Course Coordinator Contact List

Office of the Registrar; Curriculum Management Staff:

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**Joel Perez**, Registrar Specialist for Catalog and Curriculum Management  
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College of Architecture & Planning:

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College of Arts & Media:

Pending- Please contact CAMCourseCoordinator@ucdenver.edu for any inquiries

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Business School:

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Business School Extended Studies Coordinators:

One Year MBA Program

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To reach the CLAS Course Coordinators, please email:
clas.courses@ucdenver.edu

School of Public Affairs:

Sonia Brown, Academic Operations Coordinator
ESL Academy (English as a Second Language):

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Kyra Scrimgeour, ELL Program Coordinator
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Office of Academic Achievement:

UNIV Classes:

Christy Heaton, Assistant Vice Chancellor, Student Transitions and Family Engagement
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Emilie Waggoner, First Year Experiences, Associate Director
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Office of the Registrar, CU-SIS Development & Curriculum Services Staff

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To reach the team, please email cusisdev@ucdenver.edu

CU-SIS Development and Curriculum Duties

• Team performs many back end functions that help drive the student experience but aren’t directly student facing
  o CU-SIS Configuration and Automation (waitlists, requisite reports (PERC), grade post, etc.)
  o National Student Clearinghouse Reporting
  o Advisor Assignments (batch)
  o Academic Structure (creating/maintaining CU-SIS codes for majors, minors, etc.)
  o Special Processing Forms (SPF)
  o Enrollment Appointments
  o Academic Calendar

• Rooming:
  o EMS System
    ▪ Schedule.ucdenver.edu
  o Classroom scheduling
  o Finals schedule
    ▪ Math Common Final
    ▪ Biology Common Final
    ▪ Which buildings are Overseen by Whom

• Duplicate records
  o Duplicate.ResolutionsRecords@ucdenver.edu

• Schedule of Classes
  o Builds courses and oversees schedule of classes and course inventory
    • Course Proposal Form, Special Topics Form
  o Troubleshoot issues with requisites and class sections
    • Class Section Form, Catalog-level Requisite Form
  o Publish academic catalog (catalog.ucdenver.edu)
  o Canvas questions should go to OIT Helpdesk

Office of the Registrar, Transfer Credit, Degree Audit, & Graduation Staff
Kari Shafenberg, Associate Registrar for Transfer and Graduation Services

Transfer Team: tateam@ucdenver.edu
April Gonzales, Assistant Registrar for Transfer Credit
Tuong Vi Nguyen, Transfer Specialist
Robert Lopez, Transfer Specialist

Degree Audit & Graduation Team: gradcert@ucdenver.edu
Nicole Leonhard, Assistant Registrar for Graduation Services

Transfer Credit, Degree Audit, & Graduation Duties

- Services are provided for all degree seeking students at CU Denver.
- Evaluation of transcripts, college credit, test scores, and AP/IB/CLEP scores
- Pre-requisite troubleshooting
- Colorado Reverse Transfer/Degree Within Reach program
- Degree Audit, Planner, Scheduler
- Confirm degrees and ensures that university requirements have been met for graduation
- Diplomas/ Replacement Diplomas

Office of the Registrar, Records and Enrollment Staff

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For general questions, please email registrar@ucdenver.edu

Team emails include:
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- registrar.cpe@ucdenver.edu
- residency@ucdenver.edu
- cof@ucdenver.edu
- transcripts@ucdenver.edu

Records and Enrollment Duties
- Academic Standing
- Administrative Drop Processing
- Change of Record (COR) Form Processing
- College Opportunity Fund (COF) Processing
- Continuing & Professional Education (CPE) Enrollment
- CU Succeed Enrollment
- Grades Facilitation
- ICB Enrollment
- Inter-Campus Enrollment
- Inter-Institutional Enrollment
- Intra University Transfer Form Processing
- Late Withdrawal Petition Form Processing
- Medical Withdrawal Processing
- Metro-Pooled Grades Facilitation
- Name and Record Update Form Processing
- On Demand Enrollment Verifications Processing
- Out-of-State Student Online Classes Only Tuition Rate Processing
- Pass/Fail Request Processing
- Residency Petition Forms Processing
- Schedule Adjustment Forms (SAF) Processing
- Transcripts Processing
- Tuition Appeal Processing