mind that May 1, 2018 is the deadline.

☐ Access your Applicant Portal and our accepted student page frequently to view enrollment requirements, incoming student resources and event opportunities, etc.

☐ Set up your Mines account via Trailhead as soon as possible by following the instructions found at https://finaid.mines.edu/welcome/. If you have submitted your enrollment decision form and $200 enrollment deposit, you can then set up your Mines email account in Trailhead as well. Many departments will only communicate with you via your Mines email account so it’s important to set this up as soon as possible and check it frequently.

☐ Sign up for the Financial Aid Newsletter for you and/or your parent(s)/guardian(s) by going to https://tinyurl.com/ydasffux.

☐ Check out page 6-7 which contains all of our incoming student and family events and visit opportunities!

WHAT IS TRAILHEAD AND MY APPLICANT PORTAL?
Below is a brief overview of each.

**Applicant Portal:** This is the Portal that you gained access to upon submitting your application. Within your Portal, you can find your application checklist, decision letter, links to important information and this is where you can access/submit your enrollment decision form, enrollment deposit and tuition classification form.

**Trailhead:** This is the Mines Student Portal where you can access your Financial Aid information, the Residence Life Housing Portal, Health Portal, billing information/online payments and where you set up your Mines email account.

**APRIL**

2nd ☐ The On-Campus Housing Application opens via the Residence Life Housing Portal.
To access the Housing Portal go to Trailhead > Campus Life > Residence Hall Housing Portal. More info can be found at http://residencelife.mines.edu/RSL-housing-signup or by calling the Office of Campus Living at 303.273.3928.

15th ☐ Payment Plans for the Fall semester open on Trailhead.
Visit http://inside.mines.edu/Payment-Options to learn how and where to enroll.

**MAY**

1st ☐ National Decision Day!
If you haven’t already done so, today is the day to submit your Enrollment Decision Form and $200 Enrollment Deposit via your Applicant Portal.

1st ☐ Complete the Financial Aid Requirements
Submit any outstanding documentation to complete the Financial Aid requirements found on Trailhead (except work study). Your Financial Aid File is not complete unless all requirements are satisfied.
Deadline to apply for Student Disability Services *(if applicable)*. While later submissions are reviewed, submitting as early as possible facilitates the possibility for accommodations at the start of the fall semester, especially if housing accommodations are needed. Housing cannot guarantee the ability to make accommodations after May 1st:

- Disability Support Services website: [https://www.mines.edu/disability-support-services/](https://www.mines.edu/disability-support-services/).
- Accommodations request process available here: [https://tinyurl.com/y98p7cb7](https://tinyurl.com/y98p7cb7).
- To request any information in alternative format, please contact Disability Support Services. 303-273-3297 or [disabilitysupport@mines.edu](mailto:disabilitysupport@mines.edu).


Then, take the time to:

- Enroll in eRefund.
- If desired, set your parent(s)/guardian(s) up with their Parent PIN.
- Enroll in electronic only 1098T statements.

**1st** Veteran Education Benefits

If you are using your own or another’s Veteran Education Benefits, please email [registrar@mines.edu](mailto:registrar@mines.edu) for further information about how to use them.

**3rd** Deadline to submit a Themed Learning Community (TLC) Housing Application via Trailhead.

More information can be found at [http://inside.mines.edu/RSL-Theme-Housing](http://inside.mines.edu/RSL-Theme-Housing).

**7th** Themed Learning Community (TLC) Housing Decisions will be sent to your Mines email account.

**14th** Themed Learning Community (TLC) Housing Acceptance Replies must be made to the Residence Life Coordinator for your TLC.

**15th** On-Campus Housing Application Deadline

Students who have not completed a housing application will not be able to choose their housing or roommates and will not receive a housing assignment. For more information, visit: [http://inside.mines.edu/RSL-housing-signup](http://inside.mines.edu/RSL-housing-signup).

**JUNE**

**1st** Deadline to submit the Residency Tuition Classification Form.

This form is required for ALL incoming freshman and transfer students and can be found on your Applicant Portal.

**1st** If you are sponsored by a U.S. or International Organization/Government, please ensure that you notify the Bursar’s Office by emailing [sturecv@mines.edu](mailto:sturecv@mines.edu).

**1st** Accept Student Loans

Review and accept the Terms and Conditions and Direct Student Loan(s) on Trailhead. As a first-time borrower, you must also complete online Entrance Counseling and a Subsidized/Unsubsidized Master Promissory Note, both found at [www.studentloans.gov](http://www.studentloans.gov). You will login to this site using your FSA ID.

**4-8th** On-Campus Room Selection (Residence Halls) Timeslots will be sent to your Mines email account by the 8th of June.

**6th** Submission Deadline for College Transcripts

If you have completed coursework through a two-year or four-year college/university, please request that final, official college transcript(s) are sent to the Colorado School of Mines’ Admissions Office. The Registrar’s Office will evaluate your transcript over the summer, and credit will be applied to your Mines transcript. A request for coursework (syllabus, tests, homework, lab write-ups) may be sent to your Mines email account, if needed for evaluation. **DO NOT** send coursework unless we have requested it from you and please note that transfer credit approval is not guaranteed.
Report Outside/External Scholarships
For each outside scholarship awarded, complete Financial Aid’s online form at https://webapps.mines.edu/FinAid/OutsideResources/.

Log into your Applicant Portal and review your intended major in the top left corner. If it does not correctly reflect what major you intend to pursue, please email the Registrar’s Office at registrar@mines.edu with your updated major information.

Submission Deadline for Immunization Records and Required Health Forms
Please submit the following, required information via the Mines Health Portal which you will find on Trailhead.

- MMR: Measles, Mumps and Rubella (two vaccines: both received on or after your first birthday AND at least 28 days apart).
- TB Questionnaire (also provide Tuberculosis testing results if indicated by questionnaire).
- Meningococcal ACWY Vaccine received within the last five years or waiver form (if you are living on campus).
- Proof (in English) of all immunizations must be UPLOADED to the Health Portal so they may be verified.
- Consent to Treat Minor (if under age as of first day of class).

Additional requirement details and directions on how to submit your health requirements can be found at http://healthcenter.mines.edu.

Apply for Parent Loan
Parents requesting a Federal Parent Loan for Undergraduate Students (PLUS) Loan will login to www.studentloans.gov using their FSA ID. Once approved, they will need to complete a Parent PLUS Master Promissory Note.

15th JULY

Apply for Parent Loan
Parents requesting a Federal Parent Loan for Undergraduate Students (PLUS) Loan will login to www.studentloans.gov using their FSA ID. Once approved, they will need to complete a Parent PLUS Master Promissory Note.

Housing assignments are sent to your Mines email account during the week of July 1st and also posted in the Housing Portal on Trailhead.

Final, Official High School Transcript Submission Deadline
All Freshman and Transfer Students must submit a final, official high school transcript(s) which must include graduation date and completion of graduation requirements.

Apply for a Private Loan
Families wishing to borrow a private education loan should have this process complete in July to ensure timely disbursement of the loan to their student’s bill.

Special Course Requests Deadline

Band or Choir: Notify the Registrar’s Office as early as possible if you wish to be registered in band or choir. Send an e-mail to Registrar@mines.edu with your name, Campus Wide ID (CWID, which is found on your acceptance letter and in your applicant portal) and the course number.

ROTC: For students enrolling in ROTC, please contact Fran Aguilar at faguilar@mines.edu to complete the appropriate documentation. The Registrar’s Office will add the respective course to your schedule. After your first semester, you will register yourself for all courses via the online registration system.

Varsity Sports: For students who are officially accepted into varsity sports, the Registrar’s Office will add the varsity sport to your schedule for the first semester only. After the first semester, you will register yourself for all courses via the online registration system.

Deadline for AP or IB Exams Scores
Request that your ACT or SAT scores are submitted directly from testing agency to the Mines’ Registrar’s Office. Upon receiving and reviewing your AP and/or IB scores, applicable credits will be added to your Mines transcript and you will be
registered into the appropriate courses for the 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. For additional information about AP, IB or college transfer credit at Mines, visit: https://inside.mines.edu/Incoming-Freshmen-Transfer.

If you prefer not to transfer college or AP/IB exam credit that we evaluate, you must notify the Registrar’s Office. Instructions are located here: https://inside.mines.edu/decline_ap_ib_credit/.

11th (Colorado residents only): Complete the College Opportunity Fund (COF) Application
The COF application can be found at www.cof.college-assist.org.

AUGUST

1st
- Your first eBill will be generated and is available to view online
  Aid will not be shown on your first eBill as it hasn’t been disbursed yet.

1st
- Student Health Insurance Enrollment/Waiver Process Opens on Trailhead
  Click the Self Service > Student link > Registration. Near the bottom, right click the “Enroll/Waive in Student Health Insurance Plan (SHIP)” and choose “Open in New Tab/Window.” More information can be found at www.studentinsurance.mines.edu.

1st
- Mines Park Apartment Move-In for upper-class students

1st
- Final Class Schedules are available on Trailhead.
  You will be able to view and change your Fall semester schedule. It is strongly suggested that you stay in the courses that the Registrar’s Office registered you for. If you need to change classes, it is recommended that you speak with your Center for Academic Service and Advising (CASA) advisor. More information about CASA can be found at http://casa.mines.edu/first-year-info.

1st
- Selective Service
  Male students meeting the criteria and not verified by other means, must complete the Selective Service Survey on Trailhead > Self-Service.

1st
- (CO Residents only): College Opportunity Fund (COF) Authorization
  Provide authorization to Mines to collect your College Opportunity Fund on your behalf and apply it to your bill. Login to Trailhead > Self-Service > Student > Student Records >COF Stipend Authorization and click submit.

3rd
- DiggerNet Access Link Sent
  DiggerNet (http://diggernet.net) is the Mines student and graduate job posting site, hosted by the Career Center. Create your password, upload your resume and begin looking for work study and non-work study opportunities.
  - Student typically work 5-15 hours per week (as determined by you and your employer) but no more than 20 hours per week during the semester.

4th
- Sign up through your Trailhead account to receive Mines Emergency Alert messages (MEA)
  You will need your complete cell phone text address. This address is used to receive emergency campus notifications through the MEA System. To enter this information in Trailhead, go to Self-Service > Personal Information > Mines **Emergency Alert** System.

14th
- Move-In for Themed Learning Communities (TLC) and International Students

16th
- Disbursement of Funds Begins
  First disbursements will begin to credit to student accounts three business days prior to the start of classes. If a credit is not shown, check the Student Requirements section of your Trailhead account to determine if additional information or documents are needed prior to disbursement.
16th  Move-In for Residence Halls and Greek Life  
More info can be found at [http://residence-life.mines.edu/RSL-New-Students](http://residence-life.mines.edu/RSL-New-Students) or [http://inside.mines.edu/RSL-Move-In-Guide](http://inside.mines.edu/RSL-Move-In-Guide)

17th  M Climb!

19th  Attend the On-Campus Student Assistant and Job & Resource Fair  
This event is for work study and non-work study employment opportunities.

20th  Fall 2018 Semester Begins

24th  Final Day to Change Your Meal Plan  
Meal plans can be changed through Trailhead. You may change your meal plan any time during the first 5 business days of the semester.

25th  Celebration of Mines!

### SEPTEMBER

4th  Census Day Deadline  
Last day to add or drop courses without financial or academic penalty. The Registrar’s Office is open from 8:00 am to 5:00 pm to assist you with your scheduling changes or you can add or drop courses on Trailhead until 11:59 pm, MST.

4th  Student Health Insurance Enrollment or Waiver Deadline  
Final day to enroll in or waive the Student Health Insurance Plan. Students who do not take action by this date will be automatically enrolled.

5th  Tuition and Fees are Due  
There is a five business day grace period after the due date for Mines to receive payments before late fees are 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/guardian 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 are submitted online. Disbursements start the first day of classes.

For Parent PLUS Loans, submit a Refund Request Form to expedite the disbursement.

28th  Loan Deadline  
Any Federal Loans not disbursed by this date will be cancelled. Students can request that their loans are re-offered after October 1st. Parent PLUS loans will require a new application through [www.studentloans.gov](http://www.studentloans.gov).

### OCTOBER

1st  Work Study Deadline  
Students who have not turned in a work study contract and have not asked the Financial Aid Office to hold their funding for spring will have their work study award cancelled. If students decide later they would like work study, they may ask the Office of Financial Aid to be placed on the waitlist.
Incoming Oredigger Events

Discover Mines (Optional)
February 24 & March 17, 2018

If you are still researching and deciding on which college is the best fit for you then Discover Mines is a terrific event for you and your family to attend. This all-day, on-campus event is open to accepted undergraduate students only and will provide an opportunity to hear from faculty and students from all of our academic departments, campus activities and support offices, admissions and financial aid. You will also have the opportunity to tour the campus and visit our residence halls.

Meet Me at Mines (Optional)
November 18, 2017, March 10 & April 7, 2018

Meet Me at Mines is an exclusive, on-campus event for our first generation students and their families. You will experience an interactive and informative day to learn more about what it is like to be an Oredigger!

Making the Connection (Optional)
November 17, 2017, February 23, March 16 & April 6, 2018

Making the Connection is a visit program for accepted female undergraduate students interested in learning more about Colorado School of Mines and connecting with current Mines students, faculty and staff. We invite you and your family to spend a Friday on our campus hearing from faculty and students, campus activities and support offices, admissions and financial aid.

Launch (Strongly Encouraged)
March 9, April 20, April 27, May 7, May 25, June 4, June 9, June 18, June 29, July 9, July 14, 2018

Launch is an orientation event designed to help best prepare you for a smooth and successful transition to Mines. Highlights of the day include:

- Participating in group style academic advising
- Learning about support services that will assist you in reaching your educational and personal goals
- Snagging your new, shiny college ID and some Mines swag
- And of course...getting to know fellow freshmen, transfer and current students

Oredigger Camp (Optional)
July 29-August 5, 2018: Three, two-night sessions.

This student only two-night adventure will be held just outside of beautiful Rocky Mountain National Park. There will be lots of fun, exploration, and bonding, while learning more about what it means to be an Oredigger. Most sessions will be led by our upperclass Peer Mentors who can’t wait to share their experiences with you. Camp will cost a total of $75 per camper. While this does include camp lodging, meals, and transportation from campus to our mountain location, it does not include any travel costs you may incur getting to campus or any additional nights stay.
Incoming Oredigger Events

M Climb (Mandatory)
August 17, 2018

Join us for the 67th M Climb, a campus tradition since 1951. Bring a 10 lb. rock from home and hike Mt Zion with your classmates to deposit your rock and begin your campus legacy.

Celebration of Mines (Optional)
August 24, 2018

Celebration of Mines is an annual event that introduces you to everything that Mines has to offer. Meet representatives from the clubs and organizations, and campus departments. There is also an abundance of free food, giveaways and games.

Fall Kick-Off (Mandatory)
August 16 - August 19, 2018

Fall Kick-Off is the third event in a series of orientation experiences following Launch and Oredigger Camp, meant to connect you to people, services, and traditions on the Mines campus. Students can look forward to getting to know current Mines students, as well as their peers, while learning about Mines’ policies and commitment to our community.

Convocation (Mandatory)
August 16, 2018

This traditional ceremony, along with commencement, bookends your college experience. At convocation, the entire Mines community welcomes you and your family, while exemplifying what it means to be an Oredigger. Expect to hear from our President, Trustees, President of our Undergraduate Student Government, and others.