

**University of Colorado Denver  
Anschutz Medical Campus**

**Student Life Handbook**

**This information provided by the  
[Anschutz Medical Campus](#)  
[Student Assistance Office](#)**

*Visit the website, or stop by Room 3123  
Ed II North – Third Floor*

*2009-2010*

## **Welcome to the University of Colorado Denver Anschutz Medical Campus!**

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

An expanded version of this handbook is available electronically on the Student Assistance Office website – the electronic version has live links to websites and email addresses which you might find handy.

AMC Policy Information is provided in the AMC Coursebook (available online) as well as materials disseminated by your academic program.

Cheryl Gibson, Director  
AMC Student Assistance Office  
[cheryl.gibson@UCDenver.edu](mailto:cheryl.gibson@UCDenver.edu)

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## **Topics in Order of Appearance**

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## 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 land here the first day of classes – enter in a bunch of 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 1<sup>st</sup> floor in 500 is called the GROUND floor. The next floor up is the 1<sup>st</sup> 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!*

### ATHLETIC TICKETS

CU Buffaloes Football SEASON tickets are available to Anschutz Medical Campus (AMC) 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 first come, first served...students on rotation may mail in their ticket orders. 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 AMC-student-activities, as well as posted on the website [www.uchsc.edu/studentassistance](http://www.uchsc.edu/studentassistance) Tickets are sold through the Student Assistance Office. 303/724-7684.

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 aka (303) 492-8337

### ATTRACTIONS

#### Aurora

- Aurora Fox Arts Center – 9900 East Colfax Avenue, Aurora, (303) 361-2910
- Aurora History Museum – 15001 East Alameda parkway, Aurora (303) 739-6660
- Bicentennial Art Center – 13655 East Alameda Avenue, Aurora, 303 344 1776

Aurora Chamber of Commerce, 562 Sable Blvd # 200, Aurora, CO 80011

Phone (303) 344-1500

[www.aurorachamber.org](http://www.aurorachamber.org)

#### Denver

- Denver Art Museum - 100 West Fourteenth Avenue Parkway (303) 575-2793
- Denver Center for the Performing Arts - 1245 Champa, Denver (303) 893-4000
- Museum of Nature and Science - 2001 Colorado Boulevard, Denver (303) 322-7009
- Denver Zoo - Twenty third Avenue & Steele Street, Denver (303) 331-4100

Greater Denver Chamber of Commerce Information Center, 1445 Market Street, Denver, 80203.

Phone (303) 534-8500.

[www.denverchamber.org](http://www.denverchamber.org)

## BOOKSTORE

The new AMC 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 medical professions. 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. The bookstore also stocks books for leisure reading including New York Times bestsellers, regional titles, children's books, and consumer health books. 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, which are guaranteed in stock!

Additionally, we have a large selection of CU emblematic goods, 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).

To reach our medical equipment section, please call 303-724-6651.

The fax number is 303-724-6637 and you can visit our website at [www.uchsc.edu/bookstore](http://www.uchsc.edu/bookstore).

## BURSAR'S OFFICE / CASHIER

The Bursar's Office, as well as the Cashier Window is located in the Student Services suite (3123 of Ed II North). **303.724.8032**

## BUS PASS

**The RTD College Pass** will be available to all active (enrolled) AMC *degree seeking* students (including the Dental ISP Program) beginning Fall semester 2009.

The pass is supported by a mandatory, student use fee of \$42.90 per semester that the degree seeking student is enrolled at AMC.

**The Bus Pass includes ALL regional, local, express, LightRail, SkyRide and Call-N-Ride services.**

Services NOT included are the special services such as Access-A-Ride and the sports rides.

- For any term in which the degree-seeking student enrolls for academic credit at AMC, the fee will be assessed.
- Waivers out of the College Pass Program will be allowed only for individual students who maintain their everyday physical address out of state (i.e. online degree seeking students, who live out of state) or who live within Colorado but outside the RTD Service area. Waiver information is available in the Student Assistance Office – email or call Cheryl Gibson directly – [cheryl.gibson@ucdenver.edu](mailto:cheryl.gibson@ucdenver.edu) or 303/724-7684.
- Students enrolled in clinical rotation courses which take them outside of the RTD service area must pay the per-term fee.
- In the event that a degree-seeking student is not enrolled in a particular term, per RTD regulations, the fee and associated transit services cannot be 'opted into' for that particular term.

For degree seeking students new to campus, the College Pass will not be available until the first day of Fall 2009 semester. **For new students**, the College Pass will be distributed by the Badging / Security Office during matriculation. Students will be scheduled for AMC ID Pictures, and the RTD College Pass ID will be prepared and distributed at the same time.

For continuing students (those enrolled as degree seeking in a term before Fall 2009), the College Pass will be available August 1, 2009. **For continuing students**, the RTD College Pass will be distributed by the Student Assistance Office in 3123 of Ed II North. As always, announcements will be sent via email with instructions on picking up the College Pass ID.

*Non-degree seeking students are not eligible for the RTD College Pass.  
Eligibility will be determined by the Student Assistance Office at AMC.*

For Summer 2009 (before the College Pass program is implemented at AMC), discounted RTD products can be purchased from the Parking and Transportation Office, located on the ground floor of Building 500. Students must show their AMC Student ID in order to purchase. Their website and further information can be found at <http://www.uchsc.edu/facilities/parking/>

## **CAMPUS CLOSURE**

In the event that the campus must be closed due to inclement weather or other emergency conditions, call toll-free 1-877-INFO-070 (or 1-877-463-6070) to determine whether the campus has been closed.

The campus has an Emergency Notification System. This service is for all students, faculty, and staff at the Anschutz Medical Campus. The new service delivers alerts via various media (cell phone, email, etc.) when you need to know about a threat of imminent danger – this system will NOT notify you of weather related closures – only emergency situations that effect the campus. Email [emer@uchsc.edu](mailto:emer@uchsc.edu) or call 303/724-4999 to begin the process of signing up for this notification system. Additional information regarding emergency preparedness is available at the AMC University Police website <http://www.uchsc.edu/police/PoliceHomePage.php>

## **CAREER CENTER**

The Career Center will be operational in the Fall of 2009. Services will include assisting AMC students with job search strategies, resume and cover letter preparation, interviewing skills, negotiating offers, and researching employers and alternative careers in the students' profession. Contact/location information for the Center will be available soon – watch for emails and flyers announcing the Center's arrival at AMC!

## **CHILD CARE/K-12 RESOURCES**

There are no on-campus child care facilities. However, several faculty/staff/students are participating in processes which may bring a daycare facility on- or near campus. In the meantime, students needing to find child care near the campus, or anywhere in the Denver-Metro area (which includes Aurora) are invited to use the <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)

Quiet / Private rooms are available in Lounge 500 for breastfeeding moms (or any student who needs a nap during the day!) 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 is ample study spaces in the Library and Education Buildings.

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 arms reach', and 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 AND PRINTERS

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 Customer Service Desk at the **Health Sciences Bookstore, located on the 1<sup>st</sup> 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 them how much you want to load in – there's no limit. Printing is 10 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 can receive a refund for unused printing – you need to go to the Bookstore to do this, however.
- The Bookstore 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.

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. – 5 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

P16-1309 Classroom

Printers available in the library also require pre-payment to use. Some printers in the library are run on a payment system dedicated to the library – check with the reference desk to see which printing payment system you should use.

A **dedicated student printer** is located 1st Floor Information Commons in the Health Sciences Library. It is located in the North Information Commons, room 1000 E. This printer works with the pay-for-print system that is maintained and operated by Printing Services in the Campus Bookstore.

In other news, **double-sided printing** is available on the **library's GoPrint system**. Users can select this option and send jobs to the printer in the South Information Commons. Users can send double-sided jobs to the HSL-InfoCommons-South printer and can do so from any of the Info Commons workstations.

Handouts are available at the front desk of the library on these new printing options. Just ask. See <http://hsclibrary.uchsc.edu/news/index.php#printing>

All Anschutz Medical Campus buildings have wireless connectivity.

**Some computers/printers in the Health Sciences Library are on a separate system than the labs listed above. Be sure to check with Library staff regarding the right account for the printers you want to use. Printing purchased at the Bookstore for the Labs may not be transferable to the Library, and vice versa. Library and Printing Services staff can help you load the right account for your needs.**

#### **Printing at the The Health Sciences Library**

48 computer workstations, including two with scanners.

Printing is networked and costs 10 cents per page.

A card may be purchased at the Service Desk on the first floor of the Library.

## **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 – copies are 10 cents each at the library. Printing Services accepts cash, checks and charge/debit cards for your convenience.

**Printing Services** (located in the Bookstore in Building 500) offers self-service copiers for 10 cents/copy. Students may purchase copy cards, or pay by check/cash/credit card for copies made.

**ED2 North** There is a copy machine in the **Computer Training Lab**, Room 2201, located on the second floor of ED2 North. This copier will be available for use by all students (on a limited basis). Copies made on this machine are limited to 20 copies per student/per week.

Students making copies for student organizations should visit 1)their program's student affairs office for program-specific organization copies, or 2)the Student Assistance Office for 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 making copies for their business in the Student Services Suite** (Bursar, Financial Aid, Office of Diversity and Inclusion, Registrar, Student Health Services, Student Assistance Office) may use the copier in the

front of the suite area. This copier is available Monday through Friday, 8-5 p.m. Copies for other personal business need to be made downstairs in Ed II North, room 2201 noted above.

## COUNSELING SERVICES

Individual, couple, drug, alcohol, and other counseling services are here for students as part of their student health insurance. For more information or for an appointment, call the office of Margaret Roath, MSW 303/724-4953 , or visit Building 500 (Anschutz Medical Campus), Room N2224L.

All services are completely confidential. **All students, even those who are not enrolled in the Student Health Insurance may contact Margaret Roath, MSW for assistance in finding a provider.**

Student Psychiatric/Counseling Health Service (Margaret Roath, MSW)	303/724-4953
Student Assistance Office for referral only	303/724-7686
University Mental Health Services	303/724-1000
Colorado Physician Health Program	303/860-0122
Housestaff Family Support Group	303/724-3039
Student Health Insurance Office	303/724-7674

## COURSE BOOK

The Anschutz Medical Campus coursebook is available on-line only at [www.UCHSC.edu/registrar/coursebook](http://www.UCHSC.edu/registrar/coursebook)  
The Master Calendars for each school/program are also available here.  
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 Dental School to schedule an appointment for either routine or emergency care **(303) 724-6902**.

The Student Health Insurance Office has information on a voluntary dental plan. For more information please visit [www.uchsc.edu/studentinsurance](http://www.uchsc.edu/studentinsurance) or contact The Student Health Insurance Office located in room 3207 of Ed II –North in the Student Services suite. **303/724-7674**

## 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 work 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. Accommodations include: assistance in identifying volunteer note takers, alternative testing (extra time, scribe, and reader), textbooks in alternate format (Braille, enlarged, audiotape), priority registration and interpreters.

For assistance and/or information, please contact our office located in Building 500 of the Anschutz Medical Campus, Room W1103 (West wing of the first floor, Room 1103) or

Phone: 303.724.5640  
Fax: 303.724.5641  
via email at [sherry.holden@ucdenver.edu](mailto:sherry.holden@ucdenver.edu)

## DISCOUNT PROGRAMS

The **Advantage Program** is sponsored by the AMC Human Resources. The various discounts are listed on this website: <http://www.ucdAMC.edu/admin/hr/eediscount.htm> Discounts are available to Students/Faculty/Staff at AMC.

The Advantage Program arranges for and makes available discount opportunities. Because you are a member of the student body at the University of Colorado Denver, you have the “advantage” of receiving these discounts. These are true discounts not available to the general public and are offered on an ongoing or seasonal basis.

Please present your student identification badge when making purchases. All payments must be by cash or personal check.

Occasionally Rockies, Nuggets, Avalanche tickets are made available as 'group' discounts through the Student Assistance Office. 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.

## EDUCATIONAL SUPPORT SERVICES

This office provides technical and logistic support for educational and related programs at the Anschutz Medical Campus. These are the people you call when the A-V isn't working, or if it is and you need help getting a presentation ready, if rooms are too hot or too cold, etc. Educational Support Services is located on the fifth floor of Ed II.

Phone (303) 724-8114

Another important thing that ESS handles is **LOCKERS!**

If you are interested in using a locker during the semester; select one (locks not provided) and e-mail your information to: [ESS.AMCStudentlockers@uchsc.edu](mailto:ESS.AMCStudentlockers@uchsc.edu).

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.

## 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!**

You will need your *original* PIN (issued by your program before or during orientation). You are assigned a username by a computer. The username is no more than 8 characters; begin with your last name, still not 8? add your first initial; the username may be shorter than 8 characters. The initial password is set as *Hscpin!* - it is case-sensitive, replace pin with the original 4 character PIN you were assigned, be sure to end with the exclamation point. If you have any difficulties accessing email while enrolled at the Anschutz Medical Campus, please contact Mary Mauck, Student Email Coordinator at 303/724-2171.

If you'd like a full-page visual help screen, click here! <http://hslibrary.uchsc.edu/email-help>

## ESCORT/SHUTTLE SERVICE

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 campus.

## **FINANCIAL AID OFFICE**

Call 303/556-2886 for information on financing your education at the Anschutz Medical Campus. There are advisors available in person Monday, Tuesday, Wednesday and Friday from 8 a.m. – 3 p.m. and on Thursdays from 8 a.m. – 1 p.m. The office is located on the 3<sup>rd</sup> floor of Ed II – North, in the Student Services suite (3123). Check in at the Front Desk when you arrive, and help will arrive soon!  
On-line information is available at [www.uchsc.edu/finaid](http://www.uchsc.edu/finaid)

## **FAX**

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

**If you need to receive a fax**, the number is **(303) 724-7685**. Once we receive a FAX for you, we will EMAIL you 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 students only.

There is also a FAX machine in Ed II North, Room 2201 as well. 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.

Follow the directions posted by the FAX – if you have any difficulties, call the Student Assistance Office at 303/724-7686 or stop by and we'll FAX your documents for you!

## **FOOD•FOOD•FOOD**

The Bookstore Brew has several locations – the Bookstore located on the first floor of Building 500, the first floor of the Health Sciences Library, the 2<sup>nd</sup> floor bridge between Ed II North and Ed II South. The 'Brew' offers a variety of breakfast and lunch choices during Bookstore business hours

The Courtyard Café: first floor of the Anschutz Outpatient Pavilion (Monday-Friday, 7 am–2 pm.)  
Lobby Latte: lobby of the Anschutz Outpatient Pavilion (open Monday – Friday, 7 am–3 pm)  
Vending machines are available on the first floors of each of the Anschutz Medical Campus Buildings – the exception being Building 500, where all food/vending is in the Bookstore/Food Court area.

Other small food stops are in the Leprino building, first floor. These include Jimmy John's sub sandwiches, Subway, Marble Slab, Salad Creations and Pudge Brothers Pizza. .

There are a variety of small restaurants, and fast food restaurants along Colfax Avenue, as well as other locations close to campus.

## **HOUSING INFORMATION**

The primary listing of current vacancies in the Denver-Metro area (including Aurora) is located at [www.cudenverhousing.com](http://www.cudenverhousing.com)  
Some rental property information is posted on bulletin boards in the Student Services suite in Ed II North (room 3123).

**Roommate Information** is available by email or by picking up current lists from the Student Assistance Office – feel free to email [Lia.Nelson-James@ucdenver.edu](mailto:Lia.Nelson-James@ucdenver.edu) directly. **The Roommate information is held off-line, and is disseminated only to UCD-Anschutz Medical Campus students.**

## I.D. ACCESS CARDS

UC Denver access control cards are issued to all students by the ID Badging Office located in Building 500, 1<sup>st</sup> floor, north of the Bookstore, in room N1207. During orientation, photos are taken and cards are issued.

**Student access cards are NOT made available until you have paid your matriculation fee AND attend orientation – all students are scheduled to have pictures taken/IDs distributed by your school/program.**

Access Control cards serve the dual purpose of identification on campus and after normal business hours access control at a number of exterior and interior locations.

Your card can be programmed to allow after hours parking in all gated lots except the garage (6 p.m. – 6 a.m. M-F, and all day Saturday/Sunday) on the Anschutz Medical Campus. If you choose to request parking after hours (6 a.m. – 6 p.m.), your ID will be programmed for that access as well – you must check in at the Parking Office in Building 500, ground floor to have your card programmed for after hours parking free of charge.

**There is a \$10 to activate your card for any parking service.** Students who withdraw or graduate are required to return the access control card – access and therefore, access to buildings/labs/parking is removed from your card upon graduation. Lost cards are replaced at no charge the first time. Fees are charged for subsequent losses.

## INTERNATIONAL STUDENTS

International Student and Scholar Services (ISSS) unit is located in the Office of International Affairs. The International Student Advisors offer the following services to F-1 students & F-2 dependents as well as J-1 students & J-2 dependents: consultation regarding visa status questions, work authorization, cultural activities and events, and resource referrals. This office is located on the Downtown Denver Campus, Lawrence Street Center, 1380 Lawrence Street, 9<sup>th</sup> Floor, Suite # 932, Denver, Colorado 80217. On street parking is available! Call 303-315-2230 for an appointment with an international student advisor.

ISSS is also located at the Anschutz Medical Center Campus Building 500, 8th Floor, Room C8000B on a limited basis. The International Student Advisor for the AMC is Christina Hertel – **303/315-2244** for her office hours at the Downtown and Anschutz Medical Campus.

You can find more information on the International Student and Scholar Services website: [www.cudenver.edu/issv](http://www.cudenver.edu/issv) or call **303/315-2230**

## INTERNET ACCESS

All enrolled students have internet access available to them. An assigned PIN number is required to access this system...your PIN number will be given to you after your program updated your status as an 'enrolled student'.

If you have difficulty accessing the system after your PIN has been assigned, please contact [Mary.Mauck@uchsc.edu](mailto:Mary.Mauck@uchsc.edu) directly - she works in the Health Sciences Library Learning Resource Center AND is the student email/access coordinator. **Telephone: 303/724-2171**

**Blackboard Help** - you can call 24/7 for assistance 303 556-6505

## LEGAL SERVICES

Students are covered under general malpractice insurance for acts related to their responsibilities as students. Inquiries about malpractice coverage should be addressed to the Legal Office located on the downtown campus at 1380 Lawrence Street, 14<sup>th</sup> Floor, (303) 315-6617.”

**Comment [RCB1]:** Both Chancellor Shore and Wilson have confirmed that all cards must be displayed by all students, staff, faculty, etc. while on campus, especially in secure areas. You can imagine the safety implications of someone in the building after hours NOT displaying their badge. Seeing that a person approaching is a student, staff or faculty can be a relief.

**Comment [RCB2]:** Please advise them too that the badges are to be displayed ONLY in the UCD setting. Interns, Residents, Post-Doctoral Fellows, etc. working in a clinic setting or in other off-campus settings must display the badge for that facility.

**Comment [RCB3]:** Cheryl, I would note that no parking access is automatic. Even the free nights and weekends have to be approved by Parking and Transportation and then forwarded by them to us for programming. Just remind them that all parking must be enrolled. The free one is tricky because if you try to leave after 0600 in the morning, you will not be able to open a gate.

There is no legal office for student personal use at the AMC. Resources for personal/other legal needs may be obtained from the Student Assistance Office located in the Student Services suite (3123) of Ed II North.

Landlord/Tenant issues: feel free to contact this resource in the event that you and your landlord have not been able to resolve lease issues.

Community Housing Services, Inc.  
1905 Sherman, Suite 745  
Denver, CO 80203  
Phone: (303) 831-1935 for Landlord/Tenant Issues  
Hours: 8:30 - 4:30, Monday-Friday

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 on the north side of the Anschutz Medical Campus – just off Montview and Ursula Court. Current student I.D. cards provide access to the library and library resources. Hours change seasonally and are posted in the front lobby of the library as well as the library's web page. The Health Sciences Library has many free services, computers and study areas for your use. Printing and photocopying costs 10 cents per page. Phone - (303) 724-2152 Website - <http://hsclibrary.uchsc.edu>

## **LOCKERS!**

If you are interested in using a locker during the semester; select one (locks not provided) and e-mail your information to: [ESS.AMCStudentlockers@uchsc.edu](mailto:ESS.AMCStudentlockers@uchsc.edu). 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**

For non-valuable items, you may call or stop by the reception/dispatch desk during regular business hours. The service desk is located on the first floor of the Campus Services Building located on 19<sup>th</sup> and Wheeling.  
303/724-1777

Items of value, such as cell phones, purses, wallets, etc. will be turned in to University Police.  
Call 303/724-4444 or stop by Building 407 on the West side of the campus during regular business hours.

## **MAILING SERVICES**

### **Mail Center at the Bookstore**

Customer service for the mail center is available to purchase stamps, mail meter forms, and to get information about campus mail services and requirements.

A **full service US Post Office** is located on the ground floor of Building 500 in the east lobby.  
Open Monday – Friday, 10 am – 2:30 pm. Stamps may be purchased at this location.

## **MONEY MATTERS**

### **Financial Institutions closest to the Anschutz Medical Campus are**

Public Service Employees Credit Union (Fitzsimons Branch)

Lobby of Building 500, (303) 691-2345 ask to be connected to the Anschutz Medical Campus Branch

Twenty-four hour ATMs are available in the lobby of Building 500, as well as the lobby of the ACAM pavilion.

### **NOTARY PUBLIC SERVICE**

Notary Public service is typically available at your financial institution free of charge.

Other free notary service can be found in the Student Assistance Office in the Student Services suite (3123 of Ed II – North). Be sure to bring an ID that has your picture AND signature (such as passport, driver's license). Student/Employee IDs are NOT acceptable identification for a notary public to use. For large documents (wills, real estate documents, etc. that require numerous signatures and/or witnesses), please call for an appointment. **303/724-7686.**

### **OFFICE OF DIVERSITY**

The mission of the Office of Diversity and Inclusion is to promote a more diverse community that acknowledges, values, fosters, and celebrates the unique qualities, rich histories, and wide variety of cultural values and beliefs that mirror and fulfill the Anschutz Medical Campus (AMC) mission of education, health care, research, and community service.

Office of Diversity and Inclusion activities include:

- Recruit, advise and support prospective students, high school and undergraduate, from underrepresented populations
- Collaborate with academic programs to provide health professions opportunity days on campus for high school and undergraduate students
- Provide information and referrals for students with academic, financial, and personal issues
- Advise and support student organizations
- Provide support for the AMC GLBTI group
- Collaborate with academic units to recruit and retain faculty from underrepresented populations
- Sponsor annual **Celebrate Diversity Series**

The Office also has a diversity library as well as a variety of publications available for check out to include supplemental course material, information on culturally competent health care, and journals for minority health care professionals.

The Office of Diversity and Inclusion is located in Education II – North Building, 3<sup>rd</sup> floor within the Student Services suite. The main office number is 303.724-8003.

### **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 community:

- Anschutz Medical Campus – Building 500, Room 7005. Phone: 303.724.2950
- Downtown Campus– CU Denver Building, Room 107P. Phone 303.556.4493

Appointments are available between 10am and 2pm, Monday through Friday. However, every effort will be made to accommodate a student's schedule. Walk-ins are welcome.

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

## **PARKING AND TRANSPORTATION**

**Office Locations – Anschutz Medical Campus – Ground Floor of Building 500 across from the Information Desk.**

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

### **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.

### **BUSING –**

Denver's transit system does service both campuses. 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](http://www.RTD-Denver.com).

The RTD College Pass Program will be available to AMC degree seeking students in Fall 2009. Please see the BUS PASS information provided at the beginning of this handbook.

The Parking Offices on both campuses sell RTD monthly passes, ticket books and tokens to UCD students at a discount through Summer 2009 until the College Pass begins in Fall 2009. (303) 724-2555. You must have your ID with you to purchase these products at the AMC Parking Office window. Discounts are NOT available at other RTD sites.

### **CAR POOL INFORMATION**

You may post your information in the Parking/Transportation Office on bulletin board/s on either campus. RTD also assists with Carpooling information on their website with RideArrangers [www.RTD-Denver.com](http://www.RTD-Denver.com)

### **PARKING FOR PERSONS WHO ARE DISABLED**

Each lot has parking spots designated for handicap access. Call the Parking Office at (303) 724-2555 for additional information.

## OTHER PARKING OPTIONS

Visitor and daily-pay lot maps can be found at [www.uchsc.edu/facilities/parking](http://www.uchsc.edu/facilities/parking) Permit lots are also mapped at this site.

### Night and Weekend Parking at the Anschutz Medical Campus

Students who worked 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 5PM 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 have already signed up for this feature do not have to do anything as this clearance has automatically been changed for you.

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 UCD ID badge activated to allow entry into the parking lots. There is a \$10 charge to activate your Anschutz Medical Campus ID for this after hours program. Please visit a parking office to fill out a registration form.

Please bring your UCD 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.

## PRINTING SERVICES — located in the Health Sciences Bookstore in Building 500

At the Printing Services customer service counter inside the bookstore 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 printer in the library which accept this accounting system) – see Library staff for assistance in purchasing printing/copying services within the Library.**

## RECREATION ON-AND NEAR- CAMPUS

Lounge 500 is a lounge for all 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, foosball, seating, and privacy rooms which can be used for breastfeeding, prayer, naps (!), etc. Check out the space – **it's right next to the Bookstore/Food Court area on the first floor of Building 500.**

The Fitzsimons swimming pool at 1924 Wheeling is available for everyone to use. There is a free-weight area over the swimming pool that is available for use, and the fee is included with the swimming fee. The pool is fully enclosed, and is available for private parties – there is an outside picnic area adjoining the swimming pool area. Please call the City of Aurora Park and Recreation at (303) 695-7201 for hours of operation.

There are a few quadrangle areas which are good gathering places for for volleyball, frisbee, football and other outdoor activities. You may checkout volleyball net sets, frisbees, etc., from the Student Assistance Office. 303/724-7686.

Fitzsimons Golf Course is available for everyone to use. Call (303) 397-1818 for a tee time (4 days advance notice is required). Visit their web site at [www.golfaurora.com/fitz.htm](http://www.golfaurora.com/fitz.htm)

**INTRAMURAL SPORTS THROUGH THE UC DAMC CAMPUSES**

Flag Football - Fall – Commissioned by AMC Campus      Volleyball - Fall and Winter – AHEC  
Basketball - Fall and Winter - AHEC

Flag Football is commissioned by AMC students. Basketball, Volleyball and (sometimes) Dodgeball utilize the services of the Auraria Campus. Fees for team sports at Auraria are typically \$30/student player on a team. \$50/guest (spouse, friend, roommate, etc.). Watch the [www.uchsc.edu/studentassistance](http://www.uchsc.edu/studentassistance) website, as well as your emails for upcoming sports announcements.

**RECREATION NEAR CAMPUS**

**24 Hour Fitness** - While AMC does not have an on-campus fitness/recreation facility, a contract with **24 Hour Fitness** allows all AMC 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

De'Anna Hubbard  
Client Service Manager  
24 Hour Fitness  
De'Anna Hubbard [dhubbard@24hourfit.com](mailto:dhubbard@24hourfit.com)

Two 24 Hour Fitness locations are nearby – Quincy and Parker, and Colorado and Leetsdale. The Lance24 is located in the Lowry development east of 8<sup>th</sup> and Quebec as well.

Go to the 24 Hour Fitness Website [www.24hourfitness.com](http://www.24hourfitness.com) for more locations. You may also enroll on line at [www.24hourfitness.com/corp/ucdenver](http://www.24hourfitness.com/corp/ucdenver). The discount code is 67600. You cannot enroll until you have matriculated *and* have received your AMC student ID.

**UCDENVER CONSOLIDATION BONUS!**  
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.  
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**

**Moorhead Recreation Center**

2390 Havana Street, Aurora, CO 80010 (303) 366 1718

**Parklane Pool**

3200 Tucson Street, Aurora, CO 80011 (303) 341-2650

**Aurora Parks and Recreation:** *Cottonwood Park, Sand Creek Park, Moorhead Park, Spencer Garrett Park, Havana Park, Nome Park, Freedom Park, Jewell Park, Hoffman Park, etc.* (303) 695-7204

**REGISTRAR**

Office of the Registrar  
Responsible for many services for all students including, but not limited to:

Course book publication  
Degree verification for licensure  
Diplomas  
Grade processing  
Loan deferments  
Registration  
Residency questions for tuition purposes  
Transcripts  
Name changes  
House Bill 1023

Most services through the Registrar's Office can be accessed via the Registrar's website, email, or telephone. Students will be given PINS upon matriculation. They do not need PINS to access the Registrar website but do need them to access the *student's* website/portal, register for elective courses on the web, order transcripts online, etc.

The Registrar's Office is located on the Anschutz Medical Campus in the Student Services suite (3123) of Education 2 North. Visit the website at [www.uchsc.edu/registrar](http://www.uchsc.edu/registrar)

## RESIDENCY CLASSIFICATION COUNSELING

The Registrar's Office, located in the Student Services suite of Ed II North - 3123, handles all residency classification counseling for tuition purposes. (303) 724-8054

### IMPORTANT!!! IMPORTANT!!!

If you are an out-of-state resident, be sure you get residency classification information from the AMC Registrar's Office *immediately* after arriving in Colorado if you wish to establish Colorado residency for tuition purposes.

## STUDENT ACADEMIC COMMUNITY SPACES –

There are 19 of these spaces located throughout the Anschutz Medical Campus – they are student friendly, informal learning environments, meant to promote a strong sense of community and seek to develop interdisciplinary, interprofessional connectivity and networking.

These spaces will provide an opportunity for peer discussion and instruction and informal interaction with-in and across disciplines. Through the identification of topics or themes, students with similar interests will come together to explore their common knowledge and educational experiences to complement their classroom experiences through student-driven, faculty supported programmatic activities. Four of these spaces will remain unassigned as students throughout the planning process requested some student space be left 'un-themed' and for the use of all students for relaxation, meetings, without concern of scheduled events in the spaces.

The 15 themes are: **Biomedical Research, International Health, Child/Adolescent Health, Geriatric Health, Fitness/Wellness/Nutrition, Acute Care, Oncology, Preventive Medicine/Public Health, Bioethics and Humanities, Career Options, Complementary, Alternative, Integrative Medicine, Rural Health, Urban/Underserved, Women's Health, Diversity and Health Care.**

All Communities welcome students to stop by and explore the current goings on – watch your emails and bulletin boards within the Community spaces for upcoming events.

## STUDENT ASSISTANCE OFFICE

The Student Assistance Office is located on the the 3<sup>rd</sup> floor of Ed II – North in the Student Services suite. The office provides many services to all students at AMC which are listed in this handbook – including housing and child care resources, Interdisciplinary Student Organization and Student Governance assistance and advising, intramural sports coordination, CU Buffs Season Ticket sales, learning assistance/tutoring services, notary public service, advising and administrative support of the Student Academic Communities (SACs). The Student Assistance also is responsible for Lounge 500 located on the first floor of Building 500.

The Office is open 8 a.m. – 5 p.m. Monday through Friday, phone 303/724-7686 or check the website at [www.uchsc.edu/studentassistance](http://www.uchsc.edu/studentassistance) for more information!

## STUDENT EMPLOYMENT

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 UC Denver are viewable through the Student Employment Office at <http://www.cudenver.edu/Admissions/Student+Employment/default.htm>

## STUDENT HEALTH INSURANCE

Please refer to the Student Health Insurance website [www.uchsc.edu/studentinsurance](http://www.uchsc.edu/studentinsurance) for complete information regarding the Student Health Insurance and Student Dental Plan. The Student Health Insurance Office is located in room 3208 of the Student Services suite (3123 in Ed II North) 303/ 724-7674.

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All students enrolled in 5 or more credit hours are required to carry comparable medical insurance coverage or enroll in the Anschutz Medical Campus Student Health Insurance Plan. The Student Health Insurance offers two PPO medical insurance plans.

- Please review the brochures for details of the plan's coverage at [www.uchsc.edu/studentinsurance](http://www.uchsc.edu/studentinsurance) . If you have any questions about the plan's coverage after viewing the plan design, please contact the Student Insurance Office, (303) 724-7674.

**Although you are automatically charged and enrolled in Plan A we still ask that you complete the selection/waiver form as it will speed up the amount of time it takes to get you loaded in the system.**

If you are not interested in purchasing the Student Insurance, you must fill out and return the Waiver form by deadline date posted on the form. Please read the form carefully and provide the necessary information – it will not be processed without all the required information.

You also have the option to enroll in a voluntary dental as an AMC student. You will be getting emails and USPS directly from Aetna regarding this plan or you may go to their website at [www.aetnastudenthealth](http://www.aetnastudenthealth) and enter policy number 696751 to view plan benefits.

If you have any questions about the 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, arcade games, lounge spaces – all you need to get a break away from it all! Nearby in the food court/Bookstore are food vendors and vending machines.

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!

Students may also utilize the many lounges located in the buildings all over campus - these general use lounges typically do not have microwaves/water availability, so bring your food that's ready to eat! If you need to pop in somewhere to warm up lunch – the Student Academic Community spaces all have microwaves, refrigerators, sinks/disposals for your use!

## TRANSCRIPTS

You may request transcripts on-line via the AMC Registrar's web page [www.uchsc.edu/registrar](http://www.uchsc.edu/registrar). First select Web Registration and Records and using the Transcripts link complete your request. You can fill out the form, and then print it off – it must be turned in with an original signature to the Registrar's Office.

There is no charge for transcripts unless you order RUSH.

RUSH transcripts must be ordered with a hardcopy form, which is available in the Student Services Suite (or online, you can fill it out and print a copy, or print then fill it out)...the form can then be FAXed Downtown for processing.

## TUTORING/Learning Assistance

Learning Assistance/Tutoring for the basic/biological science coursework is available through the Student Assistance Office located in Room 3204 in the Student Services suite of Ed II North (3123). If you need help, or can give help as a tutor, please contact [Cheryl.Gibson@ucdenver.edu](mailto:Cheryl.Gibson@ucdenver.edu), Director of the Student Assistance Office, at 303/724-7684 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 Student Assistance Office, but must pay them yourselves. Currently, tutors earn \$15/hour for one-one, 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

## UNIVERSITY POLICE

**It is important to remember that if you use your cell phone and dial 9 - 1 - 1, your call will not necessarily be connected to the correct police department . Precious time can be lost if you're transferred in an emergency situation. When on campus and using a University phone, dial 9-1-1 from a campus extension. Otherwise, key in 303/724-4444.**

The University of Colorado Police Department provides for the safety and security of students, staff, faculty and visitors of the University. Responsibilities include the protection of life and property, detection of crime, enforcement of laws and regulations, investigations, traffic control and building security, crime prevention and community education. The following are provided to the campus community:

•Evening/night Shuttle service to your vehicle •Fingerprinting services •Bicycle registration •Motorist assistance •Lost and Found services •Crime prevention programs •Building/room access •ID/Access cards. For more information on these or other services, contact the University Police.

In accordance with the Campus Security Act of 1990 (Jeanne Clery Act), campus crime statistics are available at the University Police offices on the Anschutz Medical Campus. They may also be viewed at our web site [www.UCHSC.edu/police](http://www.UCHSC.edu/police). We strongly encourage you to report all criminal activity, suspicious incidents or persons and safety hazards to the University Police, immediately.

## **STUDENT ORGANIZATIONS –**

This is a quick list – more information and contact info is available on the student assistance office website [www.uchsc.edu/studentassistance](http://www.uchsc.edu/studentassistance)

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 **MEDICAL SCHOOL** Medical Student Council • All About Couples • American Medical Students Association • Anesthesia Interest Group • Arrhythmias • Colorado Medical Society – Medical Student section • Disability Dialogue • Emergency Medicine Interest Group • Family Medicine Interest Group • Health Disparities Interest Group • Internal Medicine Interest Group • Medical Humanities Interest Group • Medical Students for Choice • Nutrition and Preventative Health Interest Group • Ob/Gyn Interest Group • Oncology Interest Group • Ortho Student Interest Group • Pathology Interest Group • Pediatric Interest Group • Physicians for Human Rights • Spanish Acquisition Begets Enhanced Service (SABES) • Students Interest Group in Neurology • Student National Medical Association and National Network of Latin American Medical Students • Surgical Society **NURSING** CU Student Nurses Association, Nursing Student Council **PHYSICAL THERAPY** 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 • **SCHOOL OF PHARMACY** American Society of Consultant Pharmacists • Pharmacists for Christ • Asian-American Pharmacy Students • Asian-American Pharmacy Students Association • APhA - Academy of Students of Pharmacy • Colorado Student Society of Health System Pharmacists • Kappa Epsilon • National Community Pharmacists Association • 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)** AMC Student Senate • Catholic Medical Association • Christian Health Fellowship • Complementary Alternative Medicine Student Interest Group • Geriatric Health Student Interest Group • Health Professionals for Environmental and Social Responsibility • Students for Global Health • Orchestra – Melomania • Outdoor Club • PRISM (GLBTI) • Reproductive Health Interest Group • Rural Health Network • UCDenver Cycling Team

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

## **WRITING CENTER**

The Downtown Campus of UCDenver has a Writing Center that is available to AMC Students – online- and in-person appointments are available. Visit [www.cudenver.edu/writingcenter](http://www.cudenver.edu/writingcenter) for more information. Students may use the Writing Center for writing application essays, grant proposals, curricula vitae, capstone papers and other writing projects.

## **IMPORTANT DENVER and AURORA TELEPHONE NUMBERS**

### **Assistance and Information**

#### **Chamber of Commerce**

Denver (303) 534-8500  
Aurora (303) 344-1500

#### **Colorado State Government**

(303) 866-5000

#### **Public Library**

Denver (720) 865-1111  
Aurora (303) 739 6600

#### **Postal Information**

(800) 275-8777

### **Complaints and Consumer Information**

Better Business Bureau (303) 758-2100

#### **City Police**

Denver (303) 640-2011  
Aurora (303) 739 6050

### **Licenses/Permits**

#### **Auto License Plates**

(303) 623-9463

before a vehicle can get Colorado license plates, it must pass emissions and you must have valid VIN information handy. Call for info and assemble all necessary items BEFORE you show up at the County Clerk Office.

#### **Driver's Licenses – Full Service Offices**

Denver (303) 937-9507  
Aurora (303) 344-8400

#### **Marriage Licenses**

Denver County (303) 640-2964  
Arapahoe County (Aurora) (303) 795-4520

#### **Parking Permits**

Only in Denver Residential (720) 913-5365  
The office is located at 110 16<sup>th</sup> Street (16<sup>th</sup> and Broadway)  
in room 780 of the former Petroleum Building.

### **Transportation**

RTD (bus information) (303) 299-6700

### **Utilities**

Electricity/Natural Gas Excel Energy (303) 571-7511

**Telephone Companies - see your telephone directory for a current listing of providers.**

#### **Trash Removal-**

Denver (303) 865-6900  
Aurora See the telephone directory for various service providers.

#### **Water Department**

Denver (303) 893-2444  
Aurora (303) 739-7388