

COMMENCEMENT

HANDBOOK

May 9, 2014

WEATHER

Please check the weather prior to attending the ceremony, and dress accordingly. Colorado School of Mines has adopted a “Rain or Shine” policy for May Commencement. This means that we will be conducting the ceremony on Kafadar Commons as scheduled. In the event of **severe** weather which may endanger the graduates or their guests, the ceremony may be delayed.

Depending upon the nature of the severe weather, Mines may delay Commencement until either:

Friday at 1:30 p.m. or

Saturday at 9:30 a.m.

This action will only occur as a last result and when absolutely necessary.

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

March 20, 21	SALUTE
April 11	Last day to complete check-out for graduation
April 30	Graduation Practice
May 9	Commencement

MASTERS AND DOCTORAL CANDIDATES

January 23	Graduation Application Due
March 20,21	SALUTE
April 7	Last day to upload Thesis
April 11	Last day to turn in check-out card and work completion form
April 30	Graduation Practice
May 9	Commencement



TICKETS

Tickets for Kafadar Commons will only be issued to graduates once the check-out process has been completed. 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.

Guests without tickets are welcome to enjoy the ceremony on Stratton Commons. Chairs and a live feed of the ceremony are provided.

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

Commencement Schedule of Events

- | | |
|-----------|------------------------|
| 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 on the Pedestrian Plaza, weather permitting.

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 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. 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 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

CHECK-OUT DEADLINE

The check-out deadline for all graduates is April 11th, 2014. 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.

CHILD CARE SERVICES

There are no child care services provided. Please plan appropriately. During the ceremony Petroleum Hall in the Green Center is designated as a family viewing area where families may watch the ceremony in real time via live streaming.

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 12 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 ticketed seating on Kafadar Commons will be available to ticket-holding guests approximately **one hour** prior to the start of the ceremony. Guest seating is open to all guests on Stratton Commons.

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

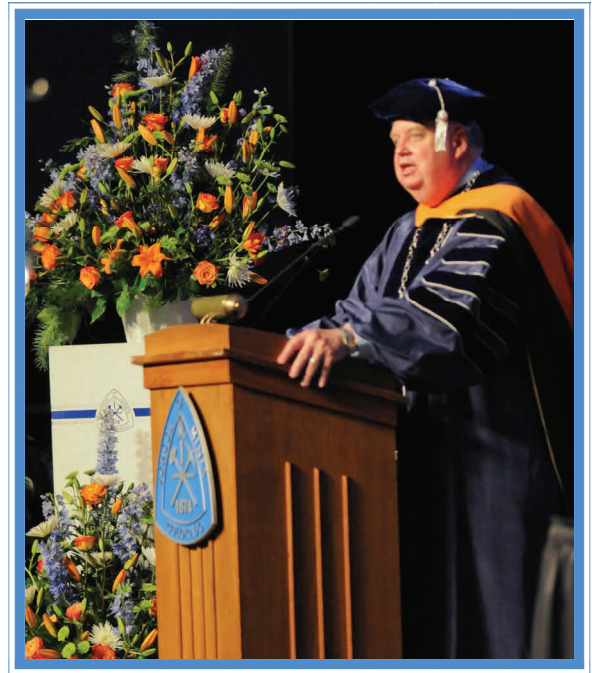
Please call the Student Life Office by April 30th at 303.273.3231 if you or your guests need special arrangements for seating during the ceremony. All guests seated in the special needs section are required to have tickets and may be accompanied by up to **two** family members.

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 your Mines email address. Professional photographs can be ordered at: www.jolesch.com/mines

PRACTICE/REHEARSAL

Practice is mandatory. Practice will be held on Wednesday, April 30, 2014 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.

Ph.D. Candidates must arrive at 3:00 p.m. in Recreation Center room 125, Media Room prior to practice for specialized instructions.

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, Lockridge Arena 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.

SENIOR CLASS GIFT

As a graduating senior, this is your first opportunity to carry on another tradition – giving back. Mines alums have participated for generations to enhance your student experience. Show your appreciation to those who helped you get where you are today by making a gift to The Mines Fund, or to another area on campus in which you're most passionate, through the Senior Class Gift. Go to giving.mines.edu/seniorgift to leave your legacy for future Orediggers.

GOWN RETURN

In order to provide a higher quality gown, Mines is renting the gowns for all Baccalaureates and Masters candidates. Therefore, these gowns should be returned to the bookstore by 5:00 p.m. the day 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

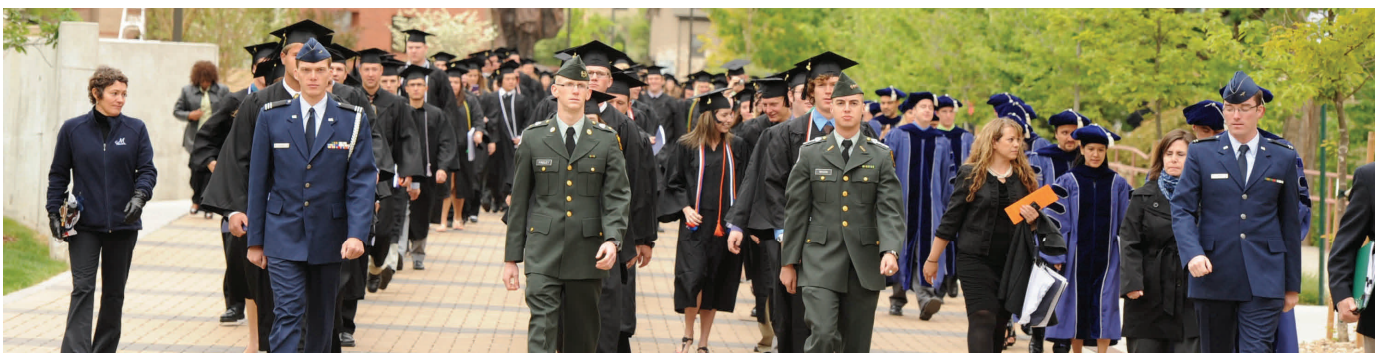
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SALUTE

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
- Check-out with the Alumni Association
- Join the Alumni Association
- Donate to the Senior Class Gift
- International students can connect with the International Student and Scholar Services office
- Pick up your Announcements and order your 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:

March 20, 2013

10:00 a.m.—2:30 p.m.

4:00—6:00 p.m.

Student Center Grand Ballroom

March 21, 2013

10:00 a.m.—2:30 p.m.

Student Center Grand Ballroom

AWARDS

COMMENCEMENT AWARDS INFORMATION –DEADLINE MARCH 7, 2014

Any baccalaureate graduate is eligible to apply for the open awards listed and described below. The following awards are chosen by the Student Honor Awards Committee and presented during the Spring Commencement.

APPLICATION PACKETS ARE AVAILABLE IN THE STUDENT LIFE OFFICE,

SC 218

Deadline for application is March 7, 2014 at 5:00 p.m.

The Waltman Award is a substantial monetary award. To be eligible, the graduate must be in the upper 10% of the graduating class; be American-born; not be involved in disciplinary matters; must have completed at least four years of courses, and have been in-residence for six regular semesters.

To be considered, students must write a letter to the Awards Committee addressing your school and community activities, interests, thoughts about attending CSM, and your plans for the future. Applicants must also submit:

- A Current Resume
- Letter of reference from your advisor or a professor in your major department

Transfer students should specify the college previously attended and the number of semesters enrolled at Colorado School of Mines (excluding summer sessions).

The Colorado Engineering Council Award is awarded based on the integrity, scholarship, citizenship, personality, school activities, and athletics of the applicant. Recipients share a prestigious life-time distinction among the Engineering disciplines.

To be considered, students must write a letter to the Awards Committee addressing your school and community activities, interests, thoughts about attending CSM, and your plans for the future. Applicants must also submit:

- A Current Resume
- A personal data form (*available in the Student Life Office, SC 218*)
- (4) Four faculty evaluation forms (*available in the Student Life Office, SC 218*)

Application packets may be submitted:

Via mail:

Student Honor Awards Committee
Vice President for Student Life Office
1600 Maple Street, Suite 218
Golden, Colorado 80401

or

Drop-off:

Colorado School of Mines
Student Life Office
Ben Parker Student Center, Suite 218
Golden, Colorado 80401

DEPARTMENTAL AWARDS

Each semester outstanding graduating student awards are presented to select graduates by their degree-granting department.

