

GPSG GRADUATE AND PROFESSIONAL **STUDENT GOVERNMENT**

**CU Boulder Graduate and Professional Student Handbook
By Graduate Students, For Graduate Students**

Version 1

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Please report any errors to gpsg@colorado.edu

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1. Graduate Student Orientation

- The dates and schedules regarding the graduate student orientation can be found here:
<https://www.colorado.edu/orientation/graduate-student-orientation>
 - You must register for the event, the link for which can also be found at this website.
- [Buff Card issuing and replacements](#)
 - Your Buff One card is used for access to on-campus buildings and events, payment with dining dollars at university dining halls, campus printing, access to the rec center, and more.
 - If you lose your Buff One card, you may go to the Buff One office, located in the bottom floor of the Center for Community Building (C4C) for a replacement. A fee may apply.

2. Graduate Course Registration

- [Registrar](#)
 - The Registrar handles matters of course registration, and this website is where you can find information about your registration period, review course waitlists, drop classes, resolve holds on your account, and more. If you need to register transfer credits from another university, contact your Graduate Program Assistant ([Communications Spreadsheet](#)) and/or the [Admissions Office](#).
- [Course calendar](#)
 - Information about enrollment in courses and resolving holds for registration.

3. Academic Calendar & Deadlines

- [Calendar](#)
 - The academic calendar provides information about academic deadlines such as those to add/drop/swap a class, university closures, dates of pay, etc.
- [Program information and deadlines](#)

- Specific dates and deadlines per program.

4. Candidacy

- [Forms](#)
 - Graduate students must submit the correct forms according to specific deadlines for MS and PhD candidacy, comprehensive exams and dissertation defenses, thesis approval, and more.
 - [Form for advanced degree candidacy](#)
 - [Doctoral checklist for graduation](#)
- [Registration status information](#)
 - Registration status is generally “student” or “candidate”. The differences between these statuses are many, including pay, available resources, fee payments, and more. This website provides information about what your registration status is. You can also contact your Graduate Program Assistant ([Communication Channels](#)) or the [Office of the Registrar](#).
 - The fees you pay to the graduate school changes when your registration status changes. The main impact of this is that you no longer pay the Rec Center fee, and thus do not have access to this resource, unless you specify you would like to pay for this. <https://www.colorado.edu/bursar/costs/mandatory-student-fees#block-section-1153>
 - See “[Recreation Center Expansion Fee](#)”, class D, for information about paying for the rec center subscription when achieving candidacy.

5. COVID-19 Resources

- This section provides information and guidance regarding the COVID-19 Global Pandemic that began at the end of 2019. Here, find current rules and regulations and classroom guidance regarding safe and clean COVID practices. For more information, visit the [CDC website](#).
 - General information: <https://www.colorado.edu/covid-19>
 - Dashboard: <https://www.colorado.edu/covid-19-ready-dashboard>
 - Updates: <https://www.colorado.edu/today/covid-19-campus-updates>
 - Symptoms, testing, and vaccines: <https://www.colorado.edu/healthcenter/covid-19>
 - Vaccine requirements: <https://www.colorado.edu/covid-19-updates/covid-19-vaccination>

6. Wardenburg Health Center

- The [My CU Health Portal](#) provides all information about upcoming appointments, scheduling, vaccines, and more when using Counseling and Psychiatric Services (CAPS, (24/7 support) 303-492-2277) or Wardenburg Health Services (303-492-5101).
- Gold Ship Health Insurance
 - The provided health insurance (AND dental insurance) as a graduate student is provided by Anthem Blue Cross Blue Shield. To find a provider: <http://anthem.com/find-care>
 - To find information about your coverage:
 - https://www.colorado.edu/health/sites/default/files/attached-files/university_of_colorado_boulder_ship_21-22_final_08242_1.pdf
 - You will need to first access your ID card from Ameriben (see below) and then you can login with your credentials here: <https://www.anthem.com/account-login/>
 - You will not receive a physical ID card. To access your Anthem Blue Cross Blue Shield insurance card: https://www.colorado.edu/health/sites/default/files/attached-files/my_ameriben_login_instructions.pdf
 - In addition to health insurance from Anthem Blue Cross Blue Shield, graduate students with CU Gold Ship are entitled to the following at Wardenburg Health Center:
 - Primary care
 - Labs and X-ray*
 - Physical therapy
 - Nutrition counseling
 - Public health clinic
 - Sexual and reproductive health
 - 20 counseling appointments (CAPS)
 - 25 physical therapy visits
 - 10 chiropractic visits
- Vision: Graduate students are entitled to one free eye exam per policy year at no additional cost through [College Optical](#)
- Dental: Full dental insurance is provided by Anthem Blue Cross Blue Shield and your benefits can be found in the same location as the health insurance website (above). In ADDITION graduate students on the Gold Ship Insurance are entitled to the following:

- Annual Dental Exam, Cleaning and X-Ray. Gold Plan students are entitled to one dental exam, cleaning and x-ray per policy year at no additional cost through [Boulder Dental Center](#) and [PERFECT TEETH™](#).
- **YOU ARE NOT REQUIRED TO USE THESE SERVICES.** The Anthem Blue Cross Blue Shield Dental Insurance allows you to choose a provider you are comfortable with (<http://anthem.com/find-care>).
- Medical insurance coverage details:
 - <https://www.colorado.edu/health/2020-2021-cu-boulder-gold-health-insurance-plan>
 - https://www.colorado.edu/health/insurance/2019-2020-cu-boulder-gold-health-insurance-plan#local_and_national_coverage-233
- CU Boulder Medical Assistance Fund: If you have encountered a medical situation that you do not have the funds to cover, apply for assistance here: <https://www.colorado.edu/healthcenter/about-medical-services/medical-expense-assistance-fund>

7. Mental Health/Awareness

- [Resources and information about mental health](#)
- Training opportunities for psychiatric students and other opportunities to learn and develop skills related to mental health career development: <https://www.colorado.edu/counseling/training-opportunities>
- Health and Wellness Services provides useful tips for improving mental health, access to mental health resources, and support for mental health services and programs at CU Boulder and in the community: <https://www.colorado.edu/health/mental-health-connection>
- Athlete Alumni mental health services for former CU Boulder student athletes: <https://buffs4life.org/>
- Educational workforce resources for teachers in the state of Colorado: <https://www.coloradokids.org/university-of-colorado-offers-free-mental-health-services-for-educational-workforce-statewide/>
- [Counseling and Psychiatric Services \(CAPS\)](#) ((24/7 support) 303-492-2277)
 - CAPS offers confidential, on-campus mental health and psychiatric services for a variety of concerns such as academics, anxiety, body image, depression, relationships, substance use and more.

- 20 free CAPS appointments are included in the Gold SHIP health insurance option.
- CAPS provides information and support in relation to exam and classroom accommodations.
- CAPS is available for in person and telehealth (virtual) appointments from 9 a.m. to 5 p.m. Monday through Friday. All services will be held virtually through telehealth. In person drop in visits will not be available, please see below for scheduling options:

8. Students Rights and Responsibilities

- [General Rights and Responsibilities of CU Boulder Graduate Students](#)
- [Graduate Student Bill of Rights and Responsibilities](#)
- [General academic support and resources](#)
- [Advisor / advisee agreement template](#). Includes discussion topics, meeting schedule, deliverable timelines, and other advisor expectations:
- Research/Teaching Assistant (RA/TA) resources
 - <https://www.colorado.edu/graduateschool/funding/departamental-funding/graduate-student-appointment-information>
 - <https://www.colorado.edu/bursar/payments/researchteaching-assistants-rata>
- Who do I go to if I have an issue?
 - In general, the first 2 people that you should consult regarding an issue related to anything during your time at CU are (1) your advisor, (2) your department's Graduate Program Assistant (GPA). Often, most issues can be resolved by these 2 people.
 - If for whatever reason your advisor and your advisor and department GPA cannot solve your issue (e.g., your problem is related to your advisor), you should contact your department's Director of Graduate Studies (DGS).
 - GPA ([GPA Handbook](#)): The role of the GPA is to aid students in administrative tasks related to coursework, registration, graduation paperwork, etc.
 - "My job is to support and advocate for graduate students. I am a resource to help navigate the process of your graduate education and help you succeed however YOU define success." -Laurie Conway, GPA for the Department of Atmospheric and Oceanic Sciences

- DSG: Each academic department offering graduate degrees on campus has an appointed Director of Graduate Studies (DGS) who is a regular faculty member in the department. The DGS administrates the graduate program (together with the graduate program assistant), supports graduate student success and achievement, and, in some departments, chairs the graduate admissions committee.
- Department GPAs and DSGs can be found through your department website or through this [Communication Channels](#) document.
- Further escalation:
 - If further escalation beyond your department becomes necessary, the Graduate School has escalation procedures in place.
 - [Graduate School Grievance Process and Procedures](#)
 - [Graduate School Grievance Form](#)
 - [Student Appeals, Complaints, and Grievances](#)
 - [Human Resources](#)
 - [Safety](#)
 - [Graduate Student Academic Concerns](#)
 - [Student Conduct and Conflict Resolution](#)
 - [Student Legal Services](#) (303-492-6813)
 - [Graduate School Rules](#)
 - You can also contact your [GPSG representative](#) or email GPSG directly: gpsg@colorado.edu
 - This topic is an ongoing project in the Graduate and Professional Student Government.
- Changing advisors
 - This is a topic that varies widely from program to program. In this case, contact your department's GPA or DSG.
- Changing departments or programs
 - [Graduate Program Change Form](#)
 - [Change/Addition/Discontinuation Form](#)
 - [Leave of Absence](#)
- International student concerns
 - [International Student and Scholar Services](#)
 - [Common Forms](#) (F1, J1, H-1B, etc.)
 - [Frequently Needed Information](#) (transfer, transcripts, immigration, non-U.S. degrees, visas, etc.)
 - [English Proficiency](#)

- [Country Specific Requirements](#)
- [Tuition and Funding](#)

9. General Resources

- [BuffPortal](#)
 - BuffPortal is the main portal for many actions and activities
 - Class registration
 - Finances
 - Classes and Schedule
 - [CU Class Search](#)
 - Much more- in short, if you have a logistics question, start here!
- Parking and Transportation
 - Parking Services
 - Contact: 303-735-PARK (7275)
 - Parking Map:

<https://www.colorado.edu/map/?id=336#lce/2739?ct/20989,20990,20991,20992,20993,20994,26118,2739?mc/40.00563459437513,-105.2595376968384?z/16?lvl/0>
 - Student Parking Permit Options:

<https://www.colorado.edu/pts/permits/parking-permits/student-permits>
 - Transportation Services
 - Contact: 303-492-7152
 - [Bus Routes](#)
 - Use Transit App to see bus routes on cell phone
- Graduate Student Housing (on and off campus)
 - [RalphiesList](#)
 - A housing portal specifically for CU students, faculty, and staff (sign in with your CU identikey)
 - Great resource to find roommates, apartments/rooms/houses for rent, as well as posting places to rent, sublease, etc.
 - [Craigslist](#)
 - [CU Graduate and Family Housing](#)
 - Graduate and Family Housing is a branch of housing a CU Boulder that offers living accommodations for graduate students, students with families and faculty and staff. Check

out the resources below to learn more about Graduate and Family Housing options and processes at CU Boulder.

- If you need assistance with food security, please use the following resources:
 - [Mobile food pantry](#)
 - [Feed the stampede](#)
 - [Buff pantry](#)
 - Boulder food pantries:
 - <https://communityfoodshare.org/>
 - <https://hopepantry.org/>
 - <https://www.efaa.org/get-help/food-bank/>
 - <https://www.boulderfoodrescue.org/>
- CU NightRide for free, safe nighttime transportation in Boulder: <https://www.colorado.edu/umc/cunightride>
- [CU Rec Center](#)
 - The gym! Lots of facilities, classes, activities, and more! Get in with your buff OneCard for free if you are a fee paying student.
 - Main location on main campus near Sewell/Carlson Gym
 - Multiple weights rooms, cardio rooms, climbing gym, basketball courts, swimming and diving pools, handball courts, ping pong, badminton, ice rink, turf field,
 - Smaller location at Will Vill Rec Center in Williams Village
 - Weight room, cardio room, stretching/activities room. Smaller but usually less crowded
- CU Software catalog: [Software Catalog | Office of Information Technology \(colorado.edu\)](#) (303-735-4357)
 - Software available for CU students to download
 - Lots of great programs and **free** software available
 - Microsoft Office, Matlab, R, Solidworks, Adobe, etc.

10. Bicycle Resources

- [Register your bike](#)
 - Important for bike safety! Your bike must be registered before they will do bike maintenance at the on-campus bike stations. Your bike also should be registered in case it is damaged or stolen. Bike theft is one of the bigger issues in Boulder.
 - [UMC and Folsom Bike Station Locations](#)
- Bike maintenance
 - Walk-up hours

- Skilled student mechanics
- Included in tuition and fees (free to go to for CU students)
- Bike must be registered first
- Can fix lots of bike issues as well as regular checks and tune ups!
They often have free inner tubes/tires. Also DIY bike pumps to quickly refill your tires while on campus.
- Bike registration
 - Register bike for maintenance/to protect and help against theft
- Lock exchange
 - Can exchange a cable lock for a new U lock that is more secure to try to cut down on bike theft in Boulder.
- [Bike Sharing](#) (free for students)
- [Boulder B Cycle](#)
 - Bike sharing from stations all over campus/Boulder
 - Free for students with account on phone app
 - Electric bikes for rental

11. Prestigious Fellowships

- [CU Office of Contracts and Grants](#)
- [CU Graduate School List of Fellowships](#)
- Helpful Tips:
 - Many Department and College websites have information on fellowships relevant to your field of study
 - Some departmental student organizations keep track of successful proposals to use as templates
 - Ask your department GPA who in your department has received a fellowship and talk to them about their experience / ask if they would be willing to share materials.
 - Get started early!

12. Volunteer Opportunities

- [CU Volunteer Resource Center](#)
- [Short and Long-term Opportunities](#)
- [CU Office of Public Outreach and Engagement](#)
- [CU Science Discovery](#)
- [CIRES - Climate Literacy & Energy Awareness Network \(CLEAN\)](#)
- Jamboree for Outstanding Youngsters (JOY): joy@apo-mupi.org
- [Denver Public Schools Volunteer Services](#)

- [St. Vrain Valley Schools Community Strong Volunteer Platform](#)

13. Student and Professional Organizations

- [BuffConnect](#)
 - List of all recognized student organizations (RSOs)/clubs and organizations on campus
 - Find a club, reach out to them, attend some meetings, and join if you want to get involved! RSOs are open to all students across campus.
 - Lots of professional societies and organizations are listed as RSOs as well!
- [Graduate and Professional Student Government \(GPSG\)](#)
 - Contact: gpsg@colorado.edu
- Department Organizations
 - Look/ask around for any student groups or organizations in your department! For example, the aerospace engineering department has the Aerospace Grad Students Organization (AGSO) that hosts events for graduate students in the department. If your department doesn't have a specific organization or club yet, then you can start it!
- Materials Research Society (MRS)
 - Contact: materials@colorado.edu

14. General Quick Links and Contacts

- GPSG:
 - gpsg@colorado.edu
- [OIT](#)
 - 303-735-4357
 - oithelp@colorado.edu
 - Request Portal: <https://oit.colorado.edu/request-portal>
- [OVA](#)
 - OVA Services:
 - assist@colorado.edu
 - 303-492-8855
 - OVA Advocate Counselor
 - Call 303-492-8855 to schedule a telehealth appointment OR
 - Drop into the office ([C4C Room N450](#)) on Monday, Wednesday, or Thursday between 11am and **by** 4pm.

- 24-hour hotlines
 - [MESA](#) (Moving to End Sexual Assault)/Rape Crisis Team:
 - 303-443-7300
 - [Safehouse Progressive Alliance for Non-Violence](#) (SPAN, Intimate Partner Violence):
 - 303-444-2424
 - [Mental Health Partners](#) (any mental health needs/concerns, includes, but not limited to concerns around suicide and self-harm)
 - Crisis line 1-844-493-TALK (8255)
 - text TALK to 38255
 - 24/7 walk-in crisis center: 3180 Airport Road, Boulder, CO
 - [Trevor Project](#) (National LGBTQ specific hotline):
 - 866-488-7386
 - [Real Help Hotline](#) (for CU employees)
 - (833) 533-2428
 - Access to professional counselors who can offer assistance finding local resources or provide immediate crisis counseling for CU employees
- Safety
 - In Boulder, CO the closest hospital to campus is Boulder Community Health Hospital:
 - 4747 Arapahoe Ave Boulder, CO 80303
 - Non-emergency [CU Police Department](#):
 - 303-492-6666
 - Non-emergency [Boulder Police Department](#):
 - 303-441-3333
- Quick Calls
 - Emergencies:
 - 911
 - [Campus Closing](#):
 - 303-492-INFO
 - [Counseling and Psychiatric Services](#):
 - (24/7 support) 303-492-2277
 - [CU Collegiate Recovery Center \(CUCRC\)](#):
 - 303-492-9642
 - [CU NightRide](#):
 - 303-492-SAFE
 - [Disability Services](#):
 - 303-492-8671
 - [Discrimination and Harassment](#):

- 303-492-2127
- [Don't Ignore It](#) reporting options:
 - 303-492-2127
- [Gender and Sexuality Center](#):
 - 303-492-1377
- [Health Promotion](#):
 - 303-492-2937
- [Legal Services](#):
 - 303-492-6813
- [Off-Campus Housing and Neighborhood Relations](#):
 - 303-492-7053
- [Office of Institutional Equity and Compliance](#):
 - 303-492-2127
- [Ombuds Office](#):
 - 303-492-5077
- [Student Conduct and Conflict Resolution](#):
 - 303-492-5550
- [Cultural Unity & Engagement Center](#):
 - 303-492-5667
- [Student Academic Success Center \(SASC\)](#):
 - 303-492-1416
- [Title IX Coordinator](#):
 - 303-492-5359
- [Trauma Support](#):
 - 303-492-8855
- [Victim Assistance \(24/7 phone\)](#):
 - 303-492-8855
- [Wardenburg Health Services](#):
 - 303-492-5101
- [Women's Resource Center](#):
 - 303-492-5713
- [United Campus Workers Colorado](#)