How to Apply to Graduate in Trailhead

Log in to Trailhead at:

https://trailhead.mines.edu/cp/home/displaylogin

Click on 1 of the Student Tabs (either one will work)

Personal Information | **Student** | Financial Aid

Search [   ] Go

Main Menu

Welcome, ▓▓▓▓▓▓▓ to the WWW Information System! Last web access on Feb 21, 2014 at 01:41 pm

Personal Information
Update addresses, contact information or marital status; review name, change information; Customize your directory profile.

Student
Apply for Admission, Register, View your academic records.

Financial Aid
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

Personal Information | **Student** | Financial Aid

Search [   ] Go

Student and Financial Aid

Click on Student Records

■ **Don't forget to sign up for the Mines Emergency Alert System**

Registration
Check your registration status, class schedule and add or drop classes

Student Records
View your holds, grades, transcripts and account summary

ASCSM Elections & Student Surveys

■ **Mines **Emergency Alert** System**

Search [_____] Go

Student Records

- View Holds
- Midterm Grades
- Final Grade
- Grade Detail
- Academic Transcript
- My Account Page
- Historical Account Summary
- Select Tax Year
- Tax Notification
- Apply to Graduate
- View Application to Graduate
- Degree Evaluation
- Course Catalog
- View Student Information
- Class Schedule

Click on Apply to Graduate

Search [_____] Go

Curriculum Selection

To open up the graduation application in Trailhead:
  -Master's students must submit the Degree Audit form.
  -PhD students must submit the Degree Audit form &
  the Admission to Candidacy form.
If you see "no curricula available...", it means that you: 1)have not submitted the forms,
2) the forms have not been processed, or 3) you have already applied to graduate

Select one curriculum for this graduation application.

If you have turned in the forms listed above (please allow approx. 2 weeks for
processing)& are eligible to apply to graduate, you will see your degree listed
under Select Curriculum-Click on your degree to continue application.

Select Curriculum

No curricula available for graduation application.

Search [_____] Go

Curriculum Term Selection

Select a term to determine curriculum for graduation application.

Select a Term: [Spring 2014 ▾]   ← **This screen shows the last semester you registered for classes.**
This is not the semester you will graduate.

[Submit] ← **Click Submit**

RELEASE: 8.5.4

Search [   ] [Go]

Curriculum Selection

Select one curriculum for this graduation application.

Click bubble on degree, then click continue.

Select Curriculum
- ⦿ **Primary Degree**
  Doctor of Philosophy
  Level: Graduate
  Program: PHD Mining & Earth Sys Engin
  Major: Mining & Earth Sys Engineering

If you do not see your degree on this screen, contact the Office of Graduate Studies

[Continue]

Search [   ] [Go]

Graduation Date Selection

Select a date for your expected graduation.

* indicates required field

Check your degree for accuracy

Curriculum
Primary Degree
Doctor of Philosophy
Level: Graduate
Program: PHD Mining & Earth Sys Engin
Major: Mining & Earth Sys Engineering

Select Graduation Date
Graduation Date:* [Date:Dec 12, 2014 Term:Fall 2014 ▾]

Select your graduation term

[Continue] **Click submit**

Search [   ] [Go]

Graduation Ceremony Selection

Please indicate if you plan to attend the graduation ceremony.

Click "yes" or "no".

Select Ceremony Attendance
Attend Ceremony: ⦿ Yes   ○ No

[Continue]

If you are unsure if you will be attending the ceremony, click "yes". If you change your mind and decide not to attend, you must notify the Office of Graduate Studies

Search [ ] [Go]

Diploma Name Selection

💬 This is the diploma name information.

Name
Name: ▮▮▮▮▮▮▮

Your name will appear on this page. The name printed on this page will be the name printed on your diploma.
If you need to change your name, contact the Registrar's Office.

[Continue]

Graduation Application Summary

💬 This is the information that will be submitted for your application to graduate.

Graduation Date
Date: Dec 12, 2014
Term: Fall 2014
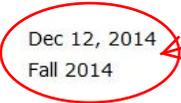
Check your graduation date

Ceremony
Attend Ceremony: Yes

Check your ceremony attendance selection

Curriculum
Primary Degree
Doctor of Philosophy
Level: Graduate
Program: PHD Mining & Earth Sys Engin
Major: Mining & Earth Sys Engineering
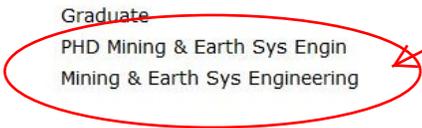
Check your degree

[Submit Request] *If everything on this page is correct, click submit request.*

Graduation Application Signature Page

▮▮ You have now applied for graduation.

If you do not complete your degree requirements and graduate this term, your application will expire and you will need to re-apply for graduation in a future term.

Carefully read the Graduation Information and Deadlines website for important graduation information (see link below).

Be aware that your name on this application is how your name will appear on your diploma and in the Commencement program at graduation.

If you would like to change it please submit a Name Change form by the graduation checkout deadline to at the Registrar's office.

Your metal diploma will be shipped approximately four months following the Commencement ceremony to the diploma mailing address on file.

To find this address click Self-Service-Personal Information-Update Addresses and Phones and select Diploma Mailing Address from the list. If no diploma mailing address is enter permanent address on file.

Metal diplomas are insured and must be signed for upon receipt.

Graduate Studies Office

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

Please read all the important information on this page.

To View Active Graduation Applications

Personal Information | **Student** | **Financial Aid**

Search [＿＿＿＿＿＿＿] [Go]

Graduation Application

If you are unsure if you applied to graduate, check this page.

View active graduation application(s).

Graduation Application

Name:	▬▬▬▬▬▬▬
Application Number:	1
Request Date:	Mar 04, 2014
Application Status:	Active Application
Application Status Date:	Mar 04, 2014

Graduation Date

Date:	Dec 12, 2014
Term:	Fall 2014
Year:	2014-2015

Ceremony

Attend Ceremony:	Yes

Curriculum

Primary Degree
Doctor of Philosophy

Level:	Graduate
Program:	PHD Mining & Earth Sys Engin
Major:	Mining & Earth Sys Engineerin