**Key Dates**

**BACCALAUREATE CANDIDATES**

- March 6 or 7  Salute: 10 a.m.-4 p.m.  
  Grand Ballrooms
- April 6   Last day to complete check-out  
  (if unable to attend Salute due to extenuating circumstances)
- April 9   Last Day to Edit Name  
  Pronunciation on Marching Order
- May 2  Graduation Practice: 4 p.m.  
  Lockridge Arena, Student Rec Center
- MAY 11  Commencement: 9 a.m.  
  Marv Kay Stadium

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

---

**TABLE OF CONTENTS**

- TICKET INFORMATION ............................................. 4
- EVENT SCHEDULE ................................................... 4
- A TO Z .................................................................... 6-9
- SALUTE .................................................................. 10

**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.

SCHEDULE OF EVENTS

BACCALAUREATE CANDIDATES

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

ATTENDANCE
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 four weeks prior to Commencement.

ATTIRE
All ceremony participants must wear regalia. Personalized adornment of caps or gowns is allowed as long as the guidelines provided are followed. In general, dress for the weather and comfort. We suggest that you wear nice clothing under your gown for celebrations after the ceremony.

AWARDS & HONORS
Each semester, Outstanding Graduating Senior awards are presented to select graduates by their degree-granting department. Additionally, graduates are eligible to apply for the Colorado Engineering Council Award and the Waltman Award. 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)

Honors cards 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.

CHECKOUT CARDS
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/.

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 & ANNOUNCEMENTS
Class rings and personalized announcements can be ordered at Salute or online at http://herffjones.com/college/csm.

DIPLOMAS
Diplomas will be mailed approximately 15 weeks after degrees have been awarded. 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. If you do not attend the ceremony, you will need to make special arrangements with the Student Life office to receive your diploma cover.

DEADLINES
The check-out deadline for all baccalaureate candidates is April 6, 2018. 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 March 6 or March 7 (see page 10 for more info).

GUEST SEATING
General seating will be available to ticket-holding guests 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.

GUEST SEATING: ACCESSIBILITY
There will be a limited number of seats reserved for guests with accessibility needs. These seats are available on a first come, first served basis. We advise all guests with a disability to arrive early. Please note, there is limited parking close to Marv Kay Stadium. Guests who cannot walk far can be dropped off in Lot L. From there, they can either walk to seats on the football field, or take the elevator up to seats in the stadium. A limited number of parking spaces will be reserved in Lot K. There will also be shuttle buses available that will pick up in areas around campus and drop off in front of the stadium on 12th St.
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 https://commencement.mines.edu/parking-on-campus/.

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, May 2 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.

REGALIA/CAP & GOWN
All graduating students must wear regalia. Your gown rental, cap and tassel can be ordered through the Mines Bookstore. Bachelor candidates will have the opportunity to order their gowns at the Salute event. After Salute, gowns may be ordered in the Mines Bookstore online.

Gowns will be distributed prior to and after Commencement Practice.

On Commencement day, all students are expected to be in full regalia for the ceremony when they arrive for check-in at Steinhauer.

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 can 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. Marv Kay Stadium is an outdoor venue, and the ceremony will go on as planned even in mild weather.

In the case of extreme inclement weather (heavy rain, lightning, or extreme cold temperatures), we will move indoor to Lockridge Arena for three separate ceremonies at 9 a.m., 1 p.m. and 5 p.m. by college. More information about this alternate plan will be distributed at Salute.
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
- 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/](https://commencement.mines.edu/undergraduates/).