College of Engineering & Computational Sciences
Welcome to CSM

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The Engineering main office (EECS/ME) is located in Brown Building, Room W350
Resources

- Lori Sisneros, Graduate Program Administrator, Brown Hall Building, Room 339
- Emails from me (sisneros@mines.edu)
- [2015-16 Bulletin](#)
- [ME and EECS Webpages](#)
- ME and EECS Graduate Student Listserv (you will automatically be enrolled after census)
- [Graduate School Webpage](#) (forms, step-by-step guide for current students, registration policies, calendars and deadlines, Quick Reference Guide, etc.)
- Mailboxes (all graduate students will have a mailbox located in BB W350 after census)
Resources

• Department Seminars – 4:00 – 5:00 (specific dates and talks to be announced)
  – EECS – Thursdays
  – ME – Tuesdays

• Academic Calendar

• Graduate Student Government (Sign-up for mentoring program)

• Student Graduate Offices – Funded students (following a college seating policy) are prioritized for desk space. Please see Lori Sisneros with specific questions.

• Blaster Card access – students are provided blaster card access to assigned offices, labs as determined appropriate
Important Dates

August 24, 2015 – Confirmation Deadline
August 25, 2015 – Classes Begin
August 28, 2015 – Graduate Student Registration Deadline
September 7th – Labor Day (classes in session)

September 9, 2015 – Census Day

Census Day is the LAST day to:

- Add a class
- Change sections of a course
- Drop a class without a “W” on your transcript
- Drop a class and receive a refund
- Withdraw from school and receive a 100% refund
- Enroll in or change a course to AUDIT (no credit)
- Apply to graduate
Registration Policies

- Full time is 9 credit hours per term with a cap of 15 credit hours. (12 credit hour cap over the summer).
- Part time registration is less than 9 credit hours and is not available to those on RA/TA contract.
- Part-time fee waiver is available to students not required to be enrolled full time that wish to enroll part-time.
- Students required to be enrolled full time can be on reduced registration at the end of their program by completing the degree audit (MS) or admission to candidacy (PhD).
- Students must complete term enrollment confirmation in Trailhead by posted deadline in the Academic Calendar
- Students must complete their registration by the posted deadline in the Academic Calendar to avoid a late registration fee.
- Students must be continuously enrolled or take a Leave of Absence (see Graduate School forms)
Degree Requirements

• MS Degree 30 – 36 credit hours
• PhD Degree – 72 credit hours
• Each department/degree will have specific required and elective courses. Program specific degree requirements can be found in the 2015-16 Bulletin. Additionally, the department graduate webpages have degree plans and information for students. These resources along with your faculty advisor and Lori Sisneros can guide you through your degree requirements.
During your first year

- Thesis-based students should establish a permanent advisor and thesis committee by the end of their second semester.
- PhD Students typically take their qualifying exam within the first year but no later than third semester. See your Faculty Advisor!
- Maintain a 3.0 GPA. No grade below a C-
- Meet residency requirements (if you are a domestic student you need to establish residency so that you qualify for in-state tuition your second year)
**Funded Student Requirements**

- **Research Ethics Requirement** - All students supported at any time in their graduate career through the National Science Foundation (NSF), as research assistants, hourly employees or fellowship awardees, must complete training in the responsible conduct of research (RCR). This requirement is in addition to all other institutional and program requirements described below and in the appropriate program sections of this Bulletin.

To satisfy the RCR requirement students must complete one of the following options:
  - **LAIS565** - Option available to all students
  - **SYGN502** - Option available to all students

- **Sexual Harassment Prevention Training** - All students on RA/TA contracts must complete Sexual Harassment Prevention Training. If you have not done this in the past at Mines, Human Resources will offer training sessions. Please register for the training on the Human Resources Training on Blackboard Web site (http://inside.mines.edu/HR-training-bb). If you have difficulty registering, please contact Nancy Cummings (ncummings@mines.edu).

- **Laboratory Safety Training** - All new graduate students, other than those who will study economics, math or computer science must attend an introductory environmental health and safety seminar. Please register for one of these sessions at http://www.is.mines.edu/EHS/gsss/default.aspx. If you have questions, please contact Tim Sweitzer (tsweitze@mines.edu).

- **Faculty Oath Requirement** - Colorado Revised Statute 22-61-104 requires all US residents and US naturalized citizens employed by the School who have teaching responsibilities to sign, and have notarized a Faculty Oath. This requirement extends to all US resident and US naturalized graduate students who are employed by the School as Research and Teaching assistants.
Assistantships

- Teaching Assistantships are departmentally funded and students are placed by a committee.

- RA Assistantships are funded by individual research professors. Speak with those individuals working in your research interest area for more information.

- Research hourly positions are funded by research professors – same as above.

- Graders are funded through the department. Grader positions typically are for 3-10 hours per week and pay $15.00 per hour.
A list of externally funded fellowships and grant opportunities is available via the graduate program administrator. See EECS website and ME website in progress.
What’s Next

• Department Seminar – Reminder
• Department Presentations (Research Presentations/Department Information)
• Take advantage of all the wonderful resources on campus and enjoy student life at Mines!