



## Office Schedule

Please check the CLAS Academic Advising Office website at [clas.ucdenver.edu/advising/](https://clas.ucdenver.edu/advising/) for any changes or updates to the schedule.

OFFICE HOURS OF OPERATION	SCHEDULED APPOINTMENTS <sup>†</sup>	DROP-IN TIMES <sup>‡</sup>
<p><b>Monday – Thursday</b> On Campus or Remote 8:00 a.m. – 5:00 p.m.</p> <p><b>Fridays</b> Remote Only 8:00 a.m. – 5:00 p.m.</p>	<p>30-minute (in-person, phone, or Zoom/Video Conference) pre-scheduled appointments<sup>†</sup> are available <b>Monday-Friday</b>. Appointment modality (i.e., in-person, phone, Zoom/Video Conference) varies.</p>	<p>15-minute unscheduled drop-ins<sup>‡</sup> are available <b>Tuesdays from 9:00 – 11:30 a.m.</b> and <b>Thursdays from 1:30 – 4:00 p.m.</b> Availability is based on first-come, first-served. Drop-in modality (i.e., in-person, phone, Zoom/Video Conference) varies.</p>
<p><sup>*</sup>Each CLAS advisor offers evening appointments twice per month on select days.</p>	<p><sup>†</sup>Please note: same-day appointments cannot be scheduled. You may need to reschedule your appointment if you arrive more than 10 minutes late.</p>	<p><sup>‡</sup>Please refer to the list of services, on reverse side, available during drop-in advising. <b>Students opting for a drop-in by phone must call 303-315-7100.</b></p>

## Scheduling an Appointment

Call 303-315-7100 or visit <https://clas.ucdenver.edu/advising/about-us/schedule-appointment>

## Our Mission

We create and sustain an inclusive, safe, and supportive learning environment where students are empowered to build meaningful relationships and skills that foster lifelong learning and success.

## Academic Advising Team

**Note:** Students declared in a CLAS major can find their assigned CLAS Advisor's name in UCD Access under the "Student Profile" section.

TEAM MEMBERS	EMAIL	PHONE
<b>Cecilio Alvarez-Gajewsky</b> , Assistant Director of Advising	<a href="mailto:cecilio.alvarez@ucdenver.edu">cecilio.alvarez@ucdenver.edu</a>	303-315-7115
<b>Leslie Bai</b> , Academic Advisor (ICB-China)	<a href="mailto:leslie.bai@ucdenver.edu">leslie.bai@ucdenver.edu</a>	303-315-7100
<b>Tim Bond</b> , Academic Advisor	<a href="mailto:tim.bond@ucdenver.edu">tim.bond@ucdenver.edu</a>	303-315-7111
<b>Cassie Bueckers</b> , Academic Advisor	<a href="mailto:cassie.bueckers@ucdenver.edu">cassie.bueckers@ucdenver.edu</a>	303-315-3566
<b>Erick Chávez-Navarrete</b> , Academic Advisor	<a href="mailto:erick.chavez@ucdenver.edu">erick.chavez@ucdenver.edu</a>	303-315-7138
<b>Jordan Coulter</b> , Academic Advisor	<a href="mailto:jordan.coulter@ucdenver.edu">jordan.coulter@ucdenver.edu</a>	303-315-7140
<b>Jenny Fam</b> , Academic Advisor (ICB-China)	<a href="mailto:jenny.fam@ucdenver.edu">jenny.fam@ucdenver.edu</a>	303-315-7100
<b>Jessica Huerta</b> , Academic Advisor	<a href="mailto:jessica.huerta@ucdenver.edu">jessica.huerta@ucdenver.edu</a>	303-315-7112
<b>Angela Lowe</b> , Academic Advisor	<a href="mailto:angela.lowe@ucdenver.edu">angela.lowe@ucdenver.edu</a>	303-315-0207
<b>Phoebe Isaacson</b> , Academic Advising Support Specialist	<a href="mailto:phoebe.isaacson@ucdenver.edu">phoebe.isaacson@ucdenver.edu</a>	303-315-7100
<b>Shanice McTeer</b> , Academic Advisor	<a href="mailto:shanice.mcteer@ucdenver.edu">shanice.mcteer@ucdenver.edu</a>	303-315-7124
<b>Shana Médah</b> , Academic Advisor	<a href="mailto:shana.medah@ucdenver.edu">shana.medah@ucdenver.edu</a>	303-315-7108
<b>Brigid O'Dowd</b> , First-Year Academic Advisor	<a href="mailto:brigid.odowd@ucdenver.edu">brigid.odowd@ucdenver.edu</a>	303-315-7117
<b>Kalena Peirce</b> , Academic Advisor	<a href="mailto:karen.peirce@ucdenver.edu">karen.peirce@ucdenver.edu</a>	303-315-7137
<b>Lindsey Tollefson</b> , Advising Operations Project Specialist	<a href="mailto:lindsey.tollefson@ucdenver.edu">lindsey.tollefson@ucdenver.edu</a>	303-315-7102
<b>Jon Wilson</b> , Director of Advising	<a href="mailto:jon.wilson@ucdenver.edu">jon.wilson@ucdenver.edu</a>	303-315-7104



## How Academic Advising Works in CLAS

The College of Liberal Arts and Sciences (CLAS) utilizes a shared-advising system, which means all undergraduate students in a CLAS declared major have at least two academic advisors with whom they work throughout their time at CU Denver. CLAS Academic Advisors work with students regarding general graduation, CU Denver Core Curriculum, and CLAS graduation requirements, as well as university and college policies and procedures. Major advisors work with students on their major and/or requirements within their respective academic departments. Both advisors monitor students' degree progress and approve graduation eligibility.

The [Center for Undergraduate Exploration & Advising](#) (CUE&A) advises students who are exploring majors or in the process of deciding their college major. CUE&A is located in Student Commons Building 1113 and can be reached at 303-315-1940.

**Please review the table below to determine what type of service will best meet your needs at this time.**

MEETING TYPE	SHARED STUDENT AND CLAS ACADEMIC ADVISOR EXPECTATIONS	SERVICES
<b>Scheduled Appointments</b>  <b>30-minute</b> In-person, phone, or Zoom appointment scheduled in advance with assigned CLAS Advisor	<b>Intended primarily for current students and new students who have completed a New Student Orientation Program</b>  Student will: <ul style="list-style-type: none"> <li>come prepared with questions or information to discuss</li> <li>have reviewed their Degree Audit, including information about CU Denver general graduation, CU Denver Core Curriculum, and CLAS graduation requirements</li> <li>connect via their appointment modality at their scheduled appointment time</li> <li>have access to a computer and the internet (<b>for phone and Zoom appointments</b>)</li> </ul> Advisor will: <ul style="list-style-type: none"> <li>review student's Degree Audit and prepare relevant notes and information</li> <li>connect with the student at their scheduled appointment time. Students will have 10 minutes from the scheduled appointment time to return the advisor's call or join Zoom. After 10 minutes from the scheduled appointment time, the student will need to reschedule the appointment (<b>for phone and Zoom appointments</b>).</li> </ul>	<ul style="list-style-type: none"> <li>Academic Concerns/Challenges or Strategies</li> <li>Academic Standing</li> <li>Appeals/Petitions/Forms</li> <li>Campus Resources</li> <li>Course Registration/Selection/Withdrawal</li> <li>Degree Audit &amp; Planning</li> <li>Early Action</li> <li>Graduation Planning/Check</li> <li>Holds</li> <li>Major or Minor Change/Declare/Explore</li> <li>Prospective Student</li> <li>Returning/Former Student</li> <li>Student Wellbeing/Development</li> <li>Study Abroad Planning</li> </ul>
<b>Drop-Ins</b>  <b>15-minute</b> In-person, phone, or Zoom drop-in available on a first-come, first-served basis with assigned CLAS Advisor	<b>Intended primarily for current students who have been meeting regularly with their advisor and have questions related to the current or upcoming semester</b>  Student will: <ul style="list-style-type: none"> <li>come prepared with questions, information, or completed forms to discuss</li> <li>have reviewed their Degree Audit, including information about CU Denver general graduation, CU Denver Core Curriculum, and CLAS graduation requirements</li> <li>check in or be prepared to answer phone call or join Zoom at drop-in time</li> <li>have access to a computer and the internet (<b>for phone and Zoom drop-ins</b>)</li> </ul> Advisor will: <ul style="list-style-type: none"> <li>address questions based on student's most current record and Degree Audit</li> <li>connect with the student via their preferred modality based on the student's position on the drop-in queue. If the student misses their advisor's attempt to connect after 10 minutes, the student's name is removed from the drop-in queue and the student must call the main office to be re-added to the queue within the drop-in times.</li> </ul>	<ul style="list-style-type: none"> <li>Academic Concerns/Challenges or Strategies</li> <li>Appeals/Petitions/Forms</li> <li>Campus Resources</li> <li>Course Registration/Selection/Withdrawal</li> <li>Early Action</li> <li>Holds</li> <li>Major or Minor Change/Declare/Explore</li> </ul>
<b>Phone Calls &amp; Emails</b>  <b>Unscheduled</b> phone call or email to assigned CLAS Advisor regarding general questions	<b>Intended primarily for current students with questions related to the current or upcoming semester</b>  Student will: <ul style="list-style-type: none"> <li>have met regularly, at least once per semester, with their assigned CLAS Academic Advisor</li> <li>send/leave a detailed email/message including student ID &amp; way to be reached</li> <li>schedule an appointment with their CLAS Academic Advisor if questions require a comprehensive review of student's academic record and Degree Audit</li> </ul> Advisor will: <ul style="list-style-type: none"> <li>respond to call or email no later than 3 business days (<b>based on advisor's availability</b>)</li> <li>address questions based on student's most current record and Degree Audit</li> </ul>	General Questions about: <ul style="list-style-type: none"> <li>Academic Calendar Dates &amp; Deadlines</li> <li>Appeals/Petitions/Forms</li> <li>Campus Resources</li> <li>Holds</li> </ul>