Academic Advising
COLLEGE OF LIBERAL ARTS AND SCIENCES
UNIVERSITY OF COLORADO **DENVER**

CLAS Academic Advising Office

North Classroom (NC) 1030 • 303-315-7100 • clas_advising@ucdenver.edu

Office Schedule

Please check the CLAS Academic Advising Office website at clas.ucdenver.edu/advising/ for any changes or updates to the schedule.

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

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
Cecilio Alvarez-Gajewsky, *Assistant Director*	cecilio.alvarez@ucdenver.edu	303-315-7115
Leslie Bai, *Academic Advisor (ICB-China)*	leslie.bai@ucdenver.edu	303-315-7100
Tim Bond, *Academic Advisor*	tim.bond@ucdenver.edu	303-315-7111
Cassie Bueckers, *Academic Advisor*	cassie.bueckers@ucdenver.edu	303-315-3566
Erick Chávez-Navarrete, *Academic Advisor*	erick.chavez@ucdenver.edu	303-315-7138
Jordan Coulter, *Academic Advisor*	jordan.coulter@ucdenver.edu	303-315-7140
Jessica Huerta, *Academic Advisor*	jessica.huerta@ucdenver.edu	303-315-7112
Phoebe Isaacson, *Academic Advising Support Specialist*	phoebe.isaacson@ucdenver.edu	303-315-7100
Shanice McTeer, *Academic Advisor*	shanice.mcteer@ucdenver.edu	303-315-7124
Shana Médah, *Academic Advisor*	shana.medah@ucdenver.edu	303-315-7108
Brigid O'Dowd, *First-Year Academic Advisor*	brigid.odowd@ucdenver.edu	303-315-7117
Karen Peirce, *Academic Advisor*	karen.peirce@ucdenver.edu	303-315-7137
Lindsey Tollefson, *Advising Operations Project Specialist*	lindsey.tollefson@ucdenver.edu	303-315-7102
Jon Wilson, *Director of Advising*	jon.wilson@ucdenver.edu	303-315-7104

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How CLAS Advising Works

The College of Liberal Arts and Sciences (CLAS) utilizes a shared-advising system, which means all undergraduate students in a CLAS major have a minimum of two academic advisors with whom they work throughout their time at CU Denver. CLAS Academic Advisors work with students regarding CU Denver Core Curriculum and graduation requirements, and CLAS graduation requirements, as well as university and college policies and procedures. Faculty mentors/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 undecided about their college major (i.e., undeclared) or who are pre-architecture. 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.

SERVICES	STUDENT AND ADVISOR EXPECTATIONS	APPROPRIATE FOR
Scheduled Appointments **30-minute** in-person, phone, or Zoom/Video Conference appointment scheduled in advance with assigned CLAS Advisor	**Intended primarily for current students and new students who have attended New Student Orientation Advising Days or completed Online Advising** Student will: • come prepared with questions or information to discuss • have reviewed CU Denver Core Curriculum, CU Denver graduation requirements and CLAS graduation requirements • be prepared to answer phone call or join Zoom at scheduled appointment time • have access to a computer and the internet (**for phone and Zoom/Video Conference appointments**) Advisor will: • prepare an updated academic evaluation or review/update student's Degree Audit • call the student or connect via Zoom at the scheduled appointment time. Students will have 10 minutes from the scheduled appointment time to return the advisor's call or join the Zoom room. After 10 minutes from the scheduled appointment time, the student will need to call the main office at 303-315-7100 to reschedule the appointment. (**for phone and Zoom/Video Conference appointments**)	• Academic/Degree Progress Check • Academic Petitions or Appeals • Academic Probation & Suspension • COF Waiver Requests • Degree Audit Review • Graduation Check • Intra-University Transfer • Prospective (non-Admitted) Students • SAP Academic Plans
Drop-In Times **15-minute** in-person, phone, or Zoom/Video Conference drop-in available on a first-come, first-served basis with assigned CLAS Advisor	**Intended primarily for current students who have been meeting regularly with their advisor (at least once per semester) with questions related to the current or upcoming term** Student will: • come prepared with completed forms and questions to discuss • have reviewed CORE, CLAS, and general graduation requirements • be prepared to answer phone call (**for drop-ins by phone**) • have access to a computer and the internet (**for drop-ins by phone and Zoom/Video Conference**) Advisor will: • address questions based on student's most recent academic evaluation, Degree Audit, or student record information available at the time • call the phone number the student provides. The time of the call will be based on the student's position on the drop-in list. If the student misses the advisor's call, the student's name is removed from the drop-in list and the student must call the main office to be re-added to the list within the drop-in times. (**for drop-ins by phone**)	• Credit overload requests • Concurrent Registration forms • Processing Changes of CLAS Major/Minor • Schedule Changes (e.g., withdrawing) for current term • Study abroad course approval forms • Submitting completed academic petitions or appeals
Telephone Calls & Email Questions **Unscheduled** phone call or email to assigned CLAS Advisor regarding general questions	**Intended primarily for current students with questions related to the current or upcoming term** Student will: • have met regularly, at least once per semester, with their assigned CLAS Advisor • leave/share detailed message/email including student ID & phone number (**for phone calls**) • schedule an appointment with their CLAS advisor if questions require a comprehensive review of student's academic record Advisor will: • respond to call or email within 3 business days (**based on advisor's availability**) • address questions based on student's most recent academic evaluation, Degree Audit, or student record information available at the time	Questions about: • academic deadlines • campus resource offices • contact information for major/minor advisors • accessing advising materials (e.g., degree requirements handout)

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