

GRADUATE STUDENT COMMENCEMENT

HANDBOOK

DECEMBER 16, 2016



COLORADO SCHOOL OF MINES.
EARTH • ENERGY • ENVIRONMENT



Graduation Requirements

All requirements for graduation must have been met before a student may participate or “walk” in the commencement ceremony. There are no exceptions. Students who are unsure whether they have fulfilled all requirements should contact the Graduate Studies office, as appropriate.

ANNOUNCEMENTS

Ten (10) generic announcements have been purchased by the university and are yours to keep.

You may pick up your free announcements in the Bookstore.

You may order additional personalized announcements at the Bookstore or online at

www.herffjones.com/college/csm

Class Rings

Class rings can be ordered directly through the CSM Bookstore, or online at www.herffjones.com/college/csm

IMPORTANT DATES

September 6, 2016

Graduation Application Due

November 11, 2016

Master’s Non-Thesis Check-out Deadline

November 14, 2016

PhD Upload Deadline

November 18, 2016

PhD Check-out Deadline

November 21, 2016

Master’s-Thesis Upload Deadline

December 7, 2016

Graduation Practice, 4:00 pm - 5:00 pm
Location-TBD

December 9, 2016

Master’s-Thesis Check-out Deadline

December 16, 2016

Graduation Ceremony

3:00 pm

Lockridge Arena

Degrees Awarded

December 19, 2016 – January 6, 2017

Diplomas Mailed

Approximately 15 weeks after the ceremony to the Diploma Mailing address in Trailhead.
Contact the Registrar for details.

Fees: There are no graduation fees.



Check-out Information:

http://inside.mines.edu/Check-Out-Process_2

<http://inside.mines.edu/Graduation-Checklist>

Thesis Upload Information

Upload thesis/dissertation in ProQuest.
<http://inside.mines.edu/ETD-home>

Committee must sign off on content prior to upload.

Student must submit signed submittal page and upload thesis/dissertation by the upload deadline.

After the initial upload, students will not be allowed to make content changes, only formatting changes.

All formatting revisions must be completed by the check-out deadline.

CHECK-OUT DEADLINES

Master's Non-Thesis

Check-out: November 11, 2016

Master's Thesis

Upload: November 21, 2016

Check-out: December 9, 2016

PhD

Upload: November 14, 2016

Check-out: November 18, 2016

CHECK-OUT REQUIREMENTS

(Applies to all - must be submitted by the check-out deadlines)

Complete check-out form (Statement of Work Completion and Regulated Materials Checkout are now included in the checkout form)

- Student needs to check personal information
- Student must enter Diploma Mailing Address and a personal email in Trailhead
- Student needs to complete the Regulated Materials Check-out portion of form (MS thesis and PhDs only)
- Department fills out Thesis Defense portion on form (MS Thesis and PHDs only)
- Student needs to sign checkout form
- Student needs to obtain signatures from:
 - Advisor, and Department Head
 - Committee members (MS thesis and PHDs only)
 - Career Center
 - Alumni Office
 - International Office (international students only)
- Student needs to complete:
 - Formatting (MS thesis and PhDs only)
 - Survey of Earned Doctorate (PhDs only)

Graduation Practice/Rehearsal

Wednesday, December 7, 4:00 pm
Location-TBD

Practice is mandatory!

Candidates who are unable to attend the graduation practice will need to send a friend and notify the Office of Graduate Studies with the friend's information.



TASSELS

Master's tassels should be worn on the left side of your cap.
PhD's do not have tassels.

REGALIA PICK-UP

All graduating student must wear regalia, which has been paid for by the university.

Master's candidates can pick up caps and gowns in the CSM Bookstore. An email will be sent when the gowns are available. Gowns will also be distributed after the graduation practice, in the Student Center.

Master of Engineering candidates will get an orange tassel and hood.
All other master's degree candidates will get a gold tassel and hood.

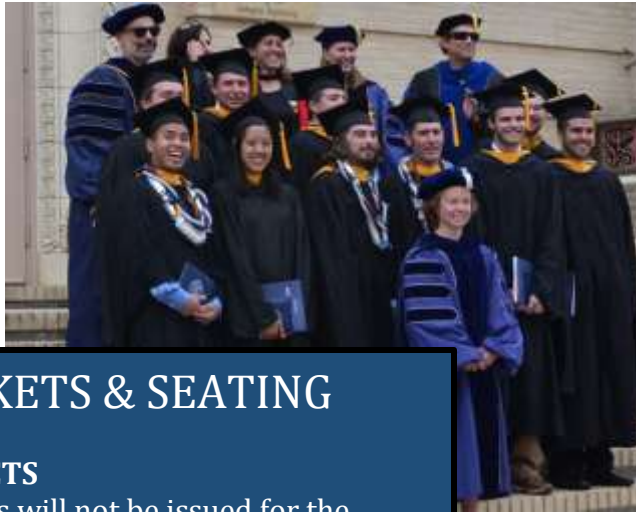
Doctoral candidates will pick up their regalia prior to checking in for the ceremony in the Student Center (details will be emailed to students).

REGALIA RETURN

All candidates must return regalia within 30 minutes of the conclusion of the ceremony.

Master's graduates must return regalia to the Bookstore. Master's graduates will keep the cap and tassel.

Doctoral graduates must return regalia to the Student Center to the same room where they picked up the regalia. Doctoral graduates will keep the hood.



TICKETS & SEATING

TICKETS

Tickets will not be issued for the graduation ceremony. More information will be given at the graduation practice.

SEATING

General seating will be available for guests prior to the start of the ceremony. We kindly ask that seats not be saved by any means other than someone sitting in the seat. Commencement staff and faculty marshals will ask you to remove any items in an attempt to save multiple seats. Once the ceremony begins, guests should not leave their seats.

GUESTS WITH SPECIAL NEEDS

If you or your guests need special arrangements for seating during the ceremony, please email the Office of Graduate Studies by December 1st at: grad.services@mines.edu.

Guests seated in the special needs section may be accompanied by up to two family members. No more than two family members may be allowed due to space constraints of the special needs section. Guests in this section should arrive early to be seated.

CHILD CARE SERVICES

The Colorado School of Mines does not provide Child Care services. Please plan appropriately.

DRIVING DIRECTIONS

Driving directions from Denver

International Airport and/or from I-25: Take I-70 west, exit Highway 58 to Golden. Exit Washington Street and turn left to enter into downtown Golden. Turn right on 13th Street and left on Maple to enter campus.

From Denver: Take 6th Avenue and head west into Golden. Turn right on 19th Street. Turn left on Elm Street to enter campus.

From C-470 or I-70: Head east to 6th Avenue. Follow the directions above from 6th Avenue.

From Boulder: Take Highway 93 into Golden. Turn left onto 19th Street. Turn left on Elm Street to enter campus.

PARKING

Parking permits and meter receipts are not required on the day of Commencement.

For the most current parking information please check online at: <http://inside.mines.edu/Parking>

Watch for the special event parking signs.

ATTENDANCE

Attendance at Commencement is **optional**. Any graduate candidate who wishes to attend must indicate this on the graduation application, or notify the Office of Graduate Studies by no later than November 23, 2016 and check out by the deadline.

ATTIRE

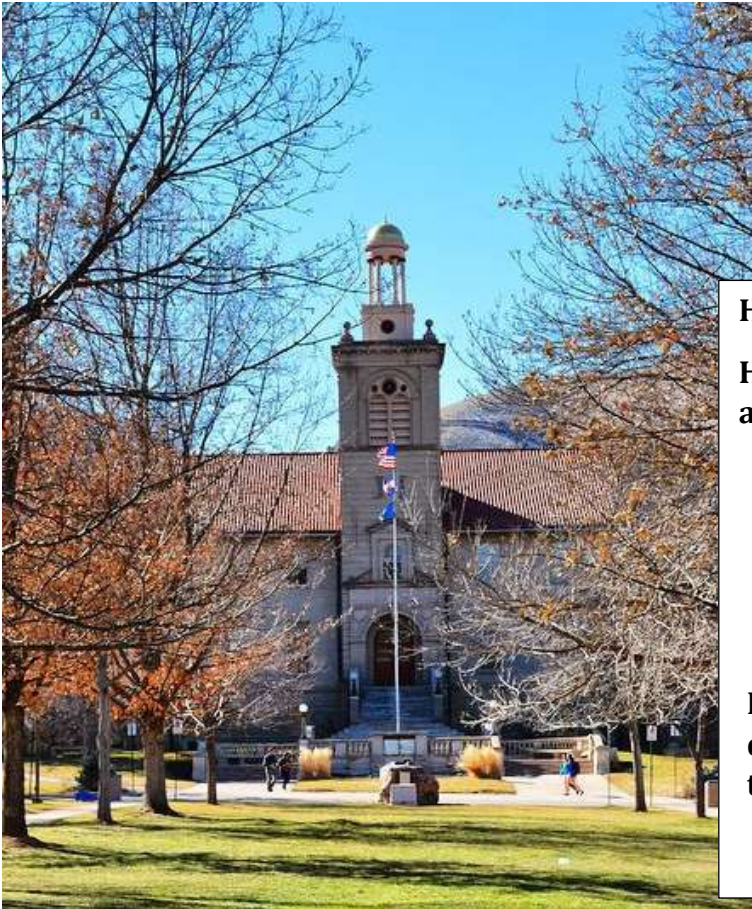
All ceremony participants must wear regalia. In general, dress for the weather and comfort. We suggest that you wear nice clothing under your gown for celebrations after the ceremony.

MS candidates, please be sure your gown has been pressed prior to arriving for the Commencement ceremony.

PHOTOGRAPHY

A professional photographer will be taking photos as graduates cross the stage. Guests will be prohibited from approaching the stage to take photographs or videos, but will be permitted to take photos from their seats.

Proofs will be emailed to you by the photographer at your Mines email address. Professional photographs can be ordered at: www.events.lifetouch.com/mines



KEYS

All CSM keys to housing, offices and labs must be returned to the Lock Shop. Failure to return your keys will result in a hold being placed on your account. The Key Shop is located at 1318 Maple.

HOLDS

Holds will be placed on be placed on student accounts if:

- You have not entered a diploma mailing address, or have added an end date to your diploma address
- You owe tuition and fees
- You have not returned your keys

If you have a hold, you will not receive your diploma and/or will not be able to order transcripts.

DEGREES AWARDED

Degrees are awarded by the Office of Graduate Studies within 10 business days after the graduation ceremony. If you are graduating in December, the campus is usually closed 12/25-1/2, so your degree may not be awarded until January.

Degrees will only be awarded if all degree requirements are met:

1. You have applied to graduate in Trailhead
2. All credits listed on your Degree Audit form have been earned with an appropriate grade of C- or better or PRG
3. You have a cumulative GPA of 3.0 or higher
4. You have earned the required number of credits for your degree
5. OGS has official transcripts on file for transfer credits.
6. You have checked-out and submitted all the appropriate paperwork

TRANSCRIPTS

Transcripts may be ordered through the Registrar's Office:

<http://inside.mines.edu/Transcripts>

You may order transcripts before your degree is awarded, but make sure to select "Hold for Degree" in the processing section.

DIPLOMAS

Silver plated nickel diplomas will be mailed approximately 15 weeks after the semester term ends and grades have been verified by the Registrar's office. ***Diplomas are mailed to the Diploma Mailing address in Trailhead, so be sure to keep this updated.*** Diplomas will not be released to a second party without written consent. Covers only are handed out at the Commencement ceremony.

You may order a paper diploma or a sterling silver diploma. For more information go to: <http://inside.mines.edu/GS-Diplomas>