

Course Coordinator Contact List

Office of the Registrar; Curriculum Management Staff:

To reach us, please email:

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

Sarah Beal, Assistant Registrar for Catalog and Curriculum Management

E: sarah.beal@ucdenver.edu

MaryKate Messimer, Registrar Specialist for Catalog and Curriculum Management

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College of Architecture & Planning:

Roxy New, Academic Advisor & Course Coordinator

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College of Arts & Media:

Amanda Brooks, Course & Curriculum Coordinator

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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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Marissa McKool, Academic Services Assistant Director

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Executive MBA

Bethany Cape, Assistant Director of Operations

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David Chandler, Director

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Executive MBA – Aviation

Karen Friedhof, Assistant Director of Operations, Executive Programs

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Jake Jabs Center for Entrepreneurship

Clair Sims, Program Manager

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Brian Brinkman, Academic Services 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

, Assistant Director

E: P:

School of Education and Human Development:

Shakira Anderson, Scheduling and Curriculum Manager

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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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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

Natalya Semyonova, Program Manager

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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

E: mika.puseman@ucdenver.edu

Kristen Salisbury, CPE Program Manager

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

E: clas.courses@ucdenver.edu

School of Public Affairs:

Nicole Stoodley, Academic Services Program Manager

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Back-up only: Dawn Savage, Academic Services Manager

ESL Academy (English as a Second Language):

Jean Daughtery, ESL Academy Director

E: jean.daughtery@ucdenver.edu

Andy Pulford, Program Manager

E: andy.pulford@ucdenver.edu

CU Succeed

Leslie Cummings, Senior Program Coordinator

E: 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 P: 303-315-2160

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

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Anna Nunez, Assistant Registrar for Reporting

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Jessica McCarty, IT Support and Security Professional

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Please contact ucdsecurityaccess@ucdenver.edu

Sabina Soultanova, Document Management and Workflow Coordinator

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- **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

Office of the Registrar; Catalog and Curriculum Management Staff:

Todd Deese, Senior Associate Registrar for Catalog and Curriculum Management

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Sarah Beal, Assistant Registrar for Catalog and Curriculum Management

E: sarah.beal@ucdenver.edu

Paulina Jacobi, Catalog and Curriculum Specialist

E: paulina.jacobi@ucdenver.edu

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 – Email: courses@ucdenver.edu**
 - 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**
 - 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 prerequisites and class sections
 - Class Section Form, Catalog-level Requisite Form
 - Canvas questions should go to OIT Helpdesk
- **Academic Catalog – Email: catalog@ucdenver.edu**
 - Publishes, manages and oversees catalog editing process

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

Transfer Team: tateam@ucdenver.edu

Lena Reed, Assistant Registrar for Transfer Student Services

E: lena.reed@ucdenver.edu

Ketan Bowman, Transfer Specialist

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Anton Popov, Transfer Equivalency Specialist

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Jason Combs, Transfer Equivalency Specialist

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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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Noah Ivey, Degree Progress Specialist

E: noah.ivey@ucdenver.edu

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 and <https://tes.collegesource.com/>
- Degree Audit, Planner, Scheduler

Office of the Registrar, Registration and Enrollment Staff

Regina Obergefell, Assistant Registrar for Continuing Education Records

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Sarah Houser, Assistant Registrar for Registration and Enrollment

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Remington Koch, Records & Registration Specialist

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Kyung (Kye) Woo, Graduation & Credentials Specialist

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Emma York, Assistant Registrar for Tuition Classification

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Sarah Bomar, Tuition Classification Specialist

E: sarah.bomar@ucdenver.edu

Chynna Heinen, Residency Specialist

E: chynna.heinen@ucdenver.edu

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
- 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

Office of the Registrar, Senior Staff

Lara Medley, Assistant Vice Chancellor and University Registrar

Todd Deese, Senior Associate Registrar

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