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# COMMENCEMENT

HANDBOOK

December 13, 2013

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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 24	SALUTE
November 15	Last day to complete check-out for graduation
December 4	Graduation Practice
December 13	Commencement

### MASTERS AND DOCTORAL CANDIDATES

September 4	Graduation Application Due
October 24	SALUTE
November 11	Last day for format approval of Thesis
November 15	Last day to turn in check-out card and work completion form
December 4	Graduation Practice
December 13	Commencement



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## TICKETS

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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 Office of Student Life located in the Student Center, suite 218.

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 during the SALUTE event for students wishing to request additional tickets.

# Commencement Schedule of Events

December 13, 2011

- 7:20 a.m.            PhD Hooding Activities
- 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.

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## Driving Directions

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### **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 mailing addresses and their home 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 24, 2013. You may order additional personalized announcements at SALUTE or online at [www.herffjones.com/college/csm](http://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 the check-out deadline (approximately 4 weeks prior to Commencement).

## ATTIRE

All ceremony participants must wear regalia. Personalized adornment on caps or gowns is strictly prohibited. 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

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 218. Masters and doctoral students may pick up their cards at the Graduate Office located in Guggenheim Hall, room 125. You will save time by completing much of the checklist prior to SALUTE online at: [inside.mines.edu/Commencement](http://inside.mines.edu/Commencement)

## CHECK-OUT DEADLINE

The check-out deadline for all graduates is November 15th, 2013. 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 24, 2013.

## CHILD CARE SERVICES

Supervised child care for infants and children 8 years old and younger is provided during the ceremony by the CSM Blue Key Organization free of charge. Parents are responsible for providing car seats, carriers, diapers, and bottles for infants. Children who are ill will not be allowed in the child care area. Please RSVP to [jhaight@mines.edu](mailto:jhaight@mines.edu), if you will require daycare. *Location: Student Recreation Center, room 125*

## 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](http://www.herffjones.com/college/csm)

## DIPLOMAS

Diplomas will be mailed approximately 12 weeks after the semester term ends and grades have been verified by the Registrar's office. ***Diplomas are mailed to the permanent 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 **one hour** 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

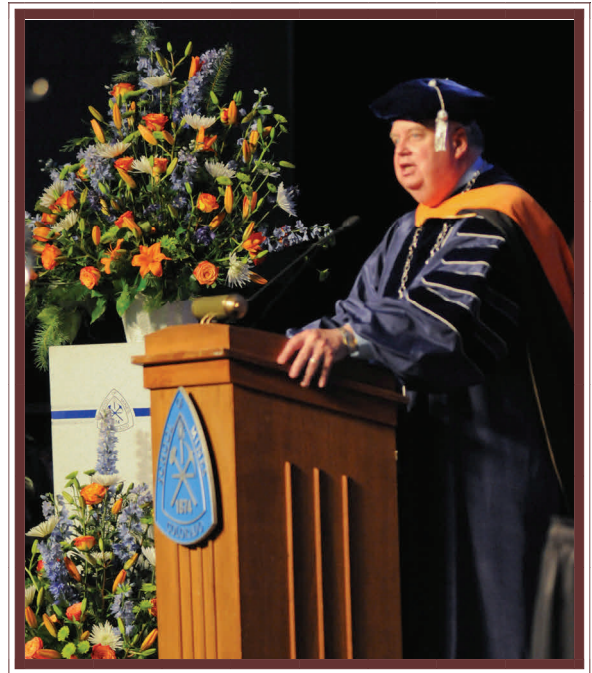
Please call the Student Life Office by December 2nd at 303.273.3231 if you or your guests need special arrangements for seating during the ceremony. All guests seated in the special needs section are required to have tickets and may be accompanied by up to two family members.

## 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 the email address you provided at SALUTE. Professional photographs can be ordered at: [www.jolesch.com/mines](http://www.jolesch.com/mines)

## PRACTICE/REHEARSAL

Practice is mandatory. Practice will be held on Wednesday, December 4, 2012 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 express permission from the Vice President of Student Life office or the Graduate Studies office.

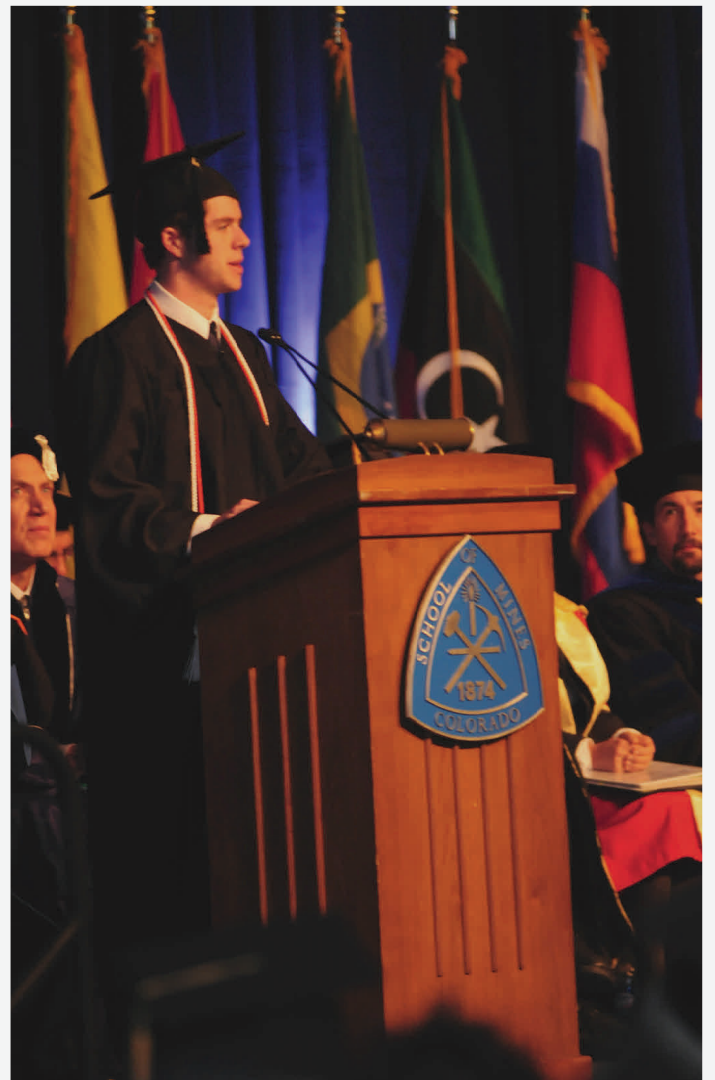
## REGALIA PICK-UP

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 during graduation practice. Doctoral candidates will pick up their regalia on the morning of the Hooding Ceremony.

Your cap and tassel will be distributed to you in the CSM Student Recreation Center, Recreation Gym before the Commencement ceremony beginning at 7:30 a.m. This will be a final check to be sure everyone who is scheduled to attend the ceremony is accounted for and ready for lineup.

## GOWN RETURN

In order to provide a higher quality gown, Mines is renting the gowns for all Baccalaureate and Master candidates. Therefore, these gowns should be returned to the practice gym within 30 minutes of the ceremony conclusion. You may also opt to return the gowns 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, you should move your tassel to the **left** side of your cap at the top of the stairs prior to descending the stage.

Masters- Graduation tassels should be worn on 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 <http://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:

- Check-out with the Registrar's office or Graduate Studies, as appropriate
- 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 and Gown
- Order personalized announcements, doctoral gowns, and class rings
- Register for membership into the Order of the Engineer
- Speak with the Senior Class representative
- 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 <http://inside.mines.edu/Commencement>***

## **SALUTE will take place:**

**October 24, 2013**

10:00 a.m.—6:00 p.m.  
*Student Center Grand  
Ballroom*