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

**Office Schedule**

<table>
<thead>
<tr>
<th>Office Hours of Operation</th>
<th>Scheduled Appointments*</th>
<th>Drop-In Times*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>30-minute (in-person, phone, or Zoom/Video Conference)</td>
<td>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.</td>
</tr>
<tr>
<td>On Campus or Remote</td>
<td>pre-scheduled appointments† are available Monday-Friday. Appointment modality (i.e., in-person, phone, Zoom/Video Conference) varies.</td>
<td></td>
</tr>
<tr>
<td>8:00 a.m. – 5:00 p.m.</td>
<td>Please note: some-day appointments cannot be scheduled. You may need to reschedule your appointment if you arrive more than 10 minutes late.</td>
<td></td>
</tr>
<tr>
<td>Fridays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remote Only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 a.m. – 5:00 p.m.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Each CLAS advisor offers evening appointments twice per month on select days.

<table>
<thead>
<tr>
<th>Scheduling an Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call 303-315-7100 or visit <a href="https://clas.ucdenver.edu/advising/about-us/schedule-appointment">https://clas.ucdenver.edu/advising/about-us/schedule-appointment</a></td>
</tr>
</tbody>
</table>

**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.*

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

Updated 01/19/24
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.

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

Updated 01/19/24