



**FALL 2015 DATES, INFORMATION
AND REGISTRATION INSTRUCTIONS**

TABLE OF CONTENTS

FALL 2015 SEMESTER DATES	PAGE 3
TUITION REFUND POLICY	PAGE 4
RECOMMENDED STEPS FOR REGISTRATION	PAGE 5
PRIORITY REGISTRATION SCHEDULE & REGISTRATION CONFIRMATION	PAGE 6
PAYMENT OF TUITION & FEES	PAGE 7
REFUNDS OF OVERPAYMENT	PAGE 8
TUITION & FEES, HEALTH INSURANCE	PAGE 9
FERPA, RESIDENCY REQUIREMENTS	PAGE 10

Current schedule available in Trailhead

FALL 2015 SEMESTER DATES

Mon-Fri, March 30 – April 3 March 30 – September 9 Monday, August 24 Tuesday, August 25	Fall 2015 Priority Registration (Occurs during Spring 2015 Semester) Registration via Trailhead Confirm registration deadline for Fall 2015 First day of classes PETITIONS FOR IN-STATE TUITION CLASSIFICATION ARE DUE ON THE FIRST DAY OF CLASSES.
Tuesday, September 1	Last day to be placed on a waitlist for courses with waitlists
Friday, August 28	\$100.00 Late registration fee begins (Graduate students only)
Monday, September 7	Labor Day – Classes in Session
Wednesday, September 9	CENSUS DAY: Last day to register Last day to add courses Last day to drop courses without a "W" on the transcript Last day to register for a course no-credit (audit) Last day to drop a course and receive 100% refund for tuition. No refund of tuition and fees without an official complete withdrawal from school after this date
Thursday, September 10	Payment of tuition and fees due (http://inside.mines.edu/Payment-Options)
Monday, October 19 Mon – Tues, October 19-20	Midterm grades due in Registrar's Office via the web. Fall Break
Friday, November 13	Last day to withdraw from a course with a "W" for <u>all continuing students in their second semester or more.</u>
Mon-Fri, November 16-20 Wednesday, November 25 Thurs-Fri, November 26-27	Priority Registration for Spring 2016 Non-class day prior to Thanksgiving Break Thanksgiving and day after – no class, campus closed
Friday, December 4	Last day to withdraw from a course with a "W" for <u>all new students entering Fall 2016 or Spring 2015; any first or second semester students.</u>
Thursday, December 10 Friday, December 11 Saturday, December 12 Mon-Thurs, December 14- 17 Friday, December 18 Monday, December 21 Tuesday, December 22	Last day of classes Dead Day (<u>NO SCHEDULED ACADEMIC ACTIVITIES</u>) Final Exams Final Exams Semester ends – Commencement Final grades due on web by 4:00 p.m. Grades available to students via Trailhead at 10:00am

TUITION REFUND POLICY

The amount of tuition and fee assessments is based primarily on each student's enrolled courses. In the event a student withdraws from a course or courses, assessments will be adjusted as follows:

-- If the withdrawal is made prior to the end of the add/drop period, Census Day, for the term of enrollment as determined by the Registrar, tuition and fees will be adjusted to the new course level without penalty.

-- If the withdrawal from a course or courses is made after the add/drop period, and the student does not officially withdraw from the school, no adjustments in charges will be made.

-- If the withdrawal from courses is made after the add/drop period, and the student withdraws completely from school, tuition and fee assessments will be reduced according to the following schedule:

-- Within seven (7) calendar days following the end of the add/drop period, 60 percent reduction in charges.

-- Within the next following seven (7) calendar days, a 40 percent reduction in charges.

-- Within the next following seven (7) calendar days, a 20 percent reduction in charges.

After that period, no reduction of charges will be made.

To comply with federal regulations surrounding student financial aid programs, the Director of Financial Aid may modify this schedule in individual circumstances.

The schedule above applies to the Fall and Spring semesters. The time periods for the Summer I and Summer II will be adjusted in proportion to the reduced number of days in these terms.

* Students receiving Federal or Colorado Student Financial Assistance are subject to the refund policies specified in Federal regulations.

TUITION REFUND SCHEDULE

Upon Official Complete Withdrawal from School:

-August 25 through September 9	100%
-September 10 through September 16	60%
-September 17 through September 23	40%
-September 24 through September 30	20%
-NO REFUND WILL BE MADE AFTER SEPTEMBER 30	

Recommended Steps for FALL 2015 Registration

*****The Registrar's Office hours are Monday – Friday, 8:00am to 5:00pm during the week of Priority Registration. During the week of March 30th, staff is available in Ballroom E of the Student Center to assist with registration questions and issues. *****

1. Trailhead is your link to campus life at Colorado School of Mines. You can access Blackboard, your Mines email account, and your student account (financial aid, registration, holds, etc.). If you have questions or problems with Trailhead, please visit the Campus Computing, Communications & Information Technologies (CCIT) located in the east end of the CTLM building.
2. Once you are logged into Trailhead, please review your registration status. You may do this by clicking on the Self Service Button, Student and Financial Aid tab, and selecting the Registration link. You must clear all holds before you can access Priority Registration.
3. You are required to see your academic advisor to register for fall sessions. Your advisor will provide you with your registration pin number.
4. Based upon your registration status, you may register for the spring term starting March 30, at 8:00 a.m.. A registration schedule is available on the next page.
5. How to register for a course:
 - Log onto **Trailhead** (see previous page)
 - Select the **Self Service** button (upper right corner)
 - Click on the **Student and Financial Aid** tab
 - Choose the **Registration** link
 - You are now in the registration menu where you can look up classes, check your registration status, and review your schedule
 - Select the Add/Drop link. Select the term Fall 2015. The system may ask you for an alternate PIN that is provided by your advisor. Graduate level students do not have PINs.
 - Enter the CRN (Course Registration Number) for each course in which you would like to register.
 - If you receive an error (ex. Link error, Preq and Test Score, etc.), use the help menu for information.
 - Review your schedule often until Census Day.

*******Message to Graduating Students*******

August 2015 Graduating Seniors will be able to register on Monday, March 30.

December 2015, May 2016 and August 2016 Graduating Seniors will be able to register on Monday, March 30, according to the schedule below if you have applied to graduate.

	Monday March 30	Tuesday March 31	Wednesday April 1	Thursday April 2	Friday April 3
Time	<i>Dec 2015 and May & Aug 2016 Graduating Seniors</i>	<i>Seniors</i>	<i>Juniors</i>	<i>Sophomores</i>	<i>Freshman</i>
8:00am	<i>PhD, Masters</i>	SR Athletes	JR Athletes	SO Athletes	FR Athletes
8:30am	Graduating P-T	P-T	P-T	P-T	P-T
10:30am	Graduating U-Z	U-Z	U-Z	U-Z	U-Z
12:30pm	Graduating A-E	A-E	A-E	A-E	A-E
2:30pm	Graduating F-J	F-J	F-J	F-J	F-J
4:30pm	Graduating K-O	K-O	K-O	K-O	K-O

The registration PIN numbers are assigned according to your primary degree program as follows:

Primary Degree Program	Pin Assignment
Chemical and Biochemical Engineering	Students below 3.0 cumulative GPA see advisor
Chemical Engineering	Students below 3.0 cumulative GPA see advisor
Chemistry	All students see advisor
Computer Science	Students below 2.5 cumulative GPA see advisor
Economics	All students see advisor
Civil Engineering	Students with a 2.5 cumulative GPA or below see advisor
Electrical Engineering	Students with a 2.5 cumulative GPA or below see advisor
Environmental Engineering	Students with a 2.5 cumulative GPA or below see advisor
Mechanical Engineering	Students with a 2.5 cumulative GPA or below see advisor
Geological Engineering	All students see advisor
Geophysical Engineering	All students see advisor
Applied Mathematics and Statistics	Students below 2.5 cumulative GPA see advisor
Metallurgical and Materials Engineering	Students below 3.0 cumulative GPA see advisor
Mining Engineering	All students see advisor
Petroleum Engineering	Students with a 2.5 cumulative GPA or below see advisor
Engineering Physics	All students see advisor
Undecided	All students see advisor

Other Registration Information

To audit a class, you must first register for it. Note that full tuition rates will be charged to your student account. Obtain a Registration Action form from the Registrar's Office; complete the form (including the instructor's signature) and return it to the Registrar's Office by Census Day (September 9, 2015).

Non-Degree students apply on the web at http://inside.mines.edu/Registrars_Office and then click on Non-Degree Information & Registration for more information.

Waitlisted courses: Many courses are set up to allow waitlisting. If a waitlist-enabled course has reached its maximum enrollment, you may place yourself on the waitlist for that course. You will remain on the waitlist until space becomes available in the class, or the instructor decides to exceed the original enrollment, or until waitlists are cleared at the start of the term. You will be notified by email if and when an opening occurs in the class. You must register yourself within 24 hours of the email notification or you will be automatically dropped from the waitlist.

All students remaining on waitlists will be dropped/removed on the first day of the term if we have not been notified by the instructor to absorb the waitlisted students into the course.

Independent Study: Students interested in enrolling in an independent study course need to complete the Independent Study form available at the Registrar's Office. Bring the completed form to the Registrar's Office before Census Day for registration.

Adding/Dropping courses: Adding or dropping courses can take place via Trailhead from March 30, 2015 – September 9, 2015.

⊗ THE LAST DAY TO DROP AND ADD WITHOUT PENALTY IS September 9, 2015

Confirmation

Confirmation is done via Trailhead. You will be able to confirm your registration until August 24, 2015. **Do not assume that your classes will be dropped automatically!** **Contact the Registrar's Office to complete a proper withdrawal if you intend not to return.**

Payment of Tuition and Fees

- Payment is due on the first business day following Census Day.
- There is a 5 business day grace period. Therefore, any payment not **received** by the close of business on the last day of the grace period will be assessed a late fee.

Current Payment Options

- The preferred method of payment is online through Trailhead. There is no additional fee for payment from a checking or savings accounts: Select: Self Service, Student, Student Records, My Account Page, 'Click to make a payment'
- Checks:
 - Make checks payable to "Colorado School of Mines" or "CSM"
 - Address to mail payment:

Colorado School of Mines
Attn: Student Tuition
Dept. 911914
Denver, Colorado 80291-1914
- Cash: In person at the Cashier's Office located in the Student Center M-F 8-4
- Credit Cards: MasterCard, Discover, and American Express will be accepted through the secured web portal via Trailhead. Please note that a convenience fee will be assessed by the processor at the time of payment.
- Wire: If you choose to send your payments electronically to Colorado School of Mines, please contact Student Receivables for specific wiring instructions.

Payment Installment Plan

You may also take advantage of the monthly installment payment plan we offer. To enroll, please log into Trailhead and select: Self Service, Student, Student Records, My Account Page, My Payment Plan, Enroll. A small annual enrollment fee will apply, as well as all applicable convenience fees for credit card use.

Late Payment Fee/Financial Holds

Any balance not paid, covered by financial aid, or are covered by a Payment Plan by the tuition/fee due date will be subjected to a late payment fee of 1.5% of the outstanding balance. Late fees are assessed monthly on any outstanding balance. If the late fee was assessed from pending financial aid/scholarships not yet received, the late fees will be removed only if any outstanding amount was paid by the due date, and the loan application was submitted by the due date of tuition/fees. An outstanding balance also results in a financial hold on your account, which will prevent registration for the next semester and the release of transcripts.

Scholarships/Graduate Research/Teaching Assistantships

All Scholarship checks should be delivered directly to the Financial Aid Office. Agreements for Graduate Research and Teaching Assistantships and Fellowships must be signed before tuition payments can be credited or stipend checks issued. Any fees not covered by contract are due the first business day after Census Day.

Sponsored Students

CSM requires all sponsors to submit a Sponsor Authorization Form. The Student Receivables Office must receive this form **by the first day of classes**. CSM requires all **sponsored students** to submit a **Student Agreement Form** to the Student Receivables office **by the first day of classes**. A student is not considered sponsored until this form is submitted. Any tuition/fees not being paid by the sponsor, as indicated on the Sponsor Authorization Form, are due by the first day of class by the student. Please visit the Student Receivables website at <http://inside.mines.edu/Sponsor> for detailed information.

Refunds of Overpayment

Enrollment in eRefund is required. To enroll, please select: Self-Service, Student, Student Records, My Account Page, eRefund, enroll. There is no fee for this service. A Refund Request Form must also be submitted to obtain a refund. The form is available at the Cashier Office or online at <http://inside.mines.edu/Forms> (first bullet). If there is a Parent Plus loan, a refund will be sent to the parent borrower at the address on the loan application, or released to the student if indicated on the loan application. A refund disbursement will be recorded as a charge on your account in order to offset the overpayment. The charge will equal the amount of the overpayment, leaving the net transaction to zero.

Withdrawal from Colorado School of Mines

Students who officially withdraw from Colorado School of Mines may be entitled to an adjustment of charges or a refund. Any refund or adjustment will be based on the official drop/withdrawal date. View the schedule on page 4.

Contact Information

The Student Receivables office is located on the second floor of Guggenheim. Contact the office at 303-273-3158 or sturecv@mines.edu.

2015-2016 Tuition and Fees

Please visit the following web site for current rates:

http://inside.mines.edu/Accounts_Receivable-Cashiering (6th & 7th bullets)

Health Insurance

Colorado School of Mines provides health insurance coverage through a plan offered by United Healthcare. The plan is mandatory unless the student can prove coverage through another plan. Election and waiver of the health insurance is completed on the student web service in the first week of the term. Insurance waivers and enrollments for Fall 2015 will apply to Spring and Summer of 2015. Returning students, please note that you now are required to enroll or waive the insurance at the beginning of EACH Fall semester. For questions regarding health insurance, please contact the Student Health Center, (303) 273-3381, or by email at SHIP@mines.edu .

Vehicle Registration

All motor vehicles operated or parked within the campus (including residence halls and fraternity lots) are to be registered with CSM Parking Services and visibly display the CSM permit.

Family Educational Rights and Privacy Act

Colorado School of Mines, in accordance with the Family Education Rights and Privacy Act of 1974, may release directory information without the prior approval of the student unless the student requests in writing that the school not release that information. Directory information consists of:

- name
- local and permanent address and telephone number
- date of birth
- major field of study
- dates of attendance
- full/part-time status (number of credit hours)
- degrees awarded
- last school attended
- participation in officially recognized activities and sports
- class
- academic honors

Students may withhold directory information by filing a request form with the Registrar within the first 12 class days of the fall semester. Information will be withheld for the entire academic year unless the student indicates otherwise. A new request must be filed each Fall semester for the upcoming academic year. Changes must be made in writing with the student's signature. Forms for such purposes are available in the Registrar's Office.

Students Classified as Non-Resident (OUT OF STATE)

The Colorado statute concerning domicile for tuition purposes at state-supported colleges and universities in Colorado determines a student's classification as resident (in-state) or non-resident (out-of-state) for tuition purposes. A student's initial classification is based on information supplied on the Application for Admission.

A change in tuition classification status is not automatic. In order to be assessed resident tuition for the Fall 2015 semester, continuing students classified as non-resident must have petitioned (including all required supporting documents) the Registrar's Office by the first day of classes, **August 25, 2015**.