# Course Coordinator Contact List

## Office of the Registrar; Curriculum Management Staff:

<table>
<thead>
<tr>
<th>Position</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Vacant, Assistant Registrar for Catalog and Curriculum Management</td>
<td>Back Up: Marissa Tornatore, Associate Registrar for Transfer and Degree Completion</td>
</tr>
<tr>
<td>Vacant, Registrar Specialist for Catalog and Curriculum Management</td>
<td>Back Up: Joel Perez, Assistant Registrar for Transfer Services</td>
</tr>
</tbody>
</table>

To reach us, please email:

courses@ucdenver.edu

## College of Architecture & Planning:

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Roxy New, Academic Advisor &amp; Course Coordinator</td>
<td>E: <a href="mailto:roxy.new@ucdenver.edu">roxy.new@ucdenver.edu</a> P: 303-315-0343</td>
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## College of Arts & Media:

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Amanda Brooks, Course and Curriculum Coordinator</td>
<td>E: <a href="mailto:amanda.barrel@ucdenver.edu">amanda.barrel@ucdenver.edu</a> P: 303-315-7486</td>
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**Back Up Only: Leah Haloin, Assistant Director**

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<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>E: <a href="mailto:leah.haloin@ucdenver.edu">leah.haloin@ucdenver.edu</a></td>
<td>P: 303-315-7496</td>
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## Business School:

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Nadine Cruz, Course and Data Coordinator</td>
<td>E: <a href="mailto:nadine.cruz@ucdenver.edu">nadine.cruz@ucdenver.edu</a></td>
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## Business School Extended Studies Coordinators:

### One Year MBA Program

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Nicole Manera, Program Manager</td>
<td>E: <a href="mailto:nicole.manera@ucdenver.edu">nicole.manera@ucdenver.edu</a> P: 303-315-8801</td>
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<tr>
<td>Andrea Szabo, Director</td>
<td>E: <a href="mailto:andrea.szabo@ucdenver.edu">andrea.szabo@ucdenver.edu</a> P: 303-315-8800</td>
</tr>
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### Global Energy Management Program (GEM)

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Michele Cooper, Associate Director</td>
<td>E: <a href="mailto:michele.cooper@ucdenver.edu">michele.cooper@ucdenver.edu</a> P: 303-315-8066</td>
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### Executive Health MBA

<table>
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<tr>
<td>Nadine Cruz, Program Coordinator</td>
<td>E: <a href="mailto:Nadine.cruz@ucdenver.edu">Nadine.cruz@ucdenver.edu</a></td>
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<tr>
<td>Roger Japp, Director</td>
<td>E: <a href="mailto:roger.japp@ucdenver.edu">roger.japp@ucdenver.edu</a> P: 303-315-8015</td>
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Executive MBA

Victor Sanchez, Program Coordinator
E: Victor.sanchez@ucdenver.edu

Bethany Cape, Assistant Director of Operations
E: Bethany.cape@ucdenver.edu

David Chandler, Director
E: David.chandler@ucdenver.edu

Jake Jabs Center for Entrepreneurship
Clair Seville (Sims), Program Manager
E: Clair.sims@ucdenver.edu

Risk Management and Insurance (RMI) Program
Lori Genuchi, Assistant Director
E: lori.genuchi@ucdenver.edu P: 303-315-8153

J.P. Morgan Center for Commodities
Erica Hyman, Assistant Director
E: erica.hyman@ucdenver.edu P: 303-315-8019

School of Education and Human Development:

Shakira Anderson, Scheduling and Curriculum Manager
E: Shakira.anderson@ucdenver.edu P: 303-315-6369

Rebecca Schell, Academic Services Manager
E: Rebecca.schell@ucdenver.edu P: 303-315-4978

Sandy Snyder-Mondragon, Asst. Dean for Student Success & Enrollment Management
E: sandra.snyder-mondragon@ucdenver.edu P: 303-315-4979

School of Education and Human Development Extended Studies Coordinators:

Jenna Ronnebaum, Assistant Director
E: Jenna.ronnebaum@ucdenver.edu P: 303-315-5000

Ingrid Summers, Program Manager
E: ingrid.summers@ucdenver.edu

College of Engineering, Design, and Computing:

Engineering (ENGR) & Inworks (IWKS)
Tammy Hassan, Operations and Logistics Manager, Office of the Dean
E: tammy.hassan@ucdenver.edu P: 303-315-7130

Back up only for IWKS:
Kate Goodman, Curriculum Lead
E: Katherine.goodman@ucdeeenver.edu

Bioengineering
Shaun Boulier, Undergraduate Program Manager
E: shaun.boulier@ucdenver.edu P: 303-315-7576
Natalie Kersten, Graduate Program Manager  
E: natalie.kersten@cuanschutz.edu  P: 303-724-9972

Civil Engineering  
Pam Mettler, Program Manager  
E: pam.mettler@ucdenver.edu  P: 303-315-7179

Liv Lindenberg, Program Coordinator  
E: liv.lindenberg@ucdenver.edu

Computer Science Engineering  
Christy Ridd, Program Manager  
E: christina.ridd@ucdenver.edu  P: 303-315-1411

Megan Rogers, Graduate Coordinator and Program Assistant  
E: megan.l.rogers@ucdenver.edu  P: 303-315-1413

Electrical Engineering  
Karla Flores, Program Manager  
E: karla.flores@ucdenver.edu  P: 303-315-7522

Mechanical Engineering  
Natalya Semyonova, Program Manager  
E: Natalya.Semyonova@ucdenver.edu  P: 303-315-7562

College of Liberal Arts & Sciences:

Sarah Thompson, Course and Curriculum Coordinator  
E: sarah.j.thompson@ucdenver.edu  P: 303-315-7009

Mika Puseman, Course and Curriculum Coordinator  
E: mika.puseman@ucdenver.edu

Kristen Salsbury, CPE Program Manager  
E: kristen.salsbury@ucdenver.edu

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

School of Public Affairs:

Jessica Gomez Garcia, Academic Operations Coordinator  
E: JESSICA.GOMEZGARCIA@UCDENVER.EDU

Back-up only: Dawn Savage, Academic Services Manager

ESL Academy (English as a Second Language):

Kyra Scrimgeour, ELL Program Coordinator  
E: kyra.scrimgeour@ucdenver.edu  P: 303-315-2386

Office of Academic Achievement:
UNIV Classes:

Christy Heaton, Assistant Vice Chancellor, Student Transitions and Family Engagement
E: CHRISTY.HEATON@UCDENVER.EDU  P: 303-315-2160

Emilie Waggoner, First Year Experiences, Associate Director
E: EMILIE.WAGGONER@UCDENVER.EDU  P: 303-315-2678

UNHL Classes:

Elisabeth Hawksbee, Senior Program Coordinator
E: ELISABETH.HAWKSBEE@UCDENVER.EDU  P: 303-556-5297

Asuka Morley, Program Coordinator
E: ASUKA.MORLEY@UCDENVER.EDU  P: 303-315-7838
Office of the Registrar, CU-SIS Development & Curriculum Services Staff

Allison Diekhoff, Associate Registrar for CU-SIS Development & Curriculum Management  
E: allison.diekhoff@ucdenver.edu  P: 303-315-2584

Kristie Siedlecki, Campus Community & Classroom Scheduling  
E: kristie.siedlecki@ucdenver.edu  P: 303-315-2591

Othello Goodwin, IT Production Coordinator  
E: othello.goodwin@ucdenver.edu

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

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 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 Canvas questions should go to OIT Helpdesk

• Academic Catalog
  o Publishes, manages and oversees catalog editing process
  o catalog@ucdenver.edu
Office of the Registrar, Transfer and Degree Completion Staff

Marissa Tornatore, Associate Registrar for Transfer and Degree Completion  
E: Marissa.tornatore@ucdenver.edu

Transfer Team: tateam@ucdenver.edu  
Joel Perez, Assistant Registrar for Transfer Services  
E: joel.perez@ucdenver.edu  
Ketan Brown, Transfer Specialist  
E: CHRISTOPHER.K.BOWMAN@UCDENVER.EDU  
Ziong “Z” Vue, Transfer Specialist  
E: ziong.vue@ucdenver.edu

Degree Audit & Graduation Team: gradcert@ucdenver.edu  
Vacant, Assistant Registrar for Degree Audit and Graduation  
Cameron Tierno, Degree Audit Specialist  
E: Cameron.Tierno@ucdenver.edu  
Shawn Carney, Graduation Coordinator  
E: Shawn.Carney@ucdenver.edu

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, Registration and Enrollment Staff

Samantha Kelly, Associate Registrar for Registration and Enrollment  
E: Samantha.2.kelly@ucdenver.edu P: 303-315-3501

Liz Blaser, Assistant Registrar for Continuing Education Records  
E: Elizabeth.blaser@ucdenver.edu P: 303-315-2586

Vacant, Assistant Registrar for Registration and Enrollment  
Madison Nichols, Registrar Specialist  
E: madison.nichols@ucdenver.edu

Maritza Casillas, Assistant Registrar for Tuition Classification  
E: Maritza.casillas@ucdenver.edu P: 303-315-2561  
Joie Hirota, Registrar Specialist  
E: Joanna.hirota@ucdenver.edu P: 303-315-2585

For general questions, please email registrar@ucdenver.edu

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

**Office of the Registrar, Senior Staff**

**Lara Medley**, Assistant Vice Chancellor and University Registrar

**Vacant**, Senior Associate Registrar