



Office Schedule

Please check the CLAS Academic Advising Office [website](#) for any changes or updates to the schedule.

OFFICE HOURS OF OPERATION	SCHEDULED APPOINTMENTS [†]	DROP-IN TIMES [‡]
<p>MON, THU, & FRI 8:00 a.m. – 5:00 p.m. TUE & WED 8:00 a.m. – 7 p.m.*</p> <p><i>To schedule an academic advising appointment, please call 303-315-7100.</i></p> <p><i>* Each CLAS advisor offers evening appointments twice per month on Tuesday or Wednesday.</i></p>	<p>30-minute appointments are available Mondays, Tuesdays, Wednesdays, and Fridays. Please call 303-315-7100 to schedule an advising appointment with your assigned CLAS Advisor.</p> <p><i>† Please note: Same-day appointments cannot be scheduled. You may need to reschedule your appointment if you arrive more than 10 minutes late.</i></p>	<p>15-minute unscheduled drop-ins[‡] (in-person or by phone) are available Thursdays from 9:30 – 11:30 a.m. and 1:30 – 4:00 p.m. Availability is based on first-come, first-served.</p> <p><i>‡ 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.</i></p>

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

Please note: Students in a CLAS major are able to find their assigned CLAS advisor's name in UCD Access under the "Student Profile" section.

TEAM MEMBERS	EMAIL	PHONE
Cecilio Alvarez , Academic Advisor	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
Jaimie Carrington , Academic Success Advisor [‡]	jaimie.carrington@ucdenver.edu	303-315-7119
Erick Chávez-Navarrete , Academic Advisor	erick.chavez@ucdenver.edu	303-315-7138
Sara Herkes , Academic Advisor	sara.herkes@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
Phebe Lassiter , Academic Advisor	phebe.lassiter@ucdenver.edu	303-315-7117
Susan Laws , Program Specialist	susan.laws@ucdenver.edu	303-315-7102
Ken Lee , Academic Advisor	ken.lee@ucdenver.edu	303-315-7124
Shana Medah , Academic Advisor	shana.medah@ucdenver.edu	303-315-7108
Carol Morken , Director / Assistant Dean	carol.morken@ucdenver.edu	303-315-7113
Erin Nance , Academic Advisor	erin.nance@ucdenver.edu	303-315-7123
Vanessa Navarro-Gomez , Academic Advisor	vanessa.navarrogomez@ucdenver.edu	303-315-7136
Alejandra Nevarez , Academic Advisor	alejandra.nevarez@ucdenver.edu	303-315-7140
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
Stacy Steepe , Academic Advising Support Specialist	stacy.steepe@ucdenver.edu	303-315-7103
Lydia Supplee , Academic Advisor	lydia.supplee@ucdenver.edu	303-315-7109
Jon Wilson , Director of Operations	jon.wilson@ucdenver.edu	303-315-7104

[‡] Please note: designated advisors' drop-in hours differ from the scheduled drop-in times. Please contact the CLAS Advising Office for information.

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 two academic advisors with whom they should work throughout their time at CU Denver. CLAS Academic Advisors work with students regarding CU Denver Core Curriculum, CLAS, and general graduation requirements, as well as university and college policies and procedures. Faculty advisors work with students on their major requirements within their respective academic departments. Both advisors monitor students' degree progress and approve graduation eligibility.

The [Center for Undergraduate Exploration & Advising](#) (CUE&A; Student Commons Building 1113; 303-315-1940) advises students who are undecided about their college major (i.e., undeclared) or who are pre-architecture.

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 or phone appointment scheduled in advance with assigned CLAS Advisor</p>	<p>Intended primarily for current students and new students who have attended New Student Orientation, a TAGS, 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 CORE, CLAS, and general graduation requirements • be prepared to answer phone call at scheduled appointment time (for phone appointments) • have access to a computer and the internet (for phone 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 at the scheduled appointment time. If the student misses the advisor's call, the student will have 10 minutes from the scheduled appointment time to return the advisor's call. After 10 minutes from the scheduled appointment time, the student will need to call the main office to reschedule the appointment. (for phone 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) <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)