Course Coordinator Contact List

Office of the Registrar; Curriculum Management Staff:

Marissa Tornatore, Assistant Registrar for Catalog and Curriculum Management
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Global Energy Management Program (GEM)

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School of Public Affairs:
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ESL Academy (English as a Second Language):
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Office of Undergraduate Experiences:

UNIV Classes:

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Office of the Registrar, CU-SIS Development & Curriculum Services Staff

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To reach the team, please email cusisdev@ucdenver.edu

CU-SIS Development and Curriculum Duties

• Team performs many back end functions that help drive the student experience but aren’t directly student facing
  o CU-SIS Programming
  o National Student Clearinghouse Reporting
  o Advisor Assignments (batch)
  o Academic Structure
  o Special Processing Forms (SPF)
  o Experiential Learning Center Internship Forms
  o Enrollment Appointments

• Rooming:
  o EMS System
    ▪ Schedule.ucdenver.edu
  o Classroom scheduling
  o Finals schedule
    ▪ Math Common Final
    ▪ Biology Common Final
    ▪ Which buildings are Overseen by Whom

• Duplicate records
  o Duplicate.ResolutionsRecords@ucdenver.edu

• Schedule of Classes
  o Builds courses and oversees schedule of classes and course inventory
    • Course Proposal Form, Special Topics Form
  o Troubleshoot issues with requisites and class sections
    • Class Section Form, Catalog-level Requisite Form
  o Publish academic catalog (catalog.ucdenver.edu)
  o Canvas questions should go to OIT Helpdesk

Office of the Registrar, Transfer Credit, Degree Audit, & Graduation Staff
Kari Shafenberg, Associate Registrar for Transfer and Graduation Services

Transfer Team: tateam@ucdenver.edu
April Gonzales, Assistant Registrar for Transfer Credit
Tuong Vi Nguyen, Transfer Specialist

Degree Audit & Graduation Team: gradcert@ucdenver.edu
Nicole Leonhard, Assistant Registrar for Graduation Services
Brooke Krenck, Degree Audit Specialist

Transfer Credit, Degree Audit, & Graduation Duties

- Services are provided for all degree seeking students at CU Denver.
- Evaluation of transcripts, college credit, awarding test scores, and AP/IB/CLEP scores
- Pre-req troubleshooting
- This team also manages the Colorado Reverse Transfer/Degree Within Reach program.
- [www.Transferology.com/ucdenver](http://www.Transferology.com/ucdenver) (Good resource for prospective students)
- Degree Audit, Planner, Scheduler
- Confirm degrees and ensures that university requirements have been met for graduation.
- Diplomas/ Replacement Diplomas

Office of the Registrar, Records and Enrollment Staff

Samantha Kelly, Associate Registrar for Records and Enrollment

For general questions, please email registrar@ucdenver.edu

Liz Blaser, Assistant Registrar for Records and Enrollment
Rebecca Lee, Registrar Specialist

Maritza Casillas, Assistant Registrar for Tuition Classification

Kelly Hammond, Registrar Specialist

Abraham Mejia, Customer Services Manager

Team emails include:
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Records and Enrollment Duties

- Academic Standing
- Change of Record Form Processing
- COF Processing
- Continuing & Professional Education Enrollment
- CU Succeed Enrollment
- Grades Facilitation
- Inter-Campus Enrollment
- Inter-Institutional Enrollment
- Intra University Transfer Form Processing
- Late Add Processing
- Late Withdrawal Petition Form Processing
- Medical Withdrawal Processing
- Metro-Pooled Grade Facilitation
- Name and Record Update Form Processing
- On Demand Enrollment Verifications Processing
- Out-of-State Student Online Classes Only Processing
- Residency Petition Forms Processing
- Schedule Adjustment Forms (SAF) Processing
- Transcripts Processing
- Tuition Appeal Processing