Initial 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 log in to your Applicant Portal and complete the Enrollment Decision Form and submit the $200 Enrollment Deposit. Keep in mind that May 1, 2019 is the deadline.
- Visit your Applicant Portal and our accepted student page frequently to view enrollment requirements, resources and event opportunities.
- Set up your Mines student account via Trailhead as soon as possible by following the instructions found at [finaid.mines.edu/welcome/](http://finaid.mines.edu/welcome/).
- If you submitted your enrollment decision form and $200 enrollment deposit, you can also set up your Mines email account in Trailhead. 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 [tinyurl.com/ydasffux](http://tinyurl.com/ydasffux).

Below is an overview of the two systems used for accepted and incoming students:

**Trailhead**

*For accepted students:*
- Set up Mines student email account
- View Financial Aid information

*For deposited students:*
- Sign up for Housing and meal plans
- Submit vaccination records in HealthPortal
- View list of student organizations/clubs
- View class schedule
- Pay tuition

**Applicant Portal**

- View the enrollment checklist
- View admissions decision
- Pay enrollment deposit
- Fill out Tuition Classification Form and Photo/Multimedia Release Form
- Links to Accepted Student and Family Facebook Groups
- Link to set up Trailhead account
- Links to FAQs and other new student resources
APRIL

1st
- Application for on-campus housing opens on your Trailhead account.
  - To access the Housing Portal go to Trailhead > Campus Life > Residence Hall Housing Portal.
  - More info can be found at mines.edu/residence-life/housing-sign-up/ or by calling the Campus Living Office at 303.869.5433.

15th
- Payment Plans for the Fall Semester Open on Trailhead. Visit mines.edu/controllers-office/payment-options to learn how and where to enroll.

NOVEMBER

1st
- The application for the Thorson First-Year Honors Program is available. Visit thorson.mines.edu.

JANUARY

15th
- Priority application deadline for the Thorson First-Year Honors Program. All students that apply to the program by this date are guaranteed a response by February 15. Visit thorson.mines.edu.

MARCH

1st
- Final application deadline for the Thorson First-Year Honors Program. Visit thorson.mines.edu.

APRIL

1st
- Application for on-campus housing opens on your Trailhead account.
  - To access the Housing Portal go to Trailhead > Campus Life > Residence Hall Housing Portal.
  - More info can be found at mines.edu/residence-life/housing-sign-up/ or by calling the Campus Living Office at 303.869.5433.

15th
- Payment Plans for the Fall Semester Open on Trailhead. Visit mines.edu/controllers-office/payment-options to learn how and where to enroll.

NOVEMBER

1st
- The application for the Thorson First-Year Honors Program is available. Visit thorson.mines.edu.
National Decision Day!
Today is the final day (by 11:59 PM, Mountain Standard Time) to submit your Fall 2019 Enrollment Decision Form and $200 Enrollment Deposit via your Applicant Portal.

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 (DSS), if Applicable.
While requests may be submitted later, early submission facilitates the possibility for accommodations at the start of the semester and is particularly true for any requests related to housing accommodations, including an Emotional Support Animal (ESA). Housing cannot guarantee the ability to make accommodations after May 1st.

- In preparation for registering with DSS, please consider collecting and/or requesting updated disability documentation from your provider including diagnostic evaluation records, current school disability records (IEP/504, if applicable) as well as any medical documentation to support your request for reasonable accommodations.
- Additional information including necessary documentation requirements are available at the following website: mines.edu/disability-support-services/.
- To request any information in alternative format, please contact Disability Support Services at 303.273.3297 or disabilitysupport@mines.edu.

Watch the Bursar’s How-To Videos:
mines.edu/controllers-office/accounts-receivable-and-cashiering/ then:
- Enroll in eRefund.
- If desired, set your parent(s)/guardian(s) up with their Parent PIN.

Veteran Education Benefits.
If you plan on using your own or another’s Veteran Education Benefits, please email registrar@mines.edu for additional instructions and guidelines.

Theme Learning Community (TLC) Housing Application Submission Deadline.
More information can be found at mines.edu/residence-life/residence-halls/Theme-learning-communities/.

May 1-10th: Notification about acceptance into a TLC will be emailed to your Mines email account along with additional instructions if you are in a TLC.
Begin Reviewing Your Financial Aid Requirements on Trailhead. Submit outstanding documents to complete your Financial Aid file (EXCEPT work study contracts). We recommend submitting all required documents (EXCEPT work study) by July 31st for timely processing of your financial aid.

Theme Learning Community (TLC) Housing Acceptance Replies must be sent to the Residence Life Coordinator for your TLC.

Begin Reporting Outside/External Scholarships Through Trailhead. For each outside scholarship you have been awarded, complete the Financial Aid online form in the green Award section of Trailhead. ROTC/GI Bill benefits do not need to be reported. Scholarships can be reported anytime; please report scholarships as they are awarded, even if a check is made out directly to the student. The online form can also be accessed here: webapps.mines.edu/FinAid/OutsideResources/.

Deadline to Apply for On-Campus Housing. Students who have not completed a housing application through their Trailhead account will not choose their own room or roommates and will not receive a housing assignment. For more information please visit: mines.edu/residence-life/housing-sign-up/.
JUNE

1st

- Deadline to Submit the Tuition Classification Form. This form is required for ALL incoming students and is found on your Applicant Portal.
- 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.
- Begin the Loan Decision Process. If you are borrowing federal student loans (direct subsidized/unsubsidized), federal parent PLUS loans, or private education loans, begin taking steps to secure your funding. More information can be found at finaid.mines.edu/loans. We recommend that loans are in place by July 31st for timely processing of your financial aid.

3-7th

- Check your Mines email account throughout the first week of June as important information about your housing selection process will be sent from housing@mines.edu.

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’ Office of Undergraduate Admissions. Address: 1812 Illinois St. Golden, CO 80401.

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

Report Outside/External Scholarships.
For each outside scholarship awarded, complete Financial Aid's online form at webapps.mines.edu/FinAid/OutsideResources/.

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 Screening Questions (also Tuberculosis testing results, if indicated)
- Meningococcal ACWY Vaccine within the last four years or waiver form (if you are living on campus).
- Consent to Treat Minor (if under age 18 as of first day of class).
- Upload supporting documents – required to verify your immunizations/test results.

Complete details about health requirements and how to enter your information into the Health Portal can be found at mines.edu/student-health/student-health-center/forms/. Please check your Mines email account as we may send you secure messages. If you are under the age 18, a parent/guardian must complete all forms.
Final, Official High School Transcript Submission Deadline.
All incoming students must submit a final, official high school transcript(s) or GED, which must include graduation date and completion of graduation requirements. Failure to submit will place a hold on your account.

Deadline for AP or IB Exams Scores.
Request that your AP or IB scores are submitted directly from the 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: 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: inside.mines.edu/decline_ap_ib_credit/.

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

Housing assignments are sent to your Mines email account by July 5th and posted in the Housing Portal on Trailhead.

Apply for a Private Loan.
Families interested in 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 faulgar@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 Trailhead.

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 Trailhead.

Deadline for AP or IB Exams Scores.
Request that your AP or IB scores are submitted directly from the 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: 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: inside.mines.edu/decline_ap_ib_credit/.

(Hydrocarbon, Colorado residents only): Complete the College Opportunity Fund (COF) Application. The COF application can be found cof.college-assist.org.
AUGUST

1st

- Your First eBill Will be Generated and Available to View Online. Financial Aid will not be shown on your first eBill as it hasn’t been disbursed yet.

- 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 studentinsurance.mines.edu.

- Mines Park Apartment Move-In for Transfer Students.

- Final Class Schedules Available on Trailhead. You will be able to view and change your Fall semester schedule. It is highly recommended you stay in the classes the Registrar’s Office scheduled as they will go towards your degree requirements. If you do have questions about the classes you are in, please speak with your CASA (Center for Academic Services & Advising) advisor: casa.mines.edu.

- Selective Service. Male students meeting the criteria and not verified by other means, must complete the Selective Service Survey on Trailhead > Self-Service > Personal Information > Answer a Survey > Selective Service.

- College Opportunity Fund (COF) Authorization (CO Residents only). Provide authorization to Mines to collect your College Opportunity Fund on your behalf and apply it to your bill. Log in to Trailhead > Self-Service > Student > Student Records > COF Stipend Authorization > Submit > Select Lifetime Authorization > Submit.

2nd

- DiggerNet Access Link sent (mines.edu/careers/). Diggernet 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 jobs.
  - 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).
  - Go to Self-Service > Personal Information > Mines **Emergency Alert** System.
Complete Financial Aid Requirements and Loan Applications. Check Trailhead to ensure all Financial Aid Requirements (EXCEPT work study) are complete. If using loans, check Trailhead to see that all loans are listed and accepted. Required documents and loan applications are accepted after this date, but processing can take longer due to high volume.

12th
- Move-In for Theme Learning Communities (TLC) and International Students.

15th
- Move-In for Residence Halls and Greek Life
  More info can be found at mines.edu/residence-life/new-students/moving-to-campus
- August 15th-18th: Fall Kick Off
- Convocation

16th
- Financial Aid Pays to Trailhead Accounts.
  Fall payments of scholarships, grants and loans will credit to student accounts if all requirements are met. Outside scholarships will pay once the check is received. If your Fall financial aid has not paid by the first day of class and all requirements are met on Trailhead, please contact Financial Aid.
- If you took college courses over the summer, you must submit your final, official college transcript(s) to the Office of Admissions. Failure to submit will place a hold on your account.
- M Climb!

19th
- Fall 2019 semester begins!

23rd
- Final day to change your meal plan through your Trailhead account. You may change your meal plan any time during the first seven business days of the semester.
- Celebration of Mines!

31st
- Complete Financial Aid Requirements and Loan Applications.
  Check Trailhead to ensure all Financial Aid Requirements (EXCEPT work study) are complete. If using loans, check Trailhead to see that all loans are listed and accepted. Required documents and loan applications are accepted after this date, but processing can take longer due to high volume.
**SEPTEMBER**

- **4th**: Census Day.
  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.

- **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**: Due Date for Tuition and Fees.
  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 Forms are submitted online. Disbursements start the first day of classes.

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

- **10th**: Attend the On-Campus Student Assistant and Job & Resource Fair.
  This event is for work study and non-work study employment opportunities.

- **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 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.

- **2020-2021 FAFSA Application Opens.**
  This annual application must be completed by April 1, 2020 for priority processing.