Graduation Salute Registrar’s Undergraduate Information

To Do (check off the box once completed):

☐ **Verify Name in Final Audit email.** 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 at the Registrar’s Office by March 8, 2013.

☐ **Verify Permanent Address on Trailhead.** This is where your metal diploma is mailed. To correct your address, log into Trailhead and update your permanent mailing address before June 28, 2013.

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

☐ **Attend Commencement Practice** listed on the Check-Out form.

☐ **How to order Transcripts.** Ordering instructions are available at [http://www.is.mines.edu/registrar/](http://www.is.mines.edu/registrar/). Degree are posted and on your transcript May 24, 2013 for May graduates and August 30, 2013 for August graduates.

☐ **How to order a Parchment (paper) diploma.** Parchment diplomas are $25.00 each and are not included in the graduation fee; processed after your degree is posted and take 10 to 12 weeks after graduation. If you plan to work out of the country, order a notarized parchment. However, notarized parchments are unsuitable for framing.

☐ **Check your Final Grades.** Final grades are available online after 10:00 a.m., May 14, 2013 courses. If anything is missing, contact your instructor immediately to prevent your graduation date being pushed back.

☐ **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. 2.500 to 3.599 – 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 4.00- 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 May 24, 2013 for May graduates or August 30, 2013 for August graduates. Any student unable to meet the deadline must contact the Registrar’s Office ([registrar@mines.edu](mailto:registrar@mines.edu)) to move to the next graduation date or s/he is made inactive for graduation purposes.

☐ **Diplomas** are mailed to students early August for spring graduates or late October for summer graduates. Diplomas are sent insured mail through the U.S.P.S. within the Continental US and via FedEx for international addresses. Students sending diplomas internationally must provide an address and phone number.