Course Coordinator Contact List

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**Business School:**

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Office of Academic Achievement:

UNIV Classes:

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

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
Cameron Tierno, Degree Audit Specialist

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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Maritza Casillas – Assistant Registrar for Tuition Classification
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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