OFFICES ON CAMPUS

Alumni Relations Office
The Alumni Relations Office at University of Colorado Anschutz Medical Campus is the central office responsible for connecting and engaging alumni to their alma mater. As well as guiding the individual alumni association programs for the Schools of Medicine and Dental Medicine, the College of Nursing, the Colorado School of Public Health, and the Physical Therapy and CHA/PA Programs, the office also supports alumni program activities for the School of Pharmacy, the Graduate School, and for alumni of the residency programs affiliated with the University.

The Alumni Relations Office maintains records of alumni; plans alumni events in Colorado and throughout the U.S.; coordinates alumni board meetings and activities; sponsors annual meetings; hosts class and school reunions as well as student/alumni programs; and partners with the Office of Advancement to assist with alumni giving. The Alumni Relations Office also publishes magazines, newsletters, and e-newsletters for all alumni associations of the CU Anschutz Medical Campus.

Phone: (303) 724-2518 or toll-free at 1-877-473-ALUM
Email: healthalumni@ucdenver.edu
Website: https://www.cuanschutz.edu/offices/advancement/alumni
(https://www.cuanschutz.edu/offices/advancement/alumni/)

Bookstore
The CU Anschutz Medical Campus Bookstore is designed to meet the needs of our busy faculty, staff, and students, providing convenient one-stop shopping. The Bookstore carries many products including:

• medical reference titles and can special order any resource that may not be in stock, including campus authors,
• select medical equipment and supplies including Littman,
• CU emblematic goods including t-shirts, sweatshirts, water bottles, stickers, and many more items that are school specific,
• convenience items such as greeting and gift cards, office supplies, single dose medications (aspirin, ibuprofen, cold medications, etc...) and personal hygiene items, and
• scrubs and lab coats which can be embroidered with the University Seal.

Save 25% on one CU Spirit item (excludes diploma frames) by downloading our convenient app from your app store. Search for "My College Bookstore."

Location: Education 2 South, 1st Floor
Phone: 303-724-BOOK (2665)
Fax: 303-724-9776
Website: https://cuanschutz.bncollege.com

Bursar’s Office
When a student begins researching higher education institutions, tuition is often the first stop. The Bursar’s Office provides services in the areas below. Additional information can be viewed via the Financial portion of the academic catalog by clicking here (http://catalog.ucdenver.edu/cu-anschutz/financial-information/).

• Application Fees Payments
• College Opportunity Fund
• Departmental Deposit Transactions
• Tuition and Fee Payments
• Refunds and Direct Deposits
• Student Account Reconciliation
• Third-Party Billing
• Student Balance Outreach
• Past Due Tuition Collection
• Tax Offsets

Location: Education II North, Suite 3120A
Office Hours: 8:00AM-5:00PM
Address: Bursar’s Office, Mail Stop A098, 13120 East 19th Avenue, Room 3120A, Aurora, CO 80045
Phone: 303-315-1800
Fax: 303-315-1805
Email: Bursar@ucdenver.edu
Website: https://www.cuanschutz.edu/student-finances/billing-payments
(https://www.cuanschutz.edu/student-finances/billing-payments/)

Disability Resources & Services
Disability Resources & Services envisions an educational environment that is inclusive and embodies the equality of opportunity. We work with students with disabilities to provide equal access to an education and do so by providing advocacy, accommodations, and referrals to on-campus resources and off-campus community resources.

The DRS staff members also work closely with faculty and staff in an advisory capacity to assist with the development of reasonable accommodations. This partnership allows students with disabilities to demonstrate their abilities in both the classroom and clinical settings. Accommodations include but are not limited to: alternative testing (extra time for exams, taking exams in a reduced distraction environment), digital textbooks, captioning services, interpreting services, special furniture, and assistive technology.

Location: Strauss Health Sciences Library
Phone: (303) 724-5640
Email: sherry.holden@cuanschutz.edu
Website: https://www.cuanschutz.edu/offices/disability-resources-and-services
(https://www.cuanschutz.edu/offices/disability-resources-and-services/)

Financial Aid & Scholarships Office
While the world of financial aid can seem intimidating, if you break it down and put in the work, making financial aid work for you will be the first step toward opening a door to your future. The Financial Aid and Scholarships Office provides services in the areas below. Additional information can be viewed via the Financial portion of the academic catalog by clicking here (http://catalog.ucdenver.edu/cu-anschutz/financial-information/).

• How to apply for financial aid
• Free Application for Federal Student Aid (FAFSA) https://fafsa.ed.gov/
• Work-study and student employment opportunities
• Grant and student loan information
• Special circumstances, academic progress or financial hardship appeals
• Scholarships Information

Advising Hours:
8:00 am - 3:00 pm (Monday, Wednesday, Friday)
Health Insurance for Students
The University of Colorado Denver | Anschutz Medical Campus is pleased to offer both health insurance and dental insurance to our students. For inquiries about the insurance plans offered at CU Anschutz or waiver requirements, please contact the Office of Student Health Insurance at studenthealthinsurance@cu.edu or call 303-837-2127.

HEALTH INSURANCE
All students enrolled in one or more hours in a degree-seeking or certain certificate programs are required to have insurance. As a result, all eligible students taking one or more credit hours are automatically enrolled in and billed for the Student Health Insurance Plan.

Students who wish to waive the coverage must do so each semester by providing proof of comparable coverage that meets all waiver requirements within the published timeframe.

International students on a J-1 visa, please contact the Office of International Student & Scholar Services (ISSS) for additional visa based requirements.

DENTAL INSURANCE
All students are eligible to enroll in the dental plan, with the exception of certain PhD students in the Graduate School who receive the coverage through a stipend. This plan is voluntary and enrollment is annual beginning each fall. Newly enrolled students have the option to opt-in mid plan if their program begins in the spring.

International Student and Scholar Services (ISSS)
ISSS provides assistance to international students in nonimmigrant visa classifications. Please see Academic Services and Student Support (http://catalog.ucdenver.edu/cu-anschutz/academic-services-student-support/) in this catalog for more information.

Office of Campus Student Services
The Office of Campus Student Services (OCSS) provides many services to all students at the University of Colorado Denver | Anschutz Medical Campus to ensure students have the best resources available to address their well-being on campus including:

- advising
- CARE Team
- housing
- Interdisciplinary Student Organization assistance
- Office of Case Management
- Office of Student Health Promotion
- Phoenix Center at Anschutz
- Student Governance assistance

Location: Education 2 North, 3rd Floor Student Services Suite
Phone: 303-724-2866

Website: https://www.cuanschutz.edu/student (https://www.cuanschutz.edu/student/)
Hours: Monday - Friday, 8am - 5pm

Office of Case Management and the CARE Team
Through intentional collaboration with the schools and colleges, the Office of Case Management works to ensure that students are connected to the appropriate resources to meet their goals and develop new skills in navigating challenging experiences. The Office of Case Management also takes a preventative approach to risk assessment by offering resources, referrals, and support to both students who may be displaying concerning behaviors and those impacted by those behaviors.

Faculty, staff, students, guests and concerned others are encouraged to refer students’ behavior that they perceive as concerning, worrisome, or threatening to the Office of Case Management. Referrals can be submitted online at https://www.cuanschutz.edu/student/support/care-team (https://www.cuanschutz.edu/student/support/care-team/).

The Office of Case Management also oversees the Campus Assessment, Response, & Evaluation (CARE) Team. This team of student affairs administrators and campus partners meets to address the health and safety needs of students as well as the campus community.

Per the Duty to Report Criminal and Threatening Behavior Policy, University staff, faculty, students and volunteers are required to report any threatening or criminal behavior to police and are encouraged to follow up with a Care Report. Additionally, per the CARE Team Policy all University staff, faculty, students, and volunteers are strongly encouraged to report concerning student behavior to the CARE Team. Referrals can be submitted online at https://www.cuanschutz.edu/student/support/care-team (https://www.cuanschutz.edu/student/support/care-team/).

CU Anschutz Shares Fund
CU Anschutz Shares in an emergency fund available to all students. The fund is coordinated by the Office of Case Management at CU Anschutz. Applications are available online at https://www.cuanschutz.edu/student/support/cu-anschutz-shares (https://www.cuanschutz.edu/student/support/cu-anschutz-shares/). The funds are available on a first-come, first-served basis and the decision to provide funding is made by the Office of Case Management in conjunction with the Associate Vice Chancellor for Student Affairs or their designee.

Office of Diversity, Equity, Inclusion and Community Engagement
The Office of Diversity, Equity, Inclusion and Community Engagement was established in July 2020, and will be implementing best practices as it relates to diversity, equity and inclusion for students, staff, faculty and visitors on campus, and will maintain and develop mutually beneficial partnerships with the community.

This office will focus on implementing, centralizing and improving programs and initiatives around diversity and health equity; inclusion and outreach; and community engagement.

Location: Fitzsimons Building
Address: 13001 East 17th Place, Suite CG001, Aurora, CO 80045
Email: odeice@cuanschutz.edu
Website: https://www.cuanschutz.edu/offices/diversity-equity-inclusion-community (https://www.cuanschutz.edu/offices/diversity-equity-inclusion-community/)
Office of Equity
The Office of Equity exists to prevent, stop, and remedy sexual misconduct, discrimination, harassment, and related retaliation in our campus community. We are working to make our campus a community in which Respect is Expected.

The Sexual Misconduct Policy prohibits:

- sexual assault: non-consensual sexual intercourse
- sexual assault: non-consensual sexual contact
- sexual exploitation (such as taking or sharing intimate photos without consent)
- dating or domestic violence
- gender-based stalking
- sexual harassment (hostile work environment and quid pro quo)
- and any retaliation taken again those involved in the reporting process.

The Nondiscrimination Policy prohibits discrimination or harassment on the basis of race, color, national origin, pregnancy, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy.

To report an incident of sexual misconduct, discrimination, harassment, or retaliation or to request a training, please contact the Office of Equity at:

Location: Education 2 North, Room 5221
Phone: 303-315-2567
Email: equity@ucdenver.edu
Address: 13120 E. 19th Avenue, Room 5221, Aurora CO 80045
Website: https://www1.ucdenver.edu/offices/equity (https://www1.ucdenver.edu/offices/equity/)

Office of Inclusion and Outreach
The mission of the Office of Inclusion and Outreach is to impact University initiatives through sustained and comprehensive programs, targeting underrepresented populations by exposing/preparing/bridging future healthcare, Science Technology Engineering and Mathematics (STEM), and research professionals to internal and external constituencies.

The vision of the Office of Inclusion and Outreach is to increase the number of underrepresented population in healthcare, STEM and research by developing the future leaders in their respective disciplines. Through this commitment, we will empower the future generation of leaders aspiring to reduce disparities among underserved communities by emphasizing the importance of addressing inequalities, cultural sensitivity and responsiveness.

Values:

- Take a holistic approach to student engagement.
- Foster a welcoming, inclusive environment for the campus community.
- Provide mentorship and leadership opportunities through networking and community involvement.
- Promote excellence and innovation.
- Bridge underrepresented populations through the P-20 spectrum to healthcare, STEM and research disciplines.
- Infuse empowerment through increasing social capital.

Office of Information Technology (OIT)
The Office of Information Technology (OIT) (https://www1.ucdenver.edu/offices/inclusion-and-outreach) works in partnership with academic and business units to provide technical support to meet the needs of students, faculty and staff at the CU Denver | Anschutz Medical Campus. OIT serves as the primary source of campuswide technology services (https://www1.ucdenver.edu/offices/inclusion-and-outreach) in partnership with school, college and department IT professionals.


Location: Education 2 North, 5th Floor
Address: 13120 East 19th Avenue, Aurora, CO 80045
Phone: (303) 724-4357
Website: https://www1.ucdenver.edu/offices/inclusion-and-outreach (https://www1.ucdenver.edu/offices/inclusion-and-outreach/)

Ombuds Office
The Ombuds Office is available to students, faculty, and staff to help resolve problems or conflicts in an informal, confidential manner. This office operates outside the usual review or appeal process and is entirely independent of any other department. The Ombuds is impartial and will not take sides, but will help clarify issues and direct visitors to the appropriate resources.

The Ombuds will listen, help to analyze the situation, identify and explain relevant university policies or procedures and will help to explore options with the visitor. Mediation services are also available. Because the Ombuds Office is not involved in any formal procedures, it does not accept notice of any type on behalf of the University of Colorado Anschutz Medical Campus.

The Ombuds Office is a designated confidential resource for all Title IX related issues. Conversations with the Ombuds are confidential and the identity of any individual seeking the help of the Ombuds will not be revealed. Please note, however, that confidentiality will not be maintained if the person has either expressly authorized contact with other individuals or the situation involves imminent threat of harm or danger.

Location: Fitzsimons Building, Room 7005C
Phone: 303-724-2950
Printing Services
At thePrinting Services customer service counter students, faculty and staff can drop off printing requests, consult with our staff on any graphic design, poster and printing needs, and purchase paper - including thesis paper - by the sheet or ream. Printing Services handles any printing and mailing request. Also, Anschutz students may apply money to an account, allowing them to print at any of the on-campus computer labs.

Printing Services is here to assist you with all of your publications and printing needs. We are here to support the educational, research and outreach programs and faculty, staff and students of the University of Colorado Denver | Anschutz Medical Campus, assisting you with all of your design, copying, printing, binding and mailing requirements.

From your project’s inception, we will help you determine the best product and methods to meet your needs through completion.

To expedite the production of business cards, letterhead, and envelopes, we offer online ordering through our website.

Free consultations and estimates.

We offer printing, design & layout, typesetting, copying, binding, posters, banners, bulk mailings, miscellaneous printed projects. Whatever the project, big or small, Printing Services is happy to help in order to meet your needs with cost efficiency, high quality and a quick turnaround time.

Location: Fitzsimons Building, 1st Floor, near the Badging Office and USPS kiosk
Phone: 303-724-4610
Website: https://www1.ucdenver.edu/offices/printing
Email: printing.services@ucdenver.edu

Registrar’s Office
Carrie John, Associate Vice Chancellor for Student Enrollment Operations & Compliance and University Registrar
Lara Medley, Director of Registrar and Financial Aid Services for CU Anschutz

The Registrar’s Office is committed to the delivery of quality, student-centered enrollment and academic support services through collaboration and the integration of technology. As stewards of student records and enrollment data, the department’s goal is to provide judicious management and dissemination of student data for students, faculty, staff, and community constituents. The Office of the Registrar supports members of the CU Anschutz campus community in the following areas:

• Registration/Enrollment (http://catalog.ucdenver.edu/cu-anschutz/academic-standards-policies/registration/)
• Name changes for current/former students
• Record changes (SSN, DOB, gender, etc.)
• Tuition Classification (http://catalog.ucdenver.edu/cu-anschutz/financial-information/residency-tuition-classification-accountable-students/) (i.e. In-State vs. Out-of-State Residency)
• Obtaining official transcripts (http://catalog.ucdenver.edu/cu-anschutz/academic-standards-policies/student-records-transcripts/)
• Diplomas (http://catalog.ucdenver.edu/cu-anschutz/academic-standards-policies/student-records-transcripts/)
• Education/degree verifications (http://catalog.ucdenver.edu/cu-anschutz/academic-standards-policies/student-records-transcripts/)
• In-School Deferment requests
• Enrollment Verifications (http://catalog.ucdenver.edu/cu-anschutz/academic-standards-policies/student-records-transcripts/)
• Family Educational and Privacy Rights Act of 1974 (FERPA) (http://catalog.ucdenver.edu/cu-anschutz/university-policies/)
• Application for graduation (http://catalog.ucdenver.edu/cu-anschutz/academic-standards-policies/student-records-transcripts/) (via student portal)
• Leave of Absence/Withdrawal

Location: Education 2 North (3rd Floor), Student Services Suite
Address: 13120 East 19th Avenue, Campus Box A054, Aurora, CO 80045
Phone: 303-724-800
Fax: 303-724-8060
Email: Registrar@CUAnschutz.edu
Website: www.cuanschutz.edu/registrar (https://www.cuanschutz.edu/registrar/)

Security Badging Office and Police Department

Video Surveillance
The University has installed cameras in key areas of the campus to monitor and record a variety of security. Generally, cameras are installed on roofs, at primary entrances and in interior spaces where security monitoring is important. Programs capture camera imagery, when involved in an alarm, to display to the police dispatchers. Cameras are not present in areas where there is an expectation of privacy.

access control badges
Access control badges provide photo and role identification, library privileges, and electronic access to locked and alarmed areas. University policy requires that students, staff, and faculty wear badges visibly (between neck and waist) while on campus. Displaying the badge lets other students know that you are a student, faculty or staff member. Temporary badges are not issued in lieu of forgotten or lost access control badges. Building/program administrators approve student access to the buildings and areas needed for their particular course of study or research, as well as to the student computer centers, study areas, and the student center and student lounges.

You are required to keep your access control badge secured and immediately report a lost or stolen badge to the Security Badging Office (4-0399) or to the police (4-4444). Policy prohibits you from lending or borrowing badges, admitting unauthorized personnel, or otherwise gaining or granting unauthorized access to campus facilities.

Do not hold/prop open card-controlled doors or other secured doors, as this will initiate alarms to the Police Department. Misuse or abuse may result in adverse administrative action or denial of card access privileges. Badges are the property of the University and must be returned prior to graduation or separation. You may not cut, bend, or punch holes in your badge, nor expose it to heat, since this will break internal wiring and disable it for access. Badges are printed on both sides so that identifiable information is always visible. Do not place cards or other materials in the badge carrier to obstruct the card information. Lost or abused cards may result in a $14 replacement charge. You do not need to display your RTD card and it should not be carried against your university access control card as misreads or denial of access may result.

obtaining badges
The schools’ respective administrators schedule students for badging during registration or orientation. Each student must present either a
driver’s license or government-issued ID (each non-citizen must present a current and valid passport) before the badge will be issued. Please note that the last name on the identification must match the name used to register with the University. The badging staff will ask for any academic or professional credentials you may have to add as post-nominals to your name. RTD badges will be issued at the same time at the Security Badging Office.

**using badges for card access**

Card readers are located adjacent to card access-controlled doors. Card readers are rectangular dark gray or black panels, which are approximately 1” in depth and 2” X 4” in height and width. To unlock a card-reader door, pass the badge slowly across the front of the card reader within a few inches of its surface. If the reader recognized that your card grants access to the door, a beep will sound and a green light will illuminate. The system then unlocks the door. If the door has a door strike, you may hear a click. You will not hear a sound for magnetic locks. At this point, you will have about five seconds to open the door manually at a hinged door or approach an automatic door. If using an automatic door opener, first present your card to the card reader and then press the door opener.

Please report malfunctions to the Electronic Security Office (4-0014), providing your name and telephone numbers, the reader at which you had difficulty, the date an time of occurrence, and whether the card reader beeped. If you are having problems with your badge, please stop at the Security Badging Office for assistance (Fitzsimons building, Room N1207). For after-hours assistance, please contact University Police (4-4444). After verifying your access privileges for after-hours access to the area, the police dispatcher will send assistance to your location.

**CONTACT INFORMATION**

**Security Badging Office**
Phone (303) 724-0399  
Fax (303) 724-1352  
Location: Anschutz Medical Campus - Fitzsimons Building (Q20), Room N1207 (between Student Lounge and Post Office)  
Email: SecurityBadgeOffice@ucdenver.edu or Ray.Mensah@cuanschutz.edu  
Web: http://www.ucdenver.edu/anschutz/about/location/Policemanetdefault.aspx

**Electronic Security Division, University Police Department**
Phone (303) 724-0014  
Fax (303) 724-0718  
Location: Anschutz Medical Campus - Building 407 (U09), University Police Building  
Email: Robin.Brown@cuanschutz.edu or Kurt.Proffitt@cuanschutz.edu

**The Office of Global Education | Study Abroad**

The Office of Global Education / Study Abroad provides academically and professionally relevant international experiences to a diverse student population at the University of Colorado Denver | Anschutz Medical Campus. These experiences equip students with cross-cultural skills necessary to succeed in an interconnected global society. The Office of Global Education is committed to providing students with a wide range of engaging and affordable study, internship, research, and clinical opportunities.

International program offerings vary to meet the needs and interests of all students. These programs are open to undergraduate, graduate, and international students; it is not necessary to be a particular major to participate. Program lengths range from two weeks to an academic year or more. The vast majority of programs do not require language proficiency beyond the English language.

The Office of Global Education strives to keep study abroad programs affordable. In most cases, students are able to utilize financial aid and are eligible for an array of internal and external scholarships. For the most current information on programs, policies, and funding, please visit the Office of Global Education website at [https://www.ucdenver.edu/students/study-abroad](https://www.ucdenver.edu/students/study-abroad) or visit LynxConnect in the Tivoli.

**Veteran & Military Student Services**

Education Building 2, North  
3120 East 19th Ave., P28-3207  
Aurora, CO 80045  
https://www.ucdenver.edu/veterans (https://www.ucdenver.edu/veterans/)  
303-724-9649 | VMSS@ucdenver.edu (VMSS@ucdenver.edu) | Email for an Appt.

Remote Office Hours  
Monday through Friday, 8:00 a.m. - 5:00 p.m.

The Office of Veteran & Military Student Services (VMSS) is the initial contact point for military-connected students attending CU Denver and the CU Anschutz Medical Campus. The main priority of the office is to verify U.S. Department of Veterans Affairs education benefit certification for eligible students, ensuring that each student meets the Veterans Administration requirements for attendance, course load, content, as well as all other regulations necessary to receive educational benefit payments. This office assists students with filling out Veteran Affairs paperwork and in solving problems associated with the receipt of Veteran Affairs related educational benefits. The VMSS provides student mentoring, transition assistance into higher education, mental health services that are specific to the military and transition issues, and career preparation through the Boots to Suits Program. The office also serves as a liaison to numerous Veteran community resources. In addition, the VMSS mission is to improve and enrich the educational experience of our current and former military-related students through advocacy, community, as well as appropriate and responsive services.

**MILITARY SERVICE AND RESIDENCY**

Active-duty members of the armed forces of the United States and Canada on permanent duty stationed in Colorado and their dependents (as defined by military regulations) are eligible for in-state status, regardless of domicile or length of residence in Colorado. The military member must have reported to a duty station in Colorado, as certified by their military command, by the first day of class of the applicable academic term.

If the student is here on Active Duty orders:

• Submit copy of orders stationing student in Colorado  
• Submit Certificate of Eligibility (COE) - (If using benefits)  
• Student’s address in their UCD Portal must reflect the students physical CO address