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

<table>
<thead>
<tr>
<th>OFFICE HOURS OF OPERATION</th>
<th>SCHEDULED APPOINTMENTS</th>
<th>DROP-IN TIMES</th>
</tr>
</thead>
</table>
| Monday to Thursday       | 30-minute (in-person, phone or virtual online) appointments are available Mondays through Fridays. | 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.
| 8:00 a.m. – 6:00 p.m.     |                        | Availability is based on first-come, first-served. |
| Friday                    |                        |               |
| 8:00 a.m. – 5:00 p.m.     |                        |               |

*Each CLAS advisor offers evening appointments at least twice per month on Wednesday.

*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.

<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>Sara Bredengerd, Academic Advising Support Specialist</td>
<td><a href="mailto:sara.bredengerd@ucdenver.edu">sara.bredengerd@ucdenver.edu</a></td>
<td>303-315-7103</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>Jonathan Colón, Academic Advisor</td>
<td><a href="mailto:jonathan.colon@ucdenver.edu">jonathan.colon@ucdenver.edu</a></td>
<td>303-315-7140</td>
</tr>
<tr>
<td>Brett Doze, First-Year Academic Advisor</td>
<td><a href="mailto:brett.doze@ucdenver.edu">brett.doze@ucdenver.edu</a></td>
<td>303-315-7110</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>Chuck Kelly, Academic Advising Support Specialist</td>
<td><a href="mailto:charles.kelly@ucdenver.edu">charles.kelly@ucdenver.edu</a></td>
<td>303-315-7107</td>
</tr>
<tr>
<td>Ken Lee, Academic Advisor</td>
<td><a href="mailto:ken.lee@ucdenver.edu">ken.lee@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>Vanessa Michaels, Academic Advisor</td>
<td><a href="mailto:vanessa.michaels@ucdenver.edu">vanessa.michaels@ucdenver.edu</a></td>
<td>303-315-7136</td>
</tr>
<tr>
<td>Erin Nance, Academic Advisor</td>
<td><a href="mailto:erin.nance@ucdenver.edu">erin.nance@ucdenver.edu</a></td>
<td>303-315-7123</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>Sandra Quinn, Degree Audit and Transfer Credit Coordinator</td>
<td><a href="mailto:sandra.j.quinn@ucdenver.edu">sandra.j.quinn@ucdenver.edu</a></td>
<td>303-315-7120</td>
</tr>
<tr>
<td>Coral Scherma, Academic Advisor</td>
<td><a href="mailto:coral.scherma@ucdenver.edu">coral.scherma@ucdenver.edu</a></td>
<td>303-315-7114</td>
</tr>
<tr>
<td>Lydia Supplee, Academic Advisor</td>
<td><a href="mailto:lydia.supplee@ucdenver.edu">lydia.supplee@ucdenver.edu</a></td>
<td>303-315-7109</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>

Update: 6-15-20
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>
</table>
| Scheduled Appointments    | Intended primarily for current students and new students who have attended New Student Orientation, Transfer Advising, or completed Online Advising | • 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 |
|                           | 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 the virtual online advising session via Zoom at the scheduled appointment time (for phone and virtual online appointments) have access to a computer and the internet  
  - have access to a computer and the internet (for phone and virtual online appointments)  
|                           | Advisor will:  
  - 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)  
| Drop-In Times             | 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 | • 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 |
|                           | 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/online)  
|                           | 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/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)  
| Telephone Calls & Email Questions | Intended primarily for current students with questions related to the current or upcoming term | Questions about:  
• academic deadlines  
• campus resource offices  
• contact information for major/minor advisors  
• accessing advising materials (e.g., degree requirements handout)  
• Concurrency 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  
• 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 |
|                           | 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  

Update: 6-15-20
Update: 6-15-20