Ph: 303-724-7280
# Table of Contents

CPBS Faculty and Staff ............................................................1
  Faculty .............................................................................1
  Staff .............................................................................1
Computational Biosciences Educational Mission Statement ..................3
  Educational Goals and Objectives ........................................3
The Graduate School ..................................................................5
  Personnel ..........................................................................5
Rules—[URL](http://www.ucdenver.edu/academics/colleges/Graduate-School/Documents/pdf/Consolidated-Rules-version-2_11.pdf) ................................................5
  Policies ............................................................................6
Other Important Numbers ..........................................................6
Priorities in the first few weeks .................................................8
Student Financial Support ........................................................12
2015-2016 Academic Calendar  Degree Requirements and Coursework ....13
  Required Courses ............................................................13
  Elective Courses ................................................................15
  Academic Planning ............................................................17
Research Rotations ................................................................18
  Preliminary Examination ....................................................19
Selecting A Thesis Advisor and Thesis Advisory Committee ...............19
  Comprehensive Exam .......................................................20
  Disciplinary Actions ..........................................................22
Campus Resources ..................................................................23
  AMC Bookstore ...............................................................23
  Health Sciences Library ......................................................23
  Recreation .........................................................................25
AMC Health Insurance Office ...................................................27
  Parking and Transportation ...............................................27
Commuting to Campus ............................................................27
For a map of the full campus view: [URL](http://www.ucdenver.edu/academics/colleges/PublicHealth/Documents/CSPH_AnschutzMap2012.pdf) ...........................................30
Student Assistance Office .........................................................31
University Policies ..................................................................31
  Honor Code ......................................................................31
  Vacation and Holiday Policy ..............................................32
Disclaimer .............................................................................33
Appendix A: Honor Code ........................................................34
Appendix B New Student Checklist ............................................38
Appendix C: Program Forms......................................................................................................40
& Additional Information........................................................................................................40
# CPBS Faculty and Staff

<table>
<thead>
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Computational Bioscience Educational Mission Statement

The Computational Bioscience Program of the University Of Colorado School Of Medicine is dedicated to training computational biologists who aspire to achieve excellence in research, education and service, and who will apply the skills they learn toward improving human health and deepening our understanding of the living world.

The Computational Bioscience Program provides graduates with the foundation for a lifetime of continual learning. Our curriculum integrates training in computation and biomedical sciences with student research and teaching activities that grow increasingly independent through the course of the program. Our graduates are able to do independent computational bioscience research, to collaborate effectively with other scientists, and to communicate their knowledge clearly to both students and the broader scientific community.

The Computational Bioscience Program is committed to continually reviewing and improving its curriculum as the science and practice of bioinformatics evolves. The following four goals represent the foundation of the computational bioscience graduate education program at the University of Colorado.

Educational Goals and Objectives

Knowledge Goals
Graduates demonstrate their knowledge of core concepts and principles of computational bioscience, and the ability to apply computation to gain insight into significant biomedical problems. This knowledge includes mastery of the fundamentals of biomedicine, statistics and computer science, as well as proficiency in the integration of these fields. Graduates contribute to the discovery and dissemination of new knowledge.

Knowledge Objectives

1. Demonstrate knowledge of the scientific principles that underlie the current understanding of molecular biology, statistics and computer science.
2. Demonstrate an ability to productively integrate knowledge from disparate fields to solve problems in biomedicine using computational methods.
3. Demonstrate knowledge of the types and sources of data most commonly used in computational bioscience, including knowledge of all major public data repositories.
4. Demonstrate the knowledge of the classes of algorithms most often applied in computational bioscience, and their domains of applicability.
5. Demonstrate an understanding of the principles and practice of the scientific method as applied in computational bioscience, including experimental design, hypothesis testing, and evaluation of computational systems.
Communication Skills Goals
Graduates demonstrate interpersonal, oral and written skills that enable them to interact productively with scientists from both biomedical and computational domains, to clearly communicate the results of their work in appropriate formats, and to teach others computational bioscience skills. Graduates are able to bridge the gap between biomedical and computational cultures.

Communication Skills Objectives
1. Communicate effectively, both orally and in writing, in an appropriate range of scientific formats, including formal presentations, collaborative interactions, and the critique of others’ work.
2. Demonstrate familiarity with both biomedical and computational modes of expression, and be able to communicate clearly across disciplinary boundaries.
3. Demonstrate commitment and skill in teaching to and learning from students, colleagues, and other members of the scientific community.

Professional Behavior Goals
Graduates demonstrate the highest standards of professional integrity and exemplary behavior, as reflected by a commitment to the ethical conduct of research, continuous professional development, and thoughtfulness regarding the broader implications of their work.

Professional Behavior Objectives
1. Act in an ethically responsible manner, displaying integrity, honesty, and appropriate conduct at all times.
2. Recognize the limits of one’s knowledge, skills, and behavior through self-reflection and seek to overcome those limits.
3. Always consider the broad significance of one’s professional actions, including their implications for society and the living world.

Self-Directed and Life Long Learning Skills
Graduates demonstrate habits and skills for self-directed and life-long learning, and recognize that computational bioscience is a rapidly evolving discipline. Our focus is on the development of adaptive, flexible and curious scientists able to comfortably assimilate new ideas and technologies during the course of their professional development.

Self-Directed and Life Long Learning Skills Objectives
1. Recognize the need to engage in lifelong learning to stay abreast of new technologies and scientific advances in multiple disciplines.
2. Locate, evaluate and assimilate relevant new knowledge and techniques from a wide variety of sources.
The Graduate School

**Directory**

David Engelke, Ph.D., Dean.................................................................Academic Office One, Room 1607  
[David.Engelke@ucdenver.edu](mailto:David.Engelke@ucdenver.edu)

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**Rules**--  

**Ph.D. Comprehensive Examination Packet information:**

After completing or registering for all program-required non-dissertation coursework, and concurrently with applying for admission to candidacy for the Ph.D., students must take a comprehensive examination.
in their respective discipline. This examination (written or oral or both) will test a student’s mastery of a broad field of knowledge, not merely the formal coursework which he/she has completed. This examination must be completed no later than the end of the student’s third year. Individual programs may establish an earlier deadline. Instructions and deadlines for completion of the forms are provided on the graduate school website.

**Ph.D. Dissertation Defense Packet information:**
Once a student has completed their dissertation and before the degree is conferred, a final examination on the dissertation and related topics is conducted in two parts, an oral presentation of the dissertation research that is open to the public, and a closed examination conducted by the examining committee. This examination must be completed no later than the end of 7 years or sooner dependent on your mentor. Instructions and deadlines for completion of the forms are provided on the graduate school website.

**Policies**
Academic policies and procedures can be found in the Graduate School handbook, located on their website. [http://www.ucdenver.edu/academics/colleges/Graduate-School/student-services/academic-resources/Pages/graduate-student-handbooks.aspx](http://www.ucdenver.edu/academics/colleges/Graduate-School/student-services/academic-resources/Pages/graduate-student-handbooks.aspx)

**Other Important Numbers**
Admissions and Student Services……………………………………Academic Office One, Room 2609, 303 724 2919

Student Assistance Office ................................................Education II North, Room 3123, 303 724 7686

Student Health Insurance/Services, Laverne Loechel ..........Education II North, Room 3208, 303 724 7674
Laverne.Loechel@ucdenver.edu

Registrar’s Office…………………………………………………….....Education II North, Room 3123, 303 724 8059
student.services@ucdenver.edu

Ombudsman’s Office…………………………………………………..Building 500, Room C7005, 303 724 2950
melissa.connell@ucdenver.edu and lisa.neale@ucdenver.edu
**Keeping In Touch**

**Email**
Your university e-mail username and password formats will be mailed to you in a communication from your school or college. If you have paid your deposit and not received username and password information, contact your program administrator. You must Login to webmail to activate your username and change your password. The initial password is a formula; please insert your personal information. The change password page will look like this linked page. The new password and your username provide access to:

- campus e-mail
- the student portal, [http://www.ucdenver.edu/UCDAccess](http://www.ucdenver.edu/UCDAccess)
- computers in the library, labs, etc.
- student printing & other UNIVERSITY domain resources.

**Detailed instructions regarding email activation are included**

**Mailboxes**
Students share a mailbox in the Department of Pharmacology Mail Area. This mailbox is labeled Hunter Lab. Check this mailbox daily to avoid missing important announcements and other information.

**Email Listserves**
After receiving your firstname.lastname@ucdenver.edu email account, you will be added to the CPBS mailing list. This list will keep you informed about seminars, meetings and let you send out messages to the entire CPBS group.

**Department Website**
[http://compbio.ucdenver.edu](http://compbio.ucdenver.edu)

**Other Things You Should Know...**

**Weekly Events**
Students are required to attend Monday Seminars and weekly Journal Club meetings. Seminars are scheduled on Monday’s in RC1 North 6107 from 2-3:30pm. A list of events can be found on our website, [http://compbio.ucdenver.edu](http://compbio.ucdenver.edu). Just click on the events calendar link.

**Mailing Address**
Your Name  
University of Colorado School of Medicine  
Computational Bioscience Program  
MS 8303  
12801 E. 17th Ave.  
Aurora, CO 80045
Travel instructions

1. First you must obtain approval from your advisor or Dr. Hunter (first year students) for any travel.
2. You must add Kathy Thomas & Elizabeth Wethington as a delegate for both your financial and travel in Concur.
3. After your travel is approved by Dr. Hunter, notify Kathy Thomas of your detailed travel plans. Please specify name of conference or school you are visiting, purpose, dates of travel, destination, preferred departure times and frequent flyer accounts (if applicable).
   - Booking flights and making hotel reservations is done in Concur via the CU Expense System. See directions below.
   - Making hotel reservations is your responsibility. You will book and pay for your hotel, then be reimbursed after the travel is complete. You must present a detailed receipt to be reimbursed.
   - Upon completion of your trip, you may be reimbursed for additional costs such as ground transportation and baggage. It is very important that you obtain an ITEMIZED receipt for any expenses you wish to claim. Please turn in all itemized receipts to Kathy Thomas promptly. More information on travel is available at https://www.cu.edu/psc/payables/travel.htm.
   - After returning from a conference you’ll be asked to give a brief presentation of the meeting highlights and your participation.

Tutoring

Tutoring is available on an individual basis. Dr. David Pollock (David.Pollock@ucdenver.edu) should be contacted immediately if you need assistance with any course work, English, or writing. Depending on your needs, some tutoring may be paid by the department or program to help ensure your success.

Advising

General academic advising is done by the program administrator, Elizabeth Wethington. Be sure to meet with her prior to registration and before completion of program milestones (prelims, comps, etc.) to ensure you are adhering to the graduate school rules. Once students have passed their comprehensive exam, they are admitted to candidacy for their Ph.D. At this point, students are required to meet with their full thesis committee at least once per year, though twice per year meetings are advisable.

Priorites in the first few weeks

Orientation

All new students must attend the in-person and on-line orientation, as per the Graduate School.

Payroll

It is important to establish a checking account as soon as possible. The University issues all paychecks, including student fellowship and stipends, as direct deposits. Students should be sure to have a voided check available when filling out payroll forms. Each student is required to produce a driver’s license (or state ID) and a social security card for payroll purposes.

Taxes

Fellowship or stipend payments are not considered wages and do not create an employer-employee relationship. Fellowship payments are intended to support living expenses and do not require that employee services be performed in exchange.
Fellowship or stipend payments are paid through the payroll system, but since these payments are not made because of an employment relationship, payments to recipients who are U.S. citizens and resident aliens are not subject to federal and state income tax withholding and payroll taxes (i.e., FICA and Medicare taxes). The university has no tax reporting requirement for these payments, although recipients should be aware that these payments may be taxable income.

Nonresident alien recipients of fellowship or stipend payments are subject to federal tax withholding, and the university is required to report the information annually to the recipient and the Internal Revenue Service (IRS) on federal Form 1042-S.

U.S. citizens and residents for tax purposes should consider whether they need to make estimated tax payments in order to ensure they do not have a large tax liability when they file their tax returns. For more information visit the Payroll and Benefits website at: https://www.cu.edu/pbs/payroll/groups/fellowships.html

Establishing Residency
(The following pertains only to out-of-state/international students)

New non-resident students must immediately obtain documentation to support the Petition for State Residency. First-year students must make collecting this documentation a priority. Funding will be available, assuming satisfactory academic progress, only if the student qualifies as an in-state resident after the first year of study. To be awarded in-state tuition status at the beginning of your second year you must establish that you have resided in the state for a year and established several kinds of connections to the state. It is important that these “connections” be established as soon as you arrive in the state to show the one-year history required by the University. Some things that can support these connections are a signed lease, rent receipts, utility bills in your name, a Colorado driver’s license and license plates, and voter registration.

Prior to the start of your second academic year you must fill out and have notarized the Petition for In-State tuition classification and submit this along with your supporting documentation to the office of Admissions. Petition forms are available in the Admissions office. Notaries can be found in the Financial Aid Office, the Chancellor’s office, and the Graduate Nursing office. Failure to complete the In-State tuition classification process could jeopardize your continued financial support in the Computational Bioscience Program.

For driver’s license offices, license plate offices and voter registration please consult the local city phone book. For complete directions on establishing Colorado in-state residency for tuition purposes please consult the Registrar’s website at: 


Get Connected

Get your student ID card

UC Denver access control cards are issued to all students by the ID Badging Office located in Building 500, 1st floor, north of the Bookstore, in room N1207. During orientation, photos are taken and ID cards and RTD College Passes are issued. Student ID/access cards are NOT made available until you have paid your matriculation fee AND attend orientation – all students are scheduled to have pictures taken and IDs distributed by your school/program. Access Control cards serve the dual purpose of identification on campus and after normal business hours access control at a number of exterior and interior locations. Your card can be programmed to allow after hours parking in all gated lots (6 p.m. – 6 a.m. MF, and all day Saturday/Sunday) on the Anschutz Medical Campus. If you choose to request parking after hours (6 a.m. – 6 p.m.), your ID will be programmed for that access as well – you must check in at the Parking Office in Building 500, 1st Floor west side of the Food Court seating area, to have your card programmed for after hours parking. There is a $10 fee to activate your card for any parking service. Students who withdraw or graduate are required to return the access control card –access and therefore, access to
buildings/labs/parking is removed from your card upon graduation. Lost cards are replaced at no charge the first time. Fees are charged for subsequent losses.

**Activate your students email account**
See Appendix C for detailed instructions.

**Register for classes**
The UCDAccess online Student Self-Service Portal allows you to apply for financial aid, search for your classes on various criteria, view real-time numbers of seats available, enroll and pay for your classes, order transcripts, and more. To log into the UCDAccess portal you will need your official University username and password (detailed on page 5). [http://www.ucdenver.edu/UCDAccess](http://www.ucdenver.edu/UCDAccess). Consult with your Program Administrator regarding your schedule of courses.

**Enroll in Student Health Insurance**
All degree and specific approved, certificate-seeking students enrolled in five or more credit hours must take the School of Medicine's Student Health Insurance Plan unless they can prove enrollment in other comparable insurance. Students taking under five credit hours in a degree program are also eligible to purchase the SHI Plan by submitting a selection/waiver form by the September 1. Contact Laverne Loechel in the Student Health Insurance Office for more information. [Laverne.Loechel@ucdenver.edu](mailto:Laverne.Loechel@ucdenver.edu)

**Log into the Employee Portal**
As an employee of the University you have access to a portal that will allow you to view your pay advice/check, update your address and emergency contact information, print your W-2, open the expense system and request travel reimbursement, view the holiday schedule and a host of other vital announcements and resources. Go to [http://my.cu.edu](http://my.cu.edu) choose the Denver campus and enter your email login credentials.

**Using the CU Expense System**
The expense system is used to process travel authorizations and the subsequent reimbursements and is access from inside of the employee portal. To access the expense system, log into my.cu.edu, click on the “My Tools” tab, then click the “Open CU Expense System” button. A new screen will open and now you are logged into the expense system.

**Set up your profile**
The Profile area, located along the upper left of the screen, allows you to see personal information and control certain aspects of the Expense System. The EXPENSE PREFERENCES page allows you to designate whether you wish to receive specific system-generated emails, see Expense System prompts, or display certain items.

**Set up your delegates**
Before you can travel or be reimbursed for anything you must add Kathy Thomas and Elizabeth Wethington as prepare delegates in your expense system profile. A delegate is an individual authorized to act, in the Expense System, on behalf of another person. Delegates are identified on the EXPENSE DELEGATES page, which is located under Profile. Click Profile from your Expense System home page (upper left corner of your screen), then click Expense Delegates (left-side menu). To add them, click Add Delegate. Search for the employee you wish to add as your delegate. You can search by name, employee ID, or email address. Select your delegate from the resulting list. Check the Can Prepare checkbox. The Can View Receipt checkbox will automatically appear checked as this gives your delegate the ability to view receipt images. If you would like your delegate to receive emails from the Expense System regarding your Expense System tasks (such as status changes, reminder emails, etc.), also check the Receives Emails checkbox. Click Save; a message will appear confirming your delegate
Submit a report for reimbursement
After setting up your profile and assigning delegates you should familiar yourself with submitting an expense report.

1. Select the expense report ready for submission from the **Active Work** section of the Expense System home page.
2. The **Expense List** page of the expense report will appear. Review the details entered for each transaction by selecting the transaction on the left side of the screen.
3. To review a transaction’s allocation, hover your mouse over the pie-chart icon for the Allocations pop-up to appear.
4. Click **Submit Report**. The Final Review window opens.
5. The certification statement appears in this window, as will all transactions requiring receipts. To review the certification statement, click the **Certification Statement** link. Close the separate window when finished.
6. Verify that all required documentation has been attached and are legible. Close the separate window that opens.
7. If you agree to the University’s certification statements, click **Accept & Submit**.

If the Approval Flow page appears, review the approval path and click **Submit Report**. The Report Submit Status window will appear; click **Close**. You have now submitted your reimbursement expense report to your approver. Additional directions are located at [https://www.cu.edu/psc/traininghelp/](https://www.cu.edu/psc/traininghelp/). Click on “online learning resources.”
Student Financial Support

As a Ph.D. student in the Computational Bioscience Program you are provided full tuition, health and dental insurance, and a stipend of $28,500 for living expenses (for the academic year 2015-2016). All future funding is dependent on satisfactory academic progress in the program (see research rotations page 22) and selection of thesis advisor and at the end of the first-year. Once accepted into a thesis laboratory, your tuition, stipend, and benefits will be funded by your advisor. It is very important that you successfully complete the required research rotations during the first-year, in order to maintain funding. Students who perform exceptionally well in the first year may be awarded funding from our National Institutes of Health, NLM training grant. In addition to providing full tuition, health and dental insurance, and a stipend of $28,500 for living expenses, the training grant will cover the cost of travel to conferences and computer equipment for your research. The stipend is paid monthly via direct deposit, on the last working day of each month.

Each student is responsible for books, housing, and any other expenses not specifically mentioned above. The Program Administrator will obtain a copy of the students’ bills following registration for the current semester. The Program Administrator will ensure that all appropriate charges on the student bills are paid. It is only necessary to deliver a copy of your bill to the Student Coordinator if there is a problem or question. Each student is personally responsible for late fees and fines, so it is critical that all necessary paperwork arrive at the CPBS office in a timely fashion and that all necessary registrations are completed timely. Moreover, students registering past the semester registration deadline set by the office of Admissions & Records are assessed a $60 late registration fee, which is also the student’s responsibility by explicit policy of the Assistant Dean of the Graduate School.

Student expenses, including the stipend, will be paid until graduation as long as the following conditions are met:

1. Student maintains satisfactory academic progress (see above)
2. Student becomes eligible for in-state tuition after the first-year.
   a. Students who fail to qualify for in-state residency will be responsible for the difference between in-state and out-of-state/international tuition.
3. Student passes the Preliminary Examination at the end of the first year.
4. Student completes the University Comprehensive Examination by the end of the second academic year.
5. Student’s chosen dissertation advisor is able to provide support during the research phase of the Program.
   a. If the advisor can no longer fund the student, it is the student’s responsibility to make other arrangements. The program will assist in this effort to the best of its ability.
6. Student schedules the Dissertation Defense within approximately five years of entering the Program.
Degree Requirements and Coursework

Required Courses
The "required" credit hours in the Computational Bioscience Program, which must be completed at UCD-AMC, include a minimum of 30 semester credit hours of Computational Bioscience courses and 30 semester hours of doctoral thesis research. Students may transfer up to 20 semester hours from prior work. The required Computational Bioscience courses in the program are described below. Consequently, 20 credit hours of relevant graduate-level course work can be taken at AMC, other CU campuses or other universities within the United States and transferred into the program. Relevant course work must be distributed equally among Human Biology, Math/Statistics and Computer Science. In order to meet the requisite credit hour requirements the student must successfully pass (B or better) selected courses that fulfill the above conditions during the first four semesters of the program. If the student has coursework they wish to transfer into the program, they must discuss with the Program Director (Dr. Larry Hunter) which credits would be acceptable, then fill out the necessary paperwork with the Program Administrator (Elizabeth Wethington).

Noncredit Library Tutorials:
Students must complete the BITS and NCIB library tutorials described on page 28 in addition to credit coursework described below.

Interdepartmental Core Courses:
IDPT 7806, 7807, 7808, 7809 Biomedical Sciences Core Course I, II, III, IV
Credit Hrs: 4.0, 2, 2, 2 respectively
This is a set of interdisciplinary courses required for first year graduate students enrolled in basic science Ph.D. programs at UCD-AMC. The objective of the courses is to provide the basic science information and introduction to the skills required for a successful research career in all disciplines of modern biomedical sciences. Topics cover the fundamentals of biochemistry, molecular biology, cell biology, developmental biology, molecular genetics and biomolecular structure. Specialty topics required by individual programs are taken usually during the spring semester of the first year, and in some cases in the second year to round out the curriculum.

Computational Bioscience Required Coursework:
CPBS 7711 Methods and Tools in Biomedical Informatics (Taken in Fall of your First Year)
Credits: 4 semester hours
Status: Required
An introduction to the theory and practice of bioinformatics and computational biology. Topics include: the analysis of macromolecular sequences, structures, gene expression arrays, proteomics, and management of the biological literature.
This is a team-taught course. You will get a chance to meet and interact with each of the core faculty in the computational bioscience program.

CPBS 7712 Research Methods in Biomedical Informatics (Taken in Spring of your First Year)
Credits: 4 semester hours
Prerequisite: BIOI 7711
Status: Required
How to plan, develop, execute and report on research in computational biology. In this course, each faculty member in the computational bioscience program will present a number of lectures on the research currently being conducted in his or her laboratory. Students will plan, execute and report on a research project of their own. This course is a stage in the transition from well-educated students to independent researchers.
Required Courses Continued

This is a team-taught course. You will get a chance to meet and interact with each of the core faculty in the computational bioscience program.

Please note: during the upper years of the program it’s required that students serve as the Teaching Assistant for one of the above courses. This is a great resume builder and further solidifies your Bioinformatics knowledge.

CPBS 7605 Ethics in Bioinformatics
(Taken Fall of 1st or 2nd Year as indicated by Program Administrator)
Credits: 1 semester hour
Status: Required
Discussion of professional conduct, social implications of research and questions raised by biomedical research with an emphasis on topics relevant to computational biologists. Active student participation in required.

BIOS 7606 Statistics for the Basic Sciences
Credits: 3 semester hours
Prerequisite: permission of instructor
Status: Required
This course provides an overview of fundamental concepts in statistics such as hypothesis testing and estimation and it provides an overview of statistical methods (for example, regression and analysis of variance) that apply to many areas of science.
*Students may take an alternative statistics course if their background would benefit from a more upper level stats course.

CPBS 7650 Research Rotations (2-3 Required)
Credits: 1 semester hour
Prerequisite: permission of instructor
Status: Required
This requirement is designed to give the student a better understanding of other sciences, promote collaboration between departments, and communicate effectively with biologists and scientists. The student must pick from Associated Faculty and ask permission to join their lab plus decide on a project, complete and submit the pre-rotation laboratory agreement, and deliver a short seminar at the time of completion. It is considered a tool for selecting a dissertation subject.

CPBS 8990 Doctoral Thesis
Credits: 30 semester hours
Prerequisite: Successful completion of required Computational Bioscience courses.
Status: Required
Doctoral study for the Ph.D. degree by students in the Computational Bioscience program only.

Annual Grant Proposal Requirement
Upper level (post comprehensive exam students) are highly encouraged to work with their mentor and submit a grant proposal to pursue self-funding. At least one per academic year should be planned and submitted.
Elective Courses

The following courses are optional courses in the program that can be taken for credit and used to fulfill the necessary credit hour limits. It will be possible—and sometimes strongly encouraged—for students to take other graduate level courses (in biology, mathematics and computer science) at UC Denver or from any other UC campus to achieve the appropriate distribution of expertise that the program is seeking in its students. Students must obtain prior approval from their graduate adviser or program director before taking such courses. The following list summarizes some of the available courses in biology, mathematics and computer science that have been identified to fill in deficient content areas of study.

Computational Bioscience Electives

CPBS 7620 Genomics (taught by Dr. James Sikela)
Credits: 2+1 semester hours
Cross listed: STBB 7620, HMGP 7620, MOLB 7620

CPBS 7630 Computational Methods for Addressing Big Data Challenges in Biomedicine (taught by Dr. Tzu Phang & Dr. James Costello)
Credits: 3 semester hours

CPBS 7655 Statistical Methods in Genetic Association Studies
Credits: 3 semester hours
Cross listed: BIOS 6655
Prerequisites: BIOS 6612 or permission from instructor

BIOS 7659 Statistical Methods in Genomics (taught by Dr. Katerina Kechris)
Credits: 3 semester hours
Prerequisites: BIOS 6611 or equivalent graduate level statistics course, instructor consent

CPBS 7660 Analysis of Genomics Data Using R and Bioconductor (taught by Dr. Tzu Phang)
Credits: 2 semester hours
Cross listed: BIOS 6660
Prerequisites: BIOS 6611 or equivalent

CPBS 7785 Independent Study
Credits: 1 to 3 semester hours
Prerequisite: BIOI 7711, 7712 and permission of instructor
This course is listed for the benefit of the advanced student who desires to pursue one or more topics in considerable depth. Supervision by a full-time faculty member is necessary.

CPBS 7791 Readings in Computational Bioscience
Credits: 1 semester hour
Prerequisite: permission of instructor

CPBS 7792 Special Topics in Computational Bioscience
Credits: 1 to 3 semester hours
Prerequisite: permission of instructor
**Elective Courses Continued**

**Biostatistics Courses**
BIOS 6611 Biostatistical Methods I  
Credits: 3 semester hours  
Prerequisites: Differential Calculus

BIOS 6612 Biostatistical Methods II  
Credits: 3 semester hours  
Prerequisites: BIOS 6611

BIOS 7711 Longitudinal Data Analysis  
Credits: 3 semester hours  
Prerequisites: BIOS 6612

BIOS 7712 Special Topics for Correlated Data  
Credits: 1 semester hour  
Prerequisites: BIOS 7711

**Computer Science Electives**
CSCI courses are available on the Boulder Campus. See [http://www.cs.colorado.edu/courses/catalog/](http://www.cs.colorado.edu/courses/catalog/) for complete course descriptions.

CSCI 5314 Algorithms for Molecular Biology  
Credits: 3 semester hours  
Same as MCDB 5314.  
Prerequisites: CSCI 2270 and one of CSCI 3104, CHEM 4711, IPHY 4200 or MCDB 3500.

CSCI 5582 Artificial Intelligence  
Credits: 3 semester hours  
Prerequisites: CSCI 3155 or equivalent

CSCI 5622 Machine Learning  
Credits: 3 semester hours  
Prerequisites: Graduate standing or consent of instructor

CSCI 5817 Database Systems  
Credits: 3 semester hours  
Prerequisites: CSCI 2270. Recommended: CSCI 3287 and CSCI 3753

CSCI 5832 Natural Language Processing  
Credits: 3 semester hours  
Same as LING 5832  
Prerequisites: Graduate standing or consent of instructor

CSCI 7000 Bioinformatics and Genomics  
Credits: 3 semester hours  
Same as MCDB 5520
## Academic Planning

### 1st Year Curriculum & Milestones

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
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<tr>
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<td>IDPT 7806</td>
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<tr>
<td></td>
<td>IDPT 7807</td>
<td>Biomedical Core Course II</td>
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<td>IDPT 7809</td>
<td>Biomedical Core Course IV</td>
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<td></td>
<td>CPBS 7711</td>
<td>Methods and Tools in Biomedical Informatics</td>
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<tr>
<td></td>
<td>CPBS 7605</td>
<td>Ethics (offered every other year)</td>
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### Spring

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<tr>
<td>CPBS 7650</td>
<td>Research Rotation #1 (required ~Jan.-March)</td>
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<td>CPBS 7650</td>
<td>Research Rotation #2 (required ~March-June)</td>
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Preliminary Examination (late June or early July)

### Summer

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<td>Doctoral Thesis or Research Rotation #3 (if needed ~July-August)</td>
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Choose mentor (mid-to-late August)

### 2nd Year Curriculum & Milestones

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<tr>
<td></td>
<td>Dept Varies</td>
<td>Elective Course**</td>
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### Comprehensive Exam/Thesis Proposal

### Years 3-5 Curriculum & Milestones

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<tbody>
<tr>
<td></td>
<td>CPBS 8990</td>
<td>Doctoral Thesis*</td>
<td>5 credits/semester</td>
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Dissertation Committee meeting and Dissertation update talk – 1 per year each at ~ 6 month intervals

Dissertation Defense (You must complete 30 credits of CPBS 8990 before or in the semester you defend)

**Total Credits = 60 (30 from coursework and 30 Doctoral Thesis)**

*Do not take more than 10 credits of CPBS 8990 before taking the Comprehensive Exam.

**Number of elective credits needed depends upon educational background (Comp Sci, Bio, Math, etc) and number of credits transferred into the CPBS program from other graduate programs.
Research Rotations

In addition to didactic training, research rotations constitute an important component of the first-year of the program, providing students with intensive introductions to experimental design and quantitative data analysis, as well as introducing them to available research opportunities. Beginning immediately after completion of the IDPT core courses (IDPT 7811-7815) each student will conduct a rotation in the laboratory of a CPBS faculty member, prior to choosing a primary thesis advisor (at the end of the first year). Students should approach the research rotations with the primary goal of identifying their future thesis advisor. All students are required to complete at least two rotations. This can be supplemented with a third rotation in the summer.

Because of the interdisciplinary nature of the CPBS Program and the students who enter the program, the laboratory rotations aim to provide students with the opportunity to broaden their scientific experience in Computational Bioscience and ultimately choose a laboratory for their thesis research. Students are expected to complete and submit a pre-rotation laboratory agreement (available at http://compbio.ucdenver.edu/pages/requiredcourses.html), at least two weeks prior to the start of the rotation and deliver a post-rotation talk at the end of the rotation.

How to select a lab for rotation

After reviewing the work being conducted in the lab of your interest, make an appointment to speak with the PI and have an idea ready for the type of work you are interested in. It is the student’s responsibility to take the initiative to contact a rotation advisor and arrive at an agreement with the advisor in a timely manner.

What happens during rotations?

Students are expected to devote non-classroom time to the rotation. This works out to approximately 25 hours per week for 12 weeks. You will be given space and are expected to join in discussions with the group. Your project should be discussed with the PI or a senior member of the lab at the beginning of the rotation and when formulating your project you should focus on identifying a specific hypothesis or claim, explaining why the hypothesis is interesting to test, defining what method could be used to test it and defining the appropriate way to report results to be meaningful for your chosen research area. Although a fully completed project is desirable, the short rotation period may not allow this in which case you should end your rotation with an analysis of what has been learned to this point, and what steps would be necessary for this to be a fully completed project. The most important aspect of the rotation is familiarizing yourself with the work of the lab, participating in meetings, discussions, and seminars, and reporting on the project to the extent that it was completed.

Annual Rotation Schedule (approximate only):
January – March (12 weeks @ 25+hr/wk)
March- June (12 weeks @ 25+hr/wk)
July – August (6 weeks @ 40+hr/wk)—3rd rotation taken only if necessary.

Post-rotation talk

Post-rotation talks are scheduled near the end of each semester (fall and spring) and are similar to 'lightning talks' at a conference or symposium. Unlike other presentations, lightning talks last only a few minutes and several will usually be delivered in a single period by different speakers. You should prepare a 4-6 slide presentation and include title, introduction, hypothesis, results, methods, conclusions, and acknowledgements. You should be prepared to speak for 10-15 minutes, including time for audience questions. Your talk should focus on a specific hypothesis or claim, and explain why the hypothesis is interesting to test, what method you chose to test it, what the outcome of the test was, and why the outcome is meaningful and significant for your chosen research area. If you have worked on the same project outside the rotation period, you must clearly distinguish what you did during the rotation period from your other work. You should review the content of your presentation with your rotation advisor prior to giving the talk. Ideally, you will have been discussing your rotation with your advisor weekly, thus the
The contents of your talk will not be a surprise to anyone. Rotations are graded by the faculty at large, rather than by your rotation advisor, so your talk reflects on your advisor as much as it does on you.

Preliminary Examination
The preliminary examination is given at the end of the first year, is the departmentally administered preliminary examination. The preliminary examination is a broad-based written examination covering the didactic material presented during the CPBS 7711 and CPBS 7712, and the exam incorporates a week-long programming problem. The exact format of the examination, time and number of questions, may change on an annual basis but typically the layout is as follows:

Day One: Short Answer Essays—several questions are presented and you must answer a certain number of them. These responses from you are due at the end of the day.

Day Two: Long Answer Essay—you are given one question in which you must answer fully. This response from you is due at the end of the day.

Day Three: Programming—a programming question is given and you will have approx. 1 week to develop your program and submit. Due be sure to include information for the grader on how to run the program.

A passing grade is required for continuation in the program. In the case of a failing grade, it is entirely at the discretion of the preliminary exam committee whether to permit re-examination on all or part of the requirement, or to terminate the student’s matriculation. Assuming successful completion of the preliminary examination requirement, a student may immediately begin work in a dissertation laboratory and become eligible to take the University comprehensive examination.

The statement below clarifies the Graduate School policy on students who do not pass the preliminary exam. Passing the exam requires that a student earn a passing grade on all parts of the exam if the exam is separated into multiple days; failure on either part results in failure of the entire exam. From the Graduate School Rules:

“Each program is responsible for ensuring that students are qualified for doctoral study through a preliminary examination. The results (Pass/Fail) must be reported to the Graduate School. A student who fails the examination is subject to immediate dismissal from the Graduate School upon the recommendation of the program and concurrence of the Dean. At the program’s discretion, a student who fails the examination may retake it once.”

In addition to the program having the discretion to allow a student to retake the preliminary examination, the program has full responsibility for designing the compensatory examination and for determining what constitutes a passing grade.

Selecting A Thesis Advisor and Thesis Advisory Committee
The selection of a thesis advisor is one of the most important decisions a student will make during the course of his or her graduate career. Each student must select a thesis advisor from among the Core Training Faculty. (see p.1) The first year of the training program is designed to provide each student with an opportunity to interact with the faculty so that he or she feels familiar with the faculty members and their respective research interests. The student should know which faculty member he or she wishes to work with or about the date of the Preliminary Examination; however, a thesis advisor may be selected at any time during the first year. In the unlikely event that a student is unable to select a thesis advisor prior to the beginning of the Fall semester of the second year of graduate training, the Program reserves the right to dismiss the student from the program.

After a thesis advisor and project have been chosen, the student and advisor will request that three or four faculty members serve as the Thesis Advisory Committee (TAC). The TAC meets once every six months with the student and his or her thesis advisor to monitor progress of the project and to provide additional input and suggestions. The student must take the initiative in scheduling TAC meetings. After each committee meeting, the student will complete the Thesis Advisory Committee Meeting Summary with his or her TAC chairman. This web form must be completed no later the two weeks following the TAC
meeting. If the TAC meeting is accompanied by an annual presentation, then both the presentation and the meeting forms must be completed at http://predocprogress.ucdenver.edu.

**Comprehensive Exam**

The University-based Comprehensive Examination is an orally defended Doctoral thesis proposal taken at or near the end of the second year. It is based on the student’s doctoral thesis proposal, but can include other areas of study as well. This exam typically takes the format of presenting the problem, defending its innovation and demonstrating a workable knowledge of the field of study to assure that independent work is eminent.

The student’s doctoral thesis committee judges the quality of the examination and makes recommendations for further academic advancement.

It is necessary that students complete all course work or finish all course work in the same semester as the exam, pass their preliminary examination and have a doctoral thesis topic before they can schedule their Comprehensive Examination. After successfully completing this examination and meeting all other Graduate School requirements, students are recognized as formal Ph.D. candidates who can proceed with their independent research work that will ultimately culminate in their Ph.D. dissertation.

You must be registered for at least one doctoral thesis credit hour (CPBS 8990) during the semester in which the examination is taken.

The Comprehensive Exam contains three major components:

1. The written Doctoral thesis proposal
2. The thesis presentation
3. The oral defense of the Doctoral thesis proposal

After completing or registering for all program-required non-doctoral thesis coursework, and concurrently with applying for admission to candidacy for the Ph.D., you must take a comprehensive examination in your field of concentration and related fields. This examination (written, oral, or both) will test your mastery of a broad field of knowledge, not merely the formal coursework which you have completed. The oral part of the comprehensive examination is open to members of the Graduate Faculty. This examination must be completed no later than the end of your third year. Under extenuating circumstances, and with the recommendation of the Program Director and concurrence of the Dean, the examination may be taken during the fourth year. A student cannot take the comprehensive examination with less than a 3.00 G.P.A. or before the Graduate School application is submitted and approved. The complete policy and procedure for taking the comprehensive exam is listed on the Graduate School website at www.ucdenver.edu/academics/colleges/Graduate-School under the Students Services–Ph.D. Resources page.

The necessary steps to schedule and take the comprehensive exam are as follows:

1. Form a Comprehensive Exam Committee & Doctoral Thesis Advisory Committee

   Shortly after selecting a thesis advisor, you, in collaboration with your mentor, shall recommend a Doctoral Thesis Advisory Committee subject to approval of your Program Director. Inform the Program Administrator of the committee (5 persons, typically 4 inside program members and 1 outside) to ensure all members have appropriate graduate faculty status. Although it is recommended that the Doctoral Thesis Advisory Committee be the same as the Comprehensive Examination Committee, the two committees need not be identical. The Doctoral Thesis Advisory Committee will serve as an advisory function to you and your mentor, and shall also monitor your progress in generating and/or collecting data to be used in the writing of the doctoral thesis. The Doctoral Thesis Advisory Committee will give you formal permission to write the thesis once sufficient data have been collected and analyzed. The Doctoral Thesis Advisory Committee shall meet at least once each year, usually during the students thesis update talk. Records of the meetings and of your progress will be kept in your file in the Graduate Program office. If you fail to have a Doctoral Thesis Advisory Committee meeting in the preceding 12 months, you will not be
permitted to register for Spring Semester, or for subsequent academic terms. Once you are in compliance with this rule, you will be permitted to register.

2. Submit a Doctoral Thesis Proposal
   Before taking the Comprehensive Examination, you must submit a doctoral thesis proposal to the Program Director and to the Doctoral Thesis Advisory Committee at least two weeks prior to the scheduled examination date, and schedule the examination with the Graduate School by filing all the required Graduate School forms.

   A doctoral thesis (written presentation of novel research) is based on original investigations and showing innovation in computational bioscience methodology. The doctoral thesis proposal should be in a format comparable to a National Institutes of Health (NIH) R03 grant submission (http://grants.nih.gov/grants/funding/r03.htm).

3. Complete the Graduate School Comprehensive Examination Forms
   The Graduate School requires three forms be submitted in order to take the University Comprehensive Exam. All forms and information are located on their website at http://www.ucdenver.edu/academics/colleges/Graduate-School/student-services/academic-resources/Pages/PhDEdDResources.aspx

   The following must be submitted to the graduate school at least 2-weeks prior to your exam:
   1. Application for admission to candidacy
   2. Request for scheduling exam
   3. Transfer of credit (if applicable)

DO NOT WAIT TO FILL OUT FORMS—the 2 week deadline is hard and if something is amiss with your paperwork you will be required to reschedule your examination date.

Comprehensive Exam Format
   In seminar format, students will present material from the Doctoral Thesis Proposal to their committee members and the general public. The presentation should last 45-60 minutes and allow time for general questions. Shortly after the presentation is complete, the public audience members will be dismissed and the oral comprehensive exam will begin. This oral examination will test your mastery of a broad field of knowledge, not merely information from your dissertation proposal or the formal coursework which you have completed.

Funding Proposals
   Students who have passed their Comprehensive exam must submit a project proposal to seek funding for themselves at least one per year. Please speak to your thesis advisor to determine which sponsor would be most appropriate for your project.

Doctoral Thesis Update Seminars
   After completion of the comprehensive exam students are required to give a thesis update seminars on an annual basis as well as TAC mandatory meetings at least every six months in between updates. Update seminars provide a good opportunity for the student’s TAC to review the student’s progress and to invite input from the faculty as a whole, as well as afford the student opportunities to polish presentation skills. A student in consultation with his or her advisor, and with the approval of the Program Director, should select an outside committee member (see below) by the date of the first thesis update (i.e., on or around one year in thesis laboratory). Following each committee meeting, regardless of whether the student gives a public presentation, the student and TAC chair will complete the Thesis Advisory Committee Meeting Summary web form (see above). Six-month meetings with the TAC are mandatory; failure to meet within the six-month time frame will result in denial of registration for the next academic semester.
**Thesis Defense**

The student's doctoral thesis advisory committee conducts the "Defense of Dissertation" after completion of the independent research. Arrangements for the final examination must be made through the Graduate School at least two weeks in advance. This doctoral thesis document must be written, approved by an examining committee authorized by the program, and in a final format approved by the Graduate School. A near final draft of the work is submitted to the examination committee at least two weeks prior to the final oral examination (Defense of Dissertation). The examination committee must formally approve the dissertation before the candidate submits a final and appropriately formatted version of the dissertation to the Graduate School. All Graduate School guidelines and specifications must be followed. Students must register for and complete 30 semester hours of doctoral thesis credit (CPBS 8990) to be eligible for the Ph.D. degree.

Upon successfully defending the innovation of the problem and student's independent research efforts, the Ph.D. candidate must complete all the contingencies and formal recommendations of the doctoral thesis advisory committee and the Program Director. A final grade for the 30 semester hours of thesis research is assigned only after the student submits the final, approved manuscript, documenting the completed, innovative and independent research work to the Dean of the Graduate School. If approved by the Graduate School, the Dean of the Graduate School makes a recommendation to the Chancellor, on behalf of the entire graduate school faculty, who then awards the Ph.D. degree to the candidate.

**Clarification of Graduate School Rules for Examination Results**

**Pass**

You must receive the affirmative votes of a majority of the members of the committee in order to pass.

- You will need to pay attention to the rules regarding registration for the correct number of dissertation hours in the semester during which you will take the comprehensive exam in order to be eligible for it.

**Pass with Conditions**

The committee may feel that, although you have passed the examination, you should complete additional work. This may be in the form of rewriting submitted work, additional coursework, etc. These conditions must be satisfied within six months. You will be considered to have "passed" when these conditions are met. Failure to meet the conditions will result in failure of the examination.

- You should register for dissertation hours as if you had passed without conditions (see the notes under PASS above).

**Fail**

In the event that you fail the examination, you are subject to immediate dismissal from the Graduate School. At the discretion of your program, you may be allowed to retake the examination once. The remedial exam will be in a form designated by the committee and must be completed within six months.

- You will be required to meet registration requirements for the new examination.

**Disciplinary Actions**

The University of Colorado Anschutz Medical Campus, consistent with most other educational institutions, has a student honor code. The Computational Bioscience Ph.D. Training Program endorses and enforces this honor code. A student who violates the honor code will be called before the Program Director who may assign disciplinary action, up to and including dismissal from the program.

Each student is expected to maintain satisfactory academic progress. A student whose grade point average drops below a 3.0 is placed on academic probation. To be removed from academic probation, a student must achieve a GPA of 3.0 or above for the academic semester following the semester for which the student was placed on probation, and must achieve a cumulative GPA of 3.0 or above within two semesters of being placed on probation. A student who fails to be removed from academic probation within two semesters will be dismissed from the program.
The student requirements described in this handbook must be met by the deadlines stated. The Program Administrator & Director monitor the progress of each student. If they conclude that a student is not meeting the program’s requirements in a timely manner, they may request a meeting with that student. After review, the Program Administrator & Director may take any actions deemed appropriate, including placing conditions on the student's continuance in the program or dismissing the student from the program. If a student is in jeopardy of missing a deadline or believes he or she is not achieving acceptable progress, the student should contact the Program Director immediately. Failure to notify the Program Director of problems in completing requirements can result in dismissal from the program.

Campus Resources

**AMC Bookstore**
[http://www.ucdenver.edu/AMCbookstore](http://www.ucdenver.edu/AMCbookstore)

The Anschutz Medical Center Bookstore provides the most complete inventory of Medical and Scientific books in the Rocky Mountain area. Over 3,000 titles are available for immediate shipment including an extensive selection of Medical titles in CD-ROM and PDA formats. Software is available at discounted education prices for faculty and students. Special orders for books and software are available for titles not in stock. The bookstore carries all books and products necessary for course work at the University of Colorado Denver Anschutz Medical Center.

Location:

Anschutz Medical Campus  
Building 500; 1st Floor  
13001 East 17th Place  
Aurora, CO 80045  
303-724-2665 (4-BOOK)

The AMC Bookstore is located on the 1st floor of Building 500. When you enter building 500, go up one floor by elevator or stairs from the lobby entrance, from the stairs/atorator go north, until you see a set of double doors to enter the food court (old hospital cafeteria space) and turn east (right) to enter the bookstore.

Hours:  
Monday - Friday  
8:00 am - 5:00 pm

**Health Sciences Library**
[http://hslibrary.ucdenver.edu/](http://hslibrary.ucdenver.edu/)

The UC Denver Health Sciences Library links people, reliable health sciences knowledge, and technology in support of effective learning, quality health care, vital research, and community service. The staff of the library strives for the highest quality services as they enhance access to the knowledge base of the health sciences, instruct users in information retrieval and management techniques, and acquire and organize a specialized collection of electronic, print and other resources in a cost-effective manner.

Location:  
Health Sciences Library | University of Colorado Denver  
Mail Stop A003  
12950 E. Montview Blvd.  
Aurora, CO 80045 | USA  
Phone: 303-724-2152

Hours:  
Monday - Thursday  
7:00 am – 12:00 Midnight  
Friday  
7:00 am – 6:00 pm  
Saturday  
10:00 am – 6:00 pm
You can book Library meeting or computer training rooms through the ESS scheduling system (http://schedule.ucdenver.edu/virtualems/) -- come by if you need to find out which rooms, what sizes, etc. The Library has a 40 laptop lab (can be divided into two rooms), televideo conference and av capabilities in most rooms, flat screens or projectors for presentations, and a small portable mic for use in some of the larger rooms without built in av.

**IMPORTANT LIBRARY URLs:**
- Library Home Page - [http://hslibrary.ucdenver.edu/](http://hslibrary.ucdenver.edu/)
- Tips on using the library’s resources and services in demonstration Flash videos. Other Tutorials of interest:
  - Keeping Up: Organizing access to search alerts from the medical literature, blogs, and websites - [http://hslibrary.ucdenver.edu/education/KeepingUp.php](http://hslibrary.ucdenver.edu/education/KeepingUp.php)
  - NCBI "Introduction to Molecular Biology Resources" - [http://www.nlm.nih.gov/bsd/disted/courses/molbio.htm](http://www.nlm.nih.gov/bsd/disted/courses/molbio.htm) These recordings are from a 3 day course offered for librarians on the NCBI resources. Provides in-depth training on various NCBI resources.

Find Journals - [http://hslibrary.ucdenver.edu/journals](http://hslibrary.ucdenver.edu/journals) (to find journals with full text online)
Ask a Librarian - [http://hslibrary.ucdenver.edu/aal/](http://hslibrary.ucdenver.edu/aal/) Use our email and chat services to get answers to your questions.
Databases Page - [http://hslibrary.ucdenver.edu/databases/](http://hslibrary.ucdenver.edu/databases/)
Databases for Computers/Information Technology - [http://hslibrary.ucdenver.edu/databases/subject/119](http://hslibrary.ucdenver.edu/databases/subject/119)
Research Consultation - [http://hslibrary.ucdenver.edu/research-support/consult.php](http://hslibrary.ucdenver.edu/research-support/consult.php)
Classes - [http://hslibrary.ucdenver.edu/classes/](http://hslibrary.ucdenver.edu/classes/)
Handouts - [http://hslibrary.ucdenver.edu/handouts/](http://hslibrary.ucdenver.edu/handouts/)
Tutorials - [http://hslibrary.ucdenver.edu/online-tutorials](http://hslibrary.ucdenver.edu/online-tutorials)

Subscribe to the Appendix: Official Organ of the Health Sciences Library (6/year email newsletter) - [http://hslibrary.ucdenver.edu/newsletter/subscribe.php](http://hslibrary.ucdenver.edu/newsletter/subscribe.php)

PDA Resources - [http://hslibrary.ucdenver.edu/pda-guide](http://hslibrary.ucdenver.edu/pda-guide) consult with lilian.hoffecker@ucdenver.edu if you have questions.


iGoogle - [http://www.google.com/ig](http://www.google.com/ig) Register and create a customized "dashboard" that you can log into from anywhere, use gadgets to see RSS feeds and other useful tools, see [http://hslibrary.ucdenver.edu/handouts/class-handouts/igoogle.pdf](http://hslibrary.ucdenver.edu/handouts/class-handouts/igoogle.pdf)


Personalize PubMed with My NCBI: Save searches, create collections, and view filtered subtopics when you are logged into My NCBI. Create your own account: click [Register] in upper right of the screen, then you can:

SAVE PUBMED SEARCHES AND RECEIVE PUBMED AUTOALERTS:

- While viewing the results from a search, click on "Save Search" (to the right of the search box).
- You will be asked "Would you like e-mail updates of new search results?" If you answer Yes, fill in the form provided with your email and delivery preferences. If you answer No, your search will be stored in a list in your My NCBI account.
- To find and run a search that has been saved, sign into My NCBI and click on the "My NCBI" link in the upper right corner.
- Find the search you want to run in the list and click on the search link to run the search. Click in the checkbox, then on the "What's new for selected" button at the bottom of the page.
- Delete old searches by clicking on the checkbox, then on the "Delete Selected" button at the bottom of the page.

If you use the PubMed link from the library's webpage, you will see our green Article Linker button.

If you use the URL pubmed.gov or any other link to PubMed, you will need to set up the "Outside Tool" to use the green Article Linker button.

- Login to My NCBI
- Click on My NCBI in the upper right
- Click on Preferences on the left, then "Outside Tool" in the list under PubMed (not SNP)
- Click on the letter "U"
- Find "University of Colorado at Denver Health Sciences Library" in the list, click on the button to the left of this listing. SAVE

My NCBI Collections: Save collections of citations for later reference. (Make sure the Internet Explorer popup blocker is off - Tools/PopUp Blocker/ Turn off)

- Sign in to My NCBI if you have not already done so.
- Run a PubMed search,
- Select Collections in the Send to menu.
- On the Save Collection pop-up window you may create a new collection or append to an existing collection, enter a collection name, and delete the saved items from the clipboard.

Recreation

Lounge 500, in Building 500 is a lounge for all Anschutz Medical Campus students – it is accessible 24/7 with your student ID (which you will receive during your school/program orientation). The lounge includes billiards, ping pong, foosball, seating, and privacy rooms which can be used for breastfeeding, prayer, naps (!), etc. Check out the space – it’s right next to the Bookstore/ Food Court area on the first floor of Building 500. There are a few quadrangle areas which are good gathering places for volleyball, frisbee, football and other outdoor activities. You may checkout volleyball net sets, frisbees, etc., from the Student Assistance Office. 303-724-7686.

The Fitzsimons Golf Course is available for everyone to use. Call (303) 397-1818 for a tee time. Visit their web site at [www.golfaurora.com/fitz.htm](http://www.golfaurora.com/fitz.htm)

Intramural Sports

- Flag Football - Fall – Commissioned by AMC Campus
- Volleyball - Fall and Winter – AHEC
- Basketball - Fall and Winter - AHEC
- Flag Football is commissioned by AMC students.
- Basketball and volleyball utilize the services of the Auraria Campus.
Fees for team sports at Auraria are typically $30/student player on a team. $50/guest (spouse, friend, roommate, etc.). Watch the [www.ucdenver.edu/studentassistance](http://www.ucdenver.edu/studentassistance) website, as well as your @ucdenver.edu email for upcoming sports announcements.

Anschutz Medical Campus students are able to use the Recreation Facilities at the Downtown Campus of UC Denver. The Recreation Center is actually the property of Metropolitan State College of Denver, but all of Auraria and Anschutz Medical Campus students are able to use the facilities. You need to have your Anschutz Medical Campus ID (that means you can participate AFTER orientation). Go to [http://www.mscd.edu/~cra/](http://www.mscd.edu/~cra/#) for more information.

Other facilities and parks close to the Anschutz Medical campus include:

- **Moorhead Recreation Center**
  2390 Havana Street, Aurora, CO 80010 (303) 366 1718

- **Parklane Pool**
  3200 Tucson Street, Aurora, CO 80011 (303) 341-2650

Aurora Parks and Recreation:
- General’s Park (at the corner of Colfax and Peoria) Cottonwood Park, Sand Creek Park, Moorhead Park, Spencer Garrett Park, and Havana Park.
AMC Health Insurance Office
http://www.ucdenver.edu/life/services/student-health

The Anschutz Medical Campus at the University of Colorado provides varied student needs in the area of health. The Student Health Insurance (SHI) Plan is designed to provide students with health care coverage offering a PPO accident and sickness health plan.

All degree and specific approved, certificate-seeking students enrolled in five or more credit hours must take the School of Medicine's Student Health Insurance Plan unless they can prove enrollment in other comparable insurance. Forms are located online at http://www.ucdenver.edu/life/services/student-health/Documents/AMC_StudentEnrollWaiver.pdf and in Appendix C.

The Student Insurance Office is available to all students at the School of Medicine to assist with selecting or waiving the Student Insurance Plan. The Student Health Insurance Coordinator can help you evaluate your insurance needs so you choose the best plan available. If you are having problems understanding a bill, or you think an error has been made, don't hesitate to contact the Student Insurance Office. One of the functions of the Student Insurance Office is to help you resolve billing issues.

Location:
Student Health Insurance Office | University of Colorado Denver
Mail Stop A035, Education II, North Room #3208
Aurora, CO 80045
Phone: 303-724-7674
E-mail: Laverne Loechel

Parking and Transportation
Commuting to Campus
http://www.ucdenver.edu/life/getting-to-campus/Pages/driving-directions.aspx

Head to Parking and Maps for information on where to park, bike rack/bike locker locations, maps to get there, etc. The parking office is located in Building 500 on the 1st floor (west side of the food court eating area).

Public Transportation
The RTD College Pass is available to all active (enrolled) Anschutz Medical Campus degree seeking students (including the Dental ISP Program). The pass is supported by a mandatory, student use fee, this and other fees are covered by the program in concurrence with your tuition waiver.

The AMC RTD College Pass INCLUDES all regular fixed route service, including bus (local, express, regional), light rail, call-n-Ride, and skyRide service (free to AMC students with RTD College Pass).

Services NOT included in the RTD College Pass program are: access-a-Ride, BroncosRide, RockiesRide and other special event services.

For any term in which the degree-seeking student enrolls for academic credit at Anschutz Campus, the fee will be assessed. Waivers out of the College Pass Program will be allowed only for individual students who meet specific criteria which is outlined in the Fee Waiver Application form. Detailed information about the Waiver process may be found on the Student Assistance website.

For degree seeking students new to campus, the College Pass will not be available until the student completes orientation and receives their AMC ID Badge. For new students, the College Pass will be distributed by the Badging / Security Office during matriculation. Students will be scheduled for Anschutz Campus ID Pictures, and the RTD College Pass ID will be prepared and distributed at the same time.
Carpooling

http://zimride.ucdenver.edu/

UC Denver Zimride is a new, fun and easy way to find rides where you need to go or coordinate your daily commute. Zimride uses Facebook integration and Google Maps technology to make it easy for you to find a friend or fellow UC Denver classmate to share the ride with. It's simple!

Many people have flexible schedules. With Zimride you can even find someone for occasional carpools.

Add your ride today and start saving!

Thanks for making a more sustainable, social and fun form of transportation for our community.

If you have questions, contact our UC Denver Zimride Team, Jarrett.Smith@ucdenver.edu or Kerrie.Bathje@ucdenver.edu

UC Denver Shuttle Service

The University offers a bus service to the Faculty, Staff and Students that runs between the Anschutz Medical Campus (AMC) and the Lawrence Street Center Building downtown (LSC). There are two designated BUS STOPS for pick up and drop off:

- In front of Building 500 on the Anschutz Medical Campus (south side)
- In front of the main entrance to the Lawrence Street Center Building downtown

This service is free to UC Denver faculty, staff and students with University ID.

**Hours of Operation Monday – Friday**

For more information see the schedule in Appendix C and for updates visit their website http://www.ucdenver.edu/about/departments/FacilitiesManagement/ParkingMaps/Pages/UCDShuttleService.aspx.
Building Maps
Some of your classes will be held in the Education 2 Towers (North and South). Below are maps of the 1st and 2nd floor rooms in both towers.
For a map of the full campus view:
Student Assistance Office

http://www.ucdenver.edu/life/services/student-assistance

The Student Assistance Office's mission is to enhance student life at the Anschutz Medical Campus of the University of Colorado Denver by providing excellence in specific non-academic and academic student services.

Students who have been admitted into their respective school/program or who are currently enrolled can utilize the Student Assistance Office's many services during their tenure at the Anschutz Medical Campus. All students may utilize the services of this office.

Location:

Anschutz Medical Campus
Education II North
3rd Floor #3123
Aurora, CO 80045
303-724-7686

Hours:

Monday through Friday
8:00 a.m. - 5:00 p.m.

The Student Service Suite includes several offices -

- Bursar/Cashier
- Diversity and Inclusion
- Financial Aid
- Registrar
- Student Assistance
- Student Health Services/Student Health Insurance

These offices are centrally located on the 3rd floor of Ed II North. The Student Assistance Office is responsible for maintaining smooth access to the variety of services utilized by students. In addition, the Student Assistance Office offers a variety of programming and services to all students at the Anschutz Medical Campus.

The Student Life Handbook contains a wealth of information about the services within the suite, as well as general information about other campus departments and services. Hard copies are available in the Student Assistance Office, or you can download a copy from their website.


University Policies

Honor Code


The Computational Bioscience Ph.D. Program, while housed in the School of Medicine is governed by the Graduate School, and follows guidelines, policies and calendars for the Basic Science departments. For clarification on specific policy questions you can contact the Graduate School by phone 303-724-2915, email Graduate.School@ucdenver.edu or in the office (Academic Office 1 building, Room 2609).

The student academic honor and conduct code and forms are located in Appendix A of this handbook or online at http://ucdenver.edu/academics/colleges/Graduate-School/student-services/Documents/HonorCode.pdf.
Vacation and Holiday Policy
Students who receive full support stipends from the Computation Bioscience Ph.D. program are required to pursue their training on a fulltime basis, devoting each day of the normal work week, plus any additional time required by their research projects and academic courses. Additionally, for a student to maintain fulltime student status, the following guidelines for vacation and leave time have been established by the Graduate School. These represent the leave to which a graduate student is entitled; however, research demands and commitment to graduate studies often result in students using less than the allotted leave. The program does not have a formalized system for accounting for vacation and sick leave; therefore monitoring falls under the honor system and is the responsibility of the student.

Vacation and Holidays
Graduate students shall receive no more than 14 calendar days (counting all days Monday through Sunday) of vacation per annum, with no year-to-year accrual. Students shall continue to receive stipends during vacations. The times between academic terms, spring break, and the summers are considered active parts of the training period and are not free times. Students taking courses should not take vacations when classes or exams are scheduled. Vacation time must be arranged with the dissertation advisor or program director ahead of time.

Sick Leave and Other Leave
Graduate students may continue to receive stipends for up to 15 calendar days (counting all days Monday through Sunday) of sick leave per annum, with no year-to-year accrual. Under exceptional circumstances, additional sick days may be granted following a written request and approval by the student’s program director. Sick leave may be used for the medical conditions related to pregnancy and childbirth. **Note there is a separate parental leave policy for students indicating that 8 weeks may be taken by either parent either before or after the birth of a child.**
Disclaimer
This handbook, which includes parts of the Graduate School Rules, does not constitute a contract with the University of Colorado Denver Graduate School nor with the Computational Bioscience Program, either expressed or implied. Both the Graduate School and the Computational Bioscience Ph.D. Training Program reserve the right at any time to change, delete, or add to any of the provisions or contents at their sole discretion. Furthermore, the provisions of this document are designed to serve as firm guidelines rather than absolute rules and exceptions may be made on the basis of extenuating circumstances.

Cover photo done by individuals at the University of Illinois.
Appendix A: Honor Code
Honor Code and Forms

STUDENT ACADEMIC HONOR AND CONDUCT CODE
UNIVERSITY OF COLORADO DENVER
ANSCHUTZ MEDICAL CAMPUS

A. ACADEMIC HONOR AND CONDUCT CODE

Education at the Anschutz Medical Campus is conducted under the honor system. All students who have entered graduate and health professional programs should have developed the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. All students are expected also to have achieved a level of maturity reflected by appropriate conduct at all times.

Although it is not possible to list every situation that violates the UCDAMC academic honor and conduct code, the following examples will provide a reference point:

1. Academic Honesty

Students should adhere to the highest standards of academic honesty and integrity. Examples of behavior that violates these standards include: plagiarism (including the undocumented use of internet and web-based information), cheating, illegitimate possession and/or use of examinations, violation of the ethical standards for conducting research, and falsification of official records.

2. Professional Conduct

As future health professionals, students should also adhere to the highest standards of professionalism. Examples of unprofessional conduct include misrepresentation of effort, credentials, or achievement in either the academic or professional setting; any action which compromises the quality or safety of patient care; violation of patient confidentiality; and any other conduct unbefitting a professional health practitioner or biomedical researcher.

3. Alcohol and Drug Use

Alcohol and/or drug abuse compromises the student's ability to learn and to practice as a health provider or researcher and thus is considered unprofessional conduct. Students who have a problem with alcohol and/or drugs should seek assistance from services available on campus. The sale of drugs or the possession of narcotics is against the law. In order to minimize the potential for alcohol abuse at campus functions, students (as guests and/or hosts) must adhere to current University policy governing the consumption of alcohol on campus.

4. Respect for the Rights and Property of Others

Students should conduct themselves in a manner that recognizes the rights and property of others. Examples of inappropriate behavior include: theft, damages to University or personal property of others, disruption of educational or other activities on campus, illegal use of University facilities, sexual harassment, physical assault, and any conduct that threatens the health or safety of others. The primary responsibility for reporting violations of the student honor and conduct code rests with the individual student who has violated them.
However, fellow students and members of the faculty also share in this responsibility.

B. RELATIONSHIP OF HONOR AND CONDUCT CODE TO LOCAL, STATE AND FEDERAL LAWS

The University adheres to all appropriate local, state and federal laws, and cooperates with law officials in all matters. Any alleged violation of local, state or federal laws will be referred to the appropriate law enforcement agency and such laws have precedence over the provisions of this policy.

C. GRADUATE SCHOOL HONOR AND CONDUCT COMMITTEE

The committee generally consists of four faculty members and two student representatives. The primary focus of this advisory committee is to examine alleged violations of the honor and conduct code, to hear testimony, and to make recommendations to the Dean as appropriate.

D. PROCEDURES

1. Alleged violations by faculty or students of the student honor and conduct code are first reported to the Dean or Assistant Dean. Normally, disciplinary action should not be taken against the alleged violator until the Honor and Conduct Committee and Dean have reviewed the case and arrived at a decision. However, if the alleged violation threatens the welfare or safety of others or is against the law (see B above), appropriate action should be taken immediately.

2. The Dean or Assistant Dean will review the information submitted concerning the alleged violation. If the alleged violator has been confronted with the violation and admits having violated the honor code, the case may be referred immediately to the Dean for review and action. If there is no admission of wrongdoing, the case will be referred to the Honor and Conduct Committee for a hearing. The Assistant Dean will coordinate the hearing process. Legal counsel will not be present for either the student or the University parties. The hearing will adhere to the following minimum guidelines:
   a. Adequate notice to all concerned parties.
   b. An opportunity provided for the student accused of the violation to be heard and to question the person alleging the violation.
   c. A detailed confidential record of the proceedings.

3. Following its deliberations, the Honor and Conduct Committee will submit its findings and recommendations to the Dean. The Dean will make a decision on the case in a timely manner and will communicate the decision to the student and to the appropriate faculty members.
ACADEMIC HONOR AND CONDUCT CODE

Education at the Health Science Center is conducted under the honor system. All students who have entered graduate and health professional programs should have developed the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. All students are expected also to have achieved a level of maturity reflected by appropriate conduct at all times.

I, ________________________________, have received and reviewed a copy of the UCD-AMC Honor Code found in the Graduate School Handbook and pledge to abide by these rules, signed this date ____________________________.

(Today’s date)

Signed: ____________________________________________________________

Please return to the Program Administrator, Elizabeth Wethington, before September 1.
Appendix B New Student Checklist
New Student Checklist

- Submit required admissions paperwork to the Graduate School Office
- Submit payroll paperwork to CPBS Office
- Attend new student orientation
- Obtain your campus ID card
- Activate your UC Denver email address
- Register for classes
- Submit health insurance paperwork to Student Health Office
- (For non-residence) Establish Colorado Residency by obtaining:
  - Local checking account
  - Local driver's license or State ID
  - Proof of Colorado domicile
- Return academic honor/code of conduct form and lab contact form to CPBS Office
- Become familiar with campus (parking, library, printing, etc.)
- Become familiar with the resources available from student services
Appendix C: Program Forms

& Additional Information
Application for Admission to Candidacy

This application is to be completed by the student, recommended by the appropriate designated faculty, and submitted to the Graduate School by the published deadline.

Degree for which you are applying for candidacy:
- Master's
- EdD
- PsyD
- PhD

Name as on University Records (Last, First Middle): 

Student Number:

Mailing Address:

Telephone Number:

Email Address:

Degree/Program:

Option/Emphasis (If Applicable):

Certificate (If Applicable):

Examination Committee (Master's - List your final examination committee) (Doctoral - List your comprehensive exam committee)

Chair:  
Member:  
Member:
Member:  
Member:  

Student Signature:

To be Completed by the Student's Graduate Program:

The admission of _______ to candidacy for the _______ degree is recommended by the

Name

program upon completion of the minimum requirements of _______ semester hours. The courses listed on the following pages have been approved for use toward the degree.

Advisor Signature:  
Department Head Signature:

Advisor's Name:  
Department Head Name:

For Graduate School Use Only

Grad School Approval:
List courses below that will apply toward your degree in chronological order (beginning with the oldest and ending with the most current). Course numbers must match those on your transcript and instructors' name must be included. YOU MAY NOT SIMPLY ATTACH A TRANSCRIPT. Transfer courses and thesis/dissertation/project/report hours should be listed in the appropriate sections of this form.

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<tr>
<th>Instructor (First Initial, Last Name)</th>
<th>Semester</th>
<th>Year</th>
<th>Title of Courses Taken at University of Colorado</th>
<th>Department and Course Number</th>
<th>Semester Hours</th>
<th>Grade</th>
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For Graduate School
Use Only
Subtotal:

Transfer Credits
Courses taken as non-degree an at other CU campuses are not considered transfer, since they appear on your transcript.

<table>
<thead>
<tr>
<th>Institution at Which Courses were Taken</th>
<th>Semester</th>
<th>Year</th>
<th>Title of Courses to be Transferred</th>
<th>Department and Course Number</th>
<th>Semester Hours</th>
<th>Grade</th>
<th>Notes</th>
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For Graduate School
Use Only
Subtotal:

Total:
Graduate School
UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

Request for Graduate Examination/Thesis Defense

This form is due AT LEAST two weeks prior to the date of the examination. See the instruction sheet for information on filling out this form.

Student Name: ___________________________ Student Number: ____________

Degree/Program: ___________________________

Type of Examination: (Check One)

- Master’s Thesis Defense (Plan I)
- Master’s Non-Thesis (Plan II)
- Doctoral-Comprehensive Examination
- Doctoral-Thesis Defense

Choose one of the following:

- Project
- Report
- Comp Exam

Date of Exam: ___________________________ Time of Exam: ___________________________

Room Number: ___________________________

Examination Committee (type names, no signatures):

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Program Affiliation</th>
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ALL students must obtain the signature of their graduate program director, approving the above information.

Grad. Prog. Director: ___________________________ Date: ___________________________
The Final Examination of

for the Degree

Doctor of Philosophy

Date of Oral Examination: 

Examination Committee (type names, no signatures):

<table>
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<tr>
<th>Faculty Name</th>
<th>Program Affiliation</th>
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<td>Chair:</td>
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Program: 

Biographical Notes

Previous Degrees:
(Degree, Institution, Year)

Publications:
Title of Dissertation:

Prepared Under the Direction of:

Summary
(Including statement of the problem, approach, results or conclusion and their significance)
# Request for Transfer of Credit

**Date:**

**Student Name:**

**Student Number:**

**Campus:**  
- [ ] AMC  
- [ ] DDC

**Degree, Program:**

List courses exactly as they appear on the transcript, including course title, course number, and credit hours.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Title of Course</th>
<th>Course Number</th>
<th>Grade</th>
<th>Sem/Qtr Hours</th>
<th>Term/Year Taken</th>
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Graduate School  
Use Only  
Approval Notes:

The above student has requested that graduate work from the institution listed below be transferred to his/her record at the University of Colorado Denver | Anschutz Medical Campus. It is recommended that the following course(s) be transferred:

**Recommended By:**

**Student's Advisor:**

**Date:**

**Department Chair/Program Director:**

**Date:**

**Transfer of Credit Approved:**

**School/College Dean:**

**Date:**

**Grad. School Dean:**

**Date:**

Official Transcripts showing courses recommended for transfer must be attached to this request.
Request for Leave of Absence

Student Name: ____________________________  Student Number: ____________

Degree, Program: ____________________________  Term Admitted: ____________

Requested Terms for LOA: (No more than 1 year)

LOA Start Term: ____________  LOA End Term: ____________

Have you previously taken a leave of absence?  ☐ Yes  ☐ No
If yes, please indicate the term(s) and year(s) in which the leave was taken: ____________________________

Are you registered for any class/es during the semester/s you are requesting an LOA?  ☐ Yes  ☐ No

State the reason for requesting the LOA:

________________________________________________________________________________________________________________________________________________________

I understand there is a time limit for the completion of the degree, and I verify that the degree requirements will be completed within the prescribed time limit.

I understand if I am registered for classes, it is my responsibility to officially drop these classes by completing and submitting a drop/add form. I understand if I request a LOA after the designated drop/add period, I am responsible for full payment of tuition.

I understand if I am receiving Student Financial Aid, I must contact the Office of Financial Aid.

I understand that I must contact my graduate program office prior to my return.

Student Signature: ____________________________  Date: ____________

Advisor Signature (Only if PhD and post-comps): ____________________________  Date: ____________

Program Director Signature: ____________________________  Date: ____________

Graduate School Dean or Assistant Dean: ____________________________  Date: ____________

For Graduate School Use Only:

☐ Approved  ☐ Rejected  If approved, attendance to resume no later than: ____________

__________________________________________________________________________________________
UC Denver Anschutz Medical Campus Student Email
April 2013

Student email is an official method of communication between students and University administration. Mailboxes used for online classes are *not* the delivery destination of messages regarding the campus and business notifications. Student email is accessible on the Web from any Internet connection via a browser (Firefox, Internet Explorer, Safari, etc.).

The current most-secure method to check your email: [https://webmail.ucdenver.edu](https://webmail.ucdenver.edu)

**UPGRADE to Microsoft Office 365 coming after June 1 so STAY Tuned!**

**BROWSERS MUST BE SET TO ACCEPT COOKIES AND POP-UPS.**

**CLAIM YOUR EMAIL ACCOUNT FIRST**
[https://myaccount.ucdenver.edu](https://myaccount.ucdenver.edu)

1. Type your ID Number, Legal Last name, birth date, click SUBMIT
2. Answer the security questions, Click the SUBMIT button
3. Type your password twice, click the SUBMIT button

**PASSWORD REQUIREMENTS:**
- at least 8 characters,
- *not* your name or dictionary word over 4 characters
- at least 3 variables such as:
  - capital letters, lowercase letter, numbers, and symbols

**USERNAME** — usually first 6 characters of your last name & first initial.
Duplicate names cause the system to drop letters from your last name and add letters from your firstname.

**THE SAME USERNAME AND PASSWORD PROVIDE ACCESS TO:**
- Class evaluations
- Computer Workstations on Campus such as student labs and the Health Sciences Library workstations
- student printing & other UNIVERSITY domain resources (Wi-Fi connection)

**CAMPUS EMAIL ADDRESS** - This is a return address and the address you will give to others.
*Example: firstname.lastname@ucdenver.edu:* Middle initials are used in cases of name duplication.

**MAILBOX SIZE** — All mail will remain in the INBOX until it is moved. **300 MB OF SPACE IS ALLOWED PER STUDENT.** Check and empty DELETED ITEMS & SENT ITEMS folders regularly. **Office 365 - more storage - coming after June 1 so STAY Tuned!**

**ONLINE ASSISTANCE, INCLUDING FAQ, AND INFO ABOUT THE EMAIL UPGRADE:**
[http://hslibraryguides.ucdenver.edu/email-help](http://hslibraryguides.ucdenver.edu/email-help)

**TELEPHONE ASSISTANCE** - A telephone tree to direct you quickly, 303-724-2171; or leave a message, 303-724-5463. Please provide contact information; include a telephone number or an alternate email address. Speak clearly; spell your name; your Student ID # assists with quicker resolutions.

**EMAIL MESSAGES MAY BE SYNCHRONIZED.** Settings are available online for using email software and hand-held devices. Forwarding email is less secure and therefore discouraged. Instructions at this site: [http://hslibraryguides.ucdenver.edu/email-help](http://hslibraryguides.ucdenver.edu/email-help)

**VIRUS PROTECTION** — An important part of secure computing. Read reviews for free and low cost software - [http://www.pcmag.com/article2/0,2817,2369749,00.asp](http://www.pcmag.com/article2/0,2817,2369749,00.asp) and [http://www.pcmag.com/reviews/security-software](http://www.pcmag.com/reviews/security-software)

**24 HOUR PASSWORD ASSISTANCE** - Campus security policy requires a password change every 90 days, a reminder is sent to your campus email addresses. Expired and forgotten passwords may be reset, too.

Visit the MY ACCOUNT website for 24x7 self-help - [https://myaccount.ucdenver.edu](https://myaccount.ucdenver.edu)

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**Health Sciences Library**
UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

Student Email tips 01/20121 [http://hslibraryguides.ucdenver.edu/email-help](http://hslibraryguides.ucdenver.edu/email-help)
Lori Williams ♦ 303-724-5463 ♦ student.postmaster@ucdenver.edu
IT Services Helpdesk 7:30am – 5:30pm M-F ♦ 303-724-4357 ♦ UCD-ITS-helpdesk@ucdenver.edu
Email Support - Anschutz Medical Campus

Primarily designed for students, link to assistance & contacts for using UC Denver campus email. The UNIVERSITY domain password must be active & current to access other resources.

Last Updated: Mar 28, 2013
URL: http://hslibraryguides.ucdenver.edu/email-help

Email Support - AMC
New Students
Troubleshooting
Student Email FAQ
Email on My Own Device
Outlook WebMail Tips
Email - Password
Email - Hotmail Management
Send your question to Student Postmaster

Campus Email is Official Communication

UPGRADE to Microsoft Office 365 coming after June 1, so STAY TUNED!

Campus email is an official means of communication between students and University Administration.

Email sent using online classes is limited to those enrolled in the class and their instructors.

Outlook Web Access (OWA) is the officially supported means of accessing student email. It is more secure than forwarding, POP or IMAP access.

Your web browser must be set to accept cookies and allow pop-ups.

The password expires every 90 days, the system will send a notification.

web address: https://webmail.ucdenver.edu
login - your username
password - (you know this) expires every 90 days

Press ENTER and Outlook Web Access (OWA) will open to your INBOX.

Forgot my Password

Comments (0)

More Contacts for Email Help

Contact the student technology representative in your school

CON
303-724-1812

SODM
Jaymi Patel 303-724-7119
support@ucdenversodm.zendesk.com

SOM
Josh Odom 303-724-4587
som.it@ucdenver.edu

SOP
Tim Tracy 303-724-2689
tim.tracy@ucdenver.edu

GRAD
Jim Finster 303-724-2913
jim.finster@ucdenver.edu

CSPH
CSPH Student IT Support 303-724-4733
CSPH.studentIT@ucdenver.edu
http://publichealth.ucdenver.edu/studentIT

Blackboard; Student Portal; Infodek Contacts

Need help, just not email help!

Contact the specific help desk for one of these resources:

Blackboard and eCollege
website: http://www.ucdenver.edu/academics/ouonlinePages/OUOnline.aspx
username is your Student ID number.
After the initial login, the password is one created by each user.
Phone 303-212-5700

Student Portal, UCDAccess
website: https://webmail.ucdenver.edu/UCDAccess
The same username and password as campus email.
Phone 303-735-4847
View this video

Safe Computing in the Library

Click here to be connected to some good advice about safe computing!

Safe Computing in the Library

Comments (0)

Health Sciences Library
University of Colorado Anschutz Medical Campus
HOW TO ADD LOCAL ADDRESS (NEW EMERGENCY CONTACT REQUIREMENT)

Addresses

I verify that the address(es) below are accurate and up to date: □

HOME and LOCAL are required.

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>1250 14th St. Denver, CO 80202 United States</td>
</tr>
<tr>
<td>Mail</td>
<td>1250 14th St. Denver, CO 80202 United States</td>
</tr>
</tbody>
</table>

ADD A NEW ADDRESS  

Edit Address

enter local information, then click 'OK'

Country: United States
Address 1:
Address 2:
Address 3:
City:  
State:  
Postal:
County:

OK  Cancel

Addresses

Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Add a new address

1250 14th St.  
Denver, CO 80202  
United States

Date new address will take effect 03/28/2013  
(example: 12/31/2000)

SAVE

Address Types

- Home  
- Mail  
- Campus  
- Local

Check box, then click 'Save'
The following forms of identification are acceptable for compliance with proof of lawful presence within the United States, effective August 1, 2007. Any document that is presented must have, or be accompanied with, a recent state or federal form of photo identification (University of Colorado photo IDs cannot be used).

For U.S. Citizens and Permanent Residents

Check document provided:

☐ Unexpired Colorado Driver's License. A valid Colorado driver's license includes a current driver's license, minor driver's license, probationary driver's license, commercial driver's license, restricted driver's license, or instruction permit.

☐ In the case of a resident of another state, the driver's license or state-issued identification card from the state of residence. If that state requires that the applicant prove lawful presence prior to issuance of a document. Currently, states that do not require lawful presence checks are HI, IL, MD, NM, UT, WA, NE. Documents from these states are not acceptable.

☐ Unexpired Colorado Identification Card issued by the Department of Motor Vehicles.

☐ Unexpired United States Military Card.

☐ Unexpired United States Military Dependent Identification Card.

☐ Unexpired United States Coast Guard Merchant Mariner Card.

☐ Native American Tribal Document.

☐ Copy of applicant's birth certificate from any state, the District of Columbia and all United States Territories. U.S. Territories including American Samoa, Federated States of Micronesia, Guam, Midway Islands, Puerto Rico and US Virgin Islands.

☐ United States Passport, except for "limited" passports issued for less than five years.


☐ Certificate of birth issued by a foreign service post (FS-545) or Certification of Report of Birth (DS-1350). These are available from the Department of State.

☐ Certificate of Citizenship (N-560 or N-551). This document is issued to those persons who derive U.S. Citizenship through a parent. The N-551 is issued upon loss or damage of original document or following an individual's name change.

☐ U.S. Citizen Identification Card (1-97). These were last issued in 1974.

☐ Northern Mariner Identification Card. Those born in the Northern Mariner Islands prior to November 3, 1986 were collectively naturalized.

☐ Statement provided by a U.S. consular officer certifying that the individual is a United States citizen. (This document is provided to an individual born outside the U.S. who derived citizenship through a parent, but does not have form FS-240, FS-545, or DS 1350).

☐ American Indian Card with Classification code "KIC" and a statement on the back identifying U.S. Citizen members of the Texas Band of Kickapoos.

☐ INS Form I-551 (Alien Registration Receipt Card), commonly called or known as a "green card".

☐ INS Form I-551 (Alien Registration Receipt Card), commonly known as the "Green Card" with the code CU6, CU7, or CH6.

☐ Unexpired Temporary I-551 stamp in foreign passport or on INS Form I-94.

☐ Unexpired Temporary I-551 Stamp in foreign passport or on INS Form I-94 with code CU6, CU7, or CH6.

For those with Immigration Documents

Check document provided:

☐ INS Form 1-94 annotated with stamp showing grant of asylum under section 208 of the Immigration and Nationality Act (INA) or INS Form 1-94 with stamp showing admission under Section 207 of the INA or INS Form I-94 with stamp showing admission for at least one year under section 212(d) (5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one year admission requirement).

☐ INS Form 1-94 with stamp showing admission under Section 203(a) (7) of the INA or INS Form I-94 with a stamp showing parole as "Cuba/Haitian Entrant" under section 212(d) (5) of INA.


☐ INS Form I-571 (Refugee Travel Document).

☐ Order from an Immigration Judge showing deportation with hold under Section 243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under Section 241(b)(3) of the INA.

For office use only:

➢ Make sure a type of identification is checked.

➢ Provide date of expiration of document:

____________________//____________________

➢ Date Accepted:

____________________//____________________

➢ Accepted by

(Initiais): __________________________
Introduction

The requirements for establishing residency for tuition purposes are defined by Colorado law. (See Colorado Revised Statutes 23-7-101 et. seq. View online at http://www.michie.com/colorado/).

The statutes require that a qualified individual must be domiciled in Colorado twelve (12) consecutive months immediately preceding the term for which resident status is claimed.

An individual is "qualified" to begin the process of establishing residency by virtue of adulthood and emancipation at age 22, marriage, or enrollment in a post-baccalaureate graduate or professional degree program. An unemancipated minor is qualified through the residency of his or her parents or legal guardians. (See below "Emancipation and Residency.")

Attention M.D. and D.D.S. applicants: Your residency status and its effective date may affect your status as an "accountable" or "sponsored" student and the cost of your training. Please talk to your Admissions director (School of Dental Medicine or School of Medicine) for current information about "accountability" and whether it applies to you.

A person's tuition classification status initially is determined from the Verification of Residency form submitted during the application process for admission to a Health Sciences program. If a person is classified as a "nonresident," he or she must wait until eligible for a change in tuition classification and then file a petition for the change. Petitions that are denied may be appealed. (See below: "Petitions and Appeals.").

The information provided here summarizes the basic components of residency classification. Please read the following material carefully and thoroughly. Questions regarding specific circumstances should be addressed to the Tuition Classification Officer at 303-724-8054.

Establishing Domicile

An individual must have been domiciled in Colorado for one calendar year before he or she is entitled to in-state tuition. A domicile is a person's true, fixed and permanent home. Having a domicile in Colorado involves more than mere physical presence or "residence" in the state. A person may have several places of residence but can have only one true domicile at any given time. In order to establish a domicile for tuition purposes, there must be 1) physical presence for at least 12 months within the state along with 2) demonstrated intent to make Colorado one's permanent home. Intent is demonstrated by several kinds of connections with the state dated one year prior to the beginning of classes. There is no formula or checklist to follow in establishing domicile. Generally, physical presence (as shown by rent receipts, leases or statements from landlords, home ownership, etc.) plus one connection with the state will not be sufficient to establish domicile. Several connections are necessary, and the more connections that are made, the more assurance a person has of qualifying for residency. Any connections maintained with any other state during the 12-month period for establishing domicile may be viewed as negative intent to make Colorado one's permanent home.
Objective evidence of physical connections with the state of Colorado includes

-- Driver's license, as governed by the Colorado Motor Vehicle Operator's Licensing Law.

-- Automobile registration and license plates, as governed by the Colorado Motor Vehicle Registration Law.

-- Voter registration and voting in the most recent (Colorado) election.

-- Colorado employment and payment of Colorado income tax. Permanent, full-time, off-campus employment and payment of Colorado State income taxes are considered highly persuasive evidence of intent to make Colorado one's permanent home. Student employment or temporary work is not considered as persuasive. It is the actual official acceptance of employment that forms the connection with the state. Income earned in another state by a resident of Colorado is taxable in Colorado.

-- Ownership of residential real property in the state, particularly if petitioner resides in the home. Petitioners should provide documentation of the contract date, as well as of the closing date.

-- Graduation from a Colorado high school and/or continued presence in Colorado during periods when not enrolled in college, or during periods between academic sessions.

-- Any other factor(s) peculiar to the individual that show intent to make Colorado one's permanent home (for example, obtaining licensure or certification to practice a profession in Colorado). Bank accounts, seeking dental or medical care, marrying or divorcing in the state are matters of convenience because one happens to be present in the state and are therefore not the kinds of connections with the state that show intent to make Colorado one's permanent home. Leases and rent receipts prove physical presence but do not otherwise qualify as connections with the state.

Note: It is the student's responsibility to be fully informed of the laws of Colorado that govern any of the "connections" made in establishing domicile, including vehicle ownership and operation, voter registration, payment of income tax, property ownership, etc. Noncompliance with these laws establishes a negative presumption of intent to make Colorado one's permanent home and will be weighed against any affirmative evidence of a Colorado domicile.

Evidence indicating domicile outside Colorado includes:

-- Failure to pay Colorado state income tax (if your income is sufficient to be taxed). Income earned in another state by a resident of Colorado is taxable in Colorado. Filing a nonresident Colorado tax return is persuasive evidence of domicile outside Colorado.

-- Failure to comply with any law imposing a mandatory duty on a permanent resident of Colorado. Examples include failure to register a motor vehicle and failure to change your driver's license to Colorado within the statutory periods.

-- Return to your former state of residence for a substantial period of time during the summer or during other periods when not enrolled as a student or between academic sessions.

-- Maintenance of a home in another state.

-- Prolonged absence from Colorado, except for military or civilian government service or for temporary absences required by an employer.
Any other factor particular to your situation that indicates non-Colorado domicile. Examples include applying for a loan or receiving college financial aid from another state where domicile in that state is a condition for receiving funds, and voting or registering to vote in another state.

**Emancipation and Residency**

A person must be legally emancipated before he or she is “qualified” to establish a domicile separate from the domicile of one’s parents. Emancipation for tuition purposes takes place automatically when a person turns 22 years of age, or marries, or commences a post-baccalaureate degree-granting program. The clock then starts for establishing domicile (physical presence and intent) and the student must wait 12 months to become eligible for in-state tuition.

A person who is unmarried and under 22 years of age at the beginning of the one-year waiting period and who wishes to claim “emancipated minor” status must prove that he or she is completely self-supporting and financially independent of his or her parents or legal guardian(s).

The following constitutes evidence of emancipation; however, no one criterion, taken alone, can be considered conclusive evidence of emancipation.

-- Affidavit from parents or legal guardian(s) (found on the back page of the petition) stating relinquishment of any claim or right to the care, custody, and earnings of the minor, as well as of the duty to support the minor, with documentation of the fact that the minor has not been claimed as a tax deduction on income tax returns. (If a minor claims emancipation as of August 1 of a given year, and the parents have supported the minor from January 1 to August 1, the minor may be claimed for that given year, since the parents provided more than half of the support of the minor for that year.) Emancipation under these circumstances is the act of the parent and not of the child. If there is a duty to support the minor, as, for instance, a court order in a divorce decree, there is no emancipation.

-- Lack of any financial support provided by the parents (including trust funds), coupled with proof that the minor can independently meet all of his or her own expenses, including the cost of education.

-- Entry into military service.

Unemancipated minors may qualify for in-state tuition only when their parent(s) or legal guardian(s) are domiciled in Colorado. An unemancipated child of divorced or separated parents can be immediately classified as in-state if either parent has been domiciled in Colorado the requisite period of time, regardless of which parent was granted custody or duty to support the minor by court decree. The parent in this instance is always the one to complete the petition for in-state classification, based on the parent's domicile and connections with the state.

**Four-Year Rule**

Students whose parents maintain a Colorado domicile for four years and then establish domicile elsewhere, will remain eligible for in-state tuition if:

a) The parents leave Colorado after the student completes his or her junior year of high school and if the student enrolls at a Colorado public college or university within three years and six months after the parents leave Colorado. The student need not remain in Colorado when the parents leave or be emancipated from the parents.

OR

b) The student maintains continuous Colorado domicile. The student need not be emancipated. This provision generally will be met if the student continues to reside in Colorado after the parents leave.
or if the student resides outside the state only temporarily (for example, to attend college or for military service) while maintaining Colorado domiciliary connections such as voter registration and income tax filing.

Military Service and Residency

Active-duty members of the armed forces of the United States and Canada on permanent duty stationed in Colorado and their dependents (as defined by military regulations) are eligible for in-state status, regardless of domicile or length of residence in Colorado. The military member must have reported to a duty station in Colorado, as certified by their military command, by the first day of class of the applicable academic term. To obtain this in-state tuition rate, the student must submit a Certification of Military Status Form signed by their Base Education Officer verifying their active military status and permanent duty assignment in Colorado, along with a copy (both front and back sides) of the military identification card. Dependents must present verification of the active military person on permanent duty, along with a copy of the military dependent identification card. This certification must be signed and submitted to the Registrar’s office no earlier than 90 days prior to the first day of classes and no later than 10 working days from the first day of the term. The certification must be completed and submitted each semester.

Unless the student meets the requirements for domicile in Colorado for one year as detailed above, this eligibility expires as of the first term that begins after retirement or discharge from the military or loss of dependent status.

If the parent was on active duty in Colorado at any time during the student’s senior year of high school in Colorado, the student retains in-state status if the parent is transferred outside Colorado (but not if the parent retires). The student must enroll in a public institution of higher education in Colorado within 12 months of graduation, but cannot have attended college outside Colorado.

Military dependents continuously enrolled in a Colorado college continue to qualify for in-state tuition if the military member is transferred outside Colorado (but not if the parent retires).

Unless the student meets the requirement for domicile in Colorado for one year as detailed above, this eligibility expires as of the first term that begins after retirement or loss of dependent status.

To retain domicile during an absence from Colorado due to military orders, military personnel must maintain Colorado as their state of legal residence for tax purposes, and voters must maintain Colorado voter registration.

Military personnel may retain legal residence in their original state, or they may establish a new legal residence in a state in which they reside due to military orders. They may not establish domicile in Colorado while residing elsewhere or while being physically present in the State only on a temporary basis.

Persons domiciled in Colorado for one year who enter active duty military service, and who return permanently to Colorado within 6 months of discharge, and their dependents, qualify for in-state tuition regardless of changes of domicile while on active duty.

New Law: House Bill 09-1039 C.R.S. § 23-7-108.5 and In-State Tuition Status (effective Fall 2009 semester)

House Bill 09-1039 allows higher education institutions to grant in-state tuition status for any enrolled student who provides documentation (such as DD 214 form) that he/she has been honorably
discharged from the United States military and who meets, for any length of time, the presumptions and rules for maintaining Colorado domicile.

**Civilian Absences from the State**

Civilians who accept overseas employment, governmental or otherwise, or temporary employment in another state, or who are temporarily absent from Colorado for other reasons, must continue to file Colorado state income tax returns as residents for each and every year of their absence from the state. They must claim and pay taxes on all of their earnings, wherever earned, and will receive a credit for taxes withheld by or paid to another state. Civilians, like military personnel, are allowed to back file for all years of absence, and refusal to back file is sufficient evidence by itself to determine that the civilian has relinquished, renounced, and abandoned his or her Colorado domicile for tuition purposes. This is so even if the civilian has retained Colorado driver's license, license plates and voter registration.

**Permanent Resident Aliens and Visa-Holders**

Persons who are lawful permanent residents or who are admitted as refugees are eligible to establish domicile for tuition purposes. Nonimmigrant aliens who are residing in Colorado for purposes other than education may qualify for in-state status after one year of Colorado residence. The nonimmigrant categories subject to this provision are determined by the Colorado Commission on Higher Education. Nonimmigrants in the following categories cannot qualify for in-state tuition: F-1, F-2, H-3, H-4 (if the visa holder is the spouse or child of an H-3), J-1 and J-2 (if the J-1 visa holder is a student or trainee), M-1, and M-2.

**Petitions and Appeals**

Petition forms for requesting in-state residency status are available online from the Office of the Registrar Website:

http://www.ucdenver.edu/student-services/resources/registrar/Documents/RegistrarForms/AMC/TuitionPetitionAMC.pdf or from the Office of the Registrar, Student Services Center, Education 2 North building, third floor, on the Anschutz Medical Campus. The petition must be notarized and should be filed one or two months before the start of the term for which one wishes to qualify. The deadline for submitting petitions for a given term is the last day of late registration for the student’s program of study. The date of the last day of late registration is also the date that is used to determine whether or not a person has been domiciled in Colorado for the requisite twelve months in order to qualify for residency status. At all times in the classification procedure, it is the student's responsibility to present all requested information and to meet the appropriate deadlines. Only photocopies of requested documents should be submitted with the petition because all information submitted becomes part of the student's file and cannot be returned to the student. Failure to provide all requested information and documents will invalidate a request or petition for in-state status. The student is notified of the University's decision by e-mail and regular mail.

Any student who is denied in-state tuition classification by the Tuition Classification Officer may appeal that decision to the Residency Appeals Committee. The Residency Appeals Committee is composed of a representative from each University of Colorado campus. A student wishing to appeal a decision should contact the Registrar's Office for instructions. The decision of the Residency Appeals Committee is final. Residency appeals must be submitted, in writing, to the Office of the Registrar no later than 10 working days after the student receives the Tuition Classification Officer's decision. There will be no retroactive changes in classification.
Frequently Addressed Points and Important Legal Notes

Because Colorado residency status is governed solely by Colorado regulations, lack of eligibility for in-state status in another state does not guarantee in-state status in Colorado. The tuition classification statute places the burden of proof on the student -- not the University -- to provide clear and convincing evidence of eligibility.

Information submitted to qualify for in-state classification is subject to independent verification. Individuals submitting false information or falsified supporting documents are subject to both criminal charges and university disciplinary proceedings.

Tuition classification is governed by state law and by judicial decisions that apply to all public institutions of higher education in Colorado. The University of Colorado does not have discretion to make exceptions to the rules as established by state law.

There are many different kinds of residency. A person can be a resident for voting purposes or motor vehicle law purposes and still not be a resident for tuition purposes because each kind of residency is governed by a separate state statute.

Marriage to a resident does not automatically qualify a student for in-state tuition. Colorado has passed a state Equal Rights Amendment to the Colorado Constitution -- which means that each person is treated equally. Each person, male or female, must qualify based on his or her own legal connections with the state.

New Law: Proving Eligibility for State Benefits (Effective August 2006)

In 2006 The Colorado State Legislature passed HB1023, which requires the University to gather additional information for any student who applies for and receives any form of federal, state or local public benefits, including in-state tuition and merit, need, or other institutional financial assistance through a state institution of higher education. Any student who has not applied for financial aid by filing the FAFSA, or applied for the College Opportunity Fund must also sign an affidavit stating that he/she is lawfully present in the United States and present appropriate identification to the Registrar’s Office in order to receive benefits.

You can find more information at:

http://ucdenver.edu/student-services/resources/registrar/students/policies/Pages/ProofofLawfulUSPresence.aspx

Updated: June 2011
A. Here we are at Building 500, which was built in 1941, just days before the attack on Pearl Harbor. It was built as part of the Fitzsimons Army Medical Center, which was formally dedicated in the fall of 1918. It was used heavily during World War II to treat tuberculosis, and became one of the Army’s premier medical training centers.

B. Go up to the eighth floor of Bldg. 500 to see where the Eisenhower Suite is located. In 1955, President Dwight D. Eisenhower was vacationing in Colorado when he suffered a heart attack. He was brought here where he stayed for seven weeks in order to recover.

C. And, since you’re up here, head outside onto the West Deck of the roof to get a breathtaking view of the campus. When you’re done, head back downstairs.

D. Exit Bldg. 500 and head to your left (east). The building directly east of Bldg. 500 is the Education lb (Ed. lb) building.

E. This is the NCH, one of seven national centers that cover the developmental life span in terms of research, training, continuing education, technical assistance, and information dissemination specific to the health of Native Americans. Half of their faculty and staff are American Indian.

F. This is the Sharon A. Lane monument. Serving as an army nurse, First Lieutenant Lane was the only American servicewoman killed as a direct result of enemy fire throughout the Vietnam war.

G. The Cancer Center was the first building constructed on the Anschutz Medical Campus. In fact, the entire area south of the building was originally alfalfa fields, and in the year 2000 when the Cancer Center was built, it was completely surrounded by these alfalfa fields. By the way, you’ve already gone over half a mile!

H. Directly ahead is the information booth, and to the right you will find the patient resource center; and sometimes music coming from the piano. To the left of the info desk is the Lobby Latte coffee cart, the pharmacy, and the gift shop, where you can purchase your very own America On the Move® pedometer for just $5. Use the exit directly behind the information booth. Exit the doors directly behind the information booth, and walk through a covered area along a brick path. Follow the path north toward the open green area. When you get to 17th Avenue, turn left (head west toward the log cabin-like buildings). Cross Quentin Street.

I. Here now at the corner of Quentin Street and 17th Avenue, head south for an extra 200 steps, and to see the original general’s house, as well as Ike’s pond, or skip that loop and continue north (skip to J).

J. As you head south notice the Center for Dependency, Addiction, and Rehabilitation (CeDaR) on the right. CeDaR is a 50-bed residential evaluation and treatment facility for adults. The center is world class for both the buildings’ architecture and the programs offered. Walk south toward Colfax past the main building and look through the trees to see a white two-story house. This house, “Park Lodge,” dates back to 1897, and was built as the residence for Alfred H. Guthell, who owned an orchard and nursery on this site spanning 100 acres. Some of the original orchard trees are still here, toward the south end near the wooden fence. Denver Chamber of Commerce bought this land from Guthell for $140,000 and then leased it to the federal government for $1.00 per year in order to bring the army medical hospital to Denver. From 1918 until 1996 the house was used as the army commander’s residence.

K. Continue south along the path to the entrance of General’s park, and take a loop around the pond, which was created in the 1920s as a wild fowl refuge, after the commanding officer at Fitzsimons received two mallard ducks as a gift. The pond was stocked with fish for recreational fishing. The most famous of these fishermen was President Dwight D. Eisenhower, who spent time here recovering from a heart attack in 1955.

L. Head north (away from Colfax) and you will pass Colonel’s Row on your left. Built in the 1920s, these remained residences for senior army officers until 1999. Cross Quentin Street and head east on 17th Place. Head north now (turn left) on Racine and notice the open space to your left.

M. This large open space was the original parade grounds for the Fitzsimons Army Hospital where many festivals and ceremonies took place.

N. Here at the corner of 19th Ave. and Scranton, you have the option once again to take an extra loop. Head north and you will have a chance to see the chapel and historic Red Cross Building, along with the new library. Otherwise, walk passed Research Complex I (RCI) and head south (in between RCI and Bldg. 500) and follow the path back to Bldg. 500 to complete the tour.

O. If you choose to take the extra loop, go north and walk passed the parking structure on your right. At Montview, look across the street and see the Historic Fitzsimons Post Chapel. Built in 1912, this historic building is filled with stained glass windows depicting saints, prophets, and inscriptions featuring Army branches.

P. To your right is the Historic Red Cross Building. Built in 1918, the Red Cross was the social and entertainment center of the Army Medical Center. It is the site of the future 30-acre urban village. As you walk, notice the trees in the surrounding area. Many of these were transported from Pike National Forest as early as 1926.

Q. Now walk along the east side of the Red Cross Building, and the library will be to your left. The library has been designed to really emphasize natural light. There are many windows, an atrium, and interior glass walls that allow light to fill the interior of the building. The aluminum structure on top is meant to represent the Colorado Columbine with its five flowers. At 113,000 square feet, it’s nearly twice the size of the Denison Memorial Library on 9th Avenue.

Finally, walk south and then west. Walk in between RCI and Bldg. 500, back to Bldg. 500’s entrance, to complete the tour.

For more information on taking small steps to a healthier way of life, visit www.americonthemove.org.
A. We begin our tour at the Bookstore Brew II. This restaurant is located in the northwest corner of the Research Complex I North (RCI) right next to the Hensel Phelps auditorium. “Jim the hot dog guy” who has been serving both hospital patients and employees for over 17 years is also located here. They are open M-F from 7:30-2:30. Healthy options are available! Exit to the south of the building, where you should be looking at open green space.

Head south and follow the path (left) east toward building 500 (Bldg. 500). Wondering what the giant doors are? The “Opening Doors” artwork was done by Colorado artist Christopher Weed in 2005. One of his goals in creating these was to draw a connection between the educational and research missions of the facility as well as to provide humor and visual relief from the intensities of everyday life on campus. Next stop: Bldg. 500.

B. Here we are at Bldg. 500, which was built in 1941, just days before the attack on Pearl Harbor. It was built as part of the Fitzsimons Army Medical Center, which was formally dedicated in the fall of 1918. It was used heavily during World War II to treat tuberculosis, and became one of the Army’s premier medical training centers. Go up to the eighth floor of Bldg. 500 to see where the Eisenhower Suite is located. In 1955, President Dwight D. Eisenhower was vacationing in Colorado when he suffered a heart attack. He was brought here where he stayed for seven weeks in order to recover. And, since you’re up here, head outside onto the West Deck of the roof to get a breathtaking view of the campus. When you’re done, head back downstairs.

C. Exit Bldg. 500 and head to your left (east). The building directly east of Bldg. 500 is the Education IIB (Ed. 1B) building. Stop now at the southwest end of the Ed IIB building. Notice how the corner is cut out of the building. It was constructed intentionally this way, in order to preserve the tree in the corner, which is one of the oldest trees on campus, dating back to the 1920s when 200 trees were transported from Pike National Forest to the army hospital grounds.

D. From the tree, continue east to the open space between the Ed buildings and The Children’s Hospital. This area was created to foster interaction between students and faculty on campus. It also gives Children’s Hospital patients a great view and a nice place to walk.

E. As you continue east, to your left you’ll notice the Preservation and Access Service Center for Colorado Academic Libraries, better known as PASCAL. This building is a library storage facility, providing climate controlled housing for the library collections of the Downtown Denver Campus and CU Boulder. The current capacity for storage is 1.6 million volumes. The average temperature inside is 55°F with 37% humidity.

F. Continue east. At the corner of 17th Pl. and Wheeling, look southeast to see the site of the future Veterans’ Affairs Hospital.

G. Go north on Wheeling Street now. At the corner of Wheeling and 19th Place is the Fitness Center. They are open for lap swimming from 6am to 7:30pm M/W/F and 6am to 7pm on T/TH. Daily drop-in rate is $3.50, and discounted punch passes are available. Swimming is a great way to be active!

H. Now head west on 19th Place. To your left is the Campus Services Building, where the mail center is now located. This building also houses planning offices, facilities, and operations.

I. This 2-story building with the flat roof is the Vincent A. and Shirley Fulginiti Pavilion for Ethics and Humanities. It is the only building on campus that was built solely because of the generosity of their donors. No tax dollars, debt financing, or university funds are being used to help construct it.

Continue west and then north. Walk along the west side of the Frisco Parking Lot and make your way toward the library. For an extra 500 steps, take the optional loop around the library. (If not, just skip to L.)

J. Here at the north end of the library, look across Montview, where the future light rail station will be located.

K. As you head south back toward the main path, notice the Historic Red Cross building to your right. Built in 1918, the Red Cross was the social and entertainment center of the Army Medical Center. It is the site of the future 30 acre urban village. As you walk, notice the trees in the surrounding area. Many of these were transported from Pike National Forest as early as 1926. Keep heading south to the library.

L. The library has been designed to really emphasize natural light. There are many windows, an atrium, and interior glass walls that allow light to fill the interior of the building. The aluminum structure on top is meant to represent the Colorado Columbine with its five “leaves.” At 113,000 square feet, it’s nearly twice the size of the Denison Memorial Library on 9th Avenue.

From here, follow the map in west, past Bldg. 500, back to the North end of RCI North, where you can enter the building and head back to the Bookstore Brew II to finish the tour.

For more information on taking small steps to a healthier way of life, visit www.americanonthemove.org.
A. We begin our tour at the Bookstore Brew II. This restaurant is located in the northwest corner of the Research Complex I North, (RCI) right next to the Hersel Phelps auditorium. “Jim the hot dog guy” who has been serving both hospital patients and employees for over 17 years is also located here. They are open M-F from 7:30-2:30. Healthy options are available! Exit to the south of the building, where you should be looking at open green space.

Follow the path south, and when you get to 17th Avenue, head west (right) toward the log cabin-like buildings.

B. As you’re walking, notice on your right the seven-story parking structure. The bottom level of this parking garage is becoming Centre Point Plaza, a convenient, pedestrian-friendly collection of restaurants for patients, staff, and visitors. Stop into Salad Creations to try one of their healthy salads or wraps. At this point, you’ve already walked a quarter of a mile!

Continue west along the path and cross Quentin St. so that you are standing in front of the log cabin-like buildings.

C. Here we are at the Center for Dependency, Addiction, and Rehabilitation (CeDAR), a 90-bed residential evaluation and treatment facility for adults. The center is world class for both the buildings’ architecture and the programs offered. Walk south toward Colfax past the main building, and look through the trees to see a white two-story building. This house, “Park Lodge,” dates back to 1897, and was built as the residence for Alfred H. Guthel, who owned an orchard and nursery on this site spanning 100 acres. Some of the original orchard trees are still here, toward the south end near the wooden fence. Denver Chamber of Commerce bought this land from Guthel for $140,000 and then leased it to the federal government for $1.00 per year in order to bring the army medical hospital to Denver.

From 1918 until 1996 the house was used as the army commander’s residence.

D. Continue south toward Colfax. At the corner of Quentin and 16th Avenue, you have the option to get about an extra 700 steps. (If you have kids, you’ll definitely want to take the extra loop which includes a playground. If you decide not to take the extra loop, skip to E.) Follow the path into General’s Park. Take a stroll around the pond, and be sure to step on the floor of the kids’ playground area. It’s really squishy! The pond was created in the 1920s as a wild fowl refuge, after the commanding officer at Fitzsimons received two mallard ducks as a gift. The pond was stocked with fish for recreational fishing. The most famous of these fishermen was President Dwight D. Eisenhower, who spent time here recovering from a heart attack in 1955.

E. At 16th Avenue, head east toward the hospital, walking along the north side of 16th. When you come to a black sign that reads “University of Colorado Hospital” on the top, go north toward the hospital building.

Here at the southwest corner of the inpatient hospital building, enter the path into the healing gardens, and take a walk through this beautiful and relaxing area. Enjoy the award-winning gardens, with their beautiful plants, flowers, and soothing water features.

Continue to follow the path around the Anschutz Outpatient Pavilion. Enter in the main entrance (directly above you, the sign should read Anschutz Centers For Advanced Medicine, and the doors should say 1635 and 1665 N. Ursula).

F. Directly ahead is the information booth, and to the right you will find the patient resource center, as well as music coming from the piano.

To the left of the info desk is the Lobby Latte coffee cart, the pharmacy, and the gift shop, where you can purchase your very own America On the Move® pedometer for just $5. Use the exit directly behind the information booth. You will walk north through a covered area with a brick path.

Follow the path north toward the open green area. When you get to the sidewalk, head east and pass the Anschutz Cancer Pavilion and Rocky Mountain Lions Eye Institute on your right.

G. When you get to the corner of Ursula and 17th Avenue, look south (toward Colfax) and notice the RTD stop. Routes 15 and 20, and the DM from Boulder all stop here (M-F). If you take the bus, try getting off one stop early to add extra steps to your day!

H. Head north now (in the direction of Building 500) and walk along side the Barbara Davis Center for Childhood Diabetes (BDC). When you get to the stairs in front of the main entrance (the northeast corner) head inside. As you walk along the north end of the building, notice the plaques along the wall with the names of famous donors to the Center. Among these are President Gerald and Betty Ford, Jimmy Buffett, Usher, and Barbara and Frank Sinatra.

I. As you exit at the northwest corner of the BDC, you’ll notice the “Opening Doors” artwork done by Colorado artist Christopher Weed in 2005. One of his goals in creating these was to draw a connection between the educational and research missions of the facility as well as to provide humor and visual relief from the intensities of everyday life on campus.

Now, head back toward the Bookstore Brew II to complete the tour.

For more information on taking small steps to a healthier way of life, visit www.americaonthemove.org.
REVISED- Intercampus Shuttle Bus Schedule

By popular request the intercampus shuttle bus schedule has been revised so that it offers a more convenient and time sensitive service. The new schedule will now get passengers to the Lawrence Street Center and to the Anschutz Medical Campus prior to the hour instead of just after the hour. Additionally, we have extended the service to start 15 minutes earlier and run another hour later. We look forward to increased ridership as result of these adjustments.

Effective Monday, October 3, 2011 the University shuttle bus will run the following revised schedule. The bus will continue to run between the Anschutz Medical Campus, National Jewish Health and the Lawrence Street Center downtown. The designated bus stops for pick up and drop off are:

- In front of Building 500 on the Anschutz Medical Campus (south side)
- National Jewish Health in the Rosen Parking lot at the west end (northeast corner of Garfield Street and Colfax Avenue)*
- In front of the main entrance to the Lawrence Street Center Building downtown

The new departure and arrival schedule from each stop is listed below:

<table>
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<tr>
<th>Monday – Friday</th>
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<tbody>
<tr>
<td><strong>AMC</strong></td>
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<tr>
<td>Depart AMC to NJH</td>
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<tr>
<td>7:15</td>
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<tr>
<td>8:15</td>
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<td>1:15</td>
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</tbody>
</table>

There is no charge for this bus service! Just simply show the driver your University ID. Please arrive at the bus stop 2 to 3 minutes before the scheduled departure.

If you have any questions with regard to the bus service or new schedule please visit the website at: [http://www.ucdenver.edu/about/departments/FacilitiesManagement/ParkingMaps/Pages/UCDSshuttleService.aspx](http://www.ucdenver.edu/about/departments/FacilitiesManagement/ParkingMaps/Pages/UCDSshuttleService.aspx) or contact the University of Colorado Denver | Anschutz Medical Campus Manager of Parking and Transportation at (303)724-0049.

* For your safety we ask that you use the crosswalk at Garfield Street and Colfax to get to the bus at National Jewish Health.