HOUSING PORTAL STEP-BY-STEP GUIDE
FIRST-YEAR STUDENTS
1. Start at [https://inside.mines.edu/](https://inside.mines.edu/)

Once you have obtained access to your Mines Trailhead account and have explored our [Residence Life Website](https://inside.mines.edu/), you may begin your housing application between April 1 – May 15. You will have the opportunity to sign your housing contract and submit your room and living [preferences](https://inside.mines.edu/) during this process.

You can access your Trailhead account from the inside.mines.edu. The Trailhead icon is located in the page header.
2. Logging into Trailhead, select the Campus Life Tab and click on the Residence Life Housing Portal under the Housing and Residence Life section.

To access the Residence Life Housing Portal, sign into your Trailhead account and click on the Campus Life tab on the left side menu. Refer to the Housing and Residence Life section located on the lower left side of the page. Here you can find links to the Residence Life Housing Portal, Residence Life Website, Greek Housing Website, Mines Dining Website as well as contact information if you need help using the Housing Portal.

Proceed with clicking on the first link to access the Residence Life Housing Portal.
Welcome to the Housing Portal! Please read the information provided on the home page and once complete, scroll to the top to open the application by clicking on the Application tab located in the upper left header.
4. Term Selector

**Term Selector**
- Select the term below that applies to your situation.

To begin your housing application process, please select one of the radio buttons below for the housing term and area you wish to apply for. If no radio buttons are available to you, please contact the appropriate department for assistance.

**Residence Hall Academic Year**
For all First Year students/Transfer students and Returning Upperclass Residence Hall students, choose this option. Upperclass communities are located in Maple Hall. First Year students may apply for Maple Hall (North and South), Weaver East/West, Traditional Halls (Morgan, Thomas, Bradford, and Randall), Aspian Hall, and Elm Hall. Contact Housing@mines.edu or call (303) 871-5433 for further questions or concerns.

- **First Year students** - You will receive a time slot to choose your building and room based on the enrollment deposit date by May 31st. Once you have your date and time you will then choose your building and room that is available to you at that point in time. The system will allow you to pull in your 1st requested roommate to the room that you have selected (despite


**Save & Continue**

The first page of the application requires a Term Selection. Please read the information provided on the page. To begin your housing application process, please select one of the radio buttons located at the bottom of the page for the housing term and area you wish to apply for.

Once you’ve selected the term, click the Save & Continue button located at the bottom of the page.
5. Application Menu

You should be able to view the navigation menu at the top of the portal.

6. Welcome Page

This application is open for First Year (Freshman & Transfer students) only

Welcome to Colorado School of Mines Department of Residence Life. Please scroll all the way down to review all information and click SAVE & CONTINUE at the bottom. Here you will begin the process of:

- Update us with your Emergency Information
- Room Selection (Time Slots) are awarded by receipt date of your Admissions Enrollment Fee ($200.00). Room selection timeslots will be emailed starting June 1.
  - Buildings: Maple, Randall, Bradford, Morgan, Thomas, Weaver Towers, Aspen and Elm Hall
  - Single, Double and Triple rooms

The Welcome Page contains very important information pertaining to First-Year students. Please read all information provided on this page and click the Save & Continue button located at the bottom once complete.
7. **Personal Details**

Please review and verify that all of your personal details are correct. If your personal information is incorrect within any locked field, please visit Trailhead ("Self Service" section) to update that information.

Once complete, click the Save & Continue button located at the bottom of the page.
8. Gender Inclusive Housing Option

Gender Inclusive Housing Option

Elm Hall - 4th Floor

The Gender Inclusive Housing Experience (GIH) is one of several gender-inclusive housing options offered at the Colorado School of Mines. GIH is intended for students who are interested in having a safe, inclusive, comfortable and supportive community living experience for people of all gender identities and expressions.

This community supports students who identify as transgender* and gender non-conforming* in choosing (or being placed with) a roommate of any gender.

Students who live in this community will be expected to contribute positively to the community by:

- Offering support and encouragement for the living environment
- Respecting floor members' different motivations for choosing this living option
- Embracing and learning from experiences different from one's own
- Actively participating in community events
- Abiding by all regulations for living in the Residence Halls

If you are interested in a gender inclusive room space, a personal and confidential assessment of the available options is available. Contact our housing team members at housing@mines.edu.

Gender Inclusive Housing *

I would **NOT** like to live in Gender Inclusive Housing Preference

Please read all information provided on the Gender Inclusive Housing page then use the drop down menu to select your Gender Inclusive Housing preference.

Once complete, click the Save & Continue button located at the bottom of the page.
9. Contact & Accommodation Information

Contact & Accommodation Information

Primary Emergency Contact

*We recommend a domestic contact.*

**Primary Contact Name:**

Please read and provide all primary and secondary emergency contact information. Once you reach the Disability and Dietary Accommodations section about half way down the page, please read all information provided and select your intent to submit documentation to the office of Disability Services for special accommodations in housing by picking an option from the drop down menu.

Once complete, click the Save & Continue button located at the bottom of the page.
10. Room Preferences

Please select at least 1 and up to 5 of your preferred residence hall location along with your preferred room type (double, single, etc.). Please note that by selecting a residence hall and room type this is only a request and not a guarantee. Please click on the link below to be directed towards our residence hall website and options that are available to you. Finally, please feel free to look at the bottom of this page for our residence hall layouts for our various room types.

Move: All of our residence halls open after the winter break on Monday, January 11, starting at 8 am.

**International Student Instructions:**
International students living in Maple Hall may stay on campus during winter break if they do not wish to leave campus or return home to visit. Our Residence Life Coordinators located in Maple Hall will be on duty during this time to assist you. If you are not planning to leave campus for winter break, you may want to select Maple Hall. International students living in the Elm, Traditional Halls, and Weaver Towers will not be permitted to occupy their rooms during the winter break. Students may occupy their rooms during Thanksgiving, Fall, and Spring breaks. Meals will be served on a limited basis during these times.

Once complete, click the Save & Continue button located at the bottom of the page.
11. Theme Learning Preferences

Theme Learning Preference

Theme Learning Communities are an additional option for all First Year Students. If you are interested, please select the option you desire and you will then be directed to a page that allows you to complete some additional questions that are required to be a part of this community. Students who are selected to live in a Theme Learning Community must live on the floor that is designated for that Theme Learning Community. Finally, there is no additional cost (beyond Room and Board Rates) to live in a Theme Learning Community.

If you are not interested please click “Save and Continue” without choosing anything in the drop down box.

Theme Learning Community Website

Theme Learning Communities are an additional option for all First Year Students. If you are interested, please select the option you desire and you will then be directed to a page that allows you to complete some additional questions that are required to be a part of this community. Students who are selected to live in a Theme Learning Community must live on the floor that is designated for that Theme Learning Community. Finally, there is no additional cost (beyond Room and Board Rates) to live in a Theme Learning Community.

If you are not interested, please click "Save and Continue" at the bottom of the page after selecting “I do not have interest in living in a Theme Learning Community” under all three Preference sections.
12. Theme Learning Community Applications

Theme Learning Community Applications
- Please complete an application for each community in which you are interested.

Theme Learning Community Applications (TLC)

Adventures Leadership Community: Application
Athleticism & Wellness Community: Application
Engineering Grand Challenges Community: Application
First Year Honors Experience (McBride Program - Must have been completed First Year Honors Experience application by March 28th and accepted into program): Application

Please complete application for each community in which you are interested by clicking the links provided on this page.

If you are not interested, no action is necessary and you may click the Save & Continue button located at the bottom of the page.
13. Roommate Profile

Roommate Profile

Please provide us with accurate information regarding your future living style and personal preferences while at Colorado School of Mines. Accurate information is important, so please be honest when filling out your personal profile. Your Roommate Profile is built using this information and accurate information will allow you to find a well-matched roommate. In the event that we choose a roommate for you, we will use your Roommate Profile to match you with a compatible roommate.

PARENTS/FAMILIES,
We appreciate your partnership with your student and we look forward to working with you. Please do not fill out the roommate profile or select roommates for your student. We ask that only students complete the roommate section of the housing application.

Please provide us with accurate information regarding your future living style and personal preferences while at Colorado School of Mines. Accurate information is important, so please be honest when filling out your personal profile. Your Roommate Profile is built using this information and accurate information will allow you to find a well-matched roommate. In the event that we choose a roommate for you, we will use your Roommate Profile to match you with a compatible roommate.

We ask that only students complete the roommate section of the housing application.

Indicate your interest level for each section by sliding the box or clicking directly on the appropriate level on each line or select from the drop down menus where available.

Once complete, click the Save & Continue button located at the bottom of the page.
14. Roommate Selection

Roommate Selection
- [Enter section subtitle here]

This section of the housing application allows you to select your roommate through a variety of options. Please look through the options and know that this part of the application will remain open until May 15. After this date, we will then place all residents into rooms.

Please note if your preference is to live in Weaver Towers or Maple Hall and you would like to select your other suitemates and roommates together in the same suite (for example, in Weaver Tower, 8 people want to live together in your 5-room suite), each person must request and ACCEPT all other roommates including yourself by selecting the ACCEPT option on each individual roommate/suite mate. Please ensure this is communicated to all potential roommates/suitemates that you would like. There are no guarantees with matching all roommates/suitemates but please know we will do our best to ensure we assign all of your preferred roommates/suitemates but note this is also based on date of enrollment deposit with Admissions.

This section of the housing application allows you to select your roommate through a variety of options. Please look through the options and know that this part of the application will remain open until May 15. After this date, we will then place all residents into rooms.

Once complete, click the Save & Continue button located at the bottom of the page.
15. Meal Plan – First Year Students

**Meal Plan - First Year Students**

**First Year Student Residential Meal Plan Options**

All students living in the residence halls on campus must choose one of the meal plans. Please note that meal plans can be used in a variety of ways:

2. Use a meal swipe for a "meal exchange" in any dining location on campus.
3. Use your munch money to pay a la carte for purchases in campus dining retail locations or for a guest meal in Mines Market.

*Please note:* You will have the ability to change your meal plan during the first week of the Fall Semester 2017 and again during the first week of the Spring 2018 Semester by logging back into the housing portal.

Unused Meals and Munch Money will **not** roll over to the following semester.

**CHANGING MEAL PLANS:**

*SELECT YOUR NEW MEAL PLAN, THEN CLICK ON "CONTINUE".*

*IF YOU SELECT MORE THAN ONCE, YOU MAY BE CHARGED FOR MULTIPLE MEAL PLANS.*

All students living in the residence halls on campus must choose one of the meal plans described on this page.

Use the dropdown menu to select your desired plan.

Once complete, click the Save & Continue button located at the bottom of the page.
16. Renters Insurance

Renters Insurance

Having renters insurance while living in a Mines on-campus is strongly recommended for all residents (both Mines students and non-Mines residents). Please read the below language from your housing contract carefully and check the box below once you have read and understood the information. Please let us know if you have any questions about our recommendation by calling us 303-869-5433.

"Mines shall not be liable for damage to or destruction of any personal property kept on the Premises, unless such loss is caused by its gross negligence. Therefore, the Resident is strongly encouraged to insure his or her personal belongings with an appropriate insurance policy. Mines has the right to require Residents to clear outside premises of personal belongings. Failure to comply will result in removal of items by Mines."

Having renters insurance while living in a Mines on-campus is strongly recommended for all residents (both Mines students and non-Mines residents). Please carefully read the language from your housing contract that is provided on the page and check the box below once you have read and understood the information.

Once complete, click the Save & Continue button located at the bottom of the page.
17. Contract

**Contract**

By checking this box, I indicate that I have Read and Accepted the Terms and Conditions: ✔

Please enter your name as a Contract Signature:  
Samantha Hille

Please enter your Campus Wide ID (CWID):  
10314014

Please confirm your Campus Wide ID (CWID):  

Please read contents thoroughly before executing contract. Please understand that this contract is legally binding for one full academic year (both Fall and Spring) unless you withdraw from Colorado School of Mines as a student. If you have questions about this contract please contact the Department of Residence Life at housing@mines.edu or (303) 869-5433.

Additionally, Colorado School of Mines has a First Year Residency Requirement for all First Year Students. If you have questions about this First Year Residency Requirement, or any of our policies that govern life in the Residence Halls, please see our website.

Please read contents of the Residence Hall Contract thoroughly before and understand that this contract is legally binding for one full academic year (both Fall and Spring) unless you withdraw from Colorado School of Mines as a student.

Once complete, click the Save & Continue button located at the bottom of the page.
Congratulations! You have successfully reached the end of the residence hall housing application and contract!

It is very important to finalize and complete the process by clicking “Save & Confirm” at the bottom of the page!
19. Application Status Page

Your application is currently complete. Please check the menu for steps that are still open. You may cancel the application by selecting the 'Cancel Application' step.

Garramone, Ms. Test Jackiea

<table>
<thead>
<tr>
<th>Term</th>
<th>Residence Halls 2018-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates</td>
<td>8/16/2018 - 5/10/2019</td>
</tr>
</tbody>
</table>
| Status        | ✓ Applied: 1/24/2018 10:47:00 AM
                 ✓ Contract Signed
                 ✓ Application Complete |

This page contains the current progress of your application and the specific housing details of your application. You will be assigned a timeslot to log back into the Residence Life Housing Portal between June 1-3 to select your actual residence hall building, room, and roommate. The system will allow you to pull in your 1st requested roommate to the room that you have selected (despite differences in time slots).

Assignment of your date and time is based on your Admissions Enrollment Deposit date.

20. Completed!

Your application is currently complete. Please check the menu for steps that are still open. You may cancel the application by selecting the 'Cancel Application' step.

Garramone, Ms. Test Jackiea

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You have successfully completed your residence hall application and contract! We are excited to welcome you to the Colorado School of Mines community!

If you have any questions, please contact the Department of Residence Life at Housing@mines.edu or 303.869-5433 and we will be happy to assist you with the housing sign-up process.