

Course Coordinator Contact List

Office of the Registrar; Curriculum Management Staff:

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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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Executive Business Programs

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Jake Jabs 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

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Engineering (ENGR)

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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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Inworks

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College of Liberal Arts & Sciences:

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

School of Public Affairs:

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ESL Academy (English as a Second Language):

Kadie Goodman, ELL Program Manager

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

Allison Diekhoff, Associate Registrar for CU-SIS Development & Curriculum Management
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Othello Goodwin, IT Production Coordinator
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Joel Perez, Registrar Specialist for Catalog and Curriculum Management
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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**
 - 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.)
 - Special Processing Forms (SPF)
 - Enrollment Appointments
 - Academic Calendar
- **Rooming:**
 - **EMS System**
 - 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
- **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
 - Publish academic catalog (catalog.ucdenver.edu)
 - 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
- Access and accuracy of 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, Records and Enrollment Staff

Samantha Kelly – Associate Registrar

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Liz Blaser – Assistant Registrar for Registration and Enrollment

P: 303-315-2586 E: Elizabeth.blaser@ucdenver.edu grades@ucdenver.edu and registrar.cpe@ucdenver.edu

Maritza Casillas – Assistant Registrar for Tuition Classification

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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

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**