

Course Coordinator Contact List

Office of the Registrar; Curriculum Management Staff:

Marissa Tornatore, Assistant Registrar for Catalog and Curriculum Management
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Joel Perez, Registrar Specialist for Catalog and Curriculum Management
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To reach us, please email:
courses@ucdenver.edu

College of Architecture & Planning:

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College of Arts & Media:

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Back Up Only: Leah Haloin, Assistant Director
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Business School:

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Business School Extended Studies Coordinators:

One Year MBA Program

Nicole Manera, Program Manager
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Andrea Szabo, Director
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Global Energy Management Program (GEM)

Michele Cooper, Associate Director
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Executive Health MBA

Nadine Cruz, Program Coordinator

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Roger Japp, Director

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Executive MBA

Bethany Cape, Program Coordinator

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Jake Jabs Center for Entrepreneurship

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Risk Management and Insurance (RMI) Program

Lori Genuchi, Assistant Director

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J.P. Morgan Center for Commodities

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School of Education and Human Development:

Shakira Anderson, Scheduling and Curriculum Manager

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Sandy Snyder-Mondragon, Asst. Dean for Student Success & Enrollment Management

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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)

Tammy Hassan, External Relations Senior Professional, *Office of the Dean*

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Bioengineering

Shaun Boulter, Undergraduate Program Manager

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Civil Engineering

Pam Mettler, Program Manager
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Allison Gus, Graduate Program Coordinator
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Computer Science Engineering

Christy Ridd, Program Manager
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Electrical Engineering

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Mechanical Engineering

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Inworks

Alejandro Dejesus, Business Service Associate Director
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College of Liberal Arts & Sciences:

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Sarah Thompson, Course and Curriculum Coordinator
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Kristen Salsbury, CPE Program Manager
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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
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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
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
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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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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.)
 - 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
 - Canvas questions should go to OIT Helpdesk
- **Academic Catalog**
 - Publishes, manages and oversees catalog editing process
 - catalog@ucdenver.edu

Office of the Registrar, Transfer Credit, Degree Audit, & Graduation Staff

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

Transfer Team: tateam@ucdenver.edu

April Gonzales, Assistant Registrar for Transfer Student Services

E: April.Gonzales@ucdenver.edu

Degree Audit & Graduation Team: gradcert@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
- 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, 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 Registration and Enrollment

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Madison Nichols – Registrar Specialist

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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
- transcripts@ucdenver.edu
- gradeforgiveness@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
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Assistant Vice Chancellor and University Registrar: Lara Medley

Director of Registrar Services: Cindy Justice