# Course Coordinator Contact List

## Office of the Registrar; Curriculum Management Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marissa Tornatore</td>
<td>Assistant Registrar for Catalog and Curriculum Management</td>
<td><a href="mailto:marissa.tornatore@ucdenver.edu">marissa.tornatore@ucdenver.edu</a></td>
<td>303-315-2545 (Phone)</td>
</tr>
<tr>
<td>Joel Perez</td>
<td>Registrar Specialist for Catalog and Curriculum Management</td>
<td><a href="mailto:joel.perez@ucdenver.edu">joel.perez@ucdenver.edu</a></td>
<td>303-315-2550 (Phone)</td>
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To reach us, please email: courses@ucdenver.edu

## College of Architecture & Planning:

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

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<tr>
<th>Name</th>
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<th>Email</th>
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<tbody>
<tr>
<td>Amanda Barrell</td>
<td>Course and Curriculum Coordinator</td>
<td><a href="mailto:amanda.barrel@ucdenver.edu">amanda.barrel@ucdenver.edu</a></td>
<td>303-315-7486 (phone)</td>
</tr>
<tr>
<td>Back Up Only: Leah Haloin</td>
<td>Assistant Director</td>
<td><a href="mailto:leah.haloin@ucdenver.edu">leah.haloin@ucdenver.edu</a></td>
<td>303-315-7496 (Phone)</td>
</tr>
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## Business School:

<table>
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<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Jessica Barkley</td>
<td>Course and Data Coordinator</td>
<td><a href="mailto:jessica.barkley@ucdenver.edu">jessica.barkley@ucdenver.edu</a></td>
<td>303-315-8063 (Phone)</td>
</tr>
</tbody>
</table>

Note: Jessica is working 20% of the week with CU Denver as of 11/1/21 through 12/31/21. After this date, please contact Shane Hoon at shane.hoon@ucdenver.edu.

## Business School Extended Studies Coordinators:

### One Year MBA Program

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Nicole Manera</td>
<td>Program Coordinator</td>
<td><a href="mailto:nicole.manera@ucdenver.edu">nicole.manera@ucdenver.edu</a></td>
<td>303-315-8801 (Phone)</td>
</tr>
</tbody>
</table>

| Andrea Szabo                | Director                                   | andrea.szabo@ucdenver.edu      | 303-315-8800 (Phone) |

### Global Energy Management Program (GEM)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Michele Cooper</td>
<td>Associate Director</td>
<td><a href="mailto:michele.cooper@ucdenver.edu">michele.cooper@ucdenver.edu</a></td>
<td>303-315-8066 (Phone)</td>
</tr>
</tbody>
</table>
Executive Health MBA
   Nadine Cruz, Program Coordinator
   Nadine.cruz@ucdenver.edu

   Roger Japp, Director
   roger.japp@ucdenver.edu  303-315-8015 (Phone)

Executive MBA
   Bethany Cape, Program Coordinator
   Bethany.cape@ucdenver.edu

   David Chandler, Director

Jake Jabs Center for Entrepreneurship
   Sarah Engel, Assistant Director
   sarah.engel@ucdenver.edu  303-315-8503 (Phone)

   Annie Lemberg, Program Coordinator
   Annie.lemberg@ucdenver.edu  303-315-8500 (Phone)

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

J.P. Morgan Center for Commodities
   Erica Hyman, Program Coordinator
   erica.hyman@ucdenver.edu  303-315-8019 (Phone)

School of Education and Human Development:
   Shakira Anderson, Scheduling and Curriculum Manager
   Shakira.anderson@ucdenver.edu  303-315-6369 (Phone)

   Rebecca Schell, Academic Services Manager
   Rebecca.schell@ucdenver.edu  303-315-4978 (Phone)

   Sandy Snyder-Mondragon, Asst. Dean for Student Success & Enrollment Management
   sandra.snyder-mondragon@ucdenver.edu  303-315-4979 (Phone)

   School of Education and Human Development Extended Studies Coordinators:
   Jenna Ronnebaum, Program Manager
   Jenna.ronnebaum@ucdenver.edu  303-315-5000 (Phone)

   Ingrid Summers, Program Coordinator
   ingrid.summers@ucdenver.edu

College of Engineering, Design, and Computing
   Petrina Morgan, Assistant Dean of Administration, Office of the Dean
   Petrina.morgan@ucdenver.edu  303-315-7167 (Phone)
Engineering (ENGR)

Tammy Hassan, External Relations Senior Professional, Office of the Dean
tammy.hassan@ucdenver.edu 303-315-7170 (Phone)

Bioengineering

Shaun Boulier, Undergraduate Program Manager
shaun.boulier@ucdenver.edu 303-315-7576 (Phone)

Natalie Kersten, Graduate Program Manager
natalie.kersten@cuanschutz.edu 303-724-9972 (Phone)

Civil Engineering

Pam Mettler, Program Manager
pam.mettler@ucdenver.edu 303-315-7179 (Phone)

Liv Lindenberg, Program Coordinator
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Allison Gus, Graduate Program Coordinator
allison.gus@ucdenver.edu

Computer Science Engineering

Christy Ridd, Program Manager
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Megan Rogers, Administrative Assistant
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Electrical Engineering

Annie Bennett, Program Manager
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Karla Flores, Administrative Assistant
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Mechanical Engineering

Natalya Semyonova, Program Manager
Natalya.Semyonova@ucdenver.edu 303-315-7562 (Phone)

Tanya King, Administrative Assistant
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Inworks

Kelsie Faulds, Program Manager
kelsie.faulds@ucdenver.edu 303-315-0047 (Phone)

College of Liberal Arts & Sciences: 
Mary Lovit, Curriculum Manager
mary.lovit@ucdenver.edu 303-315-7008 (Phone)

Sarah Thompson, Course and Curriculum Coordinator
sarah.j.thompson@ucdenver.edu 303-315-7009 (Phone)

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

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

School of Public Affairs:

Sonia Brown, Academic Operations Coordinator
sonia.brown@ucdenver.edu

ESL Academy (English as a Second Language):

Kadie Goodman, ELL Program Manager
kadie.goodman@ucdenver.edu 303-315-2385 (Phone)

Kyra Scrimgeour, ELL Program Coordinator
kyra.scrimgeour@ucdenver.edu 303-315-2386 (Phone)

Office of Academic Achievement:

UNIV Classes:

Christy Heaton, Assistant Vice Chancellor, Student Transitions and Family Engagement
CHRISTY.HEATON@UCDENVER.EDU 303-315-2160 (Phone)

Emilie Waggoner, First Year Experiences, Associate Director
EMILIE.WAGGONER@UCDENVER.EDU 303-315-2678 (Phone)

UNHL Classes: Elisabeth Hawksbee, Program Coordinator
ELISABETH.HAWKSbee@UCDENVER.EDU 303-556-5297 (Phone)
Office of the Registrar, CU-SIS Development & Curriculum Services Staff

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

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

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

Marissa Tornatore, Assistant Registrar for Catalog and Curriculum Management
marissa.tornatore@ucdenver.edu 303-315-2545 (Phone)

Joel Perez, Registrar Specialist for Catalog and Curriculum Management
joel.perez@ucdenver.edu 303-315-2550 (Phone)

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

Samantha Kelly – Interim Associate Registrar for Transfer Credit, Degree Audit, & Graduation

Transfer Team: tateam@ucdenver.edu
April Gonzales, Assistant Registrar for Transfer Credit
E: April.Gonzales@ucdenver.edu
TuongVi Nguyen, Transfer Specialist
E: Tuongvi.Nguyen@ucdenver.edu
Robert Lopez, Transfer Specialist
E: Robert.Lopezjr@ucdenver.edu

Degree Audit & Graduation Team: gradcert@ucdenver.edu
Nicole Leonhard, Assistant Registrar for Graduation Services
E: Nicole.Leonhard@ucdenver.edu
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
E: Samantha.2.kelly@ucdenver.edu P: 303-315-3501

Liz Blaser – Assistant Registrar for Registration and Enrollment
E: Elizabeth.blaser@ucdenver.edu P: 303-315-2586

Madison Nichols – Registrar Specialist
E: madison.nichols@ucdenver.edu P:

Maritza Casillas – Assistant Registrar for Tuition Classification
E: Maritza.casillas@ucdenver.edu P: 303-315-2561

Joanna Hirota – Registrar Specialist (Start Date- 1/1/22)

For general questions, please email registrar@ucdenver.edu

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

Office of the Registrar, Senior Staff

Assistant Vice Chancellor and University Registrar: Lara Medley
Director of Registrar Services: Cindy Justice