The Office of the Registrar supports the academic mission of the Colorado School of Mines by providing service to our current and former students, faculty, staff, and administration. These services include maintaining and protecting the integrity and security of the official academic record, registration, degree verification, scheduling, and reporting. Our office routinely reviews policy, makes recommendations for change, and coordinates the implementation of approved policy revisions.

The Office of the Registrar seeks to fulfill this mission through a commitment to high quality service provided in a professional, efficient and courteous manner. Our specific services include but are not limited to:

- Enrollment and degree verifications
- Transcripts
- Degree auditing and diplomas (undergraduate)
- Transfer credit evaluation, entry, and verification
- Department of Veteran's Affairs Certifying Official services
- Registration setup and execution
- Course and room scheduling
- Academic and enrollment reporting
- Residency for current students
- Grade collection, reporting and changes

Management of the Registrar's Office adheres to the guidelines of professional practices and ethical standards developed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Our office also complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), Colorado Department of Higher Education rules and policies, and the Colorado School of Mines policies on confidentiality and directory information.

The Registrar's Office is located in the Student Center, Room 018.

Hours of operation are:
Monday/Tuesday/Thursday/Friday, 9am-5pm
Wednesday 10am-5pm

The office phone number is (303) 273-3200.
The fax number is (303) 384-2253.
The office e-mail address is registrar@mines.edu.

Lara Medley represents Colorado School of Mines as the Registrar. She is normally available on a walk-in basis (when not in meetings) if a student or other client has an issue that needs special attention. Appointments are also welcomed.

Registrar
Lara Medley

Staff
Tabatha Brawand, Assistant Registrar
Dahl Grayckowski, Associate Registrar of Operations
Nolan Oltjenbruns, Registration Specialist