**Key Dates**

**BACCALAUREATE CANDIDATES**

**OCT. 12**  Salute: 10 a.m.-4 p.m.

**NOV. 3**  Last day to complete check-out for graduation

**DEC. 6**  Graduation Practice: 4 p.m.
Lockridge Arena, Student Rec Center

**DEC. 15**  Commencement: 9 a.m.
Lockridge Arena, Student Rec Center

For all other deadlines, please visit:
https://commencement.mines.edu/undergraduates/

**MASTERS & DOCTORAL CANDIDATES**

**SEPT. 5**  Graduation Application Due

**OCT. 12**  Salute: 10 a.m.-4 p.m.
*Optional for Graduate Students*

**DEC. 6**  Graduation Practice: 5 p.m.
Lockridge Arena, Student Rec Center

**DEC. 15**  Commencement: 3 p.m.
Lockridge Arena, Student Rec Center

For all other deadlines, please visit:
http://inside.mines.edu/Graduation-Checklist
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.
**Ticket Information**

**UNDERGRADUATE CEREMONY 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.

**GRADUATE CEREMONY TICKETS**

Guests of Masters and Doctoral Candidates will not need tickets to attend the ceremony.

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**SCHEDULE OF EVENTS**

**BACCALAUREATE CANDIDATES**

- **7:30 A.M.** ......................................................... GRADUATE CHECK-IN
- **8:00 A.M.** ............................................................... GUEST SEATING BEGINS
- **8:40 A.M.** ............................................................... FINAL LINEUP
- **9:00 A.M.** ............................................................... PROCESIONAL BEGINS

**MASTERS & DOCTORAL CANDIDATES**

- **1:30 P.M.** ............................................................... GRADUATE CHECK-IN
- **2:00 P.M.** ............................................................... GUEST SEATING BEGINS
- **2:30 P.M.** ............................................................... FINAL LINEUP
- **3:00 P.M.** ............................................................... PROCESIONAL BEGINS
ADDRESS INFORMATION

Students must update their Diploma mailing address and their Permanent address on Trailhead. This is important for Commencement communication, mailing of your diplomas and for the photographer.

Your Permanent address will NOT be used as a mailing address. This is ONLY used for your hometown in the program.

ANNOUNCEMENTS

You may order personalized announcements at Salute or online at http://herffjones.com/college/csm.

ATTIRE

All ceremony participants must wear regalia. Personalized adornment of caps or gowns is allowed as long as the guidelines provided are followed. PhD candidates are not allowed any personal adornment. 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.

CHECKOUT CARDS: BACCALAUREATE

Undergraduate checkout 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: https://commencement.mines.edu/information-for-graduate-students/.

Masters and doctoral students will receive a checkout card via Mines email after applying to graduate in Trailhead. For more information, please see http://inside.mines.edu/Graduation-Checklist.
CHILD CARE SERVICES

The Colorado School of Mines does not provide child care services during the Commencement ceremonies. Please plan appropriately. Children must have an event ticket for the undergraduate ceremony if they are not able to sit on an adult’s lap.

CLASS RINGS

Class rings can be ordered directly through the Mines Bookstore, at Salute, during the ring event or online at http://herffjones.com/college/csm.

DIPLOMAS

Diplomas will be mailed approximately 15 weeks after degrees have been awarded, which is approximately 10 business days following Commencement. Diplomas are mailed to the Diploma Mailing address in Trailhead, so be sure to keep this updated. Diplomas will not be released to a second party without written consent. You will receive only your diploma cover at the Commencement ceremony.

DEADLINES: BACCALAUREATE

The check-out deadline for all baccalaureate candidates is Nov. 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 you attend Salute on Oct. 12, 2017.

DEADLINES: MASTERS & DOCTORAL

The check-out and thesis upload deadlines for Masters and Doctoral candidates is as follows:
- Master’s non-thesis check-out: Nov. 10, 2017
- Doctoral dissertation upload: Nov. 13, 2017
- Doctoral check-out: Nov. 17, 2017
- Master’s thesis upload: Nov. 20, 2017
- Master’s thesis check-out: Dec. 8, 2017

Failure to follow these deadlines will result in your name being pulled from the ceremony. There are no exceptions.

GUEST SEATING

General seating will be available to ticket-holding guests (tickets are NOT required for the Graduate Ceremony) one hour before the start of the ceremony. We kindly ask that seats not be saved. Commencement staff 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

If your guests require special accommodations during the ceremony, please complete the accessibility accommodations survey on Canvas. Guests seated in the special needs section may be accompanied by up to two ticketed guests due to space constraints of the section and should arrive early to be seated. For the undergraduate ceremony,
tickets are still required for those seated in this section.

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 Mines Bookstore at no additional cost. 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.

KEYS

All Mines 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 or online at 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 photographs from their seats.

Proofs will be emailed to you by the photographer at your Mines email address. Professional photographs
can be ordered at http://events.lifetouch.com/mines.

Photos can also be downloaded from the Mines Flickr site at no cost. The site can be accessed here: http://www.flickr.com/photos/coloradoschoolofmines

**PRACTICE/REHEARSAL**

Practice is mandatory. Practice for undergraduate students will be held on Wednesday, Dec. 6, 2017 at 4 p.m. in Lockridge Arena. If a graduate does not attend practice, then they will not be allowed to walk in the ceremony without prior permission from the Student Life Office.

Practice for graduate students will be held on Tuesday, Dec. 6, 2017 at 5 p.m. in Lockridge Arena.

**REGALIA/CAP & GOWN**

All graduating students must wear regalia. Your gown rental, cap and tassel can be ordered through the Mines Bookstore. A link will be loaded to Canvas later in the Fall. Bachelor and Master candidates will have the opportunity to order their gowns at the Salute event. After Salute, gowns may be ordered in the Mines Bookstore or online.

Gowns will be distributed prior to and after Commencement Practice. Masters candidates may pick up their regalia at the bookstore. Doctoral candidates will pick up their regalia on the day of the ceremony. Detailed instructions about PhD regalia pick up will be provided at Commencement Practice.

On Commencement day, all students are expected to be in full regalia for the ceremony when they arrive for check-in at the Recreation Gym (2nd floor of Student Rec Center). PhD candidates, please plan to arrive at the venue allowing enough time to pick up your regalia prior to check-in.

**TASSELS**

Baccalaureates & Masters: Graduation tassels should be worn on the right side of your cap prior to getting your degree. Once you have received your diploma cover, and all have returned to their seats, you will be instructed by the President to move your tassel to the left side of your cap.

**WEATHER**

Please check the weather and road conditions prior to attending the ceremony to allow plenty of time to travel to Golden. Lockridge Arena is an indoor venue, and the event will go on even in cases of extreme winter weather.
Salute is required for all undergraduates that will be graduating in Dec. 2017. Masters and doctoral candidates may choose to attend this event but are not required.

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  
  *(Baccalaureate and Masters candidates only)*
- Order personalized announcements, class rings and diploma frames
- 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
- Register for membership into the Order of the Engineer

**Baccalaureate Candidates only:**
- Pick up Commencement Tickets *Only students who turn in a completed check-out form will be given tickets.*
- Speak with the Senior Class representative
- Find out about the Senior Class Gift
- Check out with Student Life

Save time at Salute by completing the online checklist at [https://commencement.mines.edu/undergraduates/].