FACULTY / STAFF RESOURCE GUIDE FOR ASSISTING INTERNATIONAL STUDENTS

In support of the University's growing enrollment of international students this resource guide is designed to be a quick reference for CU faculty and staff. The guide features departmental descriptions and contact names, e-mail and phone numbers for staff to facilitate a **personalized contact and point of referral**. The guide is organized into the following sections.

International Student Support – begins page 2 -ISSS, ISS Programs through CUE, International Undergrad Admissions
Academic Success – begins page 2 -Academic Integrity – Honor Code -Advising – listed by academic unit -English Language Learning & Writing – IEC, ESL, Writing Center -Enrichment & Learning Programs – ODECE, SASC -Graduate Student Resources – Graduate School, GTP - Additional Resources: Disability Services, Registrar
Career & Professional Opportunities – page 7
Financial Matters –page 8 – Bursar, Financial Aid, Student Employment
Student Life – begins page 9
Safety, Health & Wellness – begins page 12 – Students of Concern Team, CU Police, Student Conduct, CAPS, Wardenburg, other offices. See note regarding **confidential** referrals

Please note: There are a number of departments listed in the Student Safety, Health & Wellness section of the Guide that provide helpful resources to individuals who may be experiencing disruptive or disturbing life events, conflicts (interpersonal, workplace, classroom); perceived unfair treatment (e.g. discrimination and harassment); and complaints (e.g., grading, or campus services).

Unless contacts and offices are noted as **confidential referrals in this document**, faculty and staff are required to comply with University open records policies, which may include mandatory or other reporting unless such records are protected by FERPA or confidential medical records (HIPAA). In cases where protected class discrimination or harassment is suspected, individuals in supervisory or officer roles within the campus are required to report incidents to the Office of Institutional Equity and Compliance (formerly the Office of Discrimination and Harassment) (http://hr.colorado.edu/dh/)

Category	Department	Description	Name	Phone	Email
INTERNATIONAL STUDENT SUPPORT	International Student and Scholar Services (ISSS) http://www.colorado.edu/oie/isss	ISSS supports international students with visa/immigration advising, cultural adaptation, and runs programs to help international students adjust and build communities.	Tina Tan	2-2979	isssdirector@colorado.edu
INTERNATIONAL STUDENT SUPPORT	International Student and Scholar Programs http://www.colorado.edu/oie/international-student-and-scholar-services/international-student-scholar-programs	• International Coffee Hour • Boulder Friends of International Students • International Festival • International Student Guides These are programs to help international and domestic students meet others to build a community and share their culture.	Becky Sibley	2-7476	becky.sibley@colorado.edu
INTERNATIONAL STUDENT SUPPORT	International Undergraduate Admissions & Freshman Merit Scholarships http://www.colorado.edu/admissions/undergraduate/international	Admissions supports international students through the application process and makes recommendations for freshman merit scholarships such as Presidential and Chancellor's Scholarship.	Natalie Koster	2-6216	natalie.koster@colorado.edu
ACADEMIC SUCCESS – ACADEMIC INTEGRITY	Honor Code http://honorcode.colorado.edu/	Through educational outreach and our adjudication process, we strive to teach students about the university's values regarding academic integrity.	Any staff member	5-2273	honor@colorado.edu

Category	Department	Description	Name	Phone	Email
ACADEMIC SUCCESS – ADVISING	Arts & Sciences Academic Advising Center http://advising.colorado.edu/	Advisors are available to help students get the most out of their time at CU. They can help students develop an academic plan, connect to campus resources or offices, and register for courses.	Elizabeth Morningstar (all first year international students) Denee Janda (all first year non-international students)	2-8675	Elizabeth.morningstar@colorado.edu Denee.Janda@colorado.edu
ACADEMIC SUCCESS – ADVISING	Leeds Business Advising http://leeds.colorado.edu/advising#advising	Leeds Business Student Services advisors assist students to meet the requirements of their academic major and clarify university policies, regulations, programs, and procedures.	Undergrad: Cheryl Kaas Graduate programs Bryce Kirchhausen	2-1257 2-1727	cheryl.kaas@colorado.edu Bryce.kirchhausen@colorado.edu
ACADEMIC SUCCESS – ADVISING	Engineering Advising http://www.colorado.edu/engineering/academics/advising-and-registration	The Engineering Advisors are committed to collaborating with the student, to enhance his/her success by supplying the student with the knowledge necessary to make informed decisions. We strive to best connect students to the educational, career, and personal resources necessary to achieve their goals.	Karey Sabol	2-9571	karey.sabol@colorado.edu

Category	Department	Description	Name	Phone	Email
ACADEMIC SUCCESS – ADVISING	Education Advising http://www.colorado.edu/education/current-students/information-all/advising-center	The School of Education Office of Student Services provides one-stop advising for students in Education with application materials, assistance during the application process, or a meeting with an advisor.	Travis Anderson Carrie Trochim	2-6555 2-6555	travis.anderson@colorado.edu Carrie.trochim@colorado.edu
ACADEMIC SUCCESS – ADVISING	Environmental Design Advising http://www.colorado.edu/envd/student-services/advising-center	Environmental Design academic advising for students presently enrolled or anticipating enrollment in the Environmental Design program.	Lindsay Schumacher	2-1319	schumal@colorado.edu
ACADEMIC SUCCESS – ADVISING	Journalism Advising http://journalism.colorado.edu/academics/undergraduate/advising/	The Journalism academic adviser is the student's main contact for course selection and career advice once the student has been admitted to the Journalism program.	Stephen Jones	2-8929	stephen.jones@colorado.edu
ACADEMIC SUCCESS – ADVISING	Music Advising http://www.colorado.edu/music/undergraduate-degrees/advising	The Music Office of Undergraduate & Graduate Studies assists students in their collegiate journey - from the application process to graduation.	Undergrad: Victoria Ibarra Graduate: Joyce Cheney	2-6354 2-2207	victoria.ibarra@colorado.edu joyce.cheney@colorado.edu

Category	Department	Description	Name	Phone	Email
ACADEMIC SUCCESS – ENGLISH LANGUAGE LEARNING & WRITING	Resources list for non-native English speakers http://www.colorado.edu/international/resources-support-services/english-language-resources-non-native-english-speakers International English Center http://iec.colorado.edu/	IEC provides academic English language training to current and prospective CU students whose first language is not English. Students receive instruction in writing, reading, listening and speaking, academic vocabulary, grammar, and pronunciation. Through service learning, extracurricular activities, and class-based projects, students also gain insight about US and academic culture. These services are not included in CU tuition and fees. For program costs see http://iec.colorado.edu/schedule-tuition	Patti Juza IEC	5-3119	patricia.juza@colorado.edu
ACADEMIC SUCCESS – ENGLISH LANGUAGE LEARNING & WRITING	Program for Writing & Rhetoric ESL http://www.colorado.edu/pwr/	The Program for Writing and Rhetoric offers CU classes for credit (included in CU tuition) specially designed for second language students, and free tutoring through the Writing Center.	Andrea Feldman	2-6011	andrea.feldman@colorado.edu
ACADEMIC SUCCESS – ENGLISH LANGUAGE LEARNING & WRITING	Writing Center http://www.colorado.edu/pwr/writingcenter.html	The Writing Center offers writers from across disciplines and skill levels the opportunity to work one-on-one with consultants trained in writing pedagogy. Writing Center staff are available in Norlin Library by appointment.	Melynda Slaughter	5-6906	wrtghelp@colorado.edu

Category	Department	Description	Name	Phone	Email
ACADEMIC SUCCESS – ENRICHMENT & LEARNING PROGRAMS	Office of Diversity, Equity & Community Engagement (ODECE) & CU-LEAD Alliance http://www.colorado.edu/odece/	Through small "academic neighborhoods" ODECE supports students' academic development and success through cohort activities, participation scholarships, academic enrichment and community building activities.	David Aragon	2-2944	aragond@colorado.edu
ACADEMIC SUCCESS – ACADEMIC SKILLS WORKSHOPS	Student Academic Services Center (SASC) http://www.colorado.edu/sasc/skills/	Contact us to obtain support to reach academic goals. Services include academic skills workshops.	Karen Wyatt	2-8761	skills@colorado.edu
ACADEMIC SUCCESS – GRADUATE STUDENT RESOURCES	Graduate School http://www.Colorado.EDU/GraduateSchool/	Graduate School Student Services advisors assist currently enrolled graduate students, along with staff and faculty, in understanding general Graduate School rules, policies, and requirements. This may include registration and course requirements, rules for examinations, transfer credit, probation, graduation requirements and paperwork, theses and dissertations, and forms or petitions which require the Dean's approval.	Ginny Borst Carrie Simon	5-3534 2-2268	borst@colorado.edu carrie.simon@colorado.edu

Category	Department	Description	Name	Phone	Email
ACADEMIC SUCCESS – GRADUATE STUDENT RESOURCES	Graduate Teacher Program http://www.colorado.edu/gtp/	A division of the Graduate School, GTP provides comprehensive college teacher training for graduate students; support for research skill development and funding and guidance for teaching-as-research; and academic and nonacademic career preparation opportunities through conferences, workshops, and individual consultation.	Laura Border	2-4902	laura.border@colorado.edu
ACADEMIC SUCCESS – RESOURCES	Disability Services http://disabilityservices.colorado.edu/	Disability Services ensures that students with disabilities receive reasonable accommodations and services to participate fully in the academic environment.	Glenda Nash-Buscarello	2-5612	glenda.buscarello@colorado.edu
ACADEMIC SUCCESS – RESOURCES	Registrar http://registrar.colorado.edu/	The Registrar assists students with registration, orientation, and other specialized services such as transcript distribution, enrollment verification, and withdrawal.	Any staff	2-6970	registrar@colorado.edu
CAREER & PROFESSIONAL OPPORTUNITIES	Career Services http://colorado.edu/career	Helps full-time, degree-seeking CU-Boulder students and alumni plan, prepare and promote their careers. Specific international student information can be found at http://www.colorado.edu/career/internshipjob-search/international-student-resources	Aga Sypniewska	2-6541	aga.sypniewska@colorado.edu

Category	Department	Description	Name	Phone	Email
FINANCIAL MATTERS	Bursar http://bursar.colorado.edu/	Bills and collects tuition and fees, including any relevant residence hall housing charges. The 3rd party billing office bills sponsors on behalf of enrolled students. Wire transfer information is available at http://bursar.colorado.edu/payments/payment-methods/international/	Susie Jacobs Diann Moore (3rd party billing) Niomi Williams (individual appointments for personal $ management)	5-0817 2-0726	Suzanne.jacobs@colorado.edu 3rdparty@colorado.edu niomi.williams@colorado.edu
FINANCIAL MATTERS	Office of Financial Aid http://www.colorado.edu/finaid/	International students are not eligible for federal financial aid; however, if you become an eligible non-citizen, you may apply for federal aid by completing the Free Application for Federal Student Aid (FAFSA). The Office of Financial Aid also offers information on applying for scholarships.	Any Staff	2-5091	finaid@colorado.edu
FINANCIAL MATTERS	Student Employment http://www.colorado.edu/studentemployment/	The Student Employment Office posts available job opportunities in the student portal, MyCUInfo, for both on and off-campus positions. International students may have limitations on their work based on their visa status so it is essential that you confer with International Student and Scholar Services prior to accepting any position.	Any Staff	2-7349	stdemp@colorado.edu

Category	Department	Description	Name	Phone	Email
INTERCULTURAL LEARNING	CU Dialogues Program http://www.outreach.colorado.edu/programs/details/id/361	To enhance the educational experience by engaging diverse communities in honest conversation with one another, by facilitating intergroup dialogues in classes and other campus community settings.	Pilar Prostko	2-6735	pilar.prostko@colorado.edu
STUDENT LIFE	Dean of Students (DOS) & Associate Vice Chancellor for Student Affairs http://www.colorado.edu/studentaffairs/about-dean-students	The Office of the Dean of Students can help students navigate the CU-Boulder campus, to serve as their advocate and to guide them to the many essential resources available. The office also provides information and referrals to students, parents, faculty, staff, and alumni.	Christa King (Assistant to Dean)	2-8476	deanofstudents@colorado.edu
STUDENT LIFE	Student Legal Services http://www.cubouldersls.com/	Legal advice for students	Student Legal Services	2-6813	Services by appointment only, UMC 311
STUDENT LIFE	Student Organizations Finance Office (SOFO) http://sofo.colorado.edu/	Supports and assists student organizations with banking, bookkeeping, purchasing, travel and event management. To connect with like-minded peers, see SOFO's list of organizations.	Norman Skarstad	2-6367	sofo@colorado.edu

Category	Department	Description	Name	Phone	Email
STUDENT LIFE	Graduate & Family Housing http://housing.colorado.edu/residences/graduate-family Bear Creek Apartments https://bearcreek.colorado.edu/ Children's Center https://childcare.colorado.edu	We offer an affordable, convenient, and comfortable living environment that serves the needs of a diverse population of students at CU.	Alfred Flores Kris Kaye - Bear Creek Anita Head Children's Center	2-3381 5-2275 2-1720	alfred.flores@colorado.edu kris.kaye@colorado.edu anita.head@colorado.edu
STUDENT LIFE	Residence Life http://housing.colorado.edu/ https://housing.colorado.edu/housing-options	Residence Life supports the needs of all students living in the Residence Halls with housing placements, room move requests and maintenance or facility concerns. We also provide programming and outreach to students in the halls in order to foster inclusive and respectful communities.	Adam Beaver	2-0321	adam.beaver@colorado.edu

Category	Department	Description	Name	Phone	Email
STUDENT LIFE	Off Campus Housing and Neighborhood Relations http://ocss.colorado.edu	CU students can search for available properties, find roommates, and advertise sublets at: https://ralphieslist.colorado.edu. If you have questions or need advice about your lease or rights as a tenant, make an appointment to meet with our student legal advisor.	Any staff member	2-7053	och@colorado.edu
STUDENT LIFE	Religious Campus Organizations http://www.colorado.edu/studentgroups/rco/	RCO helps with the process of connecting with campus religious or spiritual organizations.	Zach Parris	720-505-1653	rco@colorado.edu
STUDENT LIFE	Office of Parent Relations http://parents.colorado.edu	The Office of Parent Relations serves as the parent portal to campus information and resources on issues, questions, and concerns.	Caro Henauw	2-1380	parents@colorado.edu

Category	Department	Description	Name	Phone	Email
SAFETY, HEALTH & WELLNESS	Student Support & Case Management http://www.colorado.edu/studentaffairs/student-support-and-case-management Students of Concern Team http://www.colorado.edu/studentaffairs/student-concern-team-soct	Case managers connect students with needed resources, and work closely with departments and resources both on and off campus to support student success. If you are or know of a student in distress, contact the Students of Concern Team.	Hans Foote, Hillary Love	2-7348	soct@colorado.edu
SAFETY, HEALTH & WELLNESS	CU NightRide http://www.colorado.edu/umc/cunightride	Provides night-time transportation to support a safe academic and socially responsible environment both on main CU-Boulder campus and within the city boundaries. CU NightRide is free for CU students, faculty, and staff. Clients will be asked to provide a CU ID to use the program.	Andrea Zelinko	5-2603	andrea.zelinko@colorado.edu
SAFETY, HEALTH & WELLNESS	Police http://police.colorado.edu/	A full-service police agency providing community-based public safety services	Randy Repola	2-5880	Randy.Repola@colorado.edu
SAFETY, HEALTH & WELLNESS	Office of Student Conduct http://www.colorado.edu/studentaffairs/studentconduct/ Report an Incident https://publicdocs.maxient.com/reportingform.php?UnivofColorado&layout_id=3	Maintains the general welfare of the university community through a conduct process that guides students in understanding their rights, responsibilities, and privileges within both the University and the greater community.	Any staff member	2-5550	studentconduct@colorado.edu

Category	Department	Description	Name	Phone	Email
SAFETY, HEALTH & WELLNESS	Counseling and Psychological Services http://www.colorado.edu/counseling/	CAPS supports students through individual and group counseling, outreach and prevention services. Students can have 6 free **confidential** counseling sessions per academic year, and unlimited groups and workshops. Walk-in/call-in hours are Monday through Friday 10-4, with no appointment required.	Dina Matic Kriakova (Serbian, Bulgarian, French and Italian) Jesus Sanchez (Spanish) Dorothy Moon (Cantonese)	2-6766 2-5554 2-6766	dina.kriakova@colorado.edu jesus.sanchez-1@colorado.edu dorothy.moon@colorado.edu
SAFETY, HEALTH & WELLNESS	Faculty and Staff Assistance Program http://hr.colorado.edu/fsap/	Free **confidential** counseling, training, consultation, and referral services designed to provide assistance to faculty and staff for personal or work-related concerns. Individual, couple, or family counseling is available for a maximum of six sessions per year. It is the policy of the University of Colorado at Boulder to provide time for these sessions as work time.	Olga Vera-Nesmith	2-3345	olga.vera-nesmith@colorado.edu
SAFETY, HEALTH & WELLNESS	Wardenburg Health Center http://colorado.edu/healthcenter	Full Service Medical Clinic and Psychological Health and Psychiatry. Services are **confidential** with the exception of reporting pursuant to law.	All staff	2-5101	go to: https://osh.colorado.edu/osh

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SAFETY, HEALTH & WELLNESS CONFLICT RESOLUTION	Ombuds Office http://ombuds.colorado.edu/	**Confidential** assistance. At the Ombuds Office, we offer all members of the university community a safe place to talk about their campus-related problems. Examples of issues with which we can assist include: conflicts with others at the university (interpersonal, workplace, classroom); perceived unfair treatment; complaints (e.g., grading, or campus services); understanding CU policies and procedures; and administrative roadblocks. We listen and help individuals to develop strategies to manage or resolve conflicts, facilitate conversations between conflicting parties, help people to navigate CU bureaucracy, and make referrals when necessary.	Tom Sebok Ombuds Jessica Kuchta-Miller Associate Ombuds	2-5077 2-5077	sebok@colorado.edu Jessica.kuchtamiller@colorado.edu

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SAFETY, HEALTH & WELLNESS	Office of Victim Assistance http://cuvictimassistance.com/	Provides **confidential** and free, unlimited services of advocacy, referral, and support services, and up to 7 sessions of counseling per year for individuals who have been impacted by disruptive or disturbing life events (e.g., sexual harassment and assault, intimate partner violence, stalking, bias-motivated incidents, discrimination, crime, death of a family member or friend, debilitating accidents, natural disasters etc.) The office is staffed by professional counselors/advocates who can help clients negotiate systems such as the academic, criminal justice, disciplinary and other systems, as well as assist with the emotional impact of traumatic experiences. Serves students, staff, and faculty, as well as significant others.	All staff members	2-8855	assist@colorado.edu

Category	Department	Description	Name	Phone	Email
SAFETY, HEALTH & WELLNESS	Office of Institutional Equity and Compliance (OIEC) (formerly the Office of Discrimination and Harassment (ODH)) http://hr.colorado.edu/dh/	OIEC is committed to preventing and eliminating sexual harassment and sexual assault as well as discrimination and harassment based on race, color, national original, pregnancy, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy. Allegations reported to OIEC **cannot** be kept entirely confidential. The OIEC will not share information publicly, but once the OIEC is aware of an allegation, it is obligated to address the allegation. The OIEC conducts fair and unbiased investigations and provides equitable resolutions of allegations of discrimination and harassment at the University of Colorado Boulder.	Llen Pomeroy	2-0277	llen.pomeroy@colorado.edu

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The list is available at : http://www.colorado.edu/international/resources-support-services/facultystaff-resource-guide-assisting-international and is generally updated in August and January.
Contact person: Kaye.Orten@colorado.edu on behalf of the Cross-Cultural Training Working Group