

## Office Schedule

Please check the CLAS Academic Advising Office [website](#) for any changes or updates to the schedule.

### OFFICE HOURS OF OPERATION

MON, THU, & FRI **8:00 a.m. – 5:00 p.m.**  
TUE & WED **8:00 a.m. – 7 p.m.\***

*To schedule an academic advising appointment, please call 303-315-7100.*

*\*Each CLAS advisor offers evening appointments twice per month on Tuesday or Wednesday.*

### SCHEDULED APPOINTMENTS<sup>†</sup>

30-minute appointments are available **Mondays, Tuesdays, Wednesdays, and Fridays**. Please call 303-315-7100 to schedule an advising appointment with your assigned CLAS Advisor.

*†Please note: Same-day appointments cannot be scheduled. You will need to reschedule your appointment if you arrive more than 10 minutes late.*

### DROP-IN TIMES<sup>‡</sup>

15-minute unscheduled drop-ins<sup>‡</sup> (in-person or by phone) are available **Thursdays** from **9:30 – 11:30 a.m.** and **1:30 – 4:00 p.m.** Availability is based on first-come, first-served.

*‡Please refer to the list of services, on reverse side, available during drop-in advising. Students opting for a drop-in by phone must call 303-315-7100.*

## Our 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.

## Academic Advising 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 MEMBERS	EMAIL	PHONE
<b>Cecilio Alvarez</b> , Academic Advisor	<a href="mailto:cecilio.alvarez@ucdenver.edu">cecilio.alvarez@ucdenver.edu</a>	303-315-7115
<b>Leslie Bai</b> , Academic Advisor (ICB-China)	<a href="mailto:leslie.bai@ucdenver.edu">leslie.bai@ucdenver.edu</a>	303-315-7100
<b>Tim Bond</b> , Academic Advisor	<a href="mailto:tim.bond@ucdenver.edu">tim.bond@ucdenver.edu</a>	303-315-7111
<b>Jaimie Carrington</b> , Academic Advisor	<a href="mailto:jaimie.carrington@ucdenver.edu">jaimie.carrington@ucdenver.edu</a>	303-315-7119
<b>Sheryl Coffey</b> , Degree Audit and Transfer Credit Coordinator	<a href="mailto:sheryl.coffey@ucdenver.edu">sheryl.coffey@ucdenver.edu</a>	303-315-7109
<b>Miriam Cummings</b> , Academic Advisor (ICB-Denver)	<a href="mailto:miriam.cummings@ucdenver.edu">miriam.cummings@ucdenver.edu</a>	303-315-7112
<b>Kenneth English</b> , Academic Advisor	<a href="mailto:kenneth.english@ucdenver.edu">kenneth.english@ucdenver.edu</a>	303-315-7106
<b>Sneha Hamilton</b> , Academic Advisor	<a href="mailto:sneha.hamilton@ucdenver.edu">sneha.hamilton@ucdenver.edu</a>	303-315-7108
<b>Sara Herkes</b> , Academic Advisor	<a href="mailto:sara.herkes@ucdenver.edu">sara.herkes@ucdenver.edu</a>	303-315-7110
<b>Susan Laws</b> , Program Specialist	<a href="mailto:susan.laws@ucdenver.edu">susan.laws@ucdenver.edu</a>	303-315-7102
<b>Carol Morken</b> , Director / Assistant Dean	<a href="mailto:carol.morken@ucdenver.edu">carol.morken@ucdenver.edu</a>	303-315-7113
<b>Coral Scherma</b> , Academic Advisor	<a href="mailto:coral.scherma@ucdenver.edu">coral.scherma@ucdenver.edu</a>	303-315-7114
<b>Jeff Schweinfest</b> , Academic Advisor (ICB-Denver)	<a href="mailto:jeff.schweinfest@ucdenver.edu">jeff.schweinfest@ucdenver.edu</a>	303-315-7117
<b>Stacy Steepe</b> , Administrative Assistant	<a href="mailto:stacy.steepe@ucdenver.edu">stacy.steepe@ucdenver.edu</a>	303-315-7103
<b>Leslie Taylor</b> , Administrative Assistant	<a href="mailto:leslie.taylor@ucdenver.edu">leslie.taylor@ucdenver.edu</a>	303-315-7107
<b>Jon Wilson</b> , Assistant Director of Operations	<a href="mailto:jon.wilson@ucdenver.edu">jon.wilson@ucdenver.edu</a>	303-315-7104

## 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. Both advisors monitor students' degree progress and approve graduation eligibility.

The [Academic Success & Advising Center](#) (ASAC; Student Commons Building 1113; 303-315-1940) advises students who are undecided about their college major (i.e., undeclared) or who are pre-architecture, pre-business, or pre-engineering.

**Please review the table below to determine what type of service will best meet your needs at this time.**

SERVICES	STUDENT AND ADVISOR EXPECTATIONS	APPROPRIATE FOR
<p><b>Scheduled Appointments</b></p> <p><b>30-minute</b> in-person or phone appointment scheduled in advance with assigned CLAS Advisor</p>	<p><b>Intended primarily for current students and new students who have attended New Student Orientation, a TAGS, or completed Online Advising</b></p> <p>Student will:</p> <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>• be prepared to answer phone call at scheduled appointment time (<b>for phone appointments</b>)</li> <li>• have access to a computer and the internet (<b>for phone appointments</b>)</li> </ul> <p>Advisor will:</p> <ul style="list-style-type: none"> <li>• prepare an updated academic evaluation or review/update student's Degree Audit</li> <li>• call the student at the scheduled appointment time. If the student misses the advisor's call, the student will have 10 minutes from the scheduled appointment time to return the advisor's call. After 10 minutes from the scheduled appointment time, the student will need to call the main office to reschedule the appointment. (<b>for phone appointments</b>)</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>
<p><b>Drop-In Times</b></p> <p><b>15-minute</b> in-person or phone time available on a first-come, first-served basis with assigned CLAS Advisor</p>	<p><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></p> <p>Student will:</p> <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> <li>• be prepared to answer phone call (<b>for drop-ins by phone</b>)</li> <li>• have access to a computer and the internet (<b>for drop-ins by phone</b>)</li> </ul> <p>Advisor will:</p> <ul style="list-style-type: none"> <li>• address questions based on student's most recent academic evaluation, Degree Audit, or student record information available at the time</li> <li>• call the phone number the student provides. The time of the call will be based on the student's position on the drop-in/call-in list. If the student misses the advisor's call, the student's name is removed from the drop-in/call-in list and the student must call the main office to be re-added to the list within the drop-in/call-in times. (<b>for drop-ins by phone</b>)</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>
<p><b>Telephone Calls &amp; Email Questions</b></p> <p><b>Unscheduled</b> phone call or email to assigned CLAS Advisor regarding general questions</p>	<p><b>Intended primarily for current students with questions related to the current or upcoming term</b></p> <p>Student will:</p> <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 (<b>for phone calls</b>)</li> <li>• schedule an appointment with their CLAS advisor if questions require a comprehensive review of student's academic record</li> </ul> <p>Advisor will:</p> <ul style="list-style-type: none"> <li>• respond to call or email within 3 business days (<b>based on advisor's availability</b>)</li> <li>• address questions based on student's most recent academic evaluation, Degree Audit, or student record information available at the time</li> </ul>	<p>Questions about:</p> <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>