



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 [‡]
<p>Monday to Thursday 8:00 a.m. – 6:00 p.m. [*]</p> <p>Friday 8:00 a.m. – 5:00 p.m.</p>	<p>30-minute (in-person, phone or virtual online) appointments are available Mondays through Fridays.</p>	<p>15-minute unscheduled drop-ins[‡] (in-person, by phone or virtual online) are available Tuesdays from 9:00 – 11:30 a.m. and Thursdays 1:30 – 4:00 p.m. Availability is based on first-come, first-served.</p>
<p>[*] Each CLAS advisor offers evening appointments at least twice per month on Wednesday.</p>	<p>[†] 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>[‡] 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.</p>

Scheduling an Appointment

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

Our Mission

We create an inclusive and supportive learning environment where students are engaged to author meaningful academic and professional plans through collaborative advising relationships that foster student success and degree completion.

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
Sara Bredengerd , Academic Advising Support Specialist	sara.bredengerd@ucdenver.edu	303-315-7103
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
Jonathan Colón , Academic Advisor	jonathan.colon@ucdenver.edu	303-315-7140
Brett Doze , First-Year Academic Advisor	brett.doze@ucdenver.edu	303-315-7110
Jessica Huerta , Academic Advisor	jessica.huerta@ucdenver.edu	303-315-7112
Chuck Kelly , Academic Advising Support Specialist	charles.kelly@ucdenver.edu	303-315-7107
Ken Lee , Academic Advisor	ken.lee@ucdenver.edu	303-315-7124
Shana Médah , Academic Advisor	shana.medah@ucdenver.edu	303-315-7108
Vanessa Michaels , Academic Advisor	vanessa.michaels@ucdenver.edu	303-315-7136
Erin Nance , Academic Advisor	erin.nance@ucdenver.edu	303-315-7123
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
Sandra Quinn , Degree Audit and Transfer Credit Coordinator	sandra.j.quinn@ucdenver.edu	303-315-7120
Coral Scherma , Academic Advisor	coral.scherma@ucdenver.edu	303-315-7114
Lydia Supplee , Academic Advisor	lydia.supplee@ucdenver.edu	303-315-7109
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



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
<p>Scheduled Appointments</p> <p>30-minute in-person, phone or virtual/online appointment scheduled in advance with assigned CLAS Advisor</p>	<p>Intended primarily for current students and new students who have attended New Student Orientation, Transfer Advising, or completed Online Advising</p> <p>Student will:</p> <ul style="list-style-type: none"> 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 the virtual online advising session via Zoom at scheduled appointment time (for phone and virtual online appointments) have access to a computer and the internet (for phone and online appointments) have access to a computer and the internet (for phone and virtual online appointments) <p>Advisor will:</p> <ul style="list-style-type: none"> prepare an updated academic evaluation or review/update student's Degree Audit call the student or connect to the virtual online advising session 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 virtual online advising session. 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 virtual/online appointments) 	<ul style="list-style-type: none"> 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
<p>Drop-In Times</p> <p>15-minute in-person or phone time available on a first-come, first-served basis with assigned CLAS Advisor</p>	<p>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</p> <p>Student will:</p> <ul style="list-style-type: none"> 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/online) <p>Advisor will:</p> <ul style="list-style-type: none"> 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/call-in list. If the student misses the advisor's call, the student's name is removed from the drop-in/call-in list and the student must call the main office to be re-added to the list within the drop-in/call-in times. (for drop-ins by phone) 	<ul style="list-style-type: none"> 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
<p>Telephone Calls & Email Questions</p> <p>Unscheduled phone call or email to assigned CLAS Advisor regarding general questions</p>	<p>Intended primarily for current students with questions related to the current or upcoming term</p> <p>Student will:</p> <ul style="list-style-type: none"> 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 <p>Advisor will:</p> <ul style="list-style-type: none"> 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 	<p>Questions about:</p> <ul style="list-style-type: none"> academic deadlines campus resource offices contact information for major/minor advisors accessing advising materials (e.g., degree requirements handout)



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

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