

# Course Coordinator Contact List

## Office of the Registrar; Curriculum Management Staff:

**Vacant**, Assistant Registrar for Catalog and Curriculum Management  
Back Up: Marissa Tornatore, Associate Registrar for Transfer and Degree Completion

**Vacant**, Registrar Specialist for Catalog and Curriculum Management  
Back Up: Joel Perez, Assistant Registrar for Transfer Services

To reach us, please email:  
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## College of Architecture & Planning:

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## College of Arts & Media:

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## Business School:

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### Business School Extended Studies Coordinators:

#### One Year MBA Program

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#### Global Energy Management Program (GEM)

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#### Executive Health MBA

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Executive MBA

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Jake Jobs Center for Entrepreneurship

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Risk Management and Insurance (RMI) Program

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J.P. Morgan Center for Commodities

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**School of Education and Human Development:**

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**School of Education and Human Development Extended Studies Coordinators:**

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**College of Engineering, Design, and Computing:**

Engineering (ENGR) & Inworks (IWKS)

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Back up only for IWKS:

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Bioengineering

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#### Civil Engineering

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#### Computer Science Engineering

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#### Electrical Engineering

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#### Mechanical Engineering

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### College of Liberal Arts & Sciences:

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### School of Public Affairs:

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**Back-up only: Dawn Savage**, Academic Services Manager

### ESL Academy (English as a Second Language):

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### Office of Academic Achievement:

**UNIV Classes:**

**Christy Heaton**, Assistant Vice Chancellor, Student Transitions and Family Engagement

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**UNHL Classes:**

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## Office of the Registrar, CU-SIS Development & Curriculum Services Staff

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**Vacant**, Assistant Registrar for Catalog and Curriculum Management

**Vacant**, Registrar Specialist for Catalog and Curriculum Management

To reach the team, please email [cusisdev@ucdenver.edu](mailto: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**
  - CU-SIS Configuration and Automation (waitlists, requisite reports (PERC), grade post, etc.)
  - National Student Clearinghouse Reporting
  - Advisor Assignments (batch)
  - Academic Structure (creating/maintaining CU-SIS codes for majors, minors, etc.)
  - Enrollment Appointments
  - Academic Calendar
- **Rooming:**
  - **EMS System**
    - [Schedule.ucdenver.edu](http://Schedule.ucdenver.edu)
  - Classroom scheduling
  - Finals schedule
    - Math Common Final
    - Biology Common Final
    - Which buildings are Overseen by Whom
- **Duplicate records**
  - [Duplicate.ResolutionsRecords@ucdenver.edu](mailto:Duplicate.ResolutionsRecords@ucdenver.edu)
- **Schedule of Classes**
  - Builds courses and oversees schedule of classes and course inventory
    - Course Proposal Form, Special Topics Form
  - Troubleshoot issues with requisites and class sections
    - Class Section Form, Catalog-level Requisite Form
  - Canvas questions should go to OIT Helpdesk
- **Academic Catalog**
  - Publishes, manages and oversees catalog editing process
  - [catalog@ucdenver.edu](mailto:catalog@ucdenver.edu)

## Office of the Registrar, Transfer and Degree Completion Staff

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**Degree Audit & Graduation Team:** [gradcert@ucdenver.edu](mailto:gradcert@ucdenver.edu)

**Vacant**, Assistant Registrar for Degree Audit and Graduation

**Cameron Tierno**, Degree Audit Specialist

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**Shawn Carney**, Graduation Coordinator

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### 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
- Access and accuracy of [www.Transferology.com/ucdenver](http://www.Transferology.com/ucdenver) and <https://tes.collegesource.com/>
- Degree Audit, Planner, Scheduler
- Confirm degrees and ensures that university requirements have been met for graduation
- Diplomas/ Replacement Diplomas

## Office of the Registrar, Registration and Enrollment Staff

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**Joie Hirota**, Registrar Specialist

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For general questions, please email [registrar@ucdenver.edu](mailto:registrar@ucdenver.edu)

### Team emails include:

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- [registrar.cpe@ucdenver.edu](mailto:registrar.cpe@ucdenver.edu)
- [residency@ucdenver.edu](mailto:residency@ucdenver.edu)
- [cof@ucdenver.edu](mailto:cof@ucdenver.edu)

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### **Registration and Enrollment Duties**

- Academic Standing **Processing**
- 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**
- Military Residency **Processing**
- 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**
- Special Processing Forms (SPF) **Processing**
- Transcripts **Processing**
- Tuition Appeal **Processing**

<b>Office of the Registrar, Senior Staff</b>
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**Lara Medley**, Assistant Vice Chancellor and University Registrar

**Vacant**, Senior Associate Registrar