Student Resource Guide

College of Architecture and Planning Location
1250 14th Street, Suite 2000
Denver CO 80202

Student Services (Advising) and Reception
Suite 2000
303-315-1000
cap@ucdenver.edu

Dean’s Office, Human Resources and Finance
Suite 330

Quick Resources

**CAP Calendar:** Calendar of upcoming college events sorted by program

**CAP Faculty and Staff Directories:** Names and contact information for CAP faculty and staff.

Campus Maps

Campus Resources

**Information for New Students**
We have a [webpage](#) that contains important tasks for new students. It is updated regularly and contains information to assist new students with becoming part of the CU Denver community. Please refer to it before and during your first semester.

**Academic Catalogs**
Academic catalogs contain important policies and course information with which all students should be familiar.

[Undergraduate Academic Catalog](#)
[Graduate Academic Catalog](#)
**Campus Student Services**

There are many resources available to students at CU Denver. The [Campus Student Resources](#) website lists many of those resources along with descriptions of services offered, contact information, and campus location. For example, this site lists resources such as the library, Tivoli Student Union, parking, and counseling services. Students are responsible for seeking out resources that will support or improve their educational and personal experience at CU Denver. If you are in need of support and aren’t sure what resources are available, please contact your academic advisor for assistance in the CAP Student Services Center in suite 2000 of the CU Building (1250 14th St).

**Commuter Resource Center (Student ID, RTD Passes)**

Students can obtain campus ID cards and RTD passes at the [ID Center (Commuter Resource Center)](#) located in the Tivoli Student Union. All students will require an ID card in order to access the CAP computer labs and the CU Building after hours. Access policies are listed on page XX of this guide. RTD passes allow CU Denver students unlimited rides on the RTD bus and light rail system. Please see the [ID Center website](#) for documentation needed to obtain these cards as well as the hours they are open.

**Other Helpful Campus Offices**

**Bursar’s Office:** The bursar’s office handles student billing and payments. If you have questions about your tuition and fees bill, the bursar’s office is your first step.

**Graduate School:** The Graduate School can be a helpful resource for CAP graduate students. Students in the Master of Science of Historic Preservation, the Master of Urban Design, and the PhD in Design and Planning are governed by the rules of the Graduate School.

**Academic Calendars**

You can find current and future academic calendars on the [Office of the Registrar’s website](#). It is each student’s responsibility to know important dates each semester such as course add/drop dates, registration deadlines, holidays, and financial aid deadlines. We make printed copies of the current academic calendar available by the front desk on the second floor of the CU Building.

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**College of Architecture and Planning Resources**

**CAP Student Services**

The CAP Student Services suite, located on the second floor of the CU Building (1250 14th St) houses academic advisors for all CAP programs, the Director of
Mentorships and Internships, and admissions staff for CAP graduate programs. Students can also check out camera equipment from the Student Services suite.

Advising Services
Each CAP program has professional advisors. Students seeking meetings with their advisor are strongly encouraged to schedule appointments through the CAP Reception desk on the second floor. Walk in appointments are seen if advisors are available. Please see below for a listing of advising staff and their program assignments.

- Krista Busch: Bachelor of Science in Architecture
  Krista.Busch@ucdenver.edu
  303-315-0055
- Kyle Danforth: Bachelor of Science in Architecture
  Kyle.Danforth@ucdenver.edu
  303-315-0104
- Liz Marsh: Master of Architecture, Master of Landscape Architecture
  Elizabeth.j.Marsh@ucdenver.edu
  303-315-2536
- Patty McKissock: Master of Urban and Regional Planning, Master of Urban Design, Master of Science in Historic Preservation
  Patricia.McKissock@ucdenver.edu
  303-315-2535
  *Patty is not in the office on Fridays. Please plan accordingly.

Director of Mentorships and Internships
Chris Nims is the Director of Mentorships and Internships. Students interested in his services should email him with a few days and times that they are available to meet and he will respond to set a meeting time. You can contact Chris at Christopher.Nims@ucdenver.edu.

Audio/Visual Equipment Check Out
There is a variety of audio and visual equipment available for check out in the Student Services suite. Students and faculty can borrow DSLR cameras, video cameras, tripods, and audio recorders. Equipment is available for one-day check out. Please see the student worker just inside the Student Service suite or the Reception Desk to check out equipment.

CAP Scholarship Information
On the CAP website you can find information and application instructions for CAP scholarships that is regularly updated. We encourage all students to apply for scholarships for which they are eligible.
**CAP Computer Labs**
There are two computer labs located in the CU Building that are available exclusively to CAP students. One lab is in room 460 and the other is in room 500. Both rooms require ID cards to access. Please see the Computer Lab’s web page for more information about computing resources.

**Design Fabrication Lab**
The Design Fabrication Lab is located on the fourth floor of the CU Building. All students are required to participate in relevant trainings prior to using the Design Fabrication Lab. Please see the Lab’s web page for more information about hours and resources.

**Visual Resources Center**
The Visual Resources Center houses CAP’s portfolio photography studios and digital image collection. The VRC is led by a professional photographer who may be available to assist students in perfecting their portfolio photography. Please see the VRC’s website for more information about resources, portfolio studio reservation process, and digital image collection information.

**CAP Student Organizations**
CAP is home to the following student organizations:
- American Institute of Architecture Students
- American Planning Association Student chapter
- American Society of Landscape Architects
- Design-Build Institute of America
- Students for Classical Architecture
- CU Denver Urban Horticulture Club
You can find out more about all the clubs on the Student Organization web page.

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**University and College Policies**

**CAP Policies and Forms**
We have prepared a page on the CAP website with many campus and college policies and forms that are of use to our students. Please visit the page and familiarize yourself with the resources available there.

**Email Policy**
E-mail is an official means of communication for students at CU Denver. All official university e-mail will be sent to each student’s assigned CU Denver e-mail address. Students are responsible for reading their e-mail from CU Denver and the College of Architecture and Planning.

The university will only use your CU Denver-assigned e-mail account for e-mail communications. Faculty and administration will use your official CU Denver-assigned addresses when corresponding with you via e-mail. Examples of
important CU Denver communications that you may receive through your official e-mail address include:

- Invitations to register
- Responses to your inquiries about registration, admissions, records and financial aid
- Information and authorization/verification requests for College Opportunity Fund, legal presence issues
- Messages from faculty regarding course work
- Notices of scholarship, educational and financial aid opportunities and deadlines

It is expected that official e-mail will be read by students in a timely fashion.

You can read the University of Colorado’s official policy on electronic communications on the Office of Policy and Efficiency’s website.

Set up your official CU Denver e-mail account here.

Log into your webmail here.

**Immunization Policy**
CU Denver requires students to provide proof of immunization before they register for their second semester at the University. You can find the necessary forms and instructions here.

**Building Access Policy**
Access Hours:

**Non-Restricted Building/Access:**
Monday – Friday 6:00am – 8:00pm, Saturday 7:30am – 5:00pm, Sunday – closed

**Restricted Building/Lab Access (After-Hours):**
Monday-Friday 8:00pm – 6:00am, Saturday 5:00pm – Monday 6:00am

After-hours access to the CU Building is permitted for all CAP Graduate Students enrolled in courses. After-hours access is also permitted for undergraduate students that are enrolled in a CAP Studio course. Students not enrolled in CAP courses may not have after-hours access.

Students have access to the computer and fabrication labs in the current semester in which they are enrolled and up until 2 days prior to the start of the next semester.

For example, students enrolled in fall will have access through the fall semester. Access will then be terminated two days prior to the start of spring semester. If the student is registered for the spring semester, access will be turned on the first day of that semester. Students graduating in the fall will only have access to CAP labs up until the two days prior to the start of the next semester (spring).
Students who plan on using the CAP labs between semesters must sign a waiver. There are separate waivers for the computer and fabrication labs. See Mike Harring for computer lab waivers and see Matt Gines for all fabrication lab waivers.

Access to the CAP computer and fabrication labs is restricted to CAP Students only. For safety reasons, we ask that you not open the door for anyone. You must have your student ID with you when you are in the building. University policy also restricts use of CU Denver ID cards to their owner; therefore, students may not lend their IDs to anyone else, including other students. After-hours access is a privilege and may be revoked if students do not follow appropriate procedures or disobey instructions from security person

**ID Encoding:** Students who have new ID cards must fill out and submit the [online ID Encoding Card Form](#) to have your ID encoded for building access. You will only need to do this once.

If you have any questions about card encoding, please see Jodi Stock ([Jodi.Stock@ucdenver.edu](mailto:Jodi.Stock@ucdenver.edu)) at the CAP reception desk.

**After-hours Access Procedure**

1. After-hours is defined as 8:00 PM until 6:00 AM Monday-Friday, and from 5:00 PM Saturday until 6:00 AM Monday. Holidays are considered after-hours.
   - All entrances to the building will be locked after-hours.
   - Elevators are programmed to remain on the first floor and will require a badge swipe to allow passengers to move above the first floor.
   - 1st floor stairwells will require a badge swipe to allow access.

2. Each person (Staff, Faculty, or Student) entering the building after-hours must swipe his or her University ID at the main security desk upon entry.

3. Individuals can have guests accompany them into the building. Staff, Faculty, or Student are required to register (sign in) their guest(s) at the main floor security desk upon entry. They will be responsible for their guest(s) while within the building.

4. Any individual remaining in the building after-hours must go to the security desk and register/sign in/swipe their ID once the building has closed.

5. An individual whose regularly scheduled class extends into the after-hours period is not required to leave class to register/sign in/swipe their ID. However, they must sign in/swipe their ID at the security desk if they intend to remain in the building after their class ends.
6. Any individuals leaving the building for breaks/errands/etc. after-hours are required to register/sign in/swipe their ID each time they re-enter the building.

7. The security guard will conduct periodic spot checks throughout the building to ensure all occupants are registered/signed in.

8. Failure to register/sign in/swipe their ID while in the building after-hours may result in the loss of after-hours access privileges.