Course Coordinator Contact List

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

- **Marissa Tornatore**, Assistant Registrar for Catalog and Curriculum Management  
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- **Joel Perez**, Registrar Specialist for Catalog and Curriculum Management  
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To reach us, please email: courses@ucdenver.edu

**College of Architecture & Planning:**

- **Roxy New**, Academic Advisor & Course Coordinator  
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**College of Arts & Media:**

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- **Leah Haloin**, Assistant Director  
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**Business School:**

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- **Courtney Burkett**, Undergraduate Advising & Admissions Coordinator  
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**Business School Extended Studies Coordinators:**

One Year MBA Program

- **Andrea Szabo**, Director  
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Global Energy Management Program (GEM)

- **Michele Cooper**, Student Affairs Manager  
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Jake Jabs Center for Entrepreneurship
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J.P. Morgan Center for Commodities
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**College of Engineering, Design, and Computing**

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Electrical Engineering
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College of Liberal Arts & Sciences:

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Sarah Thompson, Course and Curriculum Coordinator
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Kristen Salsbury, CPE Program Manager
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To reach the CLAS Course Coordinators, please email:
clas.courses@ucdenver.edu

School of Public Affairs:

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ESL Academy (English as a Second Language):
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Kyra Scrimgeour, ELL Program Coordinator  
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Inworks Initiative (Office of Innovation Initiatives):

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Office of Undergraduate Experiences:

UNIV Classes:

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Emilie Waggoner, First Year Experiences, Associate Director  
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UNHL Classes: Elisabeth Hawksbee, Program Coordinator  
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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
Robert Lopez, Transfer Specialist

Degree Audit & Graduation Team: gradcert@ucdenver.edu
Nicole Leonhard, Assistant Registrar for Graduation Services
Brooke Krenclik, 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 (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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cof@ucdenver.edu
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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**