**Course Coordinator Contact List**

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| **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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**Back Up Only: Leah Haloin**, Assistant Director

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**Business School:**

**Cher Vo**, Course, Curriculum and Microcredential Coordinator
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Business School Extended Studies Coordinators:

One Year MBA Program

**Nicole Corken,** 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

 **James Wilson**

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Executive MBA

 **Victor Sanchez**, Program Coordinator

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 **Bethany Cape**, Assistant Director of Operations

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Jake Jabs Center for Entrepreneurship

**Clair Sims**, Program Manager

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Risk Management and Insurance (RMI) Program

**Lori Genuchi**, Assistant Director

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J.P. Morgan Center for Commodities

**Erica Hyman**, Assistant Director

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**School of Education and Human Development:**

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 **Rebecca Schell**,Academic Services 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:

 **Jenna Ronnebaum,** Assistant Director

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**College of Engineering, Design, and Computing:**

Engineering (ENGR) & Inworks (IWKS)

**Tammy Hassan**, Operations and Logistics Manager, *Office of the Dean*

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 Back up only for IWKS:

 **Kate Goodman**, Curriculum Lead

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Bioengineering

 **Shaun Boulier**, Student Services Director

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Civil Engineering

 **Pam Mettler,** Program Manager

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 **Liv Lindenberg**, Program Coordinator

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Computer Science Engineering

 **Kelly Konrad**, Program Manager

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Electrical Engineering

 **Karla Flores**, Program Manager

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Mechanical Engineering

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**College of Liberal Arts & Sciences:**

**Sarah Thompson**, Course and Curriculum Coordinator

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 **Mika Puseman**, 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:

E: clas.courses@ucdenver.edu

**School of Public Affairs:**

**Jessica Gomez Garcia,** Academic Operations Coordinator
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**Back-up only: Dawn Savage**, Academic Services Manager

**ESL Academy (English as a Second Language):**

 **Alexa Marie Rojales,** Program Coordinator

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**Andy Pulford,** Program Manager

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**CU Succeed**

 **Leslie Cummings,** Senior 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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 **Emilie Waggoner,** First Year Experiences, Associate Director
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 **UNHL Classes:**

**Elisabeth Hawksbee**, Senior Program Coordinator

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 **Asuka Morley**, Program Coordinator

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| **Office of the Registrar, Systems**  |

 Meredith Husk, Associate Registrar for Systems

 meredith.husk@ucdenver.edu

 Vacant, Assistant Registrar for Reporting

 Jessica McCarty, IT Support and Security Professional

 Sabina Soultanova, Document Management and Workflow Coordinator

* **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.)
	+ Advisor Assignments (batch)
	+ Enrollment Appointments
	+ Security Roles

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| **Office of the Registrar; Catalog and Curriculum Management Staff:** |

**Todd Deese,** Senior Associate Registrar for Catalog and Curriculum Management

E: todd.deese@ucdenver.edu

**Sarah Beal,** Assistant Registrar for Catalog and Curriculum Management

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 **Paulina Jacobi,** Catalog and Curriculum Specialist

 E: paulina.jacobi@ucdenver.edu

 **Vacant,** Catalog and Curriculum Specialist

 E:

To reach us, please email:

 **courses@ucdenver.edu** **for Curriculum Management and scheduling related items**

**catalog@ucdenver.edu** **for Catalog related items**

 **CU-SIS Catalog and Curriculum Duties**

* **Team performs many back-end functions that help drive the student experience but aren’t directly student facing**
	+ 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

**Catalog & Curriculum Management Duties**

**Schedule of Classes**

* + Academic Structure (creating/maintaining CU-SIS codes for majors, minors, etc.)
	+ 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

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| **Office of the Registrar Transfer, Degree, and Curriculum Services Staff** |

**Transfer Team:** tateam@ucdenver.edu

**Vacant**, Assistant Registrar for Transfer Student Services

E:

**Ketan Brown,** Transfer Specialist

 E: CHRISTOPHER.K.BOWMAN@UCDENVER.EDU

**Vacant**; Transfer Specialist

 E:

 **Vacant,** Transfer Equivalency Specialist

 E:

 **Degree Audit Team**: gradcert@ucdenver.edu

 **Cameron Tierno,** Assistant Registrar for Degree Audit and Graduation

E: Cameron.Tierno@ucdenver.edu

**Joie Hirota,** Degree Audit Specialist

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**Vacant,** Degree Progress Specialist

**E:**

 **Transfer Credit & Degree Audit 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](http://www.transferology.com/ucdenver) and <https://tes.collegesource.com/>
* Degree Audit, Planner, Scheduler

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| **Office of the Registrar, Registration and Enrollment Staff** |

**Vacant**, Assistant Registrar for Continuing Education Records
E:

**Shawn Carney,** Assistant Registrar for Registration and Enrollment

E: Shawn.Carney@ucdenver.edu **Trevor Adams**, Records & Registration Specialist

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**Kyung (Kye) Woo**, Graduation & Credentials Specialist

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**Vacant**, Assistant Registrar for Tuition Classification
E: P:

**Emma York,** Records & Registration Specialist

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**Vacant,** Residency Specialist

**E:**

 For general questions, please email **registrar@ucdenver.edu**

 **Team emails include**:

* grades@ucdenver.edu
* registrar.cpe@ucdenver.edu
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* cof@ucdenver.edu
* transcripts@ucdenver.edu
* gradeforgiveness@ucdenver.edu
* cpe.registrar@ucdenver.edu
* diplomas@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***

**Graduation Duties**

* Confirm degrees and ensures that university requirements have been met for graduation
* Diplomas/ Replacement Diplomas

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| **Office of the Registrar, Senior Staff** |

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

**Todd Deese,** Senior Associate Registrar

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