

The Waiver/Enrollment Period for Fall, 2018 opens August 1, 2018 and continues to Census Day, September 5, 2018.

Waiver and Enrollment forms are completed online through the student's Trailhead account. (Instructions below)

You must be registered for classes and have an active Mines email to be in the Waiver/Enrollment system.

More information can be found at studentinsurance.mines.edu. A summary of benefits for the SHIP can be found at this website..

Instructions for Using the SHIP Online Enrollment/Waiver Process:

- Login to Trailhead and click on the Self Service button. Click on the Student link.
- Click on the Registration link.
- Near the bottom of the list, **right click** on "Enroll/Waive in Student Health Insurance Plan (SHIP)" and choose "Open in New Tab/Window."
- This should bypass any pop-up blocker you might have.
- The page that displays is Academic Health Plan's Enrollment/Waiver page. Follow the instructions on the page to complete your enrollment/waiver.
- Choose the Waiver Tab
- Click the link that describes you (Domestic Undergrad, Athlete, etc)
- Your user name is your CWID, password your Date of Birth in 8 digits

If you are ENROLLING:

- Choose the Enroll Button
- The sooner you enroll, the better! This will get your information into all systems so that your coverage will be fully active on the plan start date.
- If you choose to enroll by clicking the green button, you will be prompted to read the Terms and Conditions, and enter your initials
- If you choose to default enroll, it may be mid-September before you are fully activated in the system, which could result in delay of claims processing and prescription coverage.

If you are Waiving:

- Choose to waive by clicking the red button, you will be prompted to attach proof of insurance
- Once your proof of insurance is uploaded, complete the Student Information Chart
- Electronically sign and click Submit Waiver. Waiver will be processed within five to seven business days. It is the student's responsibility to follow up on their waiver status

Waivers can take 5-7 days to process, and you may be asked for additional supporting information. *You will always see the charge for the SHIP on your account, and when the waiver is processed, you will see a corresponding waiver credit.*

If you encounter problems or have questions, contact the Student Health Benefits Coordinator via email ship@mines.edu.

Late waivers are accepted until Friday, October 5, 2017. There is a \$125 fee for late waivers.

Kathy Ebeling

Student Health Benefits Coordinator

Colorado School of Mines

ship@mines.edu