

UNIVERSITY *of*  
NORTHERN COLORADO

Ask Me:  
I Can Help

Coordinated by  
The Office of Student Engagement  
and  
Dean of Students

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# Ask Me: I Can Help

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Ask Me: I Can Help is updated each Fall and Spring. Updates can be submitted at any time by contacting Sherri Moser at [sherri.moser@unco.edu](mailto:sherri.moser@unco.edu).

# Ask Me: I Can Help

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## Acronyms

**ACH** – Automated Clearing House  
**ACT** – American College Test  
**APASS** – Asian Pacific American Student Services  
**ASA** - Academic Support & Advising  
**ASAP** – Assault Survivors Advocacy Program  
**BIDS** – Bid Information & Distribution System  
**BOT** – Board of Trustees  
**CCCC** – Cesar Chavez Cultural Center  
**CCI** – Colorado Correctional Industries  
**CHE** – Center for Human Enrichment  
**CIE** – Center for International Education  
**CLEP** – College Level Examination Program  
**COF** – College Opportunity Fund  
**CPE** – Center for Peer Education  
**CRC** – Campus Recreation Center  
**CRN** – Course Registration Number  
**DATE** – Drug, Alcohol, Tobacco Education (Program)  
**DMCA** – Digital Millennium Copyright Act  
**DOS** – Dean of Students  
**DPO** – Departmental Purchase Order  
**DQ** – Documented Quote  
**DSS** – Disability Support Services  
**EAP** – Employee Assistance Program  
**EBS** – Educational & Behavioral Sciences  
**EHS** – Environmental Health and Safety  
**EIN** – Employer Identification Number  
**EMSA** – Enrollment Management & Student Access  
**EPAF** – Electronic Position Authorization Form  
**EO** – Encumbrance Order  
**ESL** – English as a Second Language  
**FAFSA** – Free Application for Federal Student Aid  
**FERPA** – Family Educational Rights & Privacy Act  
**FOAP** – Fund, Organization, Account, Program,  
**FOF** – Frontiers of Science  
**FTE** – Full Time Equivalent  
**FYE** – First Year Experience  
**FYS** – First Year Seminar  
**GA** – Graduate Assistant  
**GED** – General Education Development  
**GLBTA** – Gay Lesbian Bi-sexual Transgender Alliance  
**GPA** – Grade Point Average  
**GRA** – Graduate Research Assistant  
**GRE** – Graduate Requirement Exam  
**GSA** – Graduate Student Association  
**HESAL** – Higher Education & Student Affairs Leadership  
**HSS** – Humanities and Social Sciences  
**IFB** – Invitation for Bid  
**IFC** – Interfraternity Council  
**IFS** – International Film Series  
**IT** – Information Technology  
**ITIN** – Individual Taxpayer Identification Number  
**JVP** – Juniper Valley Products  
**LSAT** – Law School Admissions Test

**MAST** – Math and Science Teaching  
**MCB** – Monfort College of Business  
**MGC** – Multicultural Greek Council  
**MGCC** – Marcus Garvey Cultural Center  
**NASS** – Native American Student Services  
**NCA** – North Central Accreditation  
**NCAA** – National College Athletic Association  
**NHS** – Natural and Health Sciences  
**NSE** – National Student Exchange  
**NSLDS** – National Student Loan Data System  
**NSO** – New Student Orientation  
**OBIA** – Office of Budget and Institutional Analysis  
**OCH** – Off Campus Housing  
**OFF** – Official Function Form  
**PAF** – Positional Authorization Form  
**PASC** – Professional Administrative Staff Council  
**PHC** – Panhellenic Council  
**PLP** – President’s Leadership Program  
**PMR** – Position Management Report  
**PO** – Purchase Order  
**PR** – Purchase Requisition  
**PSA** – Personal Services Agreement  
**PTEP** – Professional Teacher Education Program  
**PVA** – Performing and Visual Arts  
**RA** – Resident Assistant  
**RHA** -Residence Hall Association  
**RFP** – Request for Proposal  
**RSVP** – Retired and Senior Volunteer Program  
**SAO** – Student Activities Office  
**SAT** – Scholastic Achievement Test  
**SE/DOS** – Student Engagement & Dean of Students  
**SFAP** – Student Fee Allocation Program  
**SHC** – Student Health Center  
**SHIP** – Student Health Insurance Program  
**SI** – Supplemental Instruction  
**SIFE** – Students in Free Enterprise  
**SPARC** – Sponsored Programs & Academic Research Center  
**SPEEC** – State Personnel Employees Executive Council  
**SS** – Student Senate  
**SSI** – Standard Services Invoice  
**SSS** – Student Support Services  
**TA** – Teaching Assistant  
**TA** – Travel Authorization  
**TACE** – Technical Assistance & Continuing Education (Center)  
**TE** – Travel Expense Sheet  
**TIO** – Transitional Intramural Order  
**UC** – University Center  
**UPC** – University Program Council  
**URSA** – University Resource for Systems Access  
**WRC** – Women’s Resource Center

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## Phone Numbers at a Glance

Academic Support and Advising	970-351-1391
Admissions (Undergraduate)	970-351-2883
Admissions (Graduate)	970-351-2831
Assault Survivors Advocacy Program	970-351-4040
Bursar	970-351-2201
Campus Recreation Center	970-351-2020
Career Services	970-351-2127
Center for International Education	970-351-2396
Counseling Center	970-351-2496
Dean of Students	970-351-2796
Dining Services	970-351-2652
Disability Support Services	970-351-2289
Enrollment Management and Student Access	970-351-1944
Financial Aid	970-351-2502
Housing & Residential Education	970-351-2721
Howard M. Skinner Music Library	970-351-2439
Immunization Records	970-351-1919
James A. Michener Library	970-351-2671
Parking Services	970-351-1971
Registrar	970-351-2231
Student Activities	970-351-2871
Student Engagement	970-351-2796
Student Health Center	970-351- 2412
Student Health Insurance Program	970-351-1915
UNC Card Office	970-351-2821
UNC Police Department (non-emergency)	970-351-2245
UNC Ticket Office	970-351-4849
University Center Business Office	970-351-1308 / 1309
University Center Information Desk	970-351-2007
Veterans Services	970-351-1403
Web Communications	970-351-1848

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## Academic Support and Advising – Advising Services

**Office Location:** Academic Support and Advising, Michener L149

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Phone Number:** 970-351-1391

**Website:** [www.unco.edu/asa](http://www.unco.edu/asa)

**Key Contact's Name:** Jennifer Griffin, Director of Advising Services

**Key Contact's Phone Number:** 970-351-1383

**Key Contact's Email Address:** [jennifer.griffin@unco.edu](mailto:jennifer.griffin@unco.edu)

### Services Offered:

- Academic advising for students who are Exploring, Exploring – seeking Business, Exploring – seeking Music, Exploring – seeking Music Theatre, Exploring – seeking Theatre, and Exploring – seeking Art and Design.
- Assistance to students who want to change their major.
- Academic advising for students on academic probation (cumulative GPA below 2.00).
- Advising for students who are academically suspended from UNC and wish to re-enroll.
- Explanation of the Fresh Start program for freshmen and the Fresh Start program for returning students.

### Interesting Facts:

- Students on academic probation will earn a higher cumulative GPA with each visit to an ASA advisor.
- Students on probation, taking a class for Grade Forgiveness, will only receive a grade of C or higher 60% of the time. Therefore, it may not be a quick GPA fix for students to take a class over again for Grade Forgiveness.

### Updated Policies and Procedures:

- Changing a Major to Exploring - Any new or transfer student entering the University of Northern Colorado can choose to be designated as Exploring when he or she enters the University. Students with a declared major who wish to change their major status to Exploring should contact the Office of Academic Support and Advising to make an appointment for review and approval. Students requesting this change must have fewer than 18 credits combined of registered and/or previously earned hours. Students who would like to explore other major or minor options may receive services from the Office of Academic Support and Advising regardless of their current major status.
- ASA's Advising Services has a professional advising staff. There are 4 full-time professionals available to assist students who are exploring and students on academic probation.

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## Academic Support and Advising – Center for Human Enrichment/Student Support Services

**Office Location:** Michener L-78

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Website:** [www.unco.edu/che](http://www.unco.edu/che)

**Key Contact's Name:** Jana Schwartz, Director

**Key Contact's Phone Number:** 970-351-1925, main office number: 970-351-1905

**Key Contact's Email Address:** [jana.schwartz@unco.edu](mailto:jana.schwartz@unco.edu)

### Services Offered:

- Students selected into the SSS/CHE program receive additional advising, tutoring, and mentoring support. All students in the SSS/CHE program are first-generation college students. If a student is interested in the SSS/CHE program, they should contact the Director, Jana Schwartz, to determine eligibility and space in the program. The selection process for SSS/CHE students' starts in February and March for transfer students and typically runs from April-June for all other undergraduate students. There is a small selection period in January for accepting additional students. The Center for Human Enrichment accepts approximately 60 incoming students each year and serves a total of 200 students during the academic year. Students who select into the SSS/CHE program are served throughout their undergraduate college experience.

### Interesting Facts:

- The Center for Human Enrichment has a long history at UNC and has been awarded a Federally-funded SSS program for over 30 years.
- Currently, the SSS program at UNC is recognized as in the top 1% of programs nationally.

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## Academic Support and Advising – First Year Seminars

**Office Location:** Michener 149

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Website:** [www.unco.edu/asa/UNIV101](http://www.unco.edu/asa/UNIV101)

**Key Contact's Name:** Angela Vaughan

**Key Contact's Phone Number:** 970-351-1175

**Key Contact's Email Address:** [angela.vaughan@unco.edu](mailto:angela.vaughan@unco.edu)

### Services Offered:

- For entering freshmen, University 101: Foundations for Learning and Development is designed to help with the transition from high school to UNC by promoting students continued intellectual, personal, and professional growth and development. The program consists of University 101, a 2-credit Liberal Arts Core elective course, paired with another 3-credit Liberal Arts Core (LAC) course that is recommended for each major. By selecting this pairing, students can earn up to 5 credits of the 40 LAC credits required of all UNC students.
- For transfer students, FYE 108 is designed to help support transfer students' successful transition into the UNC academic and social community. This course allows students to earn one (1) credit hour that can apply towards university wide credits.

### Interesting Facts:

- Studies suggest that students who participate in first year seminars like University 101 tend to earn higher grades and to continue in college until graduation more so than those students who do not participate.

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## Academic Support and Advising – Orientation

**Office Location:** Michener 149

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Website:** [www.unco.edu/asa](http://www.unco.edu/asa)

**Key Contact's Name:** Vacant

**Key Contact's Phone Number:** 970-351-4626

**Key Contact's Email Address:** [orientation@unco.edu](mailto:orientation@unco.edu)

### Current Services Offered:

- New Student Orientation for Freshmen
- New Student Orientation for Transfer
- Parent Orientation

### Interesting Facts:

- 90% of incoming freshmen attend New Student Orientation
- 42% of freshmen have a parent who attends Parent Orientation

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## Academic Support and Advising – Tutoring Center

**Office Location:** Michener L-149  
Satellite Center Locations:  
Government Publications (Michener Library)  
Kepner

**Office Hours:** Monday-Thursday: 9 a.m. – 5 p.m., Michener L-149  
Friday: 9 a.m. – 2 p.m., Michener L-149  
Monday-Thursday: 5 p.m. – 8 p.m. in Government Publications (Michener)  
Sunday: 6 p.m. – 8 p.m. in Government Publications (Michener)  
Kepner- Call for hours

**Website:** [www.unco.edu/asa](http://www.unco.edu/asa)

**Key Contact's Name:** Melissa Hoffner

**Key Contact's Phone Number:** 970-351-1904, main office 970-351-1391

**Key Contact's Email Address:** [melissa.hoffner@unco.edu](mailto:melissa.hoffner@unco.edu)

### Services Offered:

- Free peer tutoring to UNC undergraduates and also to graduate students enrolled in undergraduate courses. Tutoring services are provided to registered UNC students only. Each semester, the Tutoring Center offers individual and small group tutoring in approximately 130 different courses in Business Administration, Math, Natural Sciences, and Social Sciences. Make appointment in person in Michener L-149.
- Supplemental Instruction (SI) is a non-remedial tutorial support program which targets large, academically challenging, Liberal Arts Core courses. Open to all students enrolled in the course, SI provides assistance through regularly scheduled study sessions, usually in regular classrooms, that begin the second week of class and continue through the week prior to finals. The SI program provides an environment in which how-to-learn is integrated with what-to-learn.
- Skill Sessions are tutoring sessions that focus on general study skills such as note-taking, test taking, textbook reading, and effective time management-skills that help students build a solid foundation for future academic success.
- For complete list of courses in both peer/small group and Supplemental Instruction, see the ASA tutoring website.

### Contact Information for Each Service:

ASA main office: 970-351-1391

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## Admissions

**Office Location:** Visitors Center (Visits, Appointments, Tours)  
Carter Hall 3006 (Processing)

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Phone Number:** 970-351-2881

**Website:** [www.unco.edu/admissions](http://www.unco.edu/admissions)

### Key Contact's Phone Numbers and Emails:

- |                                      |              |  |
|--------------------------------------|--------------|--|
| • Admissions Main Line               | 970-351-2881 | <a href="mailto:admissions@unco.edu">admissions@unco.edu</a>           |
| • Visitor's Center, Campus Tours     | 970-351-2881 | <a href="mailto:visitors.center@unco.edu">visitors.center@unco.edu</a> |
| • Ceri Turnbeaugh, Business Manager  | 970-351-2667 | <a href="mailto:ceri.turnbeaugh@unco.edu">ceri.turnbeaugh@unco.edu</a> |
| • Chris Bierdeman, Campus Visitation | 970-351-2063 | <a href="mailto:chris.bierdeman@unco.edu">chris.bierdeman@unco.edu</a> |
| • Transfer Evaluations               | 970-351-2887 |  |
| • Carter Hall Admissions             | 970-351-2887 |  |

### Services Offered:

#### *Visitors Center*

- Appointments with prospective students and their parents
- Campus Tours
- On campus recruitment events (Preview Days, etc.)
- High School and Middle School Group Visits

#### *Carter Hall*

- Admission of freshman students
- Admission of transfer students
- Transcript evaluation for incoming students
- Transcript evaluation for current UNC students taking classes elsewhere (typically summer)

**\*Graduate students check their Admission status at the Graduate School,  
Carter Hall 2007  
[www.grad.school@unco.edu](mailto:www.grad.school@unco.edu)  
970-351-2831**

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## Assault Survivors Advocacy Program

**Office Location:** Cassidy Hall, Campus Box 121

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Hotline Hours:** 24 hours: 970-351-4040

**Website:** [www.unco.edu/asap](http://www.unco.edu/asap)

**Key Contact's Name:** Deana Davies, Coordinator

**Key Contact's Phone Number:** 970-351-1490

**Key Contact's Email Address:** [deana.davies@unco.edu](mailto:deana.davies@unco.edu)

### Services Offered:

- Advocacy Services: free and confidential to UNC survivors and concerned others of sexual assault, intimate partner violence, and stalking.
- Academic Intervention: The purpose of academic intervention is to facilitate the recovery of the survivor with minimal impact on academic achievement.
- Educational Programs: Programs focus on sexual assault, harassment awareness, intimate partner violence, stalking, healthy relationships, services provided by ASAP, how to respond sensitively to someone who had been assaulted, and what to do if you are assaulted.
- Consultation: Faculty and staff may consult regarding concerns for students who may have been affected by sexual assault, intimate partner violence, and stalking.
- Internship opportunities for undergraduate students

### Interesting Facts:

- Students Helping Students: ASAP trains undergraduate students to be peer advocates who respond hotline calls and walk-ins. Advocate training occurs the week before school starts in the fall and in the spring. Students interested in being an advocate are encouraged to visit our website and fill out the application at the end of the semester prior to the training they wish to attend.

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## Bursar (Accounts Receivable/Cashier)

**Office Location:** Carter Hall on the first floor across from Financial Aid

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Website:** [www.unco.edu/acctservices/bursar](http://www.unco.edu/acctservices/bursar)

### Key Contact's Name, Phone Number & Email Address:

- |                                     |              |  |
|-------------------------------------|--------------|--|
| • Geri Landwehr – Bursar            | 970-351-2201 | <a href="mailto:bursar@unco.edu">bursar@unco.edu</a>                 |
| • Kathi Bland – Accounts Receivable | 970-351-1198 | <a href="mailto:kathi.bland@unco.edu">kathi.bland@unco.edu</a>       |
| • Shelly McCarty – Head Cashier     | 970-351-1250 | <a href="mailto:shelly.mccarty@unco.edu">shelly.mccarty@unco.edu</a> |
| • Debbie Hatch – Loans              | 970-351-1823 | <a href="mailto:debbie.hatch@unco.edu">debbie.hatch@unco.edu</a>     |
| • Steve Roberts – Collections       | 970-351-1199 | <a href="mailto:steve.roberts@unco.edu">steve.roberts@unco.edu</a>   |

### Services Offered:

#### *Accounts Receivable*

- Information on charges that have been billed to a student account
- E-Bill notification sent to students around the beginning of the month and due by the end of the month
- Help with setting up authorized users on e-Bill accounts
- Provide information on accounting holds
- Take credit card payments over the phone during business hours
- Pay via credit card or ACH (check) through URSA (University Web Portal)
- Set up payment agreements (non registered students)
- Set up registration payment agreements (for registered students who owe money and want to register for the next semester)
- Hourly tuition is billed at a per credit hour rate up to 12 hours, the 13 credit hour is billed at \$100 after COF and from 14 to 16 hours it is charged at the same rate (often referred to as the tuition window) for undergrad students only – graduate students don't have a tuition window
- COF (College Opportunity Fund) \$62 per credit hour stipend, students must apply and authorize to receive
- Send out 1098T tax information forms each year

#### *Cashiers Office*

- Wiring funds into the university is done via the cashiers office
- All departmental deposits need to come through this office
  - Can send via campus mail if no cash
  - Must come in person to cashiers window if cash is involved
- Cash employee checks up to \$100
- Postage stamps are available
- Take cash, checks, money orders, Visa, MasterCard, Discover – no American Express as payment on accounts
- Short checks are handled here - \$20 short check charge

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## **Bursar (Accounts Receivable/Cashier) continued**

### *Loans Receivable*

- Information on repayment, deferment, cancellation of Federal Perkins Loans
- Information on exit counseling and promissory note requirements
- Loan Servicer – ECSI – students can contact them directly as well for this information

### *Collections*

- Past due accounts receivable and loan accounts
- Help set up payment arrangements
- Provide information for accounts in internal or state collections

### **Updated Policies and Procedures:**

- As of the spring semester of 2008, paper bills are no longer sent out – eBills are used. Students and authorized users will receive an email notification in their bear mail account that a new eBill is ready for them. Students can access URSA under the student, financial tab for account information and a link to the eBill website. Twelve months worth of history will be available and students can see current information, as well as their most recent bill.

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## Campus Recreation Center

- Office Location:** Campus Recreation Center, Box 62
- Office Hours:** 8 a.m. – 5 p.m., Monday through Friday
- Web Site:** [www.unco.edu/campusrec](http://www.unco.edu/campusrec)
- Center Hours:** 6 a.m. – 10:30 p.m., Monday through Friday  
10:00 a.m. – 10:30 p.m., Saturday and Sunday
- Key Contact:** Edie Linn, Administrative Assistant
- Phone Number:** 970-351-2020
- Email:** [edith.linn@unco.edu](mailto:edith.linn@unco.edu)

### *Campus Recreation Center*

- The student-fee-funded Campus Recreation Center contains strength and conditioning areas on the 1st and 2nd floors; three multipurpose gyms; a 1/10-mile jogging track; racquetball courts; and two group fitness rooms.
- Campus Recreation offers recreational swimming in the Butler-Hancock pool.
- The Campus Recreation Center is open to UNC students, faculty, staff and paid guests, and has space available to rent for meetings, conferences, sports camps and events.

### *Memberships*

As part of the student fee package, students are automatically members of the Campus Recreation Center.

- Membership Categories: Currently Enrolled Students, Faculty and Staff (Current or Retired), Spouses/Domestic Partners, Dependents, Alumni, and Affiliates.
- To purchase a membership, visit the Campus Recreation Center entry desk.
- Faculty and staff may pay with cash, check, credit card or use payroll deduction to purchase memberships, and also have the option to purchase single day passes at the entry desk for \$5 by presenting their UNC ID.
- Members may bring guests to the Recreation Center for a daily fee of \$5 for adults and \$3 for children under the age of 16 (children must be accompanied at all times by an adult).

### *Climbing Wall*

- Climbers can learn skills and participate in bouldering and climbing activities.
- Numerous climbing routes are set to challenge participants ranging from beginner to expert skill levels.
- Several social and competitive events are scheduled each semester.

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## **Campus Recreation Center (continued)**

### *Intramural Sports*

- Individual and team sports are offered each semester to provide competitive and recreational opportunities for students and UNC employees.
- Students and members may sign up as teams or as free agents to be placed upon teams.
- Leagues and tournaments are developed in the following sports: indoor and outdoor flag football, golf, indoor and outdoor soccer, racquetball, basketball, dodge ball, indoor and outdoor volleyball, tennis, softball, and ultimate frisbee. Poker tournaments, sports trivia and game nights are also offered.
- Registration fees range from \$5-\$80 per team.

### *Club Sports*

- Club Sports are student-led, student-funded organizations which include Men's Baseball, Climbing, Cycling, Figure Ice Skating; Men's Ice Hockey, Men's Roller Hockey, Men's and Women's Lacrosse, Men's and Women's Rugby, Women's and Men's Soccer, Tennis, Ultimate Frisbee; Men's and Women's Volleyball.
- Interested individuals may contact club leaders via club contact information on our Web site.

### *Fitness & Wellness Programs*

- The fitness and wellness program provides integrated programs, resources and services, in order to promote healthy lifestyles, create opportunities for positive behavior modification, and enhance student academic success.
- Our Certified Massage Therapist offers a variety of techniques to provide a customized massage to meet you specific needs. We offer competitive rates and flexible appointment times to satisfy your busy schedule.
- Personal Training incorporates fitness assessments, goal setting and health education into challenging workouts specially designed for your needs. A variety of packages and services are available, including one-on-one training, buddy sessions, Quickstart, body composition assessments and complete fitness assessments.
- Group Fitness classes are a fun and social way to exercise. With over 30 classes per week and over 20 different class formats, something is offered for everyone. Campus Recreation is committed to creating a supportive environment and ensuring that every participant has a positive and successful exercise experience.
- Other fitness and wellness programs include: CPR and First Aid certifications, nutrition and weight management consulting, wellness workshops and instructional classes, online classes and health assessments, wellness resource library and special events.

### *Aquatics*

- The Butler-Hancock swimming pool is a 25-yard, six-lane lap pool with a diving well.
- The pool is open more than 30 hours per week for recreational swimming, lap swimming and special events.
- Open swim opportunities typically include early morning, noon and evening swim times.
- Private swim instruction is available for students, faculty and staff, as well as their children.

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## **Campus Recreation Center (continued)**

### *Outdoor Pursuits*

- The Outdoor Pursuits program provides opportunities for outdoor education and leadership experiences through trips and workshops.
- Trips include camping, hiking, mountain biking, skiing and snowboarding, climbing, snowshoeing, white water rafting and more.
- Outdoor gear, such as kayaks, tents, sleeping bags, stoves, backpacks, snow boards and snow shoes, can be checked out for free at the Campus Recreation Center Gear Shop.

### *Blue Cruiser Bike Program*

- The Blue Cruiser bike program offers a free and environmentally sustainable form of transportation to students. This program strives to provide an alternative to driving and promote bear pride on campus.
- Campus Recreation has a fleet of 50 cruiser bicycles designed unique to UNC.
- Bikes can be checked-out for a week at a time at the Campus Recreation Gear Shop.

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## Career Services

**Office Location:** 2<sup>nd</sup> Floor, University Center

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday;  
drop-ins available Monday – Friday from 12 – 3 PM

**Website:** [www.unco.edu/careers](http://www.unco.edu/careers)

**Key Contact's Name:** Renée Welch; Director, Career Services

**Key Contact's Phone Number:** 970-351-2127

**Key Contact's Email Address:** [renee.welch@unco.edu](mailto:renee.welch@unco.edu)

### Services Offered:

- Major and Career Exploration
- Job Search Assistance: Resumes, Cover Letters, and Practice Interviews
- Research Information on Majors, Occupations, and Graduate Schools
- Online Job and Internship Database
- Career Fairs and Networking Events
- Experiential Education Opportunities: Internships, Service-Learning, Civic Engagement, Community Service & Volunteerism
- Networking and Etiquette Skills
- On-Campus Interviews
- Folio21: Online Career Portfolio
- Career Planning Classes
- Testing Center: LSAT, GRE Subject exams, CLEP, etc.
- Classroom and Student Organization Workshops by Request

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## Center for International Education

**Office Location:** 2<sup>nd</sup> Floor, University Center, Room 2205

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Website:** [www.unco.edu/cie](http://www.unco.edu/cie)

### Key Contact Names:

- Helen O’Keefe – Director
- Rick Hoines-Brumback – International Advisor
- Elaine Steneck – Intensive English Program Coordinator
- Joe Tort – Study Abroad & Exchange Coordinator
- Sue Kovitz- US Passport Office Manager and Office Coordinator

**Key Contact’s Phone Number:** 970-351-2396

**Key Contact’s Email Address:** [cie@unco.edu](mailto:cie@unco.edu)

### Services Offered:

- US Passport Application Acceptance Office – full service, including photos
- International Student & Scholar Services
  - Immigration Advising and Document Preparation
  - Employment Assistance
  - Academic support and referrals
  - International Visiting Scholar Advice and Assistance
- Study Abroad and Exchange Programs
  - 500 programs in over 50 countries
  - Study Abroad Advising for students aiding them in finding a program meeting academic needs, location, and financial constraints
  - Assistance to students returning from abroad with transferring credits
- Intensive English Programs
  - Intensive English support in all skill areas (Reading, Writing, Speaking & Pronunciation, Listening, and Grammar) – 7 levels from Level 1 - (no English) to Level 7 – Graduate school prep level.
  - Academic Skill Support (College Study Skills, Computer Skills, Academic Vocabulary)
  - Writing Tutoring – Free to international students and focus includes writing, vocabulary, and pronunciation in all subject areas.
  - Provide international students with the academic language, study skills, and communicative competence to be successful in a degree program at an English-speaking university.
  - Departments that feel a student needs additional assistance in English may require that student to take a CIE English course in order to continue in the program/course.

# Ask Me: I Can Help

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## Dean of Students and Office of Student Engagement

**Office Location:** University Center, Room 3030

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Website:** [www.unco.edu/studentengagement](http://www.unco.edu/studentengagement)  
[www.unco.edu/dos](http://www.unco.edu/dos)

### Key Contact Names:

- Katrina Rodriguez, AVP for Student Engagement and Dean of Students
- Kelly Jacobson, Assistant Dean of Students /Director of Community Standards and Conflict Resolution
- Dave Steward, Assistant Director of Community Standards and Conflict Resolution
- Sherri Moser – Executive Assistant to the AVP and Dean of Students
- Elaine Reinert – Office Manager

### Key Contact Information:

- Sherri Moser 970-351-2019 [sherri.moser@unco.edu](mailto:sherri.moser@unco.edu)
- Elaine Reinert 970-351-2796 [elaine.reinert@unco.edu](mailto:elaine.reinert@unco.edu)
- Community Standards & Conflict Resolution  
Confidential Phone Line 970-351-2824

### Programs and Services Offered:

- Connect students with opportunities for involvement and engagement at UNC
- Recognize student success in academic and leadership achievement
- Assist students in identifying the appropriate resources to resolve conflicts or issues and during times of difficulty or crisis
- Serve as a reporting location for students of concern and coordinate Student Response Team ([www.unco.edu/responseteam/](http://www.unco.edu/responseteam/))
- Uphold Student Code of Conduct and Honor Code ([www.unco.edu/dos/student\\_code\\_conduct](http://www.unco.edu/dos/student_code_conduct))
- Collaborate in campus-wide programming efforts (i.e., Bear Pride, Bear Welcome, etc.)

### Interesting Facts:

- Students who miss class due to illness should contact their faculty directly. Students unable to contact faculty due to hospitalization or crisis can contact the Dean of Students Office for assistance.
- Students wishing to appeal a grade can find information about the academic appeal process, which entails meeting with the instructor and school director, by going online to: [http://www.unco.edu/dos/handbook/academic\\_expectations.html#acadappeals](http://www.unco.edu/dos/handbook/academic_expectations.html#acadappeals)
- The Dean of Students Office welcomes staff, faculty and student phone calls regarding students of concern and can accept information anonymously or follow up with reporting parties after contacting the student in question.

# Ask Me: I Can Help

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## Dining Services

**Office Location:** Tobey-Kendel Hall, Room 120

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Website:** [www.unco.edu/dining](http://www.unco.edu/dining)

**Key Contact's Name:** JoAnn Doherty

**Key Contact's Phone Number:** 970-351-2652

**Key Contact's Email Address:**

- [joann.doherty@unco.edu](mailto:joann.doherty@unco.edu)
- [diningservices@unco.edu](mailto:diningservices@unco.edu)

**Services Offered:**

- Dining Rooms (students can use their meal plans in the dining rooms)
- Retail Dining (students can use their Dining Dollars at eligible campus locations)
- UNC Catering
- Concessions
- Campus Vending

**Contact Information for Each Service:**

- Dining Rooms - 970-351-2652
- Retail Dining - Jenny Larson, 970-351-2652
- UNC Catering - To schedule an event, please call Event Planning at 970-351-1315 (menus online at [www.unco.edu/catering](http://www.unco.edu/catering))
- Billing questions for Meal Plans & Dining Dollars - JoAnn Doherty, 970-351-2652

**Interesting Facts:**

- Dining Services is the largest student employer on campus
- Last year we served over 1,300,000 meals in the dining rooms
- Daily menus
  - Call the Food Line at 970-351-FOOD (3663)
- Weekly menus
  - [www.unco.edu/dining](http://www.unco.edu/dining)
  - VOIP Phones in the residence halls
- Dining Services employs talented Culinary Professionals
  - One Executive Chef/Trainer
  - Three Unit Chefs
    - Holmes Dining Hall
    - Tobey-Kendel Dining Room
    - UNC Catering

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Revised September 2011

[www.unco.edu/askme](http://www.unco.edu/askme)

# Ask Me: I Can Help

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## Dining Services (continued)

### Updated Policies and Procedures:

- Student Meal Plans – for the 2011-2012 academic year only
  - On-Campus Freshmen Meal Plan Options (250, 200, 19)
    - Freshmen can choose to carry the 250 Meal Plan, 200 Meal Plan, or the 19 Meal Plan. All three of these plans come with Dining Dollars automatically.
  - On-Campus Upperclassmen Meal Plan Options (175, 15, 14)
    - Upperclassmen living in the residence halls can choose from any Traditional Meal Plan offered.
    - The 175 Meal Plan gives upperclassmen a flexible option while the 15 Meal Plan and 14 Meal Plan give upperclassmen living on-campus a different option while still carrying a Traditional Meal Plan.
    - The 175 Meal Plan is the only upperclassmen meal plan that comes with Dining Dollars automatically.
  - Off-Campus Bear Plans (160, 120, 80, 50, 25)
    - These flexible meal plans are available to upperclassmen living in Lawrenson Hall, University Apartments, or off-campus.
- Dining Dollars
  - Convenient “money” students can use to purchase most food and beverages at eligible UNC locations tax free:
    - Einstein Bros. ®Bagels
    - Starbucks®
    - Subway®
    - Taco Bell® Express
    - Munchy Mart
    - Bears Bistro
    - Coffee Corners
      - Kepner Hall
      - Michener Library
      - Turner Hall
    - Select Vending Machines across campus
- Faculty/Staff Payroll Deduction Program
  - Sign up for this program and get your dining room meals at a reduced rate
  - More information is available online at [www.unco.edu/dining](http://www.unco.edu/dining)
  - Use your UNC Card at any Retail Dining location and have that taken out of your paycheck as well.
- Department Meal Tickets
  - Moderately priced meals for UNC Functions; departments can purchase tickets with a TIO/EIO for meetings, trainings, etc.
  - Private banquet rooms are available (reserve through the Dining Services Office, 970-351-2652) with meals purchased, in both Tobey-Kendel and Holmes

# Ask Me: I Can Help

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## Dining Service (continued)

- Dining Rooms
  - Tobey-Kendel Dining Room, Gourmet To Go, Bear On The Run
  - Holmes Dining Hall, Gourmet To Go, Bear On The Run
  - UC Food Court
  - Bears Bistro
- Retail Dining
  - At the University Center:
    - Starbucks®
    - Taco Bell® Express
    - Subway®
    - Einstein Bros.® Bagels
    - Munchy Mart
    - Bears Bistro
  - Coffee Corners
    - Kepner Hall
    - Michener Library
    - Turner Hall
- Campus Vending
  - Pepsi products
  - Snack/Coffee Machines
- Catering
  - To schedule an event, contact Event Planning at 970-351-1315
  - Menu options are listed online at [www.unco.edu/catering](http://www.unco.edu/catering)
- Concessions
  - Athletics: UNC, NCAA and high school tournaments
  - Campus and Community Events
- Weld County Senior Nutrition Program
  - Meals prepared for over 400 Weld County senior citizens daily from Tobey-Kendel Dining Room

# Ask Me: I Can Help

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## Disability Support Services

**Office Location:** Michener Library Lower Level L-80

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Website:** [www.unco.edu/dss](http://www.unco.edu/dss)

### Key Contact's Name:

- Lorraine Harris, Administrative Assistant Senior Disability Coordinator
- Amy Rhodes, Senior Disability Coordinator
- Ann Murphy, Director

**Key Contact's Phone Number:** 970-351-2289

### Key Contact's Email Address:

- [lorraine.harris@unco.edu](mailto:lorraine.harris@unco.edu)
- [amy.rhodes@unco.edu](mailto:amy.rhodes@unco.edu)
- [ann.murphy@unco.edu](mailto:ann.murphy@unco.edu)

### Services Offered:

- Accommodations for students with disabilities
- Interpreter services for students who are deaf or hard of hearing
- Advocacy and learning strategies
- Campus consultation on disability –close the gap between disability and related issues

### Contact Information for Each Service:

- JaCee Branch, Interpreter Coordinator – [Jacinta.branch@unco.edu](mailto:Jacinta.branch@unco.edu)
- Lorraine Harris, Administrative Assistant – [Lorraine.harris@unco.edu](mailto:Lorraine.harris@unco.edu)

### Interesting Facts:

- Approximately 475 students with disabilities are receiving service through DSS
- Proctored 178 exams during finals week
- Provide over 100 books per semester in an audio format

**\*To receive testing for learning disabilities, contact the Psychological Services Clinic in McKee Hall Room 247, (970-351-1645)**

# Ask Me: I Can Help

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## Enrollment Management and Student Access

**Office Location:** Carter Hall 3005

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Website:** [www.unco.edu/enrollmentmanagement](http://www.unco.edu/enrollmentmanagement)

**Key Contact's Name:** Jennifer Stokes, Assistant to AVP

**Key Contact's Phone Number:** 970-351-1944

**Key Contact's Email Address:** [jennifer.stokes@unco.edu](mailto:jennifer.stokes@unco.edu)

### Services Offered:

- Facilitates the recruitment, retention and graduation of all undergraduate students
- Oversees the following areas:
  - Office of Admissions
  - Department of Campus Recreation
  - Department of Dining Services
  - Office of Financial Aid
  - Department of Housing & Residential Education
  - Office of the Registrar

### Interesting Facts:

- Launched a new initiative to create a schedule of weekend visits to better meet the needs of our students and their families
- Developed a mentor Program, Bears MATR, to improve student transition and retention campus wide
- Participate in several community events such as the Greeley Stampede, Peoples Fair, and the Arts Picnic, in order to strengthen UNC ties within the local and Denver communities
- Established a Veterans Service Center and participate in the Yellow Ribbon Program to better serve our military population and their families

# Ask Me: I Can Help

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## Financial Aid

**Office Location:** Carter Hall 1005

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Website:** [www.unco.edu/ofa](http://www.unco.edu/ofa)

**Key Contact's Phone Number:** 970-351-2502

**Key Contact's Email Address:** [ofa@unco.edu](mailto:ofa@unco.edu)

### Services Offered:

- Financial Aid—grants, loans, work opportunities, scholarships
- Scholarships—hosts Annual Scholarship Fair in early February
- Student Employment—awards work study, works with hiring departments for student on hourly employment, updates on-line job bank. Hosts annual Job Fair each August.
- AmeriCorps

### Interesting Facts:

- 75 – 80% of UNC students receive some type of assistance—work, scholarship, grant, loans
- Staff is available to talk to groups on and off campus about the financial aid process
- For information on financial aid and priority dates refer to [www.unco.edu/ofa](http://www.unco.edu/ofa)
- No appointment needed- walk-ins welcome

# Ask Me: I Can Help

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## Housing and Residential Education

**Office Location:** 199 Tobey-Kendel Hall

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Website:** [www.unco.edu/housing](http://www.unco.edu/housing)

**Key Contact's Name:** Carol Marston

**Key Contact's Phone Number and Email:** 970-351-2850 [carol.marston@unco.edu](mailto:carol.marston@unco.edu)

### Services Offered:

- Residence Life Houses 3,200 students
- For the Fall 2011-2012 academic year, all newly admitted students with less than 20 college credit hours earned after high school graduation (or equivalent), who are under 21, and are not living with their legal guardian in the local area must live in the university's residence halls through the completion of the first academic year of their attendance. (Local area is defined by school district. Included school districts are Ault Highland RE-9, Eaton RE-2, Greeley 6, Platte Valley RE-7, Poudre R-1, Thompson R-2J, Weld County RE-5J, Weld RE-1 and Windsor RE-4.) Credits earned through Advanced Placement (AP), International Baccalaureate (IB), College-Level Examination Program (CLEP) or concurrent enrollment with high school do not apply towards the live-on requirement.
- Housing contracts are for the academic year.
- Housing charges are billed each semester.
- A Resident Assistant is located on each floor or community.
- Each hall is staffed with a full time Hall Director.
- All residence halls are locked 24 hours per day. Students ID cards can gain them access to their residence hall.
- Residential Learning Communities include: BIOTA floor for Biology majors, the Business community, CUMBRES for Education students with an emphasis in English as a Second Language or Bilingual Education, Elementary Education, Honors, Scholars and Leaders, Natural Health & Sciences and Performing & Visual Arts. Interest based communities are also available and include the Spectrum community, Ubuntu, Interfaith, Leadership and Women Only.
- Each residence hall student has access to ResNet, high-speed internet connectivity.
- Wireless internet is available in select locations in and around the residence halls.
- Basic cable is provided in each residence hall room.
- Free laundry service in each residence hall.
- Students must be enrolled in a minimum of 6 semester hours to live on campus; permission may be requested for an exception.
- New Residence halls on West Campus with suite style living.
- Upper class apartment style living at University Apartments
- University owned houses for upper class students
- Turner Hall has been fully renovated and each student has their own bedroom.
- One tower of Harrison has been fully renovated, and a new community kitchen and game room will be open in October.
- Classrooms and Conference rooms are available in North, South, and Turner halls. Wiebking and Harrison halls have classrooms that can be reserved.

# Ask Me: I Can Help

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## Howard M. Skinner Music Library

**Office Location:** Howard M. Skinner Music Library, Campus Box 68  
The Skinner Music Library is located just north of Frasier Hall on the east side of 10<sup>th</sup> Avenue at 17th Street

**Office Hours:** 7:30 a.m. – 10:00 p.m., Monday through Thursday  
7:30 a.m. - 6:00 p.m., Friday  
1:00 p.m. – 5:00 p.m., Saturday  
1:00 p.m. – 10:00 p.m., Sunday  
Hours may vary due to holidays, semester breaks, exam weeks, and summer

**Telephone Number:** 970-351-2439

**Website:** <http://library.unco.edu/music>

### Key Contact Information:

- Stephen Luttmann, Music Librarian 970-351-2281 [stephen.luttmann@unco.edu](mailto:stephen.luttmann@unco.edu)
- Reference, Information, Renewals 970-351-2439
- Contact us by email at [library.music@unco.edu](mailto:library.music@unco.edu)

### Services Offered:

- Research Help
- Online Databases
- Wireless Access
- Instruction
- Group Study Areas

### Interesting Facts:

- The Skinner Music Library has almost 110,000 items, including 17,000 CDs and one of the largest jazz CD collections in the country.
- Almost 1 out of every 3 items checked out at UNC is a Music Library item.
- Library users have access to audio-visual playback equipment in several formats, in both individual and group settings.
- Skinner Music Library is one of the few music library facilities in the country with its own building.

# Ask Me: I Can Help

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## James A. Michener Library

**Office Location:** James A. Michener Library, Campus Box 48

**Office Hours:** 7:30 a.m. – Midnight, Monday through Thursday  
7:30 a.m. - 6:00 p.m., Friday  
10:00 a.m. – 6:00 p.m., Saturday  
Noon - Midnight, Sunday  
Hours may vary due to holidays, semester breaks, exam weeks, and summer

**Telephone Number:** 970-351-2671

**Website:** <http://library.unco.edu>

### Key Contact Information:

- Helen I. Reed, Dean of University Libraries 970-351-2601 [helen.reed@unco.edu](mailto:helen.reed@unco.edu)
- Administration (student jobs) 970-351-2601
- University Archives 970-351-2854 [library.archives@unco.edu](mailto:library.archives@unco.edu)
- Circulation Desk 970-351-2671
- Reference Desk 970-351-2562 [library.reference@unco.edu](mailto:library.reference@unco.edu)

### Services Offered:

- Research Help
- Computer Commons
- Group Study Rooms
- IM Reference Service
- Online Databases
- Wireless Access
- Library Courses
- TXT a Librarian

### Interesting Facts:

- Michener houses approximately 1.6 million items.
- Research help is available at the Reference Desk on the main floor and online via the Libraries' website. You can also meet with individual subject librarians one-on-one.
- Use a computer in the Computer Commons on the first floor, or check out a laptop.
- Michener Library has technology-equipped study rooms with wide screen monitors and computers.
- The Michener Coffee Corner serves beverages, snacks, salads, and sandwiches.

# Ask Me: I Can Help

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## Parking Services

**Office Location:** Gray Hall

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Website:** [www.unco.edu/parking](http://www.unco.edu/parking)

**Key Contact's Name:** Kim Gray

**Key Contact's Phone Number:** 970-351-1971

**Key Contact's Email Address:** [kim.gray@unco.edu](mailto:kim.gray@unco.edu)

### Services Offered:

- Parking Permits: Faculty/Staff and Students Annual/Semester/Daily
- Visitor permits for departmental guests
- Boomerang - Free Shuttle Service between west and central campuses
- Jump starts
- Snow removal
- Lighting in lots

### Interesting Facts:

- Parking Services is a completely self-funded department. We receive no state monies or student fees. All of our revenue comes from permit sales, meter money, and parking fines.

# Ask Me: I Can Help

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## Registrar

**Office Location:** Carter Hall 3002, Campus Box 50

**Office Hours:** 8 a.m. – 5 p.m. Monday through Friday

**Website:** [www.unco.edu/regrec](http://www.unco.edu/regrec)

### Key Contact Information:

- Charlie Couch 970-351-1851 [Charles.couch@unco.edu](mailto:Charles.couch@unco.edu)
- Kelley Christman 970-351-2571 [kelley.christman@unco.edu](mailto:kelley.christman@unco.edu)

### FERPA (Student Privacy) and COF

*Family Educational Rights and Privacy Act (FERPA)*

- Complete policy is found at <http://www.unco.edu/regrec/FERPA/index.html>

*College Opportunity Fund (COF)*

- In-State Undergraduate Students must authorize their COF funds be sent to UNC. They can complete a lifetime authorization or authorize on a term-by-term basis. This can be done in Ursa on the Student tab under COF Stipend Authorization.

### TUITION CLASSIFICATION

Key Contact Person: Shelly Mock 970-351-1847 [shelly.mock@unco.edu](mailto:shelly.mock@unco.edu)

Students who believe they meet the requirements for in-state tuition must file a petition requesting a change in tuition classification

- Petitions must be submitted during a 90-day window. These dates can be found at <http://www.unco.edu/regrec/Tuition%20Classification/petition.html>.  
<http://www.unco.edu/regrec/Tuition%20Classification/index.html>
- Complete information is available at <http://www.unco.edu/regrec/Tuition%20Classification/index.html>

### REGISTRATION

Key Contact Person: Loree Morse 970-351-1846 [loree.morse@unco.edu](mailto:loree.morse@unco.edu)

*Schedule of Classes*

- Public Schedule (current enrollment is not displayed): available at <http://www.unco.edu/sched/>
- Ursa Schedule (with current enrollments): available on the Student Tab/Registration Tools/ Look Up Classes

# Ask Me: I Can Help

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## Registrar (continued)

### *Fall 2011 Deadlines*

- Course Add Deadline – August 26
- Course Drop Deadline – September 2
- Individual Course Withdrawal Deadline – October 14
- Complete Schedule Withdrawal Deadline – November 11

### *Faculty Overrides*

- Should be done through Faculty Self Service. Four types of overrides are available:
  - Instructor Consent Excluding Cap- releases prerequisites, majors and other registration restrictions, but not capacity
  - Capacity- allows students into closed classes
  - Instructor Consent Including Cap- releases prerequisites, majors and all registration restrictions including capacity
  - Time Conflict- releases courses that conflict in time with another course
- After releasing students into a class please remind them to register for the class before the add deadline by accessing URSA and adding the class using the CRN (Course reference number)

### *Late Course Add (day 6 through day 10 of full-semester courses)*

- Must be authorized by the instructor of record before Registrar staff can process the add (in Ursa, select Faculty tab, Course Add Form channel)
- Overrides the add date deadline, but does not release the student for any other factor (prerequisite, restriction, capacity)
- After day 10 (for full-semester courses) use the “Petition to Late-Add a Class”, available at [http://www.registrar.unco.edu/pdf/Add\\_deadline.pdf](http://www.registrar.unco.edu/pdf/Add_deadline.pdf).

### *Class Rosters*

- Available on Faculty Self Service; faculty individual class rolls appear on their dashboard
- All class rolls are also available as Insight reports (please keep FERPA regulations in mind when accessing class rolls for which you are not the instructor of record)

## GRADES

Key Contact Person: Michelle Heiny

970-351-1839

[michelle.heiny@unco.edu](mailto:michelle.heiny@unco.edu)

### *Incomplete Grades*

- The final grade to replace the “I” grade for any course is due by the last day of the following semester, including summer
- If additional time is needed, a completed one-time petition for an extension must be submitted to the Registrar’s Office for review and approval

# Ask Me: I Can Help

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## **Registrar (continued)**

### *Transcripts*

- Information and instructions for ordering transcripts are available at [www.unco.edu/regrec/records/transcripts/index.html](http://www.unco.edu/regrec/records/transcripts/index.html)

### **DEGREE EVALUATIONS and GRADUATION**

Key Contact Person: Ted Cain                      970-351-1190                      [ted.cain@unco.edu](mailto:ted.cain@unco.edu)

### *Graduation Requirements & Applying for Graduation*

- Students who need to apply for graduation (grad check) should call 970-351-2231 and choose option #3 (Graduation) to set up an appointment
- Questions concerning degree requirements for undergraduate students can be addressed by the staff
- Degree audits for current undergraduate students can be accessed by any faculty or advisor via URSA (select the Degree Evaluation link in Banner Self Service)

### *Fall 2011 Important Dates*

- Last Day to Apply for Fall Graduation – September 30
- Graduate Commencement – December 9, Butler Hancock
- Undergraduate Commencement – December 10, Butler Hancock

### **VETERAN SERVICES**

Key Contact Person: Lucas DeKinder                      970-351-1403                      [lucas.dekinder@unco.edu](mailto:lucas.dekinder@unco.edu)

# Ask Me: I Can Help

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## Student Activities

**Office Location:** University Center – 2<sup>nd</sup> Floor Room 2035

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Website:** [www.unco.edu/studentactivities](http://www.unco.edu/studentactivities)

### Key Contact Names:

- Evan Welch – Director
- Heather James – Greek Life Program Coordinator
- Ria Vigil – University Program Council Program Coordinator
- Jason Krukowski – Marketing Coordinator
- Sue Tronco – Administrative Assistant

### Key Contact Information:

- |                   |              |  |
|-------------------|--------------|--|
| • Evan Welch      | 970-351-2173 | <a href="mailto:evan.welch@unco.edu">evan.welch@unco.edu</a>           |
| • Heather James   | 970-351-2873 | <a href="mailto:heather.james@unco.edu">heather.james@unco.edu</a>     |
| • Ria Vigil       | 970-351-1365 | <a href="mailto:ria.vigil@unco.edu">ria.vigil@unco.edu</a>             |
| • Jason Krukowski | 970-351-1367 | <a href="mailto:jason.krukoeski@unco.edu">jason.krukoeski@unco.edu</a> |
| • Sue Tronco      | 970-351-2871 | <a href="mailto:susanne.tronco@unco.edu">susanne.tronco@unco.edu</a>   |

### Programs and Services Offered:

- Student Senate – serves as the student government, coordinates the student fee allocation process (SFAP), and provides the following services:
  - *Student Clubs & Organizations*- charters and funds clubs and organizations and provides student support services for clubs
  - *Undergraduate Conference Grant Funding*- provides funding for students to attend conferences
  - *Legal Services*- provides three one half hour legal counseling sessions per student per year
- Greek Life – encompasses all social fraternities and sororities and cultural organizations including Panhellenic Council, Multicultural Greek Council and Interfraternity Council
- University Program Council – organizes activities and events during welcome week, homecoming, and family and friends weekend. Also, plans and coordinates concerts, lectures, movies and special events
- GLBTA Resource Center- provides resources and programs related to gay, lesbian, bisexual, and transgender issues

# Ask Me: I Can Help

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## Student Health Center

**Office Location:** Cassidy Hall – 19<sup>th</sup> Street and 10<sup>th</sup> Avenue

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Website:** [www.unco.edu/shc](http://www.unco.edu/shc)

**Phone Number:** 970-351-2412

### Key Contact's Name:

- Cindy Vetter—Director 970-351-2821 [cindy.vetter@unco.edu](mailto:cindy.vetter@unco.edu)
- Vicki Mossman—Manager of Health Services 970-351-2932 [vicki.mossman@unco.edu](mailto:vicki.mossman@unco.edu)

### Services Offered:

- Provide sick care services for all UNC Students
- Provide well care services for all UNC Students
- Can fill prescriptions through drug outlet when prescription is written by one of our providers
- Have full service lab and digital X-Ray on site
- Any UNC student can use the health center regardless of the insurance they have
- Students need to bring co-pay and copy of insurance card to their visit
- Clinic is operated as a walk-in health care site
- Appointments only needed for physicals, well woman exams or extended type of visits
- Physical therapy is available at health center
- Massage is available at health center

### Interesting Facts:

- Health Center is operated by a clinic contractor called University Health Services/Campus Clinics
- Staff at health center include physicians, physician assistants, nurse practitioners, registered nurses, medical assistants, physical therapists and massage therapists

**\* Students needing after hour care should refer to coverage on their own insurance plan – evening hours are available at numerous urgent care clinics in the Greeley area.  
In the case of an emergency, call 911 or go to the emergency room at  
North Colorado Medical Center located at 1801 16<sup>th</sup> Street.**

# Ask Me: I Can Help

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## Student Health Insurance Program

**Office Location:** Cassidy Hall – 19<sup>th</sup> Street and 10<sup>th</sup> Avenue

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Website:** [www.unco.edu/ship](http://www.unco.edu/ship)

**Key Contact's Name:** Vicki Mossman

**Key Contact's Phone Number:** 970-351-1915

**Key Contact's Email Address:** [vicki.mossman@unco.edu](mailto:vicki.mossman@unco.edu) (Health Services Manager)

### Services Offered:

- Insurance plan provides a comprehensive insurance plan for UNC Students
- Plan has a terrific drug prescription benefit
- Low deductible of only \$350
- Students on the UNC insurance plan can use the student health center for \$20 visits – this includes up to two basic laboratory tests
- There is a large network of physicians to choose from so students will have coverage wherever they go
- Students on the UNC insurance plan need to be seen at the Health Center first during regular business hours if they are within 40 miles of the Greeley campus. Contact the insurance office with questions about this requirement.
- Students are covered year round if they stay in the plan both fall and spring semesters
- Students can also choose to add spouses, children, or family members to the insurance plan for additional fee
- All students taking at least 9 hours of classes on the Greeley campus are automatically set up in the UNC insurance plan
- If students wish to waive out of UNC insurance plan, they must complete online waiver through URSA, showing comparable insurance before the 10<sup>th</sup> day of classes
- Waiver process must be completed every fall semester
- Cost of insurance is \$990 per semester for 2011-2012.

### Insurance for Part-Time Students:

- Students enrolled for 1-8 credit hours on the Greeley campus and students taking any number of Extended Studies classes are eligible to enroll in the voluntary Part-Time Insurance Plan (PIP).
- Visit the website [www.ahpcare.com/uncopt](http://www.ahpcare.com/uncopt) to enroll online or download a form to complete and mail.

# Ask Me: I Can Help

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## UNC Card Office

**Office Location:** University Center, Main Level – Left of Information Desk

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Website:** [www.unco.edu/card](http://www.unco.edu/card)

### Key Contact's Name:

- Cindy Vetter [cindy.vetter@unco.edu](mailto:cindy.vetter@unco.edu)
- Cherise Dekraai [cherise.dekraai@unco.edu](mailto:cherise.dekraai@unco.edu)
- Donna Steffins [donna.steffins@unco.edu](mailto:donna.steffins@unco.edu)

**Key Contact's Phone Number:** 970-351-2821

### Services Offered:

UNC Identification Card for faculty, staff and students

- University Service Access
- Security Door Access
- Dining Access including meal plans and dining dollars
- Library Access
- Recreation Center Access
- ATM/Debit card with Free Wells Fargo Checking Account

### Updated Policies and Procedures:

- All registered UNC students are allowed to get a UNC Card
- Student must be registered before card can be issued
- All employees of UNC are allowed to get a UNC Card
- Broken cards are reprinted for free if all pieces are brought in and if it can be verified it is the current card
- Lost and stolen replacement cards are \$15 which is posted automatically to student bill or to employee payroll

# Ask Me: I Can Help

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## UNC Police

**Office Location:** Gray Hall

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday  
**Officers are on Duty 24 hours a Day**

**Website:** <http://www.unco.edu/police/>

**Key Contact's Name:** Officer Larry Raimer

**Key Contact's Phone Number:** 970-351-2245 (Emergency and Non-Emergency)  
911 (Emergency from Campus Phone)

**Key Contact's Email Address:** [lawrence.raimer@unco.edu](mailto:lawrence.raimer@unco.edu)

### Services Offered:

- Crime Reporting for Campus Crime
- Criminal Investigations of Crimes Committed on Campus
- Fingerprinting
- Crime Prevention Programs
- Student and Faculty/Staff Escorts
- Ride Along Program
- Residence Hall Liaison Program

### Interesting Facts:

- Department has 15 sworn officers.
- UNC PD Officers are all state certified peace officers
- UNC PD is accredited through the Colorado Association of Chiefs of Police

# Ask Me: I Can Help

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## UNC Police Crime Prevention

**Office Location:** Gray Hall

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Website:** <http://www.unco.edu/police/>

**Key Contact's Name:** Officer Larry Raimer

**Key Contact's Phone Number:** 970-351-1998

**Emergency Contact:** 970-351-2245 or 911 (on-campus phone)

**Key Contact's Email Address:** [lawrence.raimer@unco.edu](mailto:lawrence.raimer@unco.edu)

### Services Offered:

- Personal Safety Programming
- Property Crime Prevention Programming
- Sex Assault Prevention Programming
- Alcohol/Drug Awareness Programming
- New Student and Employee Orientation
- Campus Crime Statistics
- Internships
- Ride Along Program
- PD 101 Program
- Fingerprinting
- Residence Hall Liaison Program
- On-campus escort service
- Administer the University's Emergency Management Program
- Student employment opportunities
- Full-Service law enforcement agency, with own communication center

### Interesting Facts:

- Department has 15 sworn officers.
- Officers conduct over 140 crime prevention programs annually.
- Theft is the #1 crime Reported on campus.
- 40% of reported thefts are the thefts of bicycles and thefts from vehicles.

# Ask Me: I Can Help

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## UNC Ticket Office

**Office Location:** University Center, Main Level –Information Desk

**Ticket Sales Hours:** 8 a.m. – 10 p.m., Daily

**Phone Sales Hours:** 10 a.m. – 5 p.m., Monday-Friday

**Website:** [www.unco.edu/tickets](http://www.unco.edu/tickets)

**Key Contact's Name:** Patricia Richard, UNC Ticket Manager

**Key Contact's Phone Number:** 970-351-4TIX (4849)

**Key Contact's Email Address:** [patricia.richard@unco.edu](mailto:patricia.richard@unco.edu)

### Services Offered:

- Tickets are available in person, by phone, on the web or at the event
- UNC Students get in free to ALL regularly scheduled Athletic games
- Web tickets available as “Print At Home”, if desired
- Tickets available for ALL “ticketed” UNC events (i.e. athletics, theatre, student activities, hockey)
- Discounts to UNC Faculty/Staff and Seniors are offered for most events

### Updated Policies and Procedures:

- All sales are final.
- No refunds/cancellations except in case of event cancellation or date change.
- Service fees are not refundable.
- Reservations cannot be made without payment
- Discounts available to PVA Majors and students required to see a theatre show for class
- All UNC venues are handicap accessible

# Ask Me: I Can Help

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## University Center

- Office Location:** University Center
- Hours:** 7:00 a.m. – Midnight (Monday through Friday)  
8:00 a.m. – Midnight (Saturday and Sunday)  
(Subject to change over breaks and holidays)
- Website:** [www.unco.edu/uc](http://www.unco.edu/uc)
- Key Contact's Name:** Roger Stinar
- Key Contact's Phone Number:** 970-351-2007
- Key Contact's Email Address:** [roger.stinar@unco.edu](mailto:roger.stinar@unco.edu)

## Campus Information Desk

- Tickets to all UNC events are available from 8:00 am to 10:00 pm daily
- General Campus Information
  - Voter Registration
  - Sale of stamps
  - Fax and copies at no charge
  - Sale of single day parking permits
  - Single day campus wireless user set up

## Dining

- Starbucks
- Einstein Brothers Bagels
- Subway
- Food Court
- Express Window
- Taco Bell
- Munchy Mart

## Shops

- James Campus Salon
- UNC Bookstore and Fan Shop
- Bear Logic Computers and Supplies

## Student Services Housed

- Career Services
- Center for International Education (CIE)
- Computer Commons
- Conference Services
- Dean of Students/Office of Student Engagement

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- Dining Services – Meal program

# Ask Me: I Can Help

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## University Center (continued)

### Student Services Housed (continued)

- Student Activities
  - Clubs and Organizations
  - Greek Life
  - Student Senate
  - University Program Council (UPC)
  - Legal Services
  - Center for Peer Education
  - GLBT Resource Office
  - National Student Exchange
- Scheduling & Events
- Technical Support Center
- UNC Card
- Wells Fargo Customer Service Center

### Interesting Facts

- The University Center was originally built in 1965 and has approximately 130,000 square feet.
- The UC hosts approximately 5,000 events each year with attendance surpassing 200,000.

# Ask Me: I Can Help

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## University Center Business Office

**Office Location:** University Center, Main Level – Left of Information Desk

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

### Key Contact's Information:

- Cherise Dekraai 970-351-1309 [cherise.dekraai@unco.edu](mailto:cherise.dekraai@unco.edu)
- Donna Steffins 970-351-1308 [donna.steffins@unco.edu](mailto:donna.steffins@unco.edu)

### Services Offered:

- Handle all accounting for student clubs and organizations
- Handle all student grant travel paperwork for undergraduate and graduate students

# Ask Me: I Can Help

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## Veterans and Military Services

**Office Location:** Roudebush Cottage, Central Campus

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Website:** <http://www.unco.edu/veteransservices>

**Key Contact's Name:** Lucas DeKinder

**Key Contact's Phone Number:** 970-351-1403

**Key Contact's Email Address:** [lucas.dekinder@unco.edu](mailto:lucas.dekinder@unco.edu)

### Services Offered:

- The University of Northern Colorado maintains a full-time veterans services office for the convenience of veterans, military members, and their dependents. The UNC Office of Veterans Services is designed to be a “one stop shop” for veteran benefits and support services. UNC is an approved institution for students to receive educational benefits from the Department of Veterans Affairs (VA). All VA educational benefit paperwork is to be turned in to the VA certifying official in the Office of Veterans Services. Counseling is available for academic, financial, and personal issues. VA work-study positions may be available for those attending at least three quarter time.

### Missing Class for Duty and Military Activation

- <http://www.unco.edu/veteransservices/documents/Instructions%20for%20Military%20Activation.pdf>

### Credit for Military Service

- 4 hours of institutional elective credit may be awarded to current and former members of the armed forces who have completed their initial training obligation. Student must turn in a copy of their DD 214 member 4, to the UNC Office of Admissions. Additional credit may be awarded to veterans of military service who have attended military service schools. The student must submit their AARTS, SMART, CCAF, or CGI transcripts to be awarded credit beyond 4 hours. This credit is evaluated by the Office of Admissions according to suggested guidelines by the American Council on Education.

# Ask Me: I Can Help

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## Web Communications

**Office Location:** Carter 2009

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Website:** [www.unco.edu/websupport](http://www.unco.edu/websupport)

**Key Contact's Name:** Ronna Johnston

**Key Contact's Phone Number:** 970-351-1848

**Key Contact's Email Address:** [ronna.johnston@unco.edu](mailto:ronna.johnston@unco.edu)

### Services Offered:

- Web Guidelines guidance
- Web page creation
- Web page updates
- Photos for Web
- Social Media Guidance

### Interesting Facts:

- Employees can post UNC related information for students and alums on the official Facebook page, [facebook.com/universitynortherncolorado](https://www.facebook.com/universitynortherncolorado)
- You can subscribe to a University Relations newsletter from <http://www.unco.edu/news/>
- Our promotional page is at [www.unco.edu/life](http://www.unco.edu/life)
- The University Relations page, [www.unco.edu/universityrelations](http://www.unco.edu/universityrelations), has resources for campus communicators and information on all of the services offered by our division.

### Updated Policies and Procedures:

- Print requests can be sent to the Director of Marketing, Lisa Barkley

# Ask Me: I Can Help

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## Where to Send People for Help – Academic Advising

Concern	Contact	Location/Phone
Course Overload Approval	Registrar	Carter Hall, Room 3002 351-2231
Credit by Examination	Career Services	University Center, Room 2116 351-2127
Program Academic Requirements	Major Academic Advisor	Academic Program
Liberal Arts Core Requirement	Graduation Check Office	Carter Hall, Room 3002 351-2231
	Office of Academic Support and Advising	Michener, L-149 351-1391
Thinking about Withdrawing from School	Office of Academic Support and Advising	Michener, L-149 351-1391
	Housing and Residential Education	Tobey-Kendel Hall, 351-2721
	Dean of Students	University Center, Room 3030 351-2796
	Bears MATR Team	Carter Hall, Room 3005 351-2231
	Insurance Office	Cassidy Hall, 2nd Floor 351-1915
Processing Paperwork for Withdrawal from School	Registrar's Office	Carter Hall, Room 3002 351-2231

# Ask Me: I Can Help

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## Where to Send People for Help – Academic Performance

Concern	Contact	Location/Phone
Absence from Class	Instructor	
Academic Dishonesty	School Director and Dean of Students	University Center, Room 3030 351-2796
Academic Accommodations for Disabilities	Disabilities Support Services	Michener, L-80 351-2289
Academic/Study Skills Support Skill Sessions: Time Management Note Taking Notes Textbook Reading Test Taking Tips	Office of Academic Support and Advising	Michener, L-149 351-1391
Academic Probation Counseling/Information	Office of Academic Support and Advising	Michener, L-149 351-1391
Academic Suspension/ Re-admittance Information	Office of Academic Support and Advising	Michener, L-149 351-1391
Honors Program Participation	Honors, Scholars, and Leadership	Michener, L-98 351-2940
McNair Scholars Program Participation	Undergraduate Studies	Michener, L-75 351-2744
Life of the Mind Program	Honors, Scholars, and Leadership	Michener, L-98 351-2940
President's Leadership Program Participation	Honors, Scholars, and Leadership	Michener, L-98 351-2940

# Ask Me: I Can Help

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## Where to Send People for Help – Academic Performance (continued)

Stryker Leadership Program Participation	Women's Resource Center	Scott-Willcoxon Hall 351-1492
Test Anxiety	Counseling Center	Cassidy Hall 351-2496
	Office of Academic Support and Advising	Michener, L-149 351-1391
Tutorial Assistance Individual, Group, Supplemental Instruction	Office of Academic Support and Advising	Michener, L-149 351-1391
First Year Seminars (UNVI 101 and FYE 108)	Office of Academic Support and Advising	Michener L-149 351-1175
Math Assistance	MAST Institute or Math Lab	Ross, 1210 351-1289
Writing Assistance	University Writing Center	Ross, 1230 351-2056

# Ask Me: I Can Help

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## Where to Send People for Help – Career Information and Advising

Resource	Location/Phone
Center for Human Enrichment (For CHE Students)	Michener, L-78 351-1905
Office of Academic Support and Advising (ASA)	Michener, L-149 351-1391
Academic Learning Communities/Linked Courses	Dean's Office for University College 351-2838
Career Services	University Center, Room 2116 351-2127
First Year Seminars (UNIV 101 and FYE 108) Office of Academic Support and Advising	Michener, L-149 351-1175
Monfort College of Business Advising Center	Kepner Hall, 1055 351-1233
Major Academic Advisor	Academic Department

# Ask Me: I Can Help

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## Where to Send People for Help – Internship and Job Search Information

Resource	Location/Phone
Career Services	University Center, Room 2116 351-2127
Student Employment Office	Carter Hall, Room 1005 351-2628

# Ask Me: I Can Help

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## Where to Send People for Help – Financial Concerns

Concern	Contact	Location/Phone
Cash Advances	Office of Financial Aid	Carter Hall, Room 1005 351-2502
Graduate or Teaching Assistants	School Director <i>or</i> Graduate School	Academic Department <i>or</i> Carter Hall, Room 2007 351-2831
Help for paying your school bill	Office of Financial Aid	Carter Hall, Room 1005 351-2502
On/Off-Campus Jobs	Student Employment Office/ Office of Financial Aid	Carter Hall, Room 1005 351-2628
Accounts Payable (NOT student bills)	Accounting Office	Carter Hall, Room 1002 351-2237
Accounts Receivable (Student bills)	Accounting Office	Carter Hall, Room 1002 351- 2201
Resident/Non-Resident Tuition Status	Registrar's Office	Carter Hall, Room 3002 351-2231
Undergraduate Student Conference Grants	Student Senate	University Center, Room 2025 351-1334
Summer Jobs	Student Employment Office/ Office of Financial Aid	Carter Hall, Room 1005 351-2628
Veterans Benefits	Veterans Services Office	Roudebush Cottage Box 65 351-1403
Hourly/Salary Work Authorizations	Check with employing department	Carter Hall, Room 1005 351-2628
Work Study/No-Need Work Study Work Authorizations	Student Employment Office/ Office of Financial Aid	Carter Hall, Room 1005 351-2628

# Ask Me: I Can Help

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## Where to Send People for Help – Personal, Physical, and Social Needs

Concern	Contact	Location/Phone
Alcohol/Drug Concerns	Counseling Center	Cassidy Hall 351-2496
	University Police Department	Gray Hall 351-2245
	Health Center	Cassidy Hall 351-2412
	Dean of Students Office	University Center, Room 3030 351-2796
	Drug, Alcohol, and Tobacco Education Program	Cassidy Hall 351-1136
Child Care	Weld County Referral Services	Dial 2-1-1 (Off Campus)
Students Rights and Responsibilities	Dean of Students Office	University Center, Room 3030 351-2796
Emotional Stress/Anxiety	Counseling Center	Cassidy Hall 351-2496
	Health Center	Cassidy Hall 351-2412
Family/Student and Guest Housing	Housing and Residential Education	Tobey-Kendel Hall 351-2721
Legal	Student Senate Legal Consultant/Attorney	University Center, Room 2035 351-4281
Parking	Parking Services	Gray Hall 351-1971

# Ask Me: I Can Help

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## Where to Send People for Help – Personal, Physical, and Social Needs (continued)

Student Activities	Student Activities Office	University Center Room 2035 351-2871
Physical and Psychological Abuse	Counseling Center	Cassidy Hall 351-2496
	University Police Department	Gray Hall 351-2245
	Health Center	Cassidy Hall 351-2412
	Assault Survivors Advocacy Program (ASAP)	Cassidy Hall 351-1490
	ASAP 24-Hour Hotline	351-4040
Recreation	Campus Recreation Center	Campus Recreation Center 351-2020
Roommate Issues (In Residence Halls)	Housing and Residential Education	Resident Assistant or Hall Director
Sexual and Racial Discrimination or Harassment	Human Resources	Carter Hall, Room 2002 351-2718
	Dean of Students Office	University Center, Room 3030 351-2796
	University Police Department	Gray Hall 351-2245
Sexuality	Counseling Center	Cassidy Hall 351-2496
	Center for Peer Education	University Center, Room 2037 351-2065
	Gay, Lesbian, Bisexual, Transgender, and Allies Resource Center	University Center, Room 2048 351-2906

# Ask Me: I Can Help

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## Where to Send People for Help – Personal, Physical, and Social Needs (continued)

Sexual Assault	Assault Survivors Advocacy Program (ASAP)	Cassidy Hall 351-1490 Hotline: 351-4040
Illness	Health Center	Cassidy Hall 351-2412
Insurance (Student)	Health Insurance Office	Cassidy Hall 351-1915
Disabilities	Disabilities Support Services	Michener, L-80 351-2289

# Ask Me: I Can Help

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## Where to Send People for Help – Student Advocacy Centers

Resource	Location/Phone
Assault Survivors Advocacy Program (ASAP)	Cassidy Hall 351-1490 24 Hour Hotline: 351-4040
Asian/Pacific American Student Services	Kohl House (924 20th Street) 351-1909
Cesar Chavez Cultural Center	Patton House (1410 20th Street) 351-2424
Center for International Education	University Center, Room 2205 351-2396
Center for Human Enrichment (First Generation College Student Support)	Michener, L-78 351-1905
Disabilities Support Center	Michener, L-80 351-2289
Gay, Lesbian, Bisexual, Transgender, and Allies Resource Office	University Center, Room 2048 351-2906
Intercollegiate Athletics	Butler Hancock 351-2534
Marcus Garvey Cultural Center	Davis House (928 20th Street) 351-2351
Native American Student Services	Kohl House (924 20th Street) 351-1909
Student Activities Office (Student Senate, University Program Council, Clubs and Organizations, Greek Life, UNC Cheer Squad, and Pep Band)	University Center, Room 2035 351-2871
Veterans and Military Affairs	Roudebush Cottage, Box 65 351-1403
Women's Resource Center/Stryker Institute for Leadership Development	Scott-Willcoxon Hall 351-1492

# Ask Me: I Can Help

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## Where to Send People for Help – How to Get Involved

Concern	Location/Phone
Advocacy Team (A-Team)	Dean of Students Office University Center 3030 351-2796
UNC Tickets	UNC Ticket Office 351-4849
Center for Peer Education (Drug, Alcohol, Tobacco, Education)	University Center, Room 2037 351-2065
Clubs and Organizations	University Center, Room 2025 351-2582
Club Sports	Campus Recreation, Room 208 351-1996
Gay, Lesbian, Bisexual, Transgender and Allies Resource Office	University Center, Room 2048 351-2906
Greek Life	Greek Life Office 351-1360
Residence Hall Association	Harrison Hall 174B 351-2741
Student Athlete Academic Success	351-2150
Student Senate	351-4807 President: 351-1357
University Program Council	Student Activities Office University Center, Room 2035 351-2052