First-Year/Transfer Student Housing Sign-Up Instructions

PARENTS, HAVE YOUR STUDENT COMPLETE THE HOUSING APPLICATION

Housing Sign-up Dates

**May 10th** - On-Line Housing Sign-up Commences at 9:00am (MST)

**June 15th** - On-Line Housing Application Closes however, Roommate Selection remains open.

**June 20th** - Documentation for Medical /Single requests, Due to Residence Life by 5:00pm (MST)

**July 1st** - Final Date for Roommate Selection

**July 20th** - Housing Assignments Completed and sent via email , also posted in Housing Portal

Online Housing Sign-Up Process: Step-By-Step Instructions
As a first-year/transfer student, you probably have many questions about signing up for housing, so we have provided for you a step-by-step process for applying. Thanks to our new online housing applications process, applying for housing has never been easier! Just follow the directions in this manual and you will be on your way to living on campus at Colorado School of Mines!

**Please feel free to call the Residence Life Department if you have any housing questions or concerns 303-273-3928.**

Get Started
1) In your internet browser, type Trailhead.mines.edu

2) Before you can start your application, you must obtain your Ekey (which will be your Mines Access to trailhead and email). In your admissions packet you should have received your Ekey. Please go to http://newuser.mines.edu to create your account.

3) From here, Click on the tab “Campus Life” Then scroll down to the lower left of the page and you will see: “Housing and Residence Life”. Click on “Residence Life Housing Application” tab. This will directly take you into the Housing Application.

4) You are now on your profile page of the Housing Application! This page provides you information on our portal and allows you direct access to our Student Housing websites. Once you are ready, please click on the word Application in the left hand corner.

**Note: If you have an issue obtaining your Mines Trailhead account, please contact CCIT at (303) 273-3430. DO NOT contact CCIT about the housing application process!**
5) You will now be at the Term Selector Page
   - You will want to sign up for the Residence Hall academic year that you will be attending.
     Click: Save and Continue

6) You will be directed to the Welcome page. Look over this information and scroll down and click Save and Continue.

7) You will now be on the “Personal Details” page. Please make sure your personal information is accurate. If any of this is not accurate please go back to trailhead and update the information in the Self...

8) You will be directed to the “Emergency/Medical” page. Please make sure to enter accurate medical and health related information.

9.) The next portion is the Meningitis form, please check the box and print the form. Have your doctor sign/stamp the form or attach your vaccine documentation with the completed form. Please mail to 1733 Maple St. Golden, CO 80401.
10) The next page is the Room Preferences page, where you may select which residence hall you prefer. Please keep in mind that we will try to place you in the building you request; however, we cannot guarantee placement. Single rooms are rare and you will be assigned to a double if you have not been granted a single outright.

**Note: If you are looking for a single based on medical needs, please refer to the Medical Single Request information on page 7 of this walkthrough.**

11) The next page is the Additional Services. If you are interested in living Maple Hall and would like a storage locker or inside bike storage please click on the options you would like.

12) Along with our basic housing options, we offer an option for students to live in one of our Theme Housing Communities. A Theme Housing Community is a specific living area designed to have an intentional focus on an area of interest to students. If you are interested in applying for a Theme Housing please select from the drop down box for the community you wish to apply for. Please note that hall community has a separate application in addition to the basic housing application.

Click and continue

13) Now you are at the “Personal Profile” page. This is your chance to tell us more about yourself including your sleeping habits, music you listen to, interests of yours, etc.

**Note: We ask that students complete this portion of the application, NOT PARENTS. This will ensure a more accurate roommate assignment process.**

Click Save and Continue at bottom
The next screen is the Roommates Selection page which will allow you to search for a possible roommate by selecting one of the options on the left hand side of the screen. However, you do not need to complete this page in order to complete your application; we will assign you a roommate based on your personal preferences if you do not make a selection.

If you select “Search by Details” on the left hand side of the screen, you will be able to choose a specific roommate that you may have in mind. Just type in his/her First & Last Name and Date of Birth.

Note: This option will only work if the person you are specifically requesting has completed their housing application.

If you select “Browse Matching Roommates” you may view a diverse group of roommates. Additionally, you may message roommates to find out if you are a good fit.

Note: This option allows you to see students that have completed the housing application. Please check back periodically for further roommate options if you do not find someone you would like.

If you select “Search by Profile” on the left hand side of the screen, you will be able to choose a specific roommate that you might fit your desired criteria.

Note: Because of how specific the system will read your personal preferences, most matches will not be greater than 65%. If your highest match is close to this percentage, then the match is considered a close match.

Anytime you message a potential roommate, request a roommate, or if someone is trying to do the same with you, all correspondence is processed through your new Mines e-mail account.
15) Almost there! Once you are past the roommate selection pages, the next page is the Meal Plan selection page. You may choose which meal plan option would work best for you. Click on the drop down box and select your meal plan. **Click Save and Continue**

16) Next is your Contract page. Please read thoroughly! This contract is for the full academic year. Check the box, enter your name, enter your CWID, and click I Agree to the Terms. You will receive a copy of your contract to your Mines email account. Please call the Residence Life office if you have any concerns or questions call Jackie Garramone 303-273-3928

17) You have now reached the confirmation page and status page. You will receive an email confirming your application and submission date at your Mines email account. **Click Save and Continue**

18) The Application Status page is the final stage and you will need to check back here for your room assignment and roommate information.
Congratulations!
You have now signed up for housing!

Medical Single Requests

If you have a disability that requires you to have special accommodations, please submit your written request with a doctor or licensed mental health professional’s documentation to the Department of Residence Life by the deadlines listed on the front page of this booklet. Documentation must be on letterhead from a physician or licensed mental health professional and include the following:

1) A diagnosis.
2) A list of any medications you may be on.
3) Symptoms of your condition.
4) Reasons a single room would be beneficial.

A decision about your accommodation will be made by a panel of professionals who will in turn notify you of their decision in writing.

Please send all documentation to

Brent Waller
Colorado School of Mines
Department of Residence Life
1733 Maple Street
Golden, Colorado 80401

If you have any questions and/or concerns before or during the housing selection process, please call us at

303-273-3928
Thank you for choosing Colorado School of Mines!