**Course Coordinator Contact List**

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**College of Architecture & Planning:**

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Global Energy Management Program (GEM)

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Executive Health MBA

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Executive MBA

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

Engineering (ENGR) & Inworks (IWKS)

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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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**College of Liberal Arts & Sciences:**

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**School of Public Affairs:**

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**Back-up only: Dawn Savage**, Academic Services Manager

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

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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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**UNHL Classes:**

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**Asuka Morley**, Program Coordinator

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

Meredith Husk, Associate Registrar for Systems

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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:** |

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**Vacant,** Catalog and Curriculum Specialist

E:

To reach us, please email:

[**courses@ucdenver.edu**](mailto:courses@ucdenver.edu) **for Curriculum Management and scheduling related items**

[**catalog@ucdenver.edu**](mailto: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](mailto: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](mailto:tateam@ucdenver.edu)

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**Vacant**; Transfer Specialist

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**Vacant,** Transfer Equivalency Specialist

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**Degree Audit Team**: [gradcert@ucdenver.edu](mailto:gradcert@ucdenver.edu)

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**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:

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

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

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**E:**

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**Team emails include**:

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* [residency@ucdenver.edu](mailto:residency@ucdenver.edu)
* [cof@ucdenver.edu](mailto:cof@ucdenver.edu)
* [transcripts@ucdenver.edu](mailto:transcripts@ucdenver.edu)
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* 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

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