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# COMMENCEMENT

UNDERGRADUATE HANDBOOK

May 12, 2017

Your  
“Everything  
you need  
to know”  
Guide

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**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 .



## KEY DATES

### BACCALAUREATE GRADUATES

- |            |   |
|------------|---|
| March 9-10 | SALUTE– 10 am—4 pm in Ballroom, Student Center  |
| April 3    | Last day to complete check out for graduation   |
| May 3      | Commencement Practice– Lockridge Arena– 4:00 p.m.                                       |
| May 12     | Commencement–Marv Kay Football field at the Harold and Patricia Korell Athletics Center |

### MASTERS AND DOCTORAL CANDIDATES

For Information on the Masters and PHD commencement program on

May 11 2017 please click on link below:

<http://inside.mines.edu/GS-Graduation-Information-and-Deadlines>



## 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.

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.

## Commencement Schedule of Events

May 12, 2017

- |           |                                 |
|-----------|---------------------------------|
| 8:00 a.m. | Graduate Check-In<br>Steinhauer |
| 7:45 a.m. | Guest seating begins            |
| 8:30 a.m. | Final Line-Up                   |
| 9:00 a.m. | Processional Begins             |

A **New Alumni Reception** will immediately follow the ceremony at the Soccer Field located walking distance from the ceremony.

## 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 for each graduate and are yours to keep. These will be distributed at SALUTE on March 9 and 10, 2017. You may order additional personalized announcements at SALUTE or online at [www.herffjones.com/college/csm](http://www.herffjones.com/college/csm)



## ATTENDANCE

Attendance at Commencement is **required** for all 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.

## ATTIRE

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



## AWARDS - BACCALAUREATE

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

## 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 E240. 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 April 3, 2017. 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 on March 9 or 10, 2017.

## 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](http://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 May 5th at [franklin@mines.edu](mailto: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 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.

## HONORS -

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

Although parking permits are not required for guests attending graduation events, observing posted signs and curb markings is expected. 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](http://www.events.lifetouch.com/mines)

## SHUTTLE SERVICE

Shuttle service will be available from various parking lots to and from the commencement site. For the most current information please check online at: <http://inside.mines.edu/Parking>

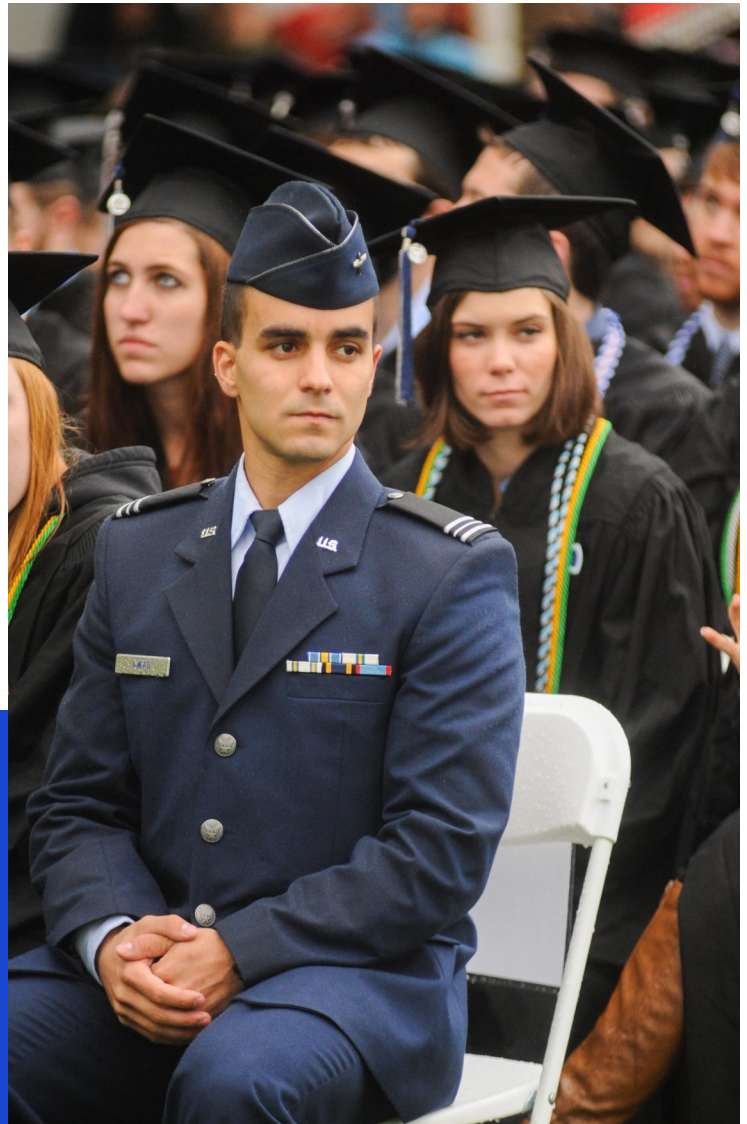


## PRACTICE/REHEARSAL

Practice is mandatory. Practice will be held on Wednesday, May 3, 2017 at 4:00 p.m. in Lockridge Arena. If a graduate does not attend practice, they will not be allowed to walk in the ceremony without permission from the Student Life office.

## REGALIA PICK-UP

All graduating students must wear regalia. Your gown rental, cap and tassel have been paid for by the university. Bachelor 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.



## GOWN RETURN

In order to provide a higher quality gown, Mines is renting the gowns for all graduates. Therefore, these gowns should be returned to the lobby of the Student Center. There will be a return drop off station that will be located close to the main entrance of the Bookstore. Your gown should be returned by 5:00 p.m. on the day of Graduation.

## TASSELS

Graduation tassels should be worn on the **right** side of your cap prior to getting your degree. You will be asked to move it to the left side of your cap once all graduates have crossed the stage and have returned to their seats and President Johnson confers your degrees.

## WEATHER

Please check the weather prior to attending the ceremony, and dress accordingly. Since commencement is scheduled to be outdoors, dressing for the elements is key for your comfort. Wearing shoes that are practical to walk in is encouraged. Only guests with tickets will be allowed into the Harold and Patricia Korell Athletics Center. In the case of extreme inclement weather (lightning, heavy rain, extreme cold temperatures), we will move indoors and have three separate ceremonies by college.



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# SALUTE

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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:

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

## **SALUTE will take place:**

**March 9 and 10, 2017**

10:00 a.m.—4:00 p.m.

*Student Center*

*Grand Ballroom*

*Please plan to attend on either day to get your check out sheet completed in one day in one place and to pick up your commencement tickets for guests.*

*It typically takes 20-30 minutes to complete SALUTE.*

# AWARDS

## COMMENCEMENT AWARDS INFORMATION –DEADLINE MARCH 4, 2016

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 E240**

**Deadline for application is March 3, 2017 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 E240*)
- (4) Four faculty evaluation forms (*available in the Student Life Office, SC E240*)

**Application packets may be submitted:**

Via mail:

Student Honor Awards Committee  
Vice President for Student Life Office  
1200 16th Street, Suite E240  
Golden, Colorado 80401

or

Drop-off:

Colorado School of Mines  
Student Life Office  
Ben Parker Student Center, Suite E240  
Golden, Colorado 80401

### DEPARTMENTAL AWARDS

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

