**Course Coordinator Contact List**

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| --- |
| **Office of the Registrar; Curriculum Management Staff:** |

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

sarah.yurgealitis@ucdenver.edu

**Paulina Jacobi,** Registrar Specialist for Catalog and Curriculum Management

paulina.jacobi@ucdnver.edu

To reach us, please email:

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

**College of Architecture & Planning:**

**Roxy New**, Academic Advisor & Course Coordinator

E: roxy.new@ucdenver.edu P: 303-315-0343

**College of Arts & Media:**

**Amanda Brooks,** Senior Coordinator, Academic & Faculty Affairs

E: [Amanda.brooks@ucenver.edu](mailto:Amanda.brooks@ucenver.edu) P: 303-315-7486

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

E: [leah.haloin@ucdenver.edu](mailto:leah.haloin@ucdenver.edu) P: 303-315-7496

**Business School:**

**Cher Vo**, Course, Curriculum and Microcredential Coordinator  
E: [cher.vo@ucdenver.edu](mailto:cher.vo@ucdenver.edu)

Business School Extended Studies Coordinators:

One Year MBA Program

**Nicole Manera,** Program Manager  
E: [nicole.manera@ucdenver.edu](mailto:nicole.manera@ucdenver.edu) P: 303-315-8801

**Andrea Szabo**, Director

E: [andrea.szabo@ucdenver.edu](mailto:andrea.szabo@ucdenver.edu) P: 303-315-8800

Global Energy Management Program (GEM)

**Michele Cooper**, Associate Director

E: [michele.cooper@ucdenver.edu](mailto:michele.cooper@ucdenver.edu) P: 303-315-8066

Executive Health MBA

**James Wilson**

E: [james.3.wilson@ucdenver.edu](mailto:james.3.wilson@ucdenver.edu)

**Roger Japp,** Director  
E: [roger.japp@ucdenver.edu](mailto:roger.japp@ucdenver.edu) P: 303-315-8015

Executive MBA

**Victor Sanchez**, Program Coordinator

E: [Victor.sanchez@ucdenver.edu](mailto:Victor.sanchez@ucdenver.edu)

**Bethany Cape**, Assistant Director of Operations

E: [Bethany.cape@ucdenver.edu](mailto:Bethany.cape@ucdenver.edu)

**David Chandler,** Director

E: [David.chandler@ucdenver.edu](mailto:David.chandler@ucdenver.edu)

Jake Jabs Center for Entrepreneurship

**Clair Seville (Sims)**, Program Manager

E: [Clair.sims@ucdenver.edu](mailto:Clair.sims@ucdenver.edu)

Risk Management and Insurance (RMI) Program

**Lori Genuchi**, Assistant Director

E: [lori.genuchi@ucdenver.edu](mailto:lori.genuchi@ucdenver.edu) P: 303-315-8153

J.P. Morgan Center for Commodities

**Erica Hyman**, Assistant Director

E: [erica.hyman@ucdenver.edu](mailto:erica.hyman@ucdenver.edu) P: 303-315-8019

**School of Education and Human Development:**

**Shakira Anderson**, Scheduling and Curriculum Manager

E: [Shakira.anderson@ucdenver.edu](mailto:Shakira.anderson@ucdenver.edu) P: 303-315-6369

**Rebecca Schell**,Academic Services Manager

E: [Rebecca.schell@ucdenver.edu](mailto:Rebecca.schell@ucdenver.edu) P: 303-315-4978

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

E: [sandra.snyder-mondragon@ucdenver.edu](mailto:sandra.snyder-mondragon@ucdenver.edu) P: 303-315-4979

School of Education and Human Development Extended Studies Coordinators:

**Jenna Ronnebaum,** Assistant Director

E: [Jenna.ronnebaum@ucdenver.edu](mailto:Jenna.ronnebaum@ucdenver.edu) P: 303-315-5000

**Ingrid Summers**, Program Manager

E: [ingrid.summers@ucdenver.edu](mailto:ingrid.summers@ucdenver.edu)

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

Engineering (ENGR) & Inworks (IWKS)

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

E: [tammy.hassan@ucdenver.edu](mailto:tammy.hassan@ucdenver.edu) P: 303-315-7130

Back up only for IWKS:

**Kate Goodman**, Curriculum Lead

E: Katherine.goodman@ucdeenver.edu

Bioengineering

**Shaun Boulier**, Student Services Director

E: [shaun.bouiler@ucdenver.edu](mailto:shaun.bouiler@ucdenver.edu)

Civil Engineering

**Pam Mettler,** Program Manager

E: [pam.mettler@ucdenver.edu](mailto:pam.mettler@ucdenver.edu) P: 303-315-7179

**Liv Lindenberg**, Program Coordinator

E: [liv.lindenberg@ucdenver.edu](mailto:liv.lindenberg@ucdenver.edu)

Computer Science Engineering

**Christy Ridd**, Program Manager

E: [christina.ridd@ucdenver.edu](mailto:christina.ridd@ucdenver.edu) P: 303-315-1411

Electrical Engineering

**Karla Flores**, Program Manager

E: [karla.flores@ucdenver.edu](mailto:karla.flores@ucdenver.edu) P: 303-315-7522

Mechanical Engineering

**Natalya Semyonova,** Program Manager

E: [Natalya.Semyonova@ucdenver.edu](mailto:Natalya.Semyonova@ucdenver.edu) P: 303-315-7562

**College of Liberal Arts & Sciences:**

**Sarah Thompson**, Course and Curriculum Coordinator

E: [sarah.j.thompson@ucdenver.edu](mailto:sarah.j.thompson@ucdenver.edu) P: 303-315-7009

**Mika Puseman**, Course and Curriculum Coordinator

E: [mika.puseman@ucdenver.edu](mailto:mika.puseman@ucdenver.edu)

**Kristen Salsbury**, CPE Program Manager

E: [kristen.salsbury@ucdenver.edu](mailto:kristen.salsbury@ucdenver.edu)

To reach the **CLAS Course Coordinators**, please email:

E: [clas.courses@ucdenver.edu](mailto:clas.courses@ucdenver.edu)

**School of Public Affairs:**

**Jessica Gomez Garcia,** Academic Operations Coordinator  
E: [JESSICA.GOMEZGARCIA@UCDENVER.EDU](mailto:JESSICA.GOMEZGARCIA@UCDENVER.EDU)

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

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

**Alexa Marie Rojales,** Program Coordinator

E: [alexamarie.rojales@ucdenver.edu](mailto:alexamarie.rojales@ucdenver.edu)

**Andy Pulford,** Program Manager

E: [andy.pulford@ucdenver.edu](mailto:andy.pulford@ucdenver.edu)

**CU Succeed**

**Leslie Cummings,** Senior Program Coordinator

E: [leslie.cummings@ucdenver.edu](mailto:leslie.cummings@ucdenver.edu)

**Office of Academic Achievement:**

**UNIV Classes:**

**Christy Heaton,** Assistant Vice Chancellor, Student Transitions and Family Engagement

E: [CHRISTY.HEATON@UCDENVER.EDU](mailto:CHRISTY.HEATON@UCDENVER.EDU) P: 303-315-2160

**Emilie Waggoner,** First Year Experiences, Associate Director  
 E: [EMILIE.WAGGONER@UCDENVER.EDU](mailto:EMILIE.WAGGONER@UCDENVER.EDU) P: 303-315-2678

**UNHL Classes:**

**Elisabeth Hawksbee**, Senior Program Coordinator

E: [ELISABETH.HAWKSBEE@UCDENVER.EDU](mailto:ELISABETH.HAWKSBEE@UCDENVER.EDU) P: 303-556-5297

**Asuka Morley**, Program Coordinator

E: [ASUKA.MORLEY@UCDENVER.EDU](mailto:ASUKA.MORLEY@UCDENVER.EDU) P: 303-315-7838

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

Meredith Husk, Associate Registrar

[meredith.husk@ucdenver.edu](mailto:meredith.husk@ucdenver.edu)

Anna Nunez, 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](mailto:todd.deese@ucdenver.edu)

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

E: [sarah.beal@ucdenver.edu](mailto:sarah.beal@ucdenver.edu)

**Paulina Jacobi,** Catalog and Curriculum Specialist

E: [paulina.jacobi@ucdenver.edu](mailto:paulina.jacobi@ucdenver.edu)

**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

**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)

**Lena Reed**, Assistant Registrar for Transfer Student Services

E: [lena.reed@ucdenver.edu](mailto:lena.reed@ucdenver.edu)

**Ketan Brown,** Transfer Specialist

E: [CHRISTOPHER.K.BOWMAN@UCDENVER.EDU](mailto:CHRISTOPHER.K.BOWMAN@UCDENVER.EDU)

**Vacant**; Transfer Equivalency Specialist

E:

**Vacant,** Transfer Equivalency Specialist

E:

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

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

E: [Cameron.Tierno@ucdenver.edu](mailto:Cameron.Tierno@ucdenver.edu)

**Joie Hirota,** Degree Audit Specialist

E: [Joanna.hirota@ucdenver.edu](mailto:Joanna.hirota@ucdenver.edu) P: 303-315-2585

**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:

**Vacant,** Assistant Registrar for Registration and Enrollment

E:  **Trevor Adams**, Records & Registration Specialist

E: [trevor.adams@ucdenver.edu](mailto:trevor.adams@ucdenver.edu)

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

E: [kyungeun.woo@ucdenver.edu](mailto:kyungeun.woo@ucdenver.edu)

**Emma York**, Assistant Registrar for Records & Tuition Classification   
E: [emma.york@ucdenver.edu](mailto:emma.york@ucdenver.edu)

**Vacant,** Records & Registration Specialist

E:

**Vacant,** Residency Specialist

**E:**

For general questions, please email [**registrar@ucdenver.edu**](mailto:registrar@ucdenver.edu)

**Team emails include**:

* [grades@ucdenver.edu](mailto:grades@ucdenver.edu)
* [registrar.cpe@ucdenver.edu](mailto:registrar.cpe@ucdenver.edu)
* [residency@ucdenver.edu](mailto:residency@ucdenver.edu)
* [cof@ucdenver.edu](mailto:cof@ucdenver.edu)
* [transcripts@ucdenver.edu](mailto:transcripts@ucdenver.edu)
* [gradeforgiveness@ucdenver.edu](mailto: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***
* **Duplicate records**
  + [Duplicate.ResolutionsRecords@ucdenver.edu](mailto:Duplicate.ResolutionsRecords@ucdenver.edu)

**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

E: [todd.deese@ucdenver.edu](mailto:todd.deese@ucdenver.edu)

**Meredith Husk**, Associate Registrar

E: [meredith.husk@ucdenver.edu](mailto:meredith.husk@ucdenver.edu)