WELCOME TO THE UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS!

This Handbook is meant to give you an overview of the many services offered to all
health professional and basic science graduate students through various departments on
campus. Please feel free to contact this office if you need any further information.

This handbook is also available electronically on the Office of Campus Student Services
website (www.ucdenver.edu/campusstudentservices)

The electronic version has live links to websites and email addresses which
you might find handy.

Again, we welcome you to the University of Colorado Anschutz Medical Campus!

Lia Nelson-James, M.A., Coordinator of Programs and Services
Office of Campus Student Services, 3200A
Lia.Nelson-James@ucdenver.edu
303/724-7686

MAIN OFFICE NUMBER: 303.724.2866

FAX: 303/724-7685
www.ucdenver.edu/campusstudentservices
email the office: campusstudentservices.amc@ucdenver.edu

This handbook is provided by the
Anschutz Medical Campus - Office of Campus Student Services

Visit the website, or stop by the Suite
Ed II North – 3rd Floor - 3200

2015-2016
NON DISCRIMINATION & SEXUAL HARASSMENT

The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy in admission and access to, and treatment and employment in, its educational programs and activities. The university takes action to increase ethnic, cultural, and gender diversity, to employ qualified disabled individuals, and to provide equal opportunity to all students and employees.

The University will not tolerate acts of sexual harassment or related retaliation against or by any employee or student in its educational programs and activities. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex, including sexual harassment and sexual assault. The Title IX Coordinator for the Anschutz Medical Campus is:

Regina Kilkenney, Ph.D., Associate Vice Chancellor, Office of Academic Resources & Services
Telephone: 303-724-8070
Email: Regina.kilkenney@ucdenver.edu
Location: Education II North, Room 5101
Mailing address: Mail Stop A095, 13120 E. 19th Ave. Aurora, CO 80045.

Students and employees who wish to report discrimination, including sexual harassment, can do so by contacting the Equal Opportunity and Sexual Harassment Officer with Human Resources at 303-315-2724, by email at Human.Resources@UCDenver.edu, in-person at 1380 Lawrence Street, Suite 1050 Denver, CO 80204, or by mail at P.O. Box 173364, Campus Box A005/130, Denver, CO 80217-3364.

STUDENT LIFE AT THE ANSCHUTZ MEDICAL CAMPUS

There are a lot of email addresses and websites in this handbook – it takes just a minute to add these to your FAVORITES or CONTACTS in your electronic gear – make your contacts make sense – i.e. LOCKERS vs. Educational Support, or FIND CLASSROOM vs. Educational Support.

Do this BEFORE you head here the first day of classes – enter in these website/email addresses so you can function without wondering where all the good information is!

Note: quirky floor difference for Building 500. Building 500 was originally the Hospital for the Fitzsimons Army Medical Center. When it was decommissioned, it retained its original floor assignments. Therefore, the 1st floor in 500 is called the GROUND floor. The next floor up is the 1st floor, and so on.

All other buildings at the Anschutz Medical Campus have the first floor as the first floor – like most of us are used to!

ACCESS CONTROL CARDS

All Anschutz Medical Campus (AMC) full degree seeking students (with the exception of “some” online programs) are issued ID badges and RTD College Passes. Student ID badges are NOT made available until you have paid your matriculation fee AND attend
orientation. Your school will schedule a group badging appointment with the Security Badging Office (SBO), and notify you of the date and times to be present to have your photo taken for your badge. Online students should contact their program to be sure the Security Badging Office has the information needed to issue you the ID/RTD badges before you arrive on campus. The SBO is located in Bldg. 500, 1st floor, Room N1207 on the north side of the Bookstore. In order to receive your badge, you must present either a U.S. State issued driver’s license, State I.D., Passport, Military I.D. or Certificate of Naturalization.

PURPOSE OF YOUR ID BADGE:
IDENTIFICATION:
Your badge is a photo identification that helps inform security and others that your presence is authorized on campus. University policy requires AMC Faculty, Staff, Students, Contractors/Vendors and Affiliates to wear their badges (visible between the neck and waist) while on campus.

LIBRARY MATERIALS ACCESS:
Your badge can be used at the Health Sciences Library to allow access to and check out of publications and other reference materials.

PHYSICAL ACCESS:
Your badge provides documented physical access to secured doors and gates in UCD buildings and other areas throughout campus. Some exterior and interior doors are always locked, while others are locked only during certain non-business hours. When locked, most doors/gates can be accessed only by using a badge that has been programmed to open them. You are prohibited from loaning or borrowing badges, admitting unauthorized personnel or gaining unauthorized access to campus facilities. Our software will record each time you use your badge for access.

REPLACING YOUR BADGE:
Replacement cost for lost, or damage due to negligence, ID badges will cost $10.00. Each replacement for a lost RTD College Pass $20.00.

ATHLETIC TICKETS
CU Buffaloes Football SEASON tickets are available to Anschutz Medical Campus students at a discount. Tickets for spouses are also available. Spouse tickets may be used for children, but there is a limit of one spouse ticket per family. Tickets are sold through the CU Athletic Ticket Office. The sale takes place in the early fall. Information regarding the sale, including the number of tickets available and pricing is available in August of each year, and is emailed via the student-activities listserv, as well as posted on the website www.ucdenver.edu/campusstudentservices. If you are interested in purchasing single-game tickets for CU Buffaloes Football, or for any other CU Buffaloes sports, please call the CU Athletic Ticket Office at (303) 49-BUFFS (303-492-8337).

Discounts on professional sports teams are available on a limited basis. Check the Office of Campus Student Services website and campus email for announcements on availability.

BOOKSTORE
“The CU Anschutz Bookstore, located in Bldg. 500 on the first floor (one floor up from the ground floor north of the elevators), is designed to provide convenient one-stop
shopping to meet the needs of our busy faculty, staff and students. The bookstore entrance is directly east of the food court and student lounge.

The bookstore stocks a wide variety of health sciences titles for all the programs located at the Anschutz Medical Campus. You will find the most current and informative resources to assist you in any subject, including review books, pocket guides and AHA materials. Special orders on any book not currently in stock are welcome. Campus Authors, one of our most popular sections, is a great way to review the work and ideas of your coworkers and teachers!

The bookstore now has an expanded medical equipment and supply section, which is the largest in the Rocky Mountain region. We employ a knowledgeable staff available to help you make the best choice for any of your medical equipment needs. The bookstore carries the highest quality brands, including Welch Allyn and Littmann.

Additionally, we have a large selection of CU emblematic goods, school specific merchandise, including tee shirts, sweatshirts, water bottles, stickers, and much more. Convenience items can be found such as greeting cards, office supplies, single dose medications (aspirin, ibuprofen, cold medications, etc.) and personal hygiene items. Scrubs are also available as well as lab coats which can be embroidered.

You can reach the Bookstore at 303-724-BOOK (2665).

The fax number is 303-724-6637 and the website is www.ucdenver.edu/amcbookstore.

**BURSAR’S OFFICE/CASHIER**

The Bursar’s Office/Cashier’s Window is located in the Student Services suite on the 3rd floor of the Education II North building.

Phone: **303.724.8032**

Cashier’s hours - **8:30am – 4:30pm**: Bursar’s hours - **8:30am – 5:00pm**

**CALENDARS**

Academic calendars for all ANSCHUTZ MEDICAL CAMPUS programs are available at [http://www.ucdenver.edu/student-services/resources/registrar/Pages/AcademicCalendar.aspx](http://www.ucdenver.edu/student-services/resources/registrar/Pages/AcademicCalendar.aspx)

Bookmark this site so you can have a quick reference to your calendar for planning holiday breaks, finals, etc.

**CAMPUS CLOSURE**

In the event that the campus must be closed or schedules modified due to inclement weather or other emergency conditions, please call this toll-free number [1-877-INFO-070 (1-877-463-6070)], check online or monitor local news media for details and instructions. This information is updated no later than 5am.

When non-weather threats develop, the campus Emergency Notification System (ENS) for all students, faculty and staff at the Anschutz Medical Campus provides updates via various media (text, cell phone, e-mail, Facebook). To sign up for ENS alerts to your
personal phone go to [https://www.getrave.com/login/DenverAlerts](https://www.getrave.com/login/DenverAlerts), you’ll need to use your university-issued e-mail address. Additional information regarding emergency preparedness is available at the University Police website [www.ucdenver.edu/police](http://www.ucdenver.edu/police)

**CHILD CARE/K-12 RESOURCES**

The [Fitzsimons Early Learning Center](http://www.childcareaware.org/en), managed by Bright Horizons, serves children ages 6 weeks-6 years. The center is open to faculty, staff and students of The Children’s Hospital, University of Colorado at Denver and Fitzsimons Redevelopment Authority. The center is designed as a model of quality education offering infants, toddlers, preschool & pre-kindergarten natural playgrounds, comprehensive curriculum, low teacher-to-child ratios and small group sizes, active parent involvement, and an experienced professional staff provides children and families an exceptional learning experience.

**Address:** 2255 North Wheeling Street, Aurora, CO 80045  
**Phone:** 303-340-1700  
**Email:** fitzsimons@brighthorizons.com  
**Hours of Operation:** M-F: 6:15 a.m. to 7:30 p.m.  
**Ages Served:** Infants, Toddlers, Preschool, Kindergarten Prep.

Students who wish to utilize other childcare near the campus or anywhere in the Denver-Metro area (which includes Aurora) are invited to use the [http://www.childcareaware.org/en](http://www.childcareaware.org/en) website which has a search engine for child care facilities and in-home daycare.

There are several school districts within the Denver-Metropolitan and Aurora municipalities, including Denver Public Schools, Aurora Public Schools, and the Cherry Creek School District. Public School information can be found on the State of Colorado website at [www.colorado.gov](http://www.colorado.gov).

Breastfeeding? Quiet / Private rooms are available in Student Lounge 500 for your use. Lounge 500 is located on the first floor of Building 500 west of the bookstore. Bring your student ID to get access to the lounge. The Quiet / Private rooms are on the west side of the lounge, and can be locked by the student when in use. Please put a note on the door indicating you’re in there, and when you expect to be ‘out of there’. The rooms cannot be reserved for blocks of study time – there are ample study spaces in the Library and Education Buildings for studying.

There are also several lactation rooms available on campus for nursing mothers. These spaces are located in the Education 2 North building (room 3327) near College of Nursing; Pharmacy building (room 4122); and Research 1 South building (room 2105). While the Anschutz Medical Campus is a beautiful, spacious place, it is important for all parents who feel they must bring children to campus to keep their children ‘within arm’s reach’. Children are not to be left unattended at any time. Security measures installed in the buildings may lock children out if they venture out of doors. Blocking doors open for any amount of time presents a security risk and is not allowed.

**COMPUTER LABS/ PRINTERS/ COPIERS**

The computer labs located in Ed I and Ed II are for all students (community labs) when classes are not being taught in them. There is not a campus wide service fee for printing at this campus, so all students must pay to print in the labs (pay as you print). Students pay Printing Services which is located in the Bookstore in Building 500, and the student’s
printing account is then software controlled – students log into the PCs using their Student Printing account.

**HOW STUDENT PRINTING ACCOUNTS ARE LOADED**

Students must load their student printing account to enable printing. Please go to the Printing Services Customer Service Desk at the **Health Sciences Bookstore, located on the 1st floor of Building 500**.

- Let them know you would like to load your student printing account for printing.
- They’ll ask for your Student printing login (which is your last name and first initial, in most cases), and tell you how much you want to load in – there’s no limit. Printing is 11 cents/page, so if you’re a heavy printing person, load your account accordingly. If you graduate or leave the campus with a positive balance on your account, you will need to use or lose your funds.
- Printing Services accepts cash, check, credit card for this purpose.

**If you are using a credit card**, you can load your account over the phone by calling 303/724-6410 during regular business hours of 8:00 am – 4:30 pm.

Loading your account (in person or via phone) can be done only during regular Bookstore Business Hours which are Monday through Friday, 8 a.m. – 4:30 p.m. Please plan accordingly.

**Locations of computers/printers that use the student printing account loading method for printing are listed below:**

**Ed I**
- P26-1501 Classroom

**Ed II North**
- P28-2201 Computer lounge area
- P28-2201a Classroom
- P28-2201b Classroom
- P28-2201c Classroom
- P28-2201d Classroom
- P28-2201e Classroom

**RC1**
- P18-1309 Classroom

**Health Sciences Library**

1st floor computers

**Note:** Some computers/printers in the Health Sciences Library are on a separate system than the labs listed above. Some can access two different printing systems. One is the student printing account that is available in Ed I, Ed II and RC1. The other is a system that is unique to the Health Sciences Library. **Be sure to check with Library staff regarding the right account for the printers you want to use.**

All Anschutz Medical Campus buildings have wireless connectivity.
**Copy Machines**

Copiers for student use are available in the following locations –

**Library:** The Health Sciences Library sells copy cards for use in their machines. The cards cost $1.00 each and can be recharged with money for copying and laser printing – copies are 10 cents. Library copy machines also accept coins. The Health Sciences Library accepts cash, checks and credit cards.

**Printing Services** (located in the Bookstore in Building 500): offers self-service copiers for 11 cents/copy. Students may pay by check/cash/credit card for copies made.

Students making copies for student organizations should visit 1) their program’s student affairs office for information on where to make program-specific organization copies, or 2) the Office of Campus Student Services for Senate and/or interdisciplinary student organization copies.

Students should consider using the electronic technology in the classrooms to project presentations on screen for classes, and email the handouts to classmates who request the materials (or to the instructor for mass distribution and/or posting on blackboard).

**Students who need to make copies for their business in the Student Services Suite** (Bursar, Financial Aid, Office of Inclusion and Outreach, Registrar, Student Health Services, Office of Campus Student Services) may request the necessary copies be made by the Office of Campus Student Services. Students can make required copies Monday through Friday, 8:00am-5:30pm.

Copies for personal business need to be made in the Library or Printing Services, as noted above.

**COUNSELING SERVICES - STUDENT MENTAL HEALTH**

Individual, couples, drug, alcohol, and other counseling services are here for all Anschutz Medical Campus students. The Student Mental Health treatment team includes psychiatrists, a psychologist, a social worker, and a nurse practitioner. Student Mental Health also offers medication management. For more information or for an appointment, call the Student Mental Health Center at 303-724-4716. All services are completely confidential. **All students, regardless of insurance, may be seen at Student Mental Health for an initial consultation.**

**This center** provides comprehensive and confidential mental health services for all enrolled Anschutz Medical Campus students. Issues treated include but are not limited to: relationship issues, school stress, family crises, sexual assault, depression, anxiety, bipolar disorder, drug and alcohol dependence, eating disorders, and post-traumatic stress disorder. Treatment modalities include: individual psychotherapy, couples counseling, family therapy, wellness counseling, and/or medication management.

- Waiting time is minimal.
- Enrolled students are usually seen within a few days.
- Same-day urgent care is available via the UCH Emergency Department. Identify yourself as an AMC student.
- There is 24-hour emergency coverage by UCD/UCH psychiatry staff.
• Initial consultation is always free.
• Students can choose either on-going treatment with professionals on the Anschutz Campus or private practitioners in the local community.
• AMC student insurance covers unlimited visits.
• There is no co-pay or co-insurance for students.
• Students with other insurance are referred to an appropriate provider on campus or in the community.

To make an appointment, please call 303-724-4716.

After-hours emergencies

Please call 720-848-0000, identify yourself as an Anschutz Medical Campus student, and ask for the on-call psychiatrist.

Colorado Physician Health Program
303/860-0122
House staff Family Support Group (For Residence Fellows ONLY)
303/724-3039
Student Health Insurance Office
303/724-7674

COURSE BOOK

The Anschutz Medical Campus course book is available on-line only at http://www.ucdenver.edu/student-services/resources/registrar/students/Courses/Pages/CourseDescriptions.aspx. No hardcopies are available - students may print one for their own use.

DENTAL CARE

The School of Dental Medicine has a clinic that offers lower-cost dental care. Contact the clinic (303/724-6900) to schedule an appointment for either routine or emergency care. The Student Health Insurance Office has information on a voluntary dental plan. For more information please visit http://www.ucdenver.edu/life/services/student-health/Pages/default.aspx or contact The Student Health Insurance Office located in suite 3213 of Ed II –North in the Student Services area. 303/724-7674

HEROES DENTAL CLINIC

Mission:

The goal of the Heroes Clinic, as an integral part of the School of Dental Medicine, is to provide the University of Colorado Denver | Anschutz Medical Campus veteran students with a dental home. Insuring oral health and function in our veteran students to facilitate their entry into the work force. The University of Colorado School of Dental Medicine students are provided with treatment experiences as service to our veteran students.

Services are provided free of charge through a grant from Delta Dental of Colorado and the School of Dental Medicine. Services include diagnostic, preventive and restorative
work. Fillings, root canals, partials and even single implants are provided. All care is delivered by dental students in the last year of their education. Veteran students need to be full-time and registered with the Office of Veteran Student Services for military service verification.

The Heroes Clinic is located in the third floor Futures Clinic at the School of Dental Medicine, Anschutz medical campus. Veteran student patients are provide care by fourth year dental students and second year international dental students. Clinic hours are Monday and Fridays 9:00 am to 5:00 pm and Thursday 9:00 am to 12:00 pm. Contact the clinic at 303-724-2VET (2838) to schedule an appointment.

DISABILITY RESOURCES AND SERVICES OFFICE
The Disability Resources and Services Office (DRS) serves the needs of a large and diverse community of students with disabilities who attend the University of Colorado Denver (Downtown Campus & Anschutz Medical Campus). The DRS staff has a strong commitment to equal access and oversees the provision of accommodations for students with disabilities. The DRS staff also works closely with faculty and staff in an advisory capacity assisting in the development of reasonable accommodations that allow students with disabilities to demonstrate their abilities. For those students eligible for accommodations, accommodations may be provided in the classroom and/or clinical settings. Accommodations include but are not limited to: assistance in identifying volunteer note takers, alternative testing (extra time, scribe, and reader), textbooks in alternate format (Braille, enlarged text, digital-audio format) and interpreter/captioning services.

For assistance and/or information, please contact our office located in Building 500 of the Anschutz Medical Campus, Room Q20-EG 305A (east wing of the ground floor). You may also contact us by phone (303) 724-5640 or email at sherry.holden@ucdenver.edu.

DISCOUNTED TICKETS
Occasionally Rockies, Nuggets, Mammoth, Rapids and/or Avalanche tickets are made available as ‘group’ discounts through the Office of Campus Student Services. Watch your emails for these offers, you’ll be directed at that time for the direct purchase contact at the Pepsi Center and/or Coors Field.

SkIDAZE is an annual event sponsored by Student Senate which brings several mountains/resorts to the campus for students/faculty/staff to consider making their annual ski pass and/or other combinations of ticket purchases for the upcoming Ski season. Information regarding which vendors/products/prices is sent via email – SkIDAZE takes place annually near the end of September.

EMAIL ACCOUNTS
All Anschutz Medical Campus students are given a campus email address.

This will be the primary method of communicating campus events, class assignments, etc. so be prepared to check your email often!
Forwarding your email to outside accounts may result in important documents being ‘washed off’ or entire emails disappearing — we suggest you keep and check your @ucdenver.edu often.

If you have any difficulties accessing email while enrolled at the Anschutz Medical Campus, please contact the Student Email Coordinators at 303/724-2171 or email student.postmaster@ucdenver.edu

ESCORT/SHUTTLE SERVICE

ANSCHUTZ MEDICAL CAMPUS: The University Police Department provides an accompanying ride or walk to any of the parking lots on the Anschutz Medical Campus. Call the University Police at 303/724-4444 for an escort any time during the hours of darkness to locations on, or within 4 blocks of the perimeter of the Anschutz Medical Campus.

Downtown – Auraria: ANSCHUTZ MEDICAL CAMPUS Students who have any business at the Auraria campus (CU Denver, Metropolitan State College of Denver, and Community College of Denver) may use the Auraria Campus’ Night Rider Escort Service to/from all on-campus locations and parking lots until 10:30 p.m.

Please call 303/556-2000 to access the service.

FAX

All students may send local and long distance FAXes free of charge, and receive FAX documents at the Office of Campus Student Services free of charge. This service is not available for outgoing International FAXes.

If you need to receive a fax, the number to give the sender is 303/724-7685. Please be sure the sender clearly notes your NAME and NUMBER OF PAGES on the FAX when they send it. Once we receive a FAX for you, we will EMAIL you using your @ucdenver.edu email address, and let you know you can come pick it up.

Your information remains confidential as we seal all fax contents in envelopes for your privacy. This service is for ANSCHUTZ MEDICAL CAMPUS students only.

There is also a FAX machine in Ed II North, Room 2201. This fax is for students who need 24/7 access to send LOCAL faxes. This machine is LESS SECURE if you leave without picking up your confirmation page (it’s a copy of the first page of your FAX, and may contain sensitive information depending on your FAX content.) Be sure to wait for your confirmation page if you have sensitive information on the cover/first page.

FINANCIAL AID & SCHOLARSHIPS OFFICE

The University of Colorado | Anschutz Medical Campus Financial Aid & Scholarships Office is dedicated to helping students achieve their educational goals. It is responsible for administering federal, state, and institutional aid, including grants, scholarships, loans and work-study. Advisors are available for walk-ins on Mondays, Wednesdays and Fridays from 8 a.m. – 3 p.m. and on Tuesdays and Thursdays from 8 a.m. – 1 p.m. The office is located on the 3rd floor of Education II – North, in the Student Services suite (3200). For more information, please visit us online at www.ucdenver.edu/financialaid. You may also contact them by phone at 303-724-8039 or by e-mail at financial.aid@ucdenver.edu.
Etai’s Café @ Anschutz providing fresh, high quality breakfast and lunch options Monday thru Friday, 7am until 3pm. Located on the first floor of the Research II building we specialize in freshly baked bread, pastries and sandwiches. FREE delivery on campus between 10am and 2pm with a $15 minimum. Check out our menu at http://www.etaiscafe.com/#anschutz/c1hdl or feel free to call us at 303-340-3388

**Intermission Café**
13120 East 19th Ave.
Aurora, Colorado 80045
Phone No.: 303-724-6638

Intermission Cafe is a locally owned & operated American café that prides itself on quick, convenient food served with a down-home, mom & pop feel. Catering is available. Serving breakfast, lunch, and snack in between, its menu includes:

- breakfast burritos
- breakfast sandwiches
- breakfast pastries
- Proudly Brewed Starbucks coffees
- grab-n-go Etai sandwiches and salads
- hot dogs
- hamburgers
- pizza
- salad bar

**Book Store Brewery 500**
13001 East 17th Place
Aurora, Colorado 80045
Phone: 303-724-6654

Book Store Brew 500 is an American eatery that presents some of the best local brands around like CODA Coffee and Gigi’s Cupcakes. Whether you’re craving an expresso & homemade cookie or need to grab something more substantial like a hot rubeen sandwich or a fresh salad from the salad bar, the Book Store Brew 500 has what you need at a convenient location and affordable price. Its menu includes delicious items such as . . .

- breakfast pastries
- hot oatmeal
- fresh fruit
- Etai Bakery grab-n-go sandwiches
- hot sandwiches
- wraps
- salad bar
- baked potatoes
- homemade soups
- Asian or Mexican daily specials
- self-serve yogurt
VETERANS STUDENT SERVICES

Location: Campus Student Services Office- ED2N
Phone Number: 303-556-2745

The Office of Veteran Student Services (OVSS) is the initial contact point for active duty military, veterans and dependent students attending CU Denver and Anschutz Medical Campus. The main priority of the office is to verify U.S. Department of Veterans Affairs education benefit certification for eligible students, ensuring that each student meets the Veterans Administration requirements for attendance, course load, content, as well as all other regulations necessary to receive educational benefit payments. This office assists students with filling out Veteran Affairs paperwork and in solving problems associated with the receipt of Veteran Affairs related educational benefits. The OVSS provides student peer to peer mentoring, transition assistance into higher education, scholarships, mental health services that are specific to the military and transition issues, and career preparation through the Boots to Suits Program. The office also serves as a liaison for numerous Veteran community resources. The OVSS mission is to improve and enrich the educational experience of our current and former service members and their dependents through advocacy, community, as well as appropriate and responsive services.

www.ucdenver.edu/ovss

HOUSING INFORMATION

Currently, the Anschutz Medical Campus has no university-owned, on-campus housing. AMC maintains a database of rental housing options for incoming and current students. The Office of Campus Student Services manages the ucdenverhousing.com site (www.ucdenverhousing.com), which serves as an off-campus housing resources site for the University of Colorado Denver | Anschutz Medical Campus students.

The Anschutz Medical Campus also manages roommate listings for AMC students ONLY. You may list yourself as a roommate with housing or as one who is looking for housing (without housing). Head to the Office of Campus Student Services website (Housing Resources) and complete the appropriate roommate listing survey. Once completed, your information will be automatically recorded in our database. Upon confirmation that you are a current/incoming AMC student, OCSS staff will then send you a corresponding list of roommates with/looking for housing depending on your needs.

The Roommate listings are not posted or viewable and are disseminated only to Anschutz Medical Campus students. Only Anschutz Medical Campus students may list roommate situations with the Office of Campus Student Services – all others may use other media and/or post information on bulletin boards on campus such as public resources.

NOTE: The current vacancy rate in the Denver/Metro area is very very low. You will need to take a solid block of time to check out listings and put a deposit down on a place that suits your needs. NEVER never never send in a deposit to a landlord you have not met/confirmed the vacancy with – several scams have involved fraud (i.e. listing non-existent housing and taking your deposit).

For updated lists, feel free to email campusstudentservices.amc@ucdenver.edu

OFFICE OF INTERNATIONAL AFFAIRS

Student, Medical Resident and Fellows International Travel Policy

Per International Travel Policy for Students under section B.5.b as approved by the Provost and Vice Chancellor for Academic and Student Affairs on July 1, 2012, the University of Colorado Denver | Anschutz Medical Campus automatically suspends international travel for students, Medical Residents and Fellows traveling to countries with U.S. State Department Travel Advisories including “warnings” and “alerts”. Medical Residents, Fellows and students may appeal a travel suspension to these countries and regions. The process requires a travel suspension appeal form and pre-departure preparations to put precautionary measures in place to safeguard the health/wellbeing of students and ensure compliance with U.S. laws and regulations.

The travel suspension appeal form must be submitted to the Office of International Affairs (OIA) three months prior to travel. The International Risk Management Committee (IRMC) will consider appeals in a timely manner and in consultation with relevant information sources and expert advisers. IRMC recommendations will be made to the Provost, and the Provost will make the final determination. Please visit this link to review the appeals process and access the appeals form:

We encourage you to contact Alana Jones, OIA Deputy Director, to set up an appointment prior to completing the travel appeal for assistance with the preparations or before officially submitting the appeal.

The Office of International Affairs is located on the Downtown Denver Campus, Lawrence Street Center, 1380 Lawrence Street, 9th Floor, Suite # 932, Denver, Colorado 80204. Telephone: 303.315.2230. Please contact us with any questions or visit the Office of International Affairs website for more information: www.ucdenver.edu/international.

LEGAL SERVICES

The University provides professional malpractice insurance for students that cover acts performed during the course and scope of their training activities as students. Inquiries about malpractice coverage should be addressed to the office of Professional Risk Management, 303-724-6475.

The University of Colorado Denver | Anschutz Medical Campus does not provide students with student legal services and the University does not endorse any specific attorney for students seeking advice. Resources for personal or other legal needs may be obtained from the Office of Campus Student Services located in the Student Services suite (3200) of Ed II North.

Landlord/Tenant issues: feel free to contact the resource below in the event that you and your landlord have not been able to resolve lease issues. be sure you get it in writing before you call

**RENTER LAW (www.renterlaw.com)**

<table>
<thead>
<tr>
<th>Denver</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. E. Abernethy, Attorney at Law</td>
</tr>
<tr>
<td>3570 E. 12th Ave. #200</td>
</tr>
<tr>
<td>Denver, Colorado 80206</td>
</tr>
<tr>
<td>(303) 830-7917</td>
</tr>
</tbody>
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Have a copy of your lease in front of you when you call – the consultants may ask questions regarding the specific wording in your lease.

LIBRARY

The Health Sciences Library is located at 12950 East Montview Boulevard, immediately north of Building 500. Your campus ID badge is your library card and your 9-digit student ID number is used to access resources from off campus. Changes to library hours for holidays will be posted on the front doors of the library as well as the library’s web page. The Health Sciences Library has many free services including computers, laptops, group study rooms, classes, online tutorials and free ILL. Printing and photocopying costs 10 cents per page.

Phone - 303/724-2152
Website http://hslibrary.ucdenver.edu


Regular Library Hours (http://hsl.ucdenver.edu/about/hours)

Mon – Thur (7:00 am-10:00 pm); Fri (7:00 am-6:00 pm); Sat (10:00 am-6:00 pm); Sun (10:00 am-10:00 pm)

CU Anschutz students have badge-ID access 24/7 to the Health Sciences Library when services & the library are closed to the public. Students may remain after closing and leave/re-enter using their campus ID at the entrance badge reader.

LOCKERS

If you are interested in using a locker during the semester; select one (locks not provided) and e-mail your information to: tss.amcstudentlockers@ucdenver.edu. Be sure you put a LOCK on your selected locker before sending your information to TSS.
Please include your name, school of enrollment, the locker number and building in which the locker is located, an e-mail address, and a convenient number at which to reach you.

**LOST AND FOUND**

**Campus Services Building located on 19th and Wheeling, 1st floor; 303-724-1777:** for non-valuable items, you may call or stop by the reception/dispatch desk during regular business hours.

**University Police; building 407; 303-724-4444:** items of value, such as cell phones, purses, wallets, etc. will be turned in to campus police. Stop by on the West side of the campus during regular business hours.

**Technology Support Services, Education 2 North Building, 5th floor; 303-724-8114:** TSS is also a point of lost and found, mainly for items found in the Education buildings. Stop by or contact them during normal business hours.

**MAILING SERVICES**

**Mail Center at the Bookstore – 1st floor, Building 500**
The Mail Center operates as a full service post office, and is available to purchase stamps, mail meter forms, and to get information about other campus mail services and requirements. (303) 724-0102

**MEDIATION SERVICES**
The mediator facilitates communication, clarifies issues, and helps the parties think creatively about options to settle their dispute. It is a confidential and collaborative process where the mediator facilitates the necessary dialog for the parties to create their own resolution. Please contact Lia Nelson-James, 303/724-7686 Lia.Nelson-James@ucdenver.edu for more information.

**NOTARY PUBLIC SERVICE**

Notary Public service is typically available at your financial institution free of charge. Notary service for students can be found in the Office of Campus Student Services in the Student Services suite (3200 of Ed II – North). Be sure to bring a form of identification that contains both your picture AND signature (such as passport or driver’s license). **Student/Employee IDs are NOT acceptable forms of identification for a notary public to use.**

For large documents (wills, real estate documents, etc. that require numerous signatures and/or witnesses), please call in advance for an appointment. 303/724-2866.

**OFFICE OF CAMPUS STUDENT SERVICES**
The Office of Campus Student Services is located on the 3rd floor of the Education II North building in the Student Services suite and provides many services to all students at the Anschutz Medical Campus- many of which are listed in this handbook. Among these are: interdisciplinary student organization and Student Governance assistance and advising, intramural sports coordination, coordination of the AMC CU Buffs Season Ticket sales, learning assistance/tutoring services, housing resources, RTD Smart College Pass assistance, faxing/scanning services, as well as notary public service. The Office of Campus Student Services is also responsible for Lounge 500 located on the first floor of Building 500.

The Office is open 8 a.m. – 5:30 p.m. Monday through Friday, phone 303/724-2866, email www.campusstudentservices.amc@ucdenver.edu or check out the website at www.ucdenver.edu/campusstudentservices for information on all the services available through this office.

**OFFICE OF INCLUSION AND OUTREACH**

**Mission:**
Mission of Office of Inclusion and Outreach is to impact University initiatives through sustained and comprehensive programs, targeting underrepresented populations by exposing/preparing/bridging future healthcare, Science Technology Engineering and Mathematics (STEM) and research professionals to internal and external constituencies.

**Vision:**
The vision of the Office of Inclusion and Outreach is to increase the number of underrepresented population in healthcare, STEM and research by developing the future leaders in their respective disciplines. Through this commitment, we will empower the future generation of leaders aspiring to reduce disparities among underserved communities by emphasizing the importance of addressing inequalities, cultural sensitivity and responsiveness.
Values:

- Taking a holistic approach to student engagement
- Foster a welcoming, inclusive environment for the campus community
- Provide mentorship and leadership opportunities through networking and community involvement
- Promote excellence and innovation
- Bridge underrepresented populations through the P-20 spectrum to healthcare, STEM and research disciplines
- Infuse empowerment through increasing social capital

The Office of Inclusion and Outreach is located in Ed 2 North, 3rd floor within the Student Services suite. 303/724-8003; http://www.ucdenver.edu/inclusionandoutreach.

OMBUDS OFFICE

The ombudsperson is available to help resolve problems/conflicts in an informal manner. This office operates outside the usual review or appeal procedures and is independent. The ombudsperson is impartial and will not take sides, but will help to clarify concerns and direct students to the appropriate resources. The Ombuds Office will not reveal confidences and identities of individuals contacting the office. All communications with the office are privileged and others cannot waive this privilege. The only exception to this policy would be circumstances in which the Ombuds believes there is a threat of imminent harm. Incidents of sexual harassment will not be reported, as the office is an alternate channel of communication, independent of the formal reporting structure of the University and does not serve as an agent of notice. The ombudsperson will listen, help to analyze the situation, identify and explain relevant university policies or procedures and will help to explore options with the student. Mediation services are also available.

There are two Ombuds Offices servicing the University of Colorado Denver | Anschutz community:

- Anschutz Medical Campus – Building 500, Room 7005C. Phone: 303/724.2950
- Denver Campus – Plaza Building, Room 110. Phone 303/315.0046

Appointments are available Monday through Friday however every effort will be made to accommodate a student’s schedule.

For more information about the office and its services, please visit the website at http://www.ucdenver.edu/ombuds.

Parking and Transportation

Office Location – Anschutz Medical Campus – 1st Floor of Building 500 west of the Food Court seating area

Anschutz Medical Campus hours are Monday through Friday 7:30 a.m. - 4:30 p.m. 303/724-2555

http://www.ucdenver.edu/about/departments/FacilitiesManagement/ParkingMaps/Parking/Pages/Parking.aspx

BIKING

Bike racks are available near the entrances to all major buildings on campus. Enclosed bike lockers are located on the ground floor of the Henderson Parking structure, and are available for daily use only, on a first-come, first-served basis.

Students are encouraged to register their bicycle with University Police – in the event of a theft; this can help get your bike returned to YOU if it shows up in a pawn shop, found abandoned, etc.

Bicycles should not be chained or in any way fixed to landscaping, rails, trees or light poles and are not allowed inside any building. Bicycles found in unauthorized areas will be removed and will need to be retrieved from University Police.
BUSING

Denver’s transit system does service the Anschutz Medical Campus. RTD information regarding routes, schedules and fares, students should call the Regional Transportation District (RTD) at 303/299-6700 or online at www.RTD-Denver.com.

The RTD College Pass Program is available to Anschutz Medical Campus degree seeking students. Please see the BUS PASS information provided at the beginning of this handbook.

CAR POOL INFORMATION

If you are interested in establishing a “Carpool Account” the carpool participants should visit the Parking/Transportation Office in Building 500. Students may sign up for carpool parking as an alternative to regular permit parking. Two or more eligible UC Denver students must enroll, and they must go to school on the same campus. Only one member of the carpool will be responsible for paying the fee to the Parking and Transportation Office.

Students can find carpool information on the Parking and Transportation website.

PARKING FOR PERSONS WHO ARE DISABLED

Designated ADA parking is available in the visitor pay parking lots and in the permit parking lots. A State of Colorado Disability Placard must be displayed on the vehicle while in any handicap parking areas. In a visitor lot the parking payment receipt must also be displayed. Handicap parking spaces are subject to the same permit and visitor parking rate structures as indicated on the Parking and Transportation website. Call the Parking Office at 303/724-2555 for additional information.

VISITOR/DAILY PARKING OPTIONS

Daily visitor parking is available on campus; current daily or visitor parking rates can be found on the Parking and Transportation website: http://www.ucdenver.edu/about/departments/FacilitiesManagement/ParkingMaps/Parking/Pages/VisitorParking.aspx

The visitor parking lots have automated pay stations that accept many forms of payment:

- Cash/coin up to a $10 bill (change is given in dollar coins)
- Credit card payments accepted (Visa, MasterCard, Discover)
- Day Passes can be purchased from the Parking Office

PERMIT PARKING OPTIONS

Current permit parking rate can be found on the Parking and Transportation website: http://www.ucdenver.edu/about/departments/FacilitiesManagement/ParkingMaps/Parking/Pages/PermitParking.aspx

- Only students enrolled in Anschutz Medical Campus programs are given preference to park on campus
- A one-time, non-refundable $10 activation fee is charged for all new accounts.
- Accounts are pro-rated on a half month basis only, depending on when the account is activated or deactivated.

Parking permits and entry cards are not transferable between individuals

- Parking access cannot be loaned, leased, borrowed or in any way transferred from one person to another. Such transfers may result in the individuals (or carpool’s) parking privileges being revoked
- All Anschutz Medical Campus students who wish to park in the permit-only parking lots and garages, must participate in the Anschutz Medical Campus Parking Program
- Staff, students or faculty who do not participate in the parking program may park in visitor designated areas and pay the daily parking rate
Night and Weekend Parking permit parking at the Anschutz Medical Campus

Students who work on nights and weekends on the Anschutz Medical Campus, or have business at the campus after hours, have the option of free access to the gated parking lots if they did not already participate in the parking program (students paying for parking have 24/7 access to gated lots).

- After Hours access begins at 6:00 p.m. and ends at 5:59 a.m. the following day.
- You may be ticketed if you enter a permitted lot at 5:59 a.m., and remain in the lot during regular business hours.
- Those who do not pay for a parking permit and would like night and weekend access to the gated lots must still register in order to have their Anschutz Medical Campus ID badge activated to allow entry into the parking lots.
- There is a one-time $10 charge for new accounts to activate your Anschutz Medical Campus ID for this after-hours program. Please visit the Parking office to fill out a registration form.
- Please bring your Anschutz Medical Campus ID badge and complete description of your vehicle including license plate number when you register.

If you have any questions, please contact Parking and Transportation at 303/724-2555.

PARKING MAPS

Both Visitor parking and permit parking lot maps can be found at http://www.ucdenver.edu/about/departments/FacilitiesManagement/ParkingMaps/Pages/MapsInformation.aspx

PRINTING SERVICES

Printing Services Office is located in the Health Sciences Bookstore in Building 500. At the Printing Services customer service area, students, faculty, and staff can use self-service copiers, purchase paper – including thesis paper – by the sheet or ream, drop off printing requests, or consult with our staff on any graphic design and printing needs. Students may also apply funds to an account allowing them to print at any of the on-campus computer labs (including those printers in the library which accept this accounting system) – see Library staff for assistance in purchasing printing/copying services within the Library.

Main number: 303-724-6410

In the event that you are unable to reach someone on the main number, you may contact Mark Wertz (303-724-6414) or Karol Lordy (303-724-6410) to add money to your account

RECREATION ON/NEAR CAMPUS

Lounge 500 is a lounge for all degree seeking Anschutz Medical Campus students – it is accessible 24/7 with your student ID (which you will receive during your school/program orientation). The lounge includes billiards, ping pong, air hockey, foosball, seating, and privacy rooms which can be used for breastfeeding, prayer, naps (!), etc.

Student Senate has also provided a Workout Room in Lounge 500. It is available for AMC degree seeking students 24/7 access to a free facility located in the northwest corner of Lounge 500. There are treadmills, an elliptical, a stationary bike and 4 pieces of strength/conditioning equipment.

Check out the spaces – they are right next to the Bookstore/Food Court area on the first floor of Building 500.

ANSCHUTZ MEDICAL CAMPUS HEALTH AND WELLNESS CENTER

The Anschutz Health and Wellness Center, a comprehensive research, education and wellness service facility is located on the west side of the campus. Please visit www.AnschutzWellness.com for more information or call 303/724-9355.

There are a few quadrangle areas which are good gathering places for volleyball, frisbee, football and other outdoor activities. You may checkout volleyball net sets, frisbees, etc., from the Office of Campus Student Services. 303/724-2866.

The Fitzsimons Golf Course is available for everyone to use. Call (303) 397-1818 for a tee time. Visit their web site at www.golfaurora.com/fitz.htm
INTRAMURAL SPORTS
Flag Football - Fall
Volleyball - Fall and Winter – Auraria Higher Education Center facilities
Basketball - Fall and Winter – Auraria Higher Education Center facilities
Flag Football is commissioned by AMC students using Denver Park and Recreation fields.
Basketball and Volleyball ball utilize the services of the Auraria Campus.
Fees for team sports at Auraria are typically $30/student player on a team and $50/guest (spouse, friend, roommate, etc.).
Watch the www.ucdenver.edu/campusstudentservices website, as well as your @ucdenver.edu email for upcoming sports announcements.

RECREATION NEAR CAMPUS
24 Hour Fitness - 24 Hour Fitness allows all Anschutz Medical Campus students/faculty/staff to join for only the monthly use rate - all initiation fees are waived! Family members may also enroll for discounted rates and a discounted initiation fee. Enrollment information is available from the designated 24 Hour Fitness consultant

Two 24 Hour Fitness locations are nearby – Quincy and Parker, and Colorado and Leetsdale. There is also a 24 Hour Fitness in the Lawry development east of 8th and Quebec as well. Go to the 24 Hour Fitness Website www.24hourfitness.com for more locations. You may also enroll on line at www.24hourfitness.com/syscorp/ucdenver. The discount code is 67600. You cannot enroll until you have matriculated and have received your Anschutz Medical Campus student ID.

Anschutz Medical Campus students are able to use the Recreation Facilities at the Downtown Campus of UC Denver. The Recreation Center is actually the property of Metropolitan State College of Denver, but all of Auraria and Anschutz Medical Campus students are able to use the facilities. Their per semester fee is $25 for Anschutz Medical Campus students. You need to have your Anschutz Medical Campus ID (that means you can participate AFTER orientation).

Go to http://www.mscd.edu/~cra/# for more information.

OTHER FACILITIES AND PARKS CLOSE TO THE ANSCHUTZ MEDICAL CAMPUS INCLUDE
Aurora Parks and Recreation – check here for listings of all parks, facility rental, etc. https://www.auroragov/AuroraGov/Departments/ParksRecreationAndOpenSpace/index.htm

REGISTRAR

Responsible for many services for all students including, but not limited to:

- Course book publication
- Degree verification for licensure
- Diplomas
- Enrollment verification (for care insurance discounts, etc.)
- Grade processing
- Loan deferments
- Registration
- Residency questions for tuition purposes
- Transcripts
- Name changes

Most services through the Registrar’s Office can be accessed via the Registrar’s website, email, or telephone 303/724-8059.

The Registrar’s Office is located on the Anschutz Medical Campus in the Student Services suite (3200) of Education II North. Visit the website at www.ucdenver.edu/registrar
RESIDENCY CLASSIFICATION COUNSELING

The Registrar’s Office, located in the Student Services suite of Ed II North - 3200, handles all residency classification counseling for tuition purposes. Please contact Kat Corte with any questions you may have regarding residency, kathleen.corte@ucdenver.edu. Residency hours are Monday-Friday, 8:30-10:00 a.m. and 2:00-3:00 p.m. or by appointment.

Information and forms are available on the Registrar’s website at http://www.ucdenver.edu/student-services/resources/registrar/Pages/Forms.aspx and select your campus, “The Anschutz Medical Campus” to navigate to the residency information, “How to Establish Colorado Residency” as well as the “Petition for In-State Tuition/Residency Classification” form.

ASSET Students, please see Anschutz Medical Campus’s residency information, “How to Establish Colorado Residency” at the above-mentioned link.

RTD SMART COLLEGE PASS

The RTD Smart College Pass is available to all active (enrolled) degree seeking students at the ANSCHUTZ MEDICAL CAMPUS. The pass is supported by a mandatory, per semester fee of $53.35. All degree seeking AMC students who are enrolled in coursework are charged this fee.

- The College Pass includes ALL regional, local, express, Light Rail, Sky Ride and Call-N-Ride services – no additional charge beyond the College Pass fee.
- Services NOT included are the special services such as Access-A-Ride and the sports rides.

For incoming students, the College Pass is distributed by the Security Badging Office during your orientation/badging. Students will be scheduled by their program to get their student ID - the College Pass ID will be prepared and distributed at the same time.

For continuing students, your College Pass Smart Card will remain activated during terms that you are enrolled. If you are not enrolled in a particular term, your pass will be de-activated and subsequently re-activated during the next term in which you enroll.

Certificate and other non-degree seeking students are not eligible for the RTD College Pass Program. RTD will not allow certificate/other non-degree seeking students to ‘opt in’ to access the College Pass.

Eligibility will be determined by the Office of Campus Student Services.

Waivers of the fee are available for students who meet strict waiver criteria. This information is available on the College Pass Waiver Request form which is accessible on the Office of Campus Student Services website as well as the Bursar website in the Tuition and Fees section.

The RTD College Pass at AMC is managed by the Office of Campus Student Services – please contact us at 303/724-2866 if you have any questions. Lost passes will be replaced within 1-2 business days, and students must pay a $20 replacement fee.

STUDENT COMMUNITY SPACES

There are several spaces located throughout the Anschutz Medical Campus for student use. They are student friendly, informal learning environments, meant to promote a strong sense of community and seek to develop interdisciplinary, inter-professional connectivity and networking. These spaces will provide an opportunity for peer discussion and instruction and informal interaction with-in and across disciplines.

Within these spaces (communities), each College/Program/School has its own community where students from the entire campus can learn about current issues in each of the health professional/graduate basic science programs.

Each space includes a refrigerator for students to store snacks/meals as well as at least one microwave and coffee machine.

STUDENT EMPLOYMENT

The mission of the Student Employment Office at the University of Colorado Denver Anschutz Medical Campus is to assist students in finding meaningful work experiences while complementing their college and career goals. The Student Employment
Office assists the University and surrounding community businesses by developing partnerships that will allow students to earn money, expand their academic preparation, and explore career objectives through a quality college work experience.

Many departments on both campuses employ students throughout the year and also for summer-only positions. Interested students should approach the potential employer of their choice and inquire about possible research or office work. All student employment opportunities at both campuses of CU Denver (Anschutz and Downtown) are viewable through the Student Employment Website.

Dorinda Naas, Student Employment Coordinator | P 303-315-1842 | E Dorinda.naas@ucdenver.edu

STUDENT HEALTH INSURANCE

Please refer to the Student Health Insurance website [www.ucdenver.edu/amcstudentinsurance](http://www.ucdenver.edu/amcstudentinsurance) for complete information regarding the Student Health Insurance.

The Student Health Insurance Office is located in room 3213 of the Student Services suite (3123 in Ed II North) 303/724-7674. All students enrolled in 1 or more credit hours are required to carry comparable medical insurance coverage or enroll in the Anschutz Medical Campus Student Health Insurance Plan.

Please review the brochures for details of the plan’s coverage at [www.ucdenver.edu/amcstudentinsurance](http://www.ucdenver.edu/amcstudentinsurance).

If you have any questions about the plan’s coverage after viewing the plan design, please contact the Student Insurance Office 303/724-7674.

If you are not interested in purchasing the Anschutz Medical Campus Student Health Insurance, you must fill out and return the Waiver form by [deadline date posted on the form](http://www.ucdenver.edu/amcstudentinsurance). Please read the form carefully and provide the necessary information – it will not be processed without the required information.

If you have any questions about the AMC Student Health Insurance Plan, or the process for waiving the AMC Student Health Insurance plan, please feel free to contact the Manager of the Student Health Insurance Office, LaVerne Loechel at 303/724-7674.

STUDENT LOUNGES

Lounge 500, located on the first floor of Building 500 (west of the Bookstore) is for all degree seeking Anschutz Medical Campus students. You will need your ID Badge to get into the lounge 24/7 – there are pool tables, ping pong tables, foosball tables, air hockey, and lounge spaces – all you need to get a break away from it all!

Student Senate has provided a workout room in the northwest corner of Lounge 500. You need your ID Badge to enter. There are treadmills, an elliptical, a stationary bike and 4 strength/conditioning machines for student use. This area is available 24/7 to students and is FREE.

Quiet Rooms within Lounge 500 can be locked and used for nap time, prayer, breastfeeding, etc.

Lounge 500 has wireless connectivity as well as hardwire network capability throughout. Stop by and enjoy the space!

If you need to pop in somewhere to warm up lunch – the Student Community spaces all have microwaves, refrigerators, coffee makers and sinks/disposals for your use!

TECHNOLOGY SUPPORT SERVICES

(Formerly Educational Support Services)

This office provides technical and logistic support for educational and related programs at the Anschutz Medical Campus and lockers (for information please see section on Lockers). These are the people you call when the A-V isn’t working. OR, if the system is working but you need help getting a presentation ready call 303-724-8129. Plan ahead – call for instructions before your big presentation and TSS can get you ready beforehand.

Also, the Technology Support Services (TSS) team provides video conferencing bridging/ support services for the Anschutz Medical Campus and the Denver Campus. To schedule a videoconference – please call 303-724-8121. Technology Support Services has implemented a classroom recording system (Panopto), which allows the instructor/speaker to independently initiate a recording of their presentation which is archived. Students can view the recordings via a link posted within the Canvas page of the specific course. For questions regarding Panopto – please call 303-724-7716. Technology Support Services is located on the fifth floor of Ed II. Main Phone: 303/724-8114
TRANSCRIPTS

Official Transcripts: You will find transcript request directions on the Registrar’s web page transcript link: www.ucdenver.edu/transcripts and click on the “Request a Transcript” button on the left side of the page. If you are new to this portal, you will need to create a new account to submit a transcript request. If you have any questions, please contact Irene Kristufek at 303/724-8057.

Unofficial Transcripts: You can find and print unofficial transcripts from your campus student portal. Please contact Irene Kristufek (303/724-8057) on the Anschutz Medical Campus if you have any questions regarding your transcripts.

*All Denver campus students should call 303/315-2600 and speak with a Denver campus registrar staff member.

TUTORING/LEARNING ASSISTANCE

Learning Assistance/Tutoring for the basic/biological science coursework is available through the Office of Campus Student Services.

If you need help, or can give help as a tutor, please contact: lis.nelson-james@ucdenver.edu Office of Campus Student Services, at 303/724-7686 or via email.

Tutoring is FREE if you have been referred by a faculty member/student affairs office.

If you wish to hire tutors for review work (alone, or with a study group!) you may use the tutors through the Office of Campus Student Services, but must pay them yourselves. Currently, tutors earn $15/hour for a one on one session, and $25/hour for group review sessions. You may also contact your own program/school regarding the availability of program-specific tutoring for skills courses.

The Writing Center seeks to build confident, accomplished writers through the teaching of discipline specific genre knowledge, the development of critical thinking skills and the practice of audience-centered writing. Please refer to the Writing Center section below for more information.

University Police

12454 E. 19th Place, Building 407

EMERGENCY CONTACT NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>Police Department Switchboard</td>
<td>303.724.2000</td>
</tr>
<tr>
<td>Emergency Management</td>
<td>303.724.4999</td>
</tr>
<tr>
<td>or <a href="mailto:emer@ucdenver.edu">emer@ucdenver.edu</a></td>
<td></td>
</tr>
<tr>
<td>Comment/Complaint Line</td>
<td>303.724.0800</td>
</tr>
<tr>
<td>Security Badging Office</td>
<td>303.724.0399</td>
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<tr>
<td>or <a href="mailto:security.badgeoffice@ucdenver.edu">security.badgeoffice@ucdenver.edu</a></td>
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<tr>
<td>9-1-1 from any campus phone</td>
<td>303.724.4444 for any cellphone</td>
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HOW TO REPORT A CRIME: Under Colorado Law, “It is the duty of every person who has reasonable grounds to believe that a crime has been committed to report promptly the suspected crime to law enforcement authorities.” CRS 18-8-115

When on the CU Anschutz Medical Campus, crimes should be reported to the University Police Department. Crime reports can be made at any time. University Police services are available 24-hours a day, seven days a week. Priority is given to reports of incidents that threaten the life or safety of people, the security of property and the peace of the campus community. For immediate, direct access call 9-1-1 from any campus phone for emergencies. Cellphones and off-campus calls dial (303) 724-4444.

Call the University Police Department if:

- You witness someone committing a crime
- You need to report an old crime
- You see fire or smell smoke
- You think you observe a drunken driver
- You have knowledge of a chemical spill
- Someone is injured or ill
- You see anyone or anything suspicious
**Blue Light Poles**

Emergency "Blue Light" call stations are located in or near parking areas and on pedestrian pathways. These emergency call stations may be used to report crimes in progress, suspicious persons, medical emergencies, or to request personal safety assistance. Pressing the call button on the emergency call station initiates a direct call to the University Police Emergency Communications Center.

Activation of the phone line also activates the blue light strobe to help police locate you more quickly. These phones may be used in emergencies or to request other assistance. Many of these "Blue Light Poles" are also Wi-Fi hot spots. Students, faculty and staff are asked to take a moment when navigating the campus, to note the location of the "Blue Light" call stations.

**Red Phones**

“Red phones” are on hallway walls, usually near restrooms, and inside elevators, within the buildings on the CU Anschutz Medical Campus. Dial 9-1-1 from these phones for emergency police response.

On the CU Anschutz Medical Campus, emergency call boxes are located in elevators in each building and at the entrances of most buildings.

**Campus Phones**

Campus phones may also be located in yellow boxes and in other locations. These phones (to include the red phones) may be used to make local calls.

**MyForce**

The University of Colorado Denver has partnered with MyForce to offer a personal security service accessed through a smartphone application. If the individual feels there is a threat or other need for an emergency response (medical, fire, accident, etc.), a simple “tap” of the screen sends critical information to MyForce who then determines the nature of the emergency by monitoring audio from the phone and through GPS locates the subscriber and contacts the appropriate law enforcement agency. www.myforce.com

**Emergency Notification System (ENS)**

Communication plays a critical role before, during and after any emergency or disaster. The University has partnered with RAVE Wireless to provide a FREE emergency notification text and voice-message system capable of delivering messages directly to you should conditions develop on or near our locations that pose a threat of imminent danger. All students, faculty, or staff are automatically registered for the Anschutz Medical Campus Emergency Notification System with their CU Denver email address. In order to receive real-time alerts on your mobile device, please enter a valid cell phone number into the “Employee Profile” or “Student Profile” section of your CU Denver student, faculty, or staff portal at: https://my.cu.edu/

**Note that your cellular phone provider may charge a per-text message fee for the delivery of emergency notifications to your cell phone if your current plan does not cover such costs. The caller ID that will appear on your phone for emergency alerts will be (303) 724-4999. Please program this phone number into your cell phone as**
“University Emergency Alerts” to avoid allowing these calls to be routed to your voicemail.

Anonymous and Confidential
The University Police Department also maintains a voluntary, anonymous and confidential reporting and comment/complaint phone line. Information left on this voice messaging system will be investigated and acted upon as the information provided allows. The Chief of Police/designee reviews the messages approximately 1-2 times per week. To leave a message, call (303) 724-0800. To contact the University Police Department by e-mail, for a response in 1-2 business days, send to: university.police@ucdenver.edu

If you do not wish to contact University Police directly, or you wish to remain anonymous you may report crimes which occur on campus to any of the following:
Campus Student Services (303) 724-2866
Student Counseling Services (303) 724-4953
Office of Diversity and Inclusion (303) 724-8003

Ethics Line - (800) 677-5590 or www.EthicsPoint.com
The University’s Ethics Hotline allows individuals to anonymously report concerns involving a possible violation of law, regulation, or policy. All university employees who act in good faith in reporting known or suspected violations of law or university policy are protected from retaliation.

Crimes reported to these sources will assist the university in keeping accurate records regarding the number of incidents involving students, determine where there is a pattern of crime and alert the campus community to any potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the university; however no identifying information is reported by these sources.

CARE Team
The Campus Assessment, Response & Evaluation (CARE) Team was created at the University of Colorado Denver | Anschutz campus to address the health and safety needs of students as well as the campus community. The purpose of the team is to assess whether individuals pose a risk to themselves or others and to intervene when necessary, and more generally, to identify and provide assistance to those in need. The team takes a preventative approach to risk assessment by offering resources, referrals, and support to both the concerning individual and those impacted by their behavior. 303-352-3579 or shareaconcern@ucdenver.edu

POLICE SERVICES
- SAFERIDE SHUTTLE SERVICE – University Police will gladly provide escorts to any of the parking lots and near-by streets, within a specified radius of the campus, upon request. This service operates during the hours of darkness.
- MOTORIST ASSISTANCE – University Police personnel can assist with jump starting your vehicle. This service is free and is available 24 hours/day. They do not provide an unlocking service, but have referral information available.
• **LOST AND FOUND** — Items of value and University key/access badges are turned over to the University Police Department. Most items of clothing, personal keys, and items considered to be of little monetary value are turned in to the Facility Services Office closest to where the item was found.

• **FINGER PRINTING** — University Police will fingerprint University students, faculty and staff for licensing requirements. The cost is $10 per card (card provided by you). The cost for non-affiliates is $15. A driver’s license, or other valid form of ID, is required. For information regarding fingerprinting of children, contact (303) 724-0739.

• **BICYCLE REGISTRATION** — Students, faculty and staff are encouraged to register their bikes with the University Police. A registered bicycle is much more likely to be recovered and returned, if stolen. This is a free service. Please register on-line at ucdenver.edu/police.

• **POLICE REPORTS** — Copies of University of Colorado Denver Police Department reports (e.g., for insurance purposes), are available through University Police Department Records. There is a charge of $7 (up to 10 pages; .25 for additional pages more than ten) for this service. Report request forms are available at ucdenver.edu/police.

**The Clery Act**

The Jean Clery Disclosure of Campus Security Policy was signed into law in 1990. The federal law, commonly known as the “Clery Act”, requires institutions of higher learning to disclose certain timely and annual information about campus crime and security policies. All post-secondary public and private institutions participating in federal student aid programs must adhere to these regulations. The Clery Act was named after Jeanne Clery who was raped and murdered in her dorm room by a fellow student on April 5, 1986. Her parents championed the act in her memory. In 2013, the Clery Act was expanded to include requirements concerning sexual assault, domestic violence, dating violence and stalking. In compliance with this act, the University Police Department publishes an Annual Security Report. The University of Colorado’s Annual Security and Annual Fire Safety Report includes statistics for the previous three years for reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by the University, and on public property within, or immediately adjacent to and accessible from, the campus.

The report also includes institutional policies concerning campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. This Annual Security Report may be viewed at: http://www.ucdenver.edu/about/departments/InstitutionalResearch/Pages/CleryCrimeReport.aspx

**Electronic Security**

All CU students, faculty, staff, affiliates, long-term and contractors are required to display their Access Control Badge while on the campus. The Security Badging Office is located in Building 500. The Access Control Badge is programmed to allow admittance to secured areas to which you have been authorized. All access is recorded by name for accountability. Do not share your access privileges with others. Please contact the Electronic Security Division for more information.
The Writing Center provides one-on-one and small-group assistance to undergraduate, graduate, and post-graduate students from the Anschutz Medical Campus. In the Center, trained graduate and post-graduate consultants offer help with writing of all kinds, including research essays, proposals, dissertations, capstone projects, C.V.s, manuscript drafts, grants, personal statements, residency applications, and more. Writing Center sessions are intended to help students become better writers.

In addition to 50-minute-long in-person and synchronous online sessions, Anschutz Medical Campus students also have access to the Center’s Online Drop Box, an asynchronous service that provides written feedback in four (4) business days.

The Writing Center at the Anschutz Medical Campus’ hours are: Tuesdays, Wednesdays, and Fridays: 11am-5pm and Sundays: 3pm-8pm. Synchronous online sessions are available every hour the Center is open. The physical Writing Center is located inside the Health Sciences Library, Information Commons, Room 1204. For more information or to schedule an appointment, please visit http://writingcenter.ucdenver.edu or call 303-724-4143.

STUDENT ORGANIZATIONS

This is a quick list – more information and contact info is available on the Office of Campus Student Services website www.ucdenver.edu/campusstudentservices as well as the Student Senate website. Here’s a quick list of Student Organization by program (governance is listed first):

**CHA/PA**
- PA Student Council
- Silver Society

**GRADUATE SCHOOL**
- Graduate Student Council
- Alternatives in Science
- Immunology Graduate Student Board
- American Association of Pharmaceutical Scientists (AAPS) Student Chapter
- AMC Communication Club
- Biomedical Engineering Society (BMES) Student Chapter
- Society for Advancement of Hispanics/Chicanos and Native Americans in Science (SACNAS) chapter

**MEDICAL SCHOOL**
- Medical Student Council
- Admissions/Recruitment Student Interest Group
- All About Couples
- American Medical Students Association
Anesthesia Interest Group
Benjamin Rush Society
Colorado Medical Society – Medical Student section
Dermatology Interest Group
Diabetes Interest Group
Education and Teaching Interest Group
Emergency Medicine Interest Group
Family Medicine Interest Group
Internal Medicine Interest Group
Med-Peds Interest Group
Medical Humanities Interest Group
Medical Students for Choice
Military Medicine
MSTP Student Board
Nutrition and Preventative Health Interest Group
Ob/Gyn Interest Group
Ortho Student Interest Group
Pathology Interest Group
Pediatric Interest Group
Physicians for Human Rights
Radiology Interest Group
Students Interest Group in Neurology
Students Interested in Brain Surgery (StuBS)
Student National Medical Association and National Network of Latin American Medical Students
Surgical Society

NURSING

BSN Student Council
CU Student Nurses Association

PHYSICAL THERAPY

DPT Class Officers and Committees

PUBLIC HEALTH

CSPH Student Council

SCHOOL OF DENTAL MEDICINE

Dental Student Council
American Dental Education Association
American Student Dental Association
American Women’s Dental Association
Alpha Omega
Delta Sigma Delta
Global Oral Health Student Association
Hispanic Dental Association
Student National Dental Association
SCHOOL OF PHARMACY
Pharmacy Student Council
School of Pharmacy Student Council
Academy of Managed Care Pharmacy
American Association of Pharmaceutical Scientists
American College of Clinical Pharmacy (ACCP)
American Pharmacists Association (APhA) - Academy of Students of Pharmacy
American Society of Consultant Pharmacists
Colorado Student Society of Health System Pharmacists
International Society of Pharmacoeconomics and Outcomes Research (ISPOR)
National Community Pharmacists Association
Pharmacists for Christ
Phi Delta Chi – Sigma Chapter
Phi Lambda Sigma
Rho Chi Alpha Theta Chapter
Student National Pharmaceutical Association

INTERDISCIPLINARY STUDENT ORGANIZATIONS
(3 or more schools/programs participating)
Anschutz Medical Campus Student Senate
Anschutz Fitzsimons Satellite Rotary Club
Anschutz Running Club
Arrhythmias - choir
Bridging Research and Aurora Neighborhoods for Community Health (BRANCH)
Catholic Medical Association
CU Denver Cycling Team (races as Division II in the National Collegiate Cycling Association)
CU Oncology Group
Identifying High Arrest Neighborhoods to Decrease Disparities in Survival (HANDDS)
Institute for Healthcare Improvement (IHI) Open School – UCDenver Chapter
International Students Group at CU Anschutz
Jewish Student Life @ Anschutz
Latter Day Saint Student Association
Medical Genetics Student Interest Group
Muslim Medical Society
Orchestra – Melomania
Primary Care Progress Colorado
PRISM (GLBTI)

You may also participate in class governance activities. See your School/Program Student Affairs staff or the Office of Campus Student Services for additional information.