Remote Advising Services  
Undergraduate Advising Operations  
Effective 3/16/20 - TBD

For the latest updates on institutional guidelines relevant to the coronavirus and campus operations, go to [https://www1.ucdenver.edu/coronavirus](https://www1.ucdenver.edu/coronavirus)

<table>
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<tr>
<th>ADVISING UNIT</th>
<th>SCHEDULING ADVISING APPOINTMENTS</th>
<th>WEB ADDRESS, EMAIL &amp; PHONE NUMBERS</th>
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| Business School | Business advisors will offer appointments via email, phone, and Zoom. Contact advisors at [undergrad.advising@ucdenver.edu](mailto:undergrad.advising@ucdenver.edu) or 303-315-8110. For students who already have an advising appointment scheduled, advisors have reached out to all students to see if they would prefer phone or Zoom. If they do not hear back from them before the scheduled appointment, advisors will treat them as a phone appointment and call the student. For all future appointments created through the EAB Navigate self-scheduling link, student can indicate if they prefer to meet by phone or Zoom. | Web address: [https://business.ucdenver.edu/current-students/undergraduate-advising](https://business.ucdenver.edu/current-students/undergraduate-advising)  
Email: [Undergrad.advising@ucdenver.edu](mailto:Undergrad.advising@ucdenver.edu)  
Phone number: 303-315-8110. For urgent matters, call 303-315-8210. | 8AM – 5PM  
Monday – Friday  
Some advisors have alternative schedules and are available starting at 7AM or until 6:30PM. Someone will always be available between 8AM and 5PM. |
| Center for Undergraduate Exploration & Advising (CUE & A) | All advising operations will be conducted via Zoom. Students may schedule their own appointment utilizing Navigate or email [cueba@ucdenver.edu](mailto:cueba@ucdenver.edu) for assistance. Student staff will reach out to students via phone the day before to remind them that it is a remote appointment. Advisors will then reach out to the student the morning of the appointment with further instructions and a zoom link. For students who already have an advising appointment scheduled, advisors will contact students to ask whether they prefer Zoom, phone, or email advising. | Web address: [www.ucdenver.edu/cuea](http://www.ucdenver.edu/cuea)  
Email: [cueba@ucdenver.edu](mailto:cueba@ucdenver.edu)  
Phone number: 303-315-1940 | 8AM – 5PM  
Monday-Friday |
| College of Architecture & Planning (CAP) | CAP advisors will be available remotely via Zoom, phone, or email, by appointment. | Web address: [https://architectureandplanning.ucdenver.edu/](https://architectureandplanning.ucdenver.edu/) | 9 AM- 4 PM  
Monday- Friday |
### College of Arts & Media (CAM)

For students who already have an advising appointment scheduled, advisors will contact students to ask whether they prefer Zoom, phone, or email advising.

Students will see updated instructions in Navigate when they self-schedule, asking them to indicate a preference for Zoom or phone.

**Email:** CAP.UGAdvising@ucdenver.edu

**Phone number:** 303-315-1000

The CAM Academic Advising team is available remotely. Advising appointments are available via Zoom, phone, or email at CAMadvising@ucdenver.edu. CAM will not be offering drop-in advising at this time. Current CAM students, sophomore, junior, or senior, can schedule a Zoom or phone appointment using our online scheduling or by emailing cam@ucdenver.edu. Students should indicate whether they prefer Zoom or phone at the time of scheduling.

**Schedule an Advising Appointment - Current CAM students**

For students who already have an advising appointment scheduled, your advisor will email ahead of time with Zoom information or to discuss changing the appointment to phone or email.

Also see: https://artsandmedia.ucdenver.edu/coronavirusupdates

**Web address:** https://artsandmedia.ucdenver.edu

**Email:** CAMadvising@ucdenver.edu
CAM@ucdenver.edu

**Phone number:** 303-315-7400

### College of Engineering, Design and Computing (CEDC)

**Pre-Engineering/Undeclared:** Tylar Nitzke, staff advisor for admitted to CEDC students. Advising is now fully online through Teams for the remainder of the semester.

Students should check their email for a Navigate campaign link for the easiest scheduling process. If they are unable to find the email, they should email their advisor directly to schedule an appointment.

All communications CEDC students, faculty, and staff have received are aggregated online here: https://engineering.ucdenver.edu/about/dean's-office/COVID19.

**Web address:** https://engineering.ucdenver.edu/current-students/academic-advising

**Email:** engineering@ucdenver.edu

**Phone number:** 303-315-7170

**Dean’s Office:**
9AM-5PM Monday – Friday

**Departments:**
Either 8AM-4PM or 9AM-5PM Monday – Friday
For students who already have an advising appointment scheduled, the advisor will email the student detailing next steps to connect at appointment time.

**Computer Science:** Natalie Keller, staff advisor  
Advising is now fully online through Teams for the remainder of the semester.

Students should check their email for a Navigate campaign link for the easiest scheduling process. If they are unable to find the email, they should email their advisor directly to schedule an appointment.

All communications CEDC students, faculty, and staff have received are aggregated online here: [https://engineering.ucdenver.edu/about/dean’s-office/COVID19](https://engineering.ucdenver.edu/about/dean’s-office/COVID19).

For students who already have an advising appointment scheduled, the advisor will email the student detailing next steps to connect at appointment time.

**Web address:**  
[https://engineering.ucdenver.edu/current-students/academic-advising](https://engineering.ucdenver.edu/current-students/academic-advising)

**Email:**  
computerscience@ucdenver.edu  
or  
engineering@ucdenver.edu

**Phone:**  
303-315-1408

**Dean’s Office:**  
9AM-5PM Monday – Friday

**Departments:**  
Either 8AM-4PM or 9AM-5PM  
Monday – Friday

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**Civil Engineering:** All advising operations will be conducted via email or Zoom by faculty or Pam Mettler, program manager. Please email to request a meeting.

**Web address:**  
[https://engineering.ucdenver.edu/current-students/academic-advising](https://engineering.ucdenver.edu/current-students/academic-advising)

**Email:**  
pam.mettler@ucdenver.edu

**Phone:**  
303-315-7160

**9AM-5PM MONDAY-FRIDAY**

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**Mechanical Engineering**, faculty advisors offer appointments by email, Zoom, or phone. Schedule by phone of email during business hours.

**Email:**  
mechanical@ucdenver.edu

**8AM-5PM MONDAY-FRIDAY**
| **Students will receive an email confirmation with the appointment details.** |
| **Phone:** 303-315-7500 |

| **Electrical Engineering:** EE faculty and Annie Bennet, program manager, are conducting email or Zoom advising. For students who already have an advising appointment scheduled, the program manager will email detailing next steps to connect at appointment time. |
| **Email:** annie.bennett@ucdenver.edu or Electrical@ucdenver.edu **Phone:** 303-315-7520 |
| **MONDAY-FRIDAY** 8 AM until as late as needed |

| **Bioengineering,** Shaun Boulier, staff advisor/program manager for current and prospective students is available by email at shaun.boulier@ucdenver.edu. |
| **BIOE Email:** shaun.boulier@ucdenver.edu bioengineering@ucdenver.edu **Phone:** 303-315-7576 |
| **8AM-4PM** **MONDAY-FRIDAY** |

| **College of Liberal Arts & Sciences (CLAS)** |
| **CLAS Undergraduate Advising is fully operational and available through ZOOM, email, and phone. To schedule appointments and access advisor’s calendars: 🏠 NAVIGATE [https://clas.ucdenver.edu/advising/about-us/schedule-appointment](https://clas.ucdenver.edu/advising/about-us/schedule-appointment) **Call 303-315-7100 during hours of operation to schedule an appointment.** All students who have appointments scheduled have been notified of the remote options. The reception team will continue their outreach via phone and email to support students’ awareness of remote access and services. Students were emailed on March 13 informing them about the remote services beginning on March 16, 2020.** |
| **Web address:** [https://clas.ucdenver.edu/advising/](https://clas.ucdenver.edu/advising/) **Email:** clas_advising@ucdenver.edu **Phone number:** 303-315-7100 |
| **8AM-5PM** **MONDAY, THURSDAY, FRIDAY** **8AM-7PM** **TUESDAY & WEDNESDAY** **Drop-In Times** 9:30AM–11:30AM and 1:30PM-4PM Thursdays **Call:** 303-315-7100 during business hours to schedule an appointment. **Email:** CLAS_Advising@ucdenver.edu Or, your assigned CLAS Academic Advisor email address |
| School of Education and Human Development (SEHD) | SEHD advising will be available through Zoom, email, and phone. Students can continue to schedule appointments in Navigate at ucdenver.campus.eab.com. The reply message from the appointment gives students information on the appointment format and the follow-up email that they will be receiving. They can also contact their assigned advisor directly or email academicservices@ucdenver.edu.  
SEHD undergraduate students enrolled in off-site internships and field experiences through the SEHD Office of Partnerships received an email with guidelines for completing internship/field experience requirements this semester.  
For students who already have an advising appointment scheduled, all appointments have been moved to Zoom. Students should receive an email from their advisor with a unique link to access their Zoom meeting with their advisor. Students who have questions or would like a phone appointment instead of Zoom may contact their advisor directly by email.  
The SEHD Success Center Mentors will be available by appointment through Zoom, phone, or email at times that work best for students, including evenings and weekends. | Web address: [https://education.ucdenver.edu/](https://education.ucdenver.edu/)  
SEHD Academic Services Email: academicservices@ucdenver.edu  
SEHD Academic Services Phone Number: 303-315-6308  
Advising Appointments, phone or Zoom ucdenver.campus.eab.com  
SEHD Success Center: sehdsuccesscenter@ucdenver.edu  
Appointments: [https://bit.ly/2w5cFIM](https://bit.ly/2w5cFIM) | 8AM-5PM MONDAY-FRIDAY |
| School of Public Affairs (SPA) | Appointments will be held via Zoom or phone. Appointments can be scheduled through [https://ucdenver.campus.eab.com/](https://ucdenver.campus.eab.com/) and students can include a note of either “phone” or “video.” If appointment is by video, advisor will email student a Zoom link prior to their appointment.  
For students who already have an advising appointment scheduled, advisor will reach out to students individually to change in-person appointment to a Zoom or phone appointment. | Web address: [https://publicaffairs.ucdenver.edu/current-students/academic-advising](https://publicaffairs.ucdenver.edu/current-students/academic-advising)  
Email: spa.advising@ucdenver.edu  
Phone number: 303-315-2228 | 9AM-5PM MONDAY-FRIDAY  
Specific hours may vary by academic advisor |
If students are unsure who their advisor is, or are having trouble getting connected, please contact SPA.Advising@ucdenver.edu

Newly admitted students should contact SPA.Advising@ucdenver.edu to get connected with an academic advisor.

Please note that email is the preferred and quickest method of communication. Voicemails will be monitored but for the fastest response, students should contact SPA.Advising@ucdenver.edu.

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<thead>
<tr>
<th>Pre-Health Advising</th>
<th>All advising operations will be conducted via phone, email or Zoom.</th>
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<td>For students who already have an advising appointment scheduled, the advisor will reach out to students individually to change in-person appointment to a Zoom or phone appointment.</td>
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</tbody>
</table>

| Website: | [https://clas.ucdenver.edu/health-professions-programs/](https://clas.ucdenver.edu/health-professions-programs/) |
| Email:   | ucdhealthcareers@ucdenver.edu |
| Phone:   | 303-315-7536 |

<table>
<thead>
<tr>
<th>Executive Director of Academic Advising</th>
<th>The Executive Director of Academic Advising helps to ensure advisors and students stay connected, feel supported, and have the tools and resources they need to be successful.</th>
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<tbody>
<tr>
<td></td>
<td>Available by email, phone, Zoom, and Teams. Just send an email to set something up!</td>
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</tbody>
</table>

| Web Address: | [www.ucdenver.edu/undergradadvising](http://www.ucdenver.edu/undergradadvising) |
| Email:       | Nimol.Hen@ucdenver.edu |
| Phone number:| 303-315-1948 |