

**To schedule an advising appointment, call 303-556-2555.**

**PEAK Schedule**

This is effective:

**January, April, August, October, & November**

**NON-PEAK Schedule**

This is effective:

**February, March, May, June, July, September, & December**

DAYS	STOP-INS <i>Limited to 15 mins.</i>	APPOINTMENTS <i>Scheduled in advance<sup>†</sup></i>
<b>MON</b>	9:30 – 11:30 a.m.	12:30 – 4:00 p.m.
<b>TUE</b>	1:30 – 3:30 p.m.	9:30 – 11:30 a.m. 4:00 – 6:30 p.m.*
<b>WED</b>	1:30 – 3:30 p.m.	9:30 – 11:30 a.m. 4:00 – 6:30 p.m.*
<b>THU</b>	9:30 – 11:30 a.m.	12:30 – 4:00 p.m.
<b>FRI</b>	Not Available	10:00 a.m. – 12:00 p.m.

STOP-INS <i>Limited to 15 mins.</i>	APPOINTMENTS <i>Scheduled in advance<sup>†</sup></i>
9:30 – 11:30 a.m.	12:30 – 4:00 p.m.
Not Available	9:30 – 11:30 a.m.; 2:00 – 4:00 p.m. 4:00 – 6:30 p.m.*
Not Available	9:30 – 11:30 a.m.; 2:00 – 4:00 p.m. 4:00 – 6:30 p.m.*
1:30 – 3:30 p.m.	9:30 a.m. – 12:00 p.m.
Not Available	10:00 a.m. – 12:00 p.m.

\*each CLAS advisor offers evening appointments twice per month (TUE or WED)

<sup>†</sup> Same-day appointments cannot be scheduled

**CLAS Academic Advising Office Team**

**Please note:** Students in a CLAS major are able to find their assigned CLAS advisor's name in UCD Access under the "Student Profile" section.

TEAM MEMBER	EMAIL	PHONE
<b>Cecilio Alvarez</b> , Academic Advisor	<a href="mailto:cecilio.alvarez@ucdenver.edu">cecilio.alvarez@ucdenver.edu</a>	303-556-6365
<b>Leslie Bai</b> , Academic Advisor (ICB-China)	<a href="mailto:leslie.bai@ucdenver.edu">leslie.bai@ucdenver.edu</a>	303-556-2555
<b>Timothy Bond</b> , Academic Advisor	<a href="mailto:timothy.bond@ucdenver.edu">timothy.bond@ucdenver.edu</a>	303-556-6120
<b>Sheryl Coffey</b> , Academic Advisor (ICB-Denver)	<a href="mailto:sheryl.coffey@ucdenver.edu">sheryl.coffey@ucdenver.edu</a>	303-556-2339
<b>Miriam Cummings</b> , Academic Advisor	<a href="mailto:miriam.cummings@ucdenver.edu">miriam.cummings@ucdenver.edu</a>	303-556-6033
<b>Kenneth English</b> , Academic Advisor	<a href="mailto:kenneth.english@ucdenver.edu">kenneth.english@ucdenver.edu</a>	303-556-2336
<b>Sneha Hamilton</b> , Academic Advisor	<a href="mailto:sneha.hamilton@ucdenver.edu">sneha.hamilton@ucdenver.edu</a>	303-556-2340
<b>Sara Herkes</b> , Academic Advisor	<a href="mailto:sara.herkes@ucdenver.edu">sara.herkes@ucdenver.edu</a>	303-556-8500
<b>Crystal Johnson</b> , Academic Advisor	<a href="mailto:crystal.johnson@ucdenver.edu">crystal.johnson@ucdenver.edu</a>	303-556-6063
<b>Susan Laws</b> , Administrative Assistant	<a href="mailto:susan.laws@ucdenver.edu">susan.laws@ucdenver.edu</a>	303-556-4793
<b>Carol Morken</b> , Director / Assistant Dean	<a href="mailto:carol.morken@ucdenver.edu">carol.morken@ucdenver.edu</a>	303-556-2556
<b>Coral Scherma</b> , Academic Advisor	<a href="mailto:coral.scherma@ucdenver.edu">coral.scherma@ucdenver.edu</a>	303-556-2337
<b>Jeff Schweinfest</b> , Academic Advisor (ICB-Denver)	<a href="mailto:jeff.schweinfest@ucdenver.edu">jeff.schweinfest@ucdenver.edu</a>	303-556-5922
<b>Leslie Taylor</b> , Administrative Assistant	<a href="mailto:leslie.taylor@ucdenver.edu">leslie.taylor@ucdenver.edu</a>	303-556-5662
<b>Jon Wilson</b> , Assistant Director of Operations	<a href="mailto:jon.wilson@ucdenver.edu">jon.wilson@ucdenver.edu</a>	303-556-3324

## CLAS Academic Advising Mission

We create an inclusive and supportive learning environment where students are engaged to author meaningful academic and professional plans through collaborative advising relationships that foster student success and degree completion.

### How CLAS Advising Works

The College of Liberal Arts and Sciences (CLAS) utilizes a dual-advising system, which means all undergraduate students in a CLAS major have two academic advisors with whom they should work throughout their time at CU Denver. CLAS Academic Advisors work with students regarding CU Denver Core Curriculum, CLAS, and general graduation requirements, as well as university and college policies and procedures. Faculty advisors work with students on their major requirements within their respective academic departments. Students' degree progress and graduation plans are monitored and approved by both advisors. Students who are undecided about their college major or who are pre-architecture, pre-business, or pre-engineering are served through the [Academic Success & Advising Center](#) (Student Commons Building 1113; 303-315-1940).

The CLAS Advising Office is committed to providing all students with quality advising. We value face-to-face contact with our students. **Please review the table below to determine what type of service will best meet your needs at this time.**

TYPE OF SERVICE	DEFINITIONS	EXPECTATIONS	APPROPRIATE FOR
<b>Scheduled Appointment</b> (In-Person or Phone)	<b>30-minute</b> , in-person or phone appointment scheduled in advance with assigned CLAS advisor	<b>Intended primarily for current students and new students who have attended New Student Orientation, a TAGS, or completed Online Advising</b>  Student will: <ul style="list-style-type: none"> <li>come prepared with questions or information to discuss</li> <li>have reviewed CORE, CLAS, and general graduation requirements</li> <li>have access to a computer and the internet (for phone appointments)</li> </ul> Advisor will: <ul style="list-style-type: none"> <li>prepare an updated academic evaluation or review Degree Audit of student's academic progress</li> <li>call the student at the arranged time (for phone appointments)</li> </ul>	<ul style="list-style-type: none"> <li>Academic/Degree Progress Check</li> <li>Academic Petitions or Appeals</li> <li>Academic Probation &amp; Suspension</li> <li>COF Waiver Requests</li> <li>Degree Audit Review</li> <li>Graduation Check</li> <li>Intra-University Transfer</li> <li>Prospective (non-Admitted) Students</li> <li>SAP Academic Plans</li> </ul>
<b>Stop-In Advising</b>	<b>15-minute</b> , in-person time scheduled on a first come, first served basis with assigned CLAS advisor	<b>Intended primarily for current students who have been meeting regularly with their advisor (at least once per semester) with questions related to the current or upcoming term</b>  Student will: <ul style="list-style-type: none"> <li>come prepared with completed forms and questions to discuss</li> <li>have reviewed CORE, CLAS, and general graduation requirements</li> </ul> Advisor will: <ul style="list-style-type: none"> <li>address questions based on student's most recent academic evaluation or student record information currently available</li> </ul>	<ul style="list-style-type: none"> <li>Credit overload requests</li> <li>Concurrent Registration forms</li> <li>Processing Changes of CLAS Major/Minor</li> <li>Schedule Changes (e.g., withdrawing) for current term</li> <li>Study abroad course approval forms</li> <li>Submitting completed academic petitions or appeals</li> </ul>
<b>Telephone Call</b>	<b>up to 5-minute</b> , unscheduled phone call for general questions with assigned CLAS advisor <i>(based on advisor availability)</i>	<b>Intended primarily for current students with questions related to the current or upcoming term</b>  Student will: <ul style="list-style-type: none"> <li>have met regularly, at least once per semester, with their assigned CLAS Advisor</li> <li>leave/share detailed message/email including student ID &amp; phone number (for phone calls)</li> <li>schedule an appointment with their CLAS advisor if questions require a comprehensive review of student's academic record</li> </ul> Advisor will: <ul style="list-style-type: none"> <li>return call/email within 72 business hours or by the end of the work week <i>(based on advisor availability)</i></li> <li>address questions based on student record information currently available</li> </ul>	Questions about: <ul style="list-style-type: none"> <li>academic deadlines</li> <li>campus resource offices</li> <li>contact information for major/minor advisors</li> <li>accessing advising materials (e.g., degree requirements handout)</li> </ul>
<b>Email Questions</b>	<b>unscheduled email</b> for general questions to assigned CLAS advisor <i>(based on advisor availability)</i>	<ul style="list-style-type: none"> <li>return call/email within 72 business hours or by the end of the work week <i>(based on advisor availability)</i></li> <li>address questions based on student record information currently available</li> </ul>	