
COMMENCEMENT

HANDBOOK

December 16, 2016

Your
“Everything
you need
to know”
Guide



COLORADO SCHOOL OF MINES
EARTH • ENERGY • ENVIRONMENT

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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 Registrar’s office or the Graduate Studies office, as appropriate.

KEY DATES

BACCALAUREATE GRADUATES

- October 13 SALUTE –10 am-4 pm
- November 4 Last day to complete check-out for graduation
- December 7 Graduation Practice-4pm
Lockridge Arena
- December 16 Commencement

MASTERS AND DOCTORAL CANDIDATES

- September 6 Graduation Application Due
- December 16 Commencement

For all other deadlines please visit:

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

Please visit the Graduate School website for further information at:

<http://inside.mines.edu/Commencement-Practice>

<http://inside.mines.edu/Commencement-Ceremony>



TICKETS

Tickets for Commencement will only be issued to graduates once the check-out process has been completed. Degree candidates will receive a limited number of tickets to the ceremony due to space limitations. The number of tickets allotted to each student will be determined prior to the SALUTE event. SALUTE will be the first opportunity for students to obtain their tickets. After SALUTE, undergraduates may bring their completed check-out form to the Student Life Office located in the Student Center, suite E240

Masters and Doctoral Candidate tickets are distributed by the Graduate Office once the check-out process is complete.

Commencement tickets are issued to you for use by your family and friends. If you do not intend to use your tickets, please return them to the Student Life Office so they can be distributed on an equitable basis. Under no circumstances should tickets be sold.

A waitlist will be created after the SALUTE event for students wishing to request additional tickets.

Undergraduate Commencement Schedule of Events

December 16, 2016

7:30 a.m.	Graduate Check-In
8:30 a.m.	Guest seating begins
8:45 a.m.	Final Line-Up
9:30 a.m.	Processional Begins

A New Alumni Reception will immediately follow the ceremony in the Ben Parker Student Center.

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.

Watch for the special event parking signs.

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>

ADDRESS INFORMATION

Students must check their Diploma mailing address and their Permanent mailing address on Trailhead. This is important for Commencement communication, mailing of your diplomas, and for the photographer.

ANNOUNCEMENTS

Ten (10) generic announcements have been purchased by the university and are yours to keep. These will be distributed at SALUTE on October 13, 2016. You may order additional personalized announcements at SALUTE or online at www.herffjones.com/college/csm



ATTENDANCE - BACCALAUREATE

Attendance at Commencement is **required** for all baccalaureate candidates. A graduate who does not plan to participate has the responsibility of petitioning the Vice President of Student Life in advance. This must be done no later than 4 weeks prior to Commencement.

ATTENDANCE - MASTERS AND DOCTORAL

All masters and doctoral candidates must complete the check-out process and inform the Graduate Studies office of your intent to attend no later than November 15, 2016.

ATTIRE

All ceremony participants must wear regalia. Personalized adornment on caps or gowns is allowed as long as you follow the guide lines provided. In general, dress for the weather and comfort. We suggest that you wear nice clothing under your gown for celebrations after the ceremony. *Please be sure your gown has been pressed prior to arriving for the Commencement ceremony.*

AWARDS - BACCALAUREATE

Each semester outstanding graduating student awards are presented to select graduates by their degree-granting department. Additionally, December graduates are eligible to apply for the Colorado Engineering Council Award and the Waltman Award, given in May.

CHECK-OUT CARDS

Undergraduate Check-out cards will be distributed at SALUTE. After SALUTE undergraduates may pick up their cards in the Student Life office located in the Student Center, room E240. You will save time by completing much of the checklist prior to SALUTE online at: <https://inside.mines.edu/Commencement>

Masters and doctoral students please see OGS website

CHECK-OUT DEADLINE

The check-out deadline for all graduates is November 4th, 2016. Failure to check-out by this date will result in your name being pulled from the ceremony. There are **no exceptions**. To avoid missing the deadline, we suggest that you attend SALUTE October 13, 2016.

CHILD CARE SERVICES

The Colorado School of Mines is no longer able to provide Child Care services. Please plan appropriately. Children must have an event ticket if they are not able to sit on an adult's lap.

CLASS RINGS

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

DIPLOMAS

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, 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.

FEES

All graduation fees have been discontinued.

GUEST SEATING

General seating will be available to ticket-holding 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

Please email the Student Life office by December 1st at franklin@mines.edu if you or your guests need special arrangements for seating during the ceremony. All guests seated in the special needs section are required to have tickets and may be accompanied by up to two ticketed guests. No more than two ticketed guests may be allowed due to space constraints of the special needs section. Guests in this section should arrive early to be seated. Graduate Students please contact sbeach@mines.edu for special needs accommodations.

HONORS - BACCALAUREATE

A baccalaureate student's cumulative GPA at the time of graduation determines the honors he or she will receive. Final honors designations are determined once final grades have been awarded for the term of graduation. The final honors designation appears on the official transcript, and is inscribed on the metal diploma. Honors designations will also appear on the parchment diploma. Colorado School of Mines awards the designations of Cum Laude, Magna Cum Laude, and Summa Cum Laude upon graduation. The designations are based on the student's cumulative GPA as follows:

- 2.000—3.499 = *No honors printed on diploma*
- 3.500—3.699 = *Cum Laude (with honors)*
- 3.700—3.899 = *Magna Cum Laude (with high honors)*
- 3.900—4.000 = *Summa Cum Laude (with highest honors)*

Honor cords are available through the Registrar's Office. Commencement ceremony awards (honor cord colors & honors listed in the program) are determined by the student's cumulative academic record at the end of the preceding semester. There are no exceptions to this rule.



KEYS

All CSM keys to housing, offices, and labs, etc. must be returned to the Lock Shop. Failure to return your keys will result in a hold being placed on your account. The Lock Shop is located at 1318 Maple Street. <http://inside.mines.edu/Access-Services>

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>

PHOTOGRAPHY

A professional photographer will be taking photos as each graduate receives their diploma and after leaving 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

PRACTICE/REHEARSAL

Undergraduate practice is mandatory. Practice will be held on Wednesday, December 7, 2016 at 4:00 p.m. in Lockridge Arena. If a graduate does not attend practice, then they will not be allowed to walk in the ceremony without prior permission from the Student Life office.. Graduate students please see graduate school web site for details.

REGALIA PICK-UP

All graduating students must wear regalia. Your gown rental, cap and tassel have been paid for by the university. Bachelor and Master candidates can order their gowns at the SALUTE event. After SALUTE, gowns may be ordered in the CSM Bookstore. Gowns will be distributed prior to and after graduation practice. Masters candidates may pick up their regalia at the bookstore. Doctoral candidates will pick up their regalia on the morning of the ceremony. Office of Graduate Studies will be sending details to all doctoral candidates.

On December 16, 2016 beginning at 7:30 a.m. final check-in for undergraduate students will be in the Recreation Gym. All students will be expected to be in full regalia for the ceremony.



GOWN RETURN

In order to provide a higher quality gown, Mines is renting the gowns for all Baccalaureates and Master graduates. Therefore, these gowns should be returned to the bookstore by 5:00 p.m. on the Friday of Graduation.

TASSELS

Baccalaureates- Graduation tassels should be worn on **right** side of your cap prior to getting your degree. Once you have received your diploma cover, and all have returned to their seats, you will be instructed by the President to move your tassel to the **left** side of your cap.

WEATHER

Please check the weather prior to attending the ceremony, and dress accordingly. Only guests with tickets will be allowed into Lockridge Arena on a first-come basis.



SALUTE

Save time at SALUTE by completing the online checklist at <https://inside.mines.edu/Commencement>

In order to assist in your check-out process, Colorado School of Mines hosts SALUTE. This is your opportunity to ensure that you are cleared for graduation. At this event you can:

- Order your Cap and Gown
- Check-out with the Career Center
- Change your status to “graduate” with the Alumni Association
- Join the Alumni Association
- International students can connect with the International Student and Scholar Services office
- Pick up your Announcements
- Order personalized announcements, doctoral gowns, and class rings
- Register for membership into the Order of the Engineer
- Speak with the Senior Class representative
- Find out about the Senior Class Gift
- Check-out with Student Life
- ***Pick up your Commencement Tickets***

**Only students who turn in a completed check-out form will be given tickets.*

Save time at SALUTE by completing the online checklist at <https://inside.mines.edu/Commencement>

SALUTE will take place:

October 13, 2016

10:00 a.m.—4:00 p.m.

Student Center Grand Ballroom

SALUTE is required for all undergraduates that will be graduating in December 2016.