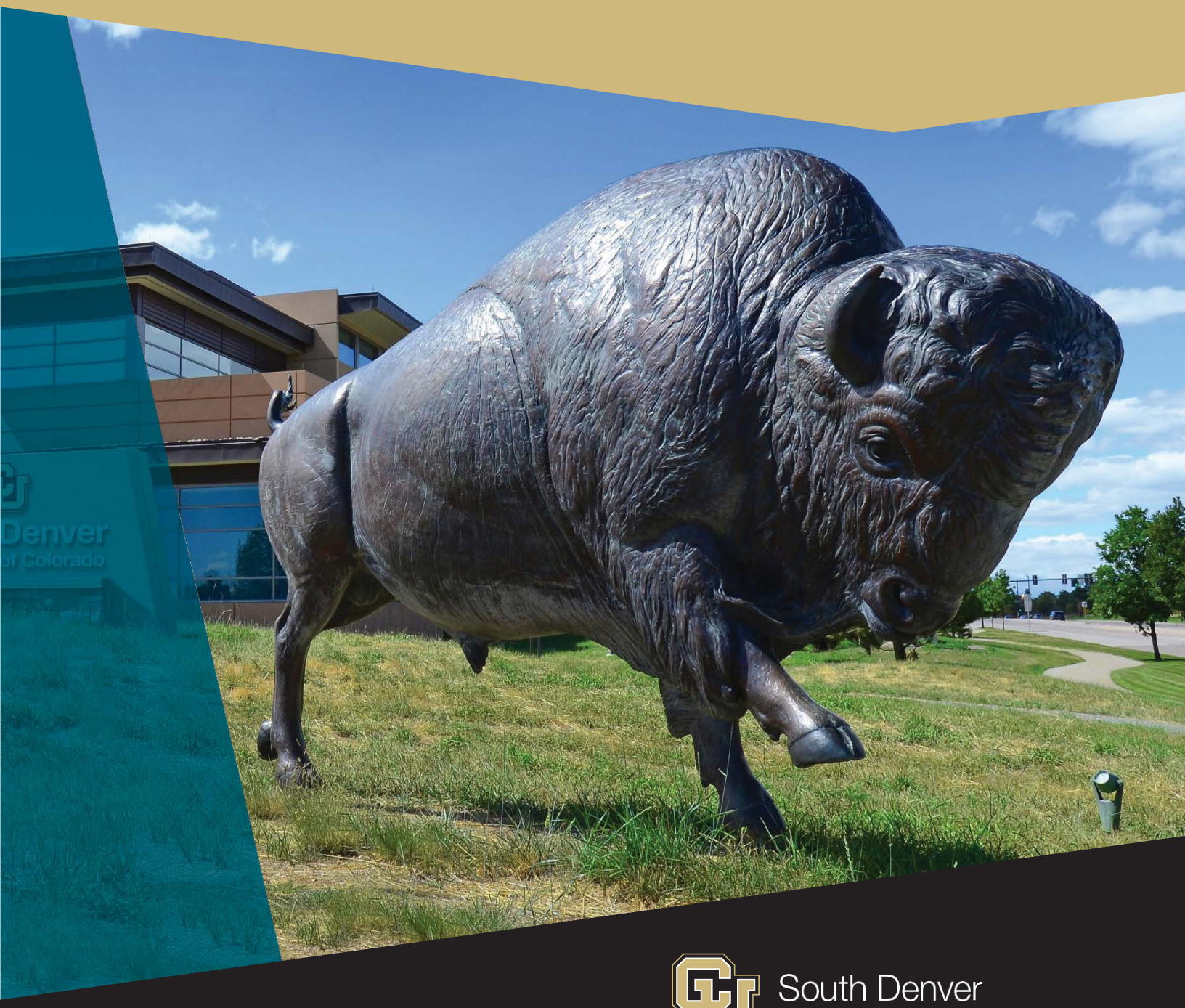
CU South Denver

Fall 2020 Handbook



South Denver
UNIVERSITY OF COLORADO
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

10035 S. Peoria Street, Lone Tree, CO 80134
southdenver.cu.edu

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Welcome

Dear Faculty and Students,

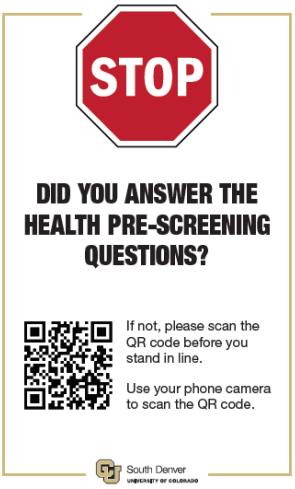
Greetings and welcome to CU South Denver. The purpose of the CU South Denver Handbook is to assist you in becoming an informed and involved member of our community. An extension of the University of Colorado, CU South Denver serves Coloradoans as a home for learning with state of the art classrooms host academic programs and professional development courses from across the CU system. CU South Denver values your safety and is doing everything we can to make you feel comfortable in our space to expend on your education.

If there is anything we can do to help you better navigate CU South Denver or your courses, please let the us know.

COVID Information

HEALTH SCREENINGS

- For the safety of your peers, please stay home if you are not feeling well!
- Screening of students, using CDC recommended questions, will be conducted via QR code. Temperatures will be taken each day, prior to students entering the building.
- The building will only be accessible for badged/approved students. There will be no access to the general public.
- Students will be required to wear face coverings around campus & throughout the building. Masks are available, if needed, at all check-in desks.
- Administrative staff and/or faculty will be assigned to enforce screening, monitor physical distancing & ensure appropriate use of Personal Protective Equipment (PPE) & other infection control behaviors.



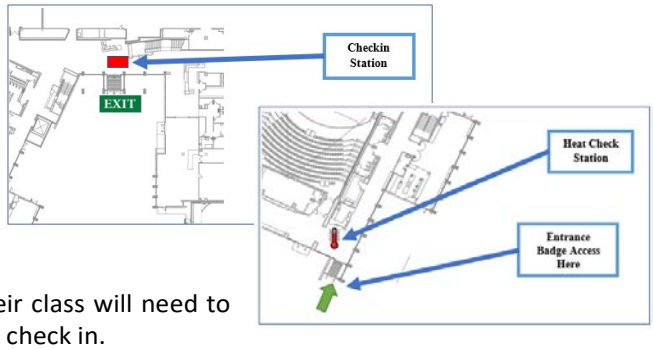
PHYSICAL DISTANCING

- Maintain at least 6 feet between yourself & other individuals unless wearing appropriate PPE
- Do not loiter or congregate in public areas, hallways, work areas, etc.
- Wash hands frequently in accordance with CDC recommendations.

CLEANING SERVICES

- Deep cleaning, to include the following, will take place at the end of each day:
- Disinfectant fogging of all surfaces in the rooms including tables, chairs & carpet.
- Wipe down high touch points, such as doors & computer equipment.
- Vacuum floors.
- Additionally, CU South Denver will provide cleaning supplies in each classroom for students to disinfect their workspaces.

FACILITY ENTRANCES & EXITS



- Pre-entrance screening at the CUSD “South Entrance” (prior to official class start time)
- Arrival screening will start 30min prior to official class start time. Access will not be granted prior.
- Students who arrive 15 minutes or later for their class will need to use the main entrance through the courtyard to check in.
- Basement classrooms will exit the building via the stairwell.
- 2nd Floor classrooms will utilize the building main doors to exit.
- When re-entering the building, you must utilize the main entrance.

Emergency Information

EMERGENCY INFORMATION

CU South Denver Security – 303-315-9454
Emergency – Call **911** from a cell phone or **9-911** from a land line inside the building. Emergency phones are also located throughout the building.

EMERGENCY NOTIFICATION

Communication plays a critical role before, during and after any emergency or disaster. The University of Colorado South Denver Emergency Notification System provides campus emergency notification via text and or email when conditions develop which pose an imminent threat of danger to our CU South Denver community. Your University email is registered when you are issued a badge. You may also add personal emails and cell phone numbers to receive texts. To update your information please visit the south entrance or Welcome Desk.

Examples may include:

- Physical plant issues (e.g., natural gas leak, etc.)
- Inclement weather closures or delays
- Safety threats (e.g., robbery, active harmer, bomb threat, etc.)

EMERGENCY INFORMATION

Evacuation Instructions

If evacuation is required, students and faculty will exit the building along with CU South Denver staff and are asked to gather in the ***west parking lot*** until clearance is given to re-enter the building. In alarm situations, people may not remain in the patio or courtyard area.

In case of Tornado

If shelter in place is required, students and faculty will be directed to move to the ***basement shelter area*** until clearance is given to return to normal operations.

In case of Medical Emergency

Please contact security or a staff member to respond.

Campus Closure

Students and faculty will be notified by email and/or text message in the event of closure for any reason as well as when there are safety concerns in the immediate vicinity of CU South Denver. The most likely reason for closure would be due to inclement weather (significant snow accumulation or severe weather). For weather closures or delays, you may also check the weather line at **303-315-9412**. CU South Denver will also post such notices on its website (**southdenver.cu.edu**) and alert the local media.

SECURITY ESCORT TO CAR OR BIKE

Security personnel are in the building until students leave and will ensure that all CU faculty and students have exited each day after the last class ends. If an escort to the parking lot is needed, contact the Security Office at **303-315-9454**.

THEFT

The University of Colorado is not liable for the loss of personal goods stored or used in University facilities. Students are encouraged to take precautionary measures against theft such as locking their doors and securing and identifying personal belongings. Lockers are available in the basement for your use but locks are not provided so please bring your own.

EMERGENCY

TORNADO

SEEK SHELTER

- Move to an interior room on the lowest level
- Stay away from windows and exterior doors
- Stay away from hazardous materials
- The Tornado shelter for this building is the basement
- Wait for all clear message

FIRE

EVACUATE

- Pull fire alarm
- Call 911
- Leave the building, close the doors behind you
- If unable to exit, go to the nearest stairwell or place of refuge
- Do not use elevators
- Assemble in parking lot

ACTIVE SHOOTER

RUN, HIDE, FIGHT

- Try to safely escape area
- Hide and barricade if cannot escape
- Protect yourself by locking doors, turn off lights, silence cell phones
- Fight back as last resort
- Remain in place until law enforcement arrives

MEDICAL EMERGENCY

STAY CLEAR

- Call 911
- Provide location, nature of illness/injury, current condition of victim information
- Do not move the victim unless in immediate danger
- If trained, administer first aid

EMERGENCY

911

NON-EMERGENCY

SECURITY: 303-315-9454

FACILITIES: 303-315-9409

LONE TREE PD: 303-799-0533

BOMB THREAT

REMAIN CALM

- Get as much information as possible from the caller
- Note background sounds, gender of caller and other notable characteristics of the caller
- Call 911

SUSPICIOUS ACTIVITY

SEE SOMETHING, SAY SOMETHING

- Object is out of ordinary
- Person is behaving strangely
- Gut feeling something is wrong
- If you see something suspicious, call 911

HAZARDOUS MATERIALS

STAY BACK

- If life threatening, pull fire alarm and evacuate
- Call 911
- If non-life-threatening, call security or facilities

UTILITY FAILURE

IDENTIFY LOCATION

- Call Facilities
- Be prepared to provide failure type and location
- University officials may evacuate the building

Location, Building Hours and Badging

LOCATION & DIRECTIONS

CU South Denver is located twenty miles south of downtown Denver and one mile east of I-25 along Lincoln Avenue. The address is 10035 S Peoria Street, Lone Tree, CO 80134. Here is a link to a **map** that also may be helpful. Contact 303-315-9448 if you have any questions about getting here.

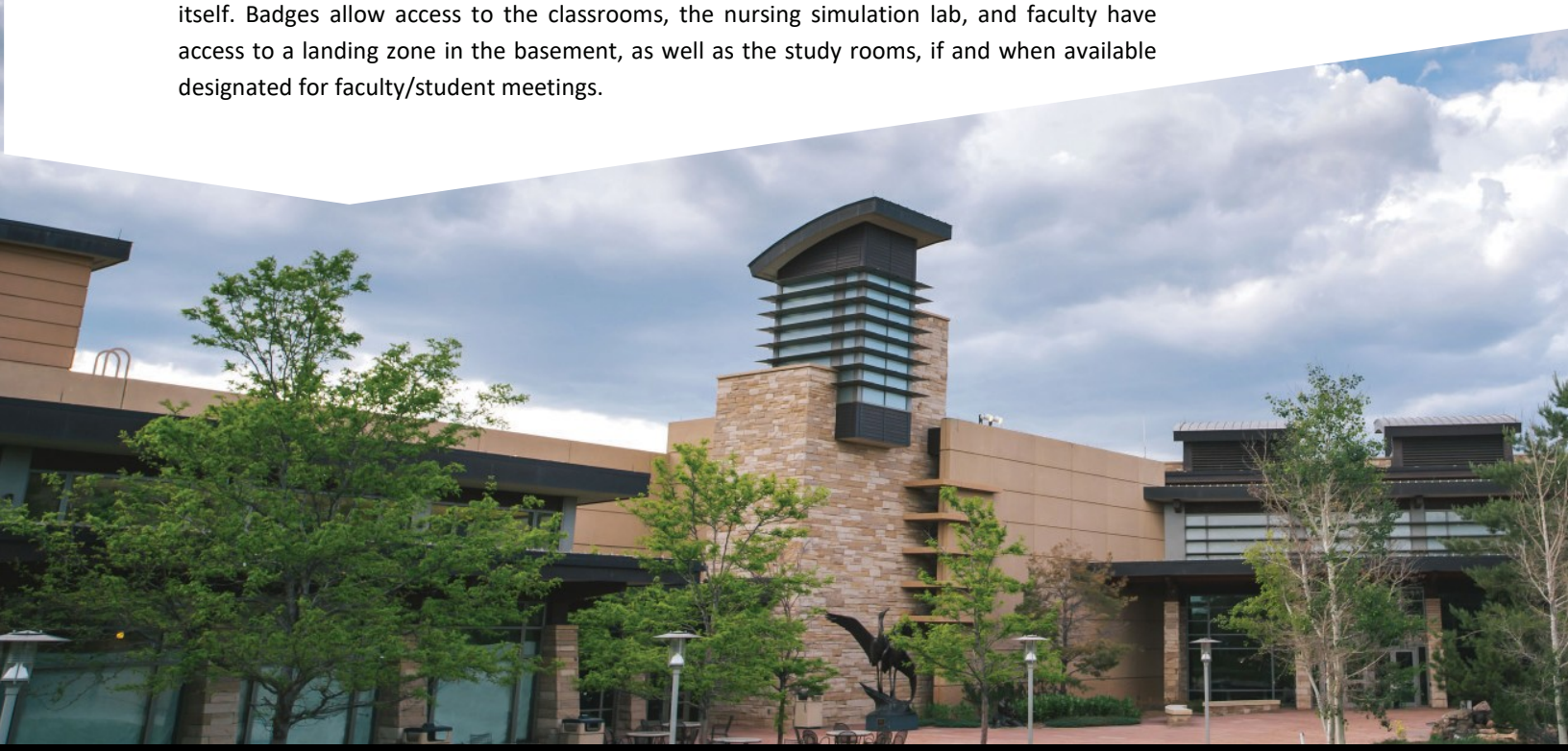
BUILDING HOURS

At this time, the building will not be available to students outside of their scheduled class times. Students are asked to arrive no earlier than 30 minutes prior to their class start time and to depart immediately following class dismissal.

BADGING

Students and faculty can get a CU South Denver ID badge on the first day of class at the south entrance and/or Welcome Desk or visiting this website: http://southdenver.cu.edu/badge-forms/. In order to get a badge, you will need to provide a CU ID, driver's license or similar government-issued picture ID and contact information so that we can provide notification in the event of building closure or safety issues. We will verify you are enrolled in a class or scheduled to teach a class before issuing a badge.

CU South Denver students and faculty do not need their badges to gain access to the facility itself. Badges allow access to the classrooms, the nursing simulation lab, and faculty have access to a landing zone in the basement, as well as the study rooms, if and when available designated for faculty/student meetings.



Policies

ALCOHOL AND OTHER DRUGS

Alcohol is not permitted unless it is part of an event sanctioned by CU South Denver. Marijuana is not permitted in the facility or on the property under any circumstances for any purpose.

CANVASSING

Solicitation by non-CU person or entity for money, petition signature, personal contact information; offering information about services or sales; and/or distributing literature, samples, or other tangible items is not permitted anywhere on the property except for at a gathering in accordance with Facilities Use Policy.

DRUG FREE LOCATION POLICY

CU South Denver complies with the federal Drug Free Schools and Communities Act. The University of Colorado South Denver does not allow the unlawful manufacture, dispensation, possession, use or distribution of a controlled substance (illicit drugs) of any kind and of any amount. These prohibitions cover any individual's actions which are part of University activities, including those occurring while on University property or in the conduct of University business away from the campus.

PUBLICITY POLICY

Before posting anywhere at CU South Denver, all posters, signs, etc., must be approved. Materials that are to be posted on any of the Student Activity bulletin boards will be funneled to the Welcome Desk to be posted by its personnel. Posters that advertise the use or sale of alcoholic beverages or marijuana will not be approved, nor will posters that do not display the name of the sponsoring group or organization.

Materials found on these bulletin boards that do not display the approval stamp will be removed.

RESTRICTED AREAS

Restricted areas include but are not limited to roofs, attics, kitchen and food preparation areas, storage areas, overhangs, external fire escape stairs of University facilities (absent an emergency), and construction areas. Areas that are restricted are off-limits to students absent authorization, which requires accompaniment by or specific written permission from a University official.

SMOKING

Smoking or other tobacco use (including electronic cigarettes) is prohibited at CU South Denver. A designated area can be found beyond the courtyard, prior to the parking lot (by the eagle).

STANDARDS OF CONDUCT

Students enrolled in classes at CU South Denver will follow the standards of conduct established by the campus and college in which the student is enrolled.

Transportation

PARKING (CAR AND BICYCLE)

Parking is free of charge and is available anywhere within the provided parking lots south of the building. Faculty and Student parking is located in the East parking lot.

Please note that vehicles left more than one night may be towed. If you find yourself in a situation where you cannot move your car, please contact Security at 303-315-9454.

There is also limited bike parking located in between the two parking lots (north side). Bikes may not be stored at CU South Denver.

Meridian M-Bike Share is available. Click **here** to see the location of the bike racks. You can rent a bike from the Lincoln Station and return it to the Vela Apartments Station (south of the building) or the Commons Park Station (east of the building). There is a trip fee, learn more or sign up **online**.

LIGHT RAIL/BUS

If you are traveling from Denver, there are two RTD Light Rail stations; Lincoln station at Park Meadows Drive and Lincoln Avenue and the Sky Ridge station south of Lincoln at Sky Ridge Avenue.

The **483 RTD bus route** on Lincoln will get to the CU South Denver location. You will be dropped off /picked up at the "Jefferson Parkway" stop on Lincoln in front of CU South Denver. This stop is between the Lincoln – Havana and Lincoln and Jordan Park-n-Ride stops.

For CU Denver students, note that the E and F lines both run between the Lincoln station and downtown and both have Auraria campus stops. If you need additional assistance, please come to the Welcome Desk, which is located through the front doors of the building or call 303-315-9448.

Academic Resources

DISABILITY RESOURCES

Faculty should follow their home campus policy for offering accommodations for students registered with disabilities. Contact our Director of Sales & Business Operations at 303-315-9438 or **tina.schlichte@ucdenver.edu** if accommodations are granted that require facilities-related considerations such as a separate location for test-taking.

LIBRARY

Virtual library services are available to students taking classes at CU South Denver. Library users overwhelmingly prefer digital over print media, and thus typically experience the library virtually, accessing information resources such as
e-journals and e-books, databases and tutorials online through libraries. For example, students enrolled in the CU Anschutz Nursing program can access the Health Sciences Library on the Anschutz Medical Campus. For the latest information about library services, refer to your campus library resource page. Anschutz: https://hslibrary.ucdenver.edu/Denver: https://library.auraria.edu/
CU Boulder: https://www.colorado.edu/libraries/

WRITING CENTER

Due to the ongoing Covid-19 pandemic all Writing Center appointments are remote only.

The CU Denver Writing Center offers a satellite location at CU South Denver. Appointments will be scheduled and managed via WCOnline (**ucdenver.mywconline.com**) and students should schedule appointments in advance.

CASE MANAGEMENT

Case Management offers support to students who may be overwhelmed and/or feeling disconnected during their academic career. Case Management works to connect students to resources to ensure their success Case Management also activates the CARE Team should a student be in crisis. To refer a student to Case Management use: CareReport.cuanschutz.edu Or call 303.724.8488 or schedule a meeting at: CUAnschutzCaseManagment.youcanbook.me

Technology

Each classroom has a screen and a ceiling projector controlled by a computer at the lectern. In addition, each classroom has two mounted speakers, and the instructor computer has DVD play capability. The classrooms can accommodate personal devices with VGA, HDMI inputs. It is highly encouraged that you bring your own adapter, however mini display port and USB type C adapters are available from IT on request. Classrooms CUSD-204, CUSD-205, and CUSD-014 have video distance technology allowing for students at CU South Denver to participate in classes taught at an off-site location.

WIRELESS

You will be able to log into the CU South Denver WiFi with your CU credentials. However, if you experience any trouble, we do have IT support staff on-site, just stop by the south entrance or Welcome Desk for assistance. On-call IT Support is available Saturdays and Sundays by calling 303-315-9477 for assistance.

CHARGING STATION

There is a high top study table in the hallway outside of Classroom CUSD-204 equipped with outlets to charge electronic devices and several Ethernet cables to connect laptops to the internet. There is another high top study area in the Student Commons that has outlets for charging devices. Electronic devices should not be left unattended when charging.

Services

LOCKERS

There is a bank of lockers located in the basement which are available to students and faculty who need to store belongings during the day. Students and faculty are encouraged to use a locker while at CU South Denver. Please bring your own lock and are subject to a potential cleanout schedule.

LOST AND FOUND

To see if a lost item has been turned in, please stop by the Welcome Desk or call 303-315-9454. The security office will be able to check for lost items in the building. At the end of each week, any items that have not been claimed from the Welcome Desk will be held in the security office.

WELLNESS ROOM

This room is located on the first floor near the south entrance. The Wellness Room provides seating, a table and outlets for anyone who needs a private space for lactation, prayer or meditation. The room can be locked while in use. Please see the south entrance and/or Welcome Desk for directions.

STUDENT COMMONS

At this time the Student Commons area is not available for congregating. Subject to change based on local and federal guidelines.

STUDY SPACES

Access to the study spaces are not available at this time. Subject to change based on local and federal guidelines. Three of the study rooms are used for proctoring services and may be reserved for testing (notated as "Student Testing Rooms" on the map below). If so, that information will be posted outside the rooms.

STUDENT ORGANIZATION FUNDRAISERS

Fundraisers for recognized student organizations are allowed, but are required to follow your home campus guidelines.

STUDENT ORGANIZATION MEETING SPACE

Activities organized by a recognized student organization in good standing (both at the time of scheduling and time of the meeting) are permitted. For more details and to schedule, please contact our CU Director of Sales and Business Operations at 303-315-9438.

SOUTH ENTRANCE & WELCOME DESK

Should you need any assistance, please stop by the south entrance, Welcome Desk or call 303-315-9448.

SECOND FLOOR

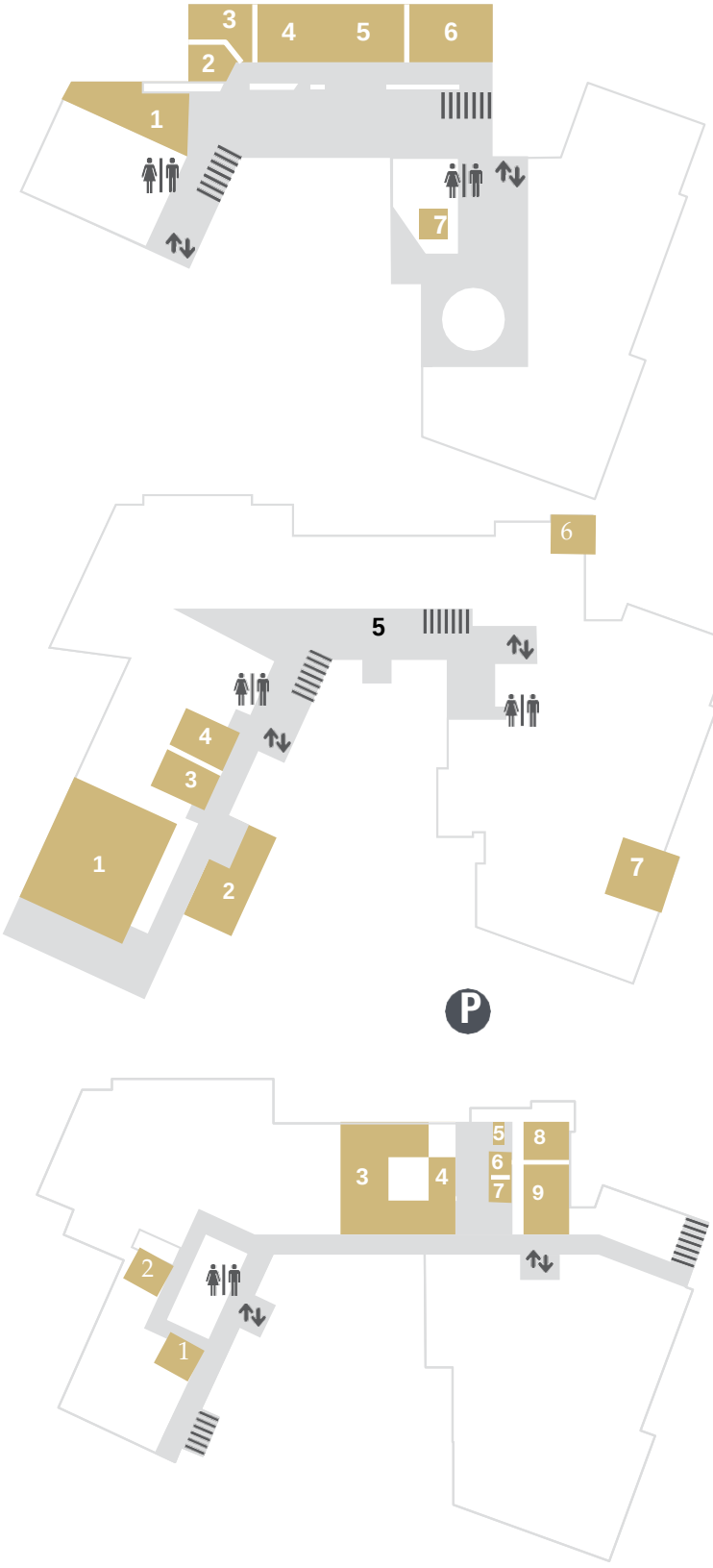
1. Student Commons: CUSD-200 200A, 200B
2. Classroom CUSD-201
3. Classroom CUSD-202
4. Classroom CUSD-203
5. Classroom CUSD-204
6. Classroom CUSD-205
7. CU Executive Offices

FIRST FLOOR

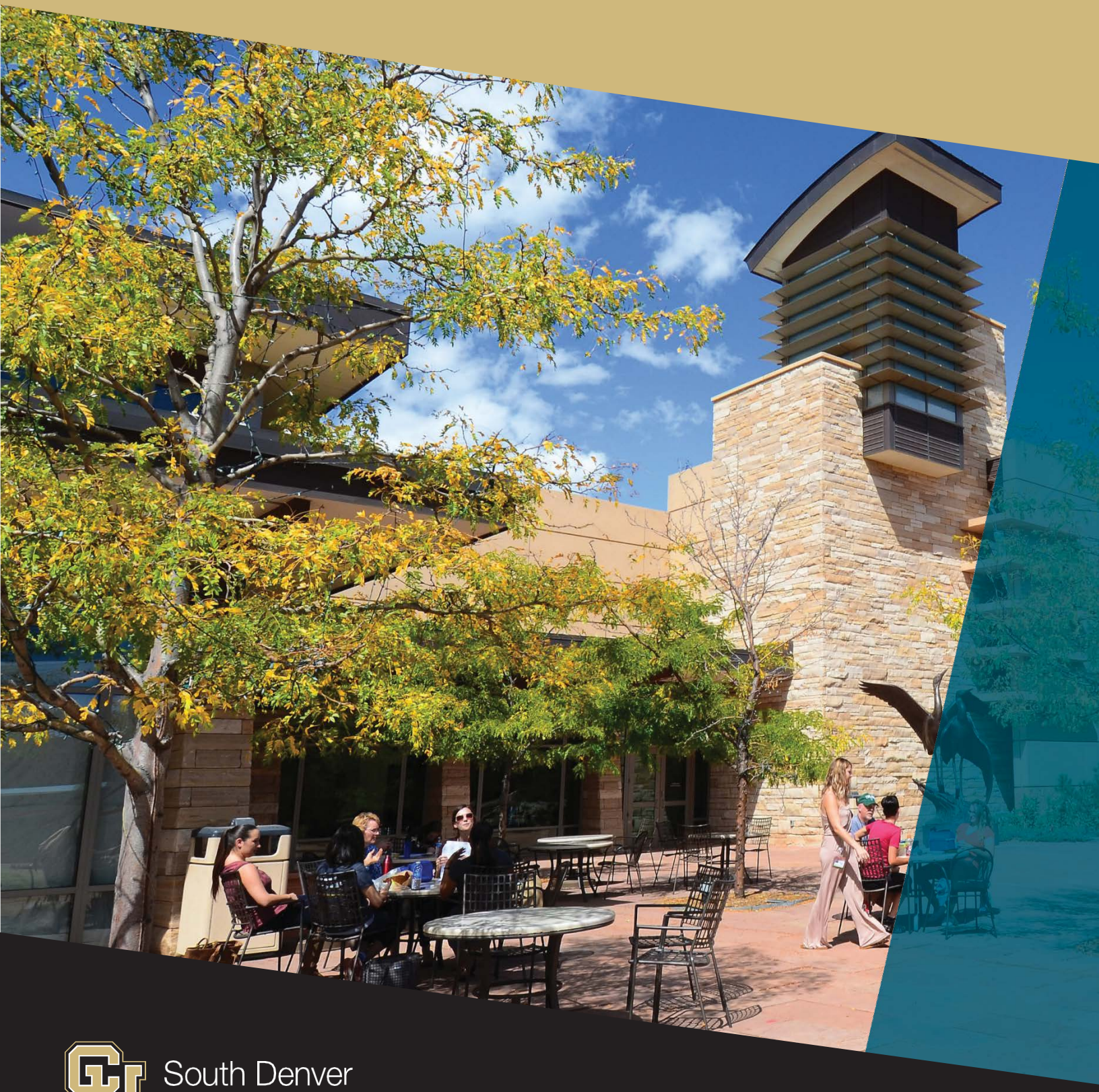
1. Movie Theater
2. Marketplace
3. CU South Denver Events
4. Curious Connections
5. Welcome Desk
6. Wellness Room
7. The Office of Digital Education

BASEMENT

1. CU Faculty Landing Zone
2. Classroom 057
3. Nursing Clinical Education SimLab
4. Student Testing Rooms CUSD-012
5. Student Printers
6. Study Room CUSD-015-1
7. Study Room CUSD-015-2
8. Classroom CUSD-014
9. Computer Lab CUSD-017



Restroom | Stairs | Elevator | Parking



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