



New Student “To Do” List

Before the first day of classes:

- Subscribe to your program email list serve.
- Familiarize yourself with the following:
Your program’s Student Handbook <https://morgridge.du.edu/handbooks-forms/>
Graduate Policy Manual <http://bulletin.du.edu/graduate/academic-and-student-support-services-policies-and-procedures/>

Before the end of Fall quarter:

- Make an appointment to meet with your advisor to complete an approved coursework plan. These need to be typed, signed by both student and advisor, and submitted to your program’s Academic Services Associate (ASA). The coursework plan is updated every year.
- If you plan to request that credit from another institution be transferred to your current program, complete a [Transfer of Credit form](#) while meeting with your advisor. Signed forms should be submitted to your program’s ASA.

General, optional, “To Do” items:

- Get a Pioneer ID Card (student ID card) <http://www.du.edu/pioneercard/>
2050 E. Evans Ave. #4, Driscoll Center South (Lower Level)
Ph: (303) 871-4545
- Obtain an RTD CollegePass smart card (Public Transportation Pass)
<http://www.du.edu/transcenter/transit/students.html>
Available in the Pioneer ID Card office (see above)
Ph: (303) 871-7433
- Purchase a parking permit <https://www.du.edu/parking/permits/index.html>
2130 S. High St.
Ph: (303) 871-3210
- If you plan on using a personal laptop on campus, you will want to set up a wireless connection (PioneerNet). Instructions for doing so can be found here:
<http://dunet.du.edu/uts/DUnet/wireless/> Or you can visit the University Technology Services Help Desk for assistance:
2150 E. Evans Ave. (Anderson Academic Commons)
Ph: (303) 871-4700



MCE Contact List

There are many helpful staff members in the Morgridge College of Education (MCE) who are here to support you as you pursue your degree. This list should serve as a useful resource when you have questions or need information. We are here to help!

Academic Service Associates (ASA)

Each program has an ASA who can assist you with questions you may have about registration, forms, and academic policies and procedures. If you are not sure who to go to with questions, start with the ASA for your program.

Mayumi Beckelheimer, ASA, *Educational Leadership and Policy Studies*
Office 317, 303-871-2314 Mayumi.Beckelheimer@du.edu

Kara Duggan, ASA, *Curriculum and Instruction; Teacher Education Program*
Office 250F, 303-871-7013 kara.duggan@du.edu

Karen LeVelle, ASA, *Library and Information Science; Research Methods and Statistics*
Office 250D 303-871-3791 Karen.LeVelle@du.edu

Anna Millies, ASA, *Higher Education*
Office: 350E, 303-871-2494 Anna.Millies@du.edu

Gabrielle Reimer, ASA *Counseling Psychology*
Office 250B 303-871-2473 Gabrielle.Reimer@du.edu

LeAnne Troutman, ASA, *Child, Family and School Psychology and Early Childhood Special Education*
Office 250E 303-871-2944 LeAnne.Troutman@du.edu

Financial Aid

- **James Banman** (Director of MCE Financial Aid): 303-871-6291, Room 317
James.Banman@du.edu
- **DU** (Federal Aid): 303-871-4020 finaid@du.edu

MCE Website: morgridge.du.edu

- Program Handbooks, Forms, Coursework Plans, etc.

MCE Technology Services: 303-871-3222, Office 213 (*in computer lab*)



Campus Buildings and Resources

General

- Incoming Grad Student Support <https://pioneerweb.du.edu/incoming-grads>
- Campus Safety <http://www.du.edu/campusafety/>
- Center for Multicultural Excellence <http://www.du.edu/cme/>

Learning Resources

Anderson Academic Commons

- University Libraries <http://library.du.edu/>
- Research Center <http://library.du.edu/research/research-center.html>
- Writing Center <http://www.du.edu/writing/writingcenter/>
- University Technology Services Help Desk <http://www.du.edu/it/>

Katherine A. Ruffatto Hall morgridge.du.edu

- Computer Lab 2nd Floor
- Morgridge Financial Aid Office <http://morgridge.du.edu/financial-aid/>
- Disability Services Program <http://www.du.edu/studentlife/disability/dsp/>
- Learning Effectiveness Program (LEP)
<http://www.du.edu/studentlife/learningeffectiveness/visitapply/visit.html>

Mary Reed Building

- Office of Graduate Education <https://www.du.edu/info-for/current-students.html#graduate>

University Hall

- Bursar <http://www.du.edu/bursar/>
- Financial Aid <http://www.du.edu/apply/gradfinaid/>
- Registrar <http://www.du.edu/registrar/>

Driscoll Student Center <http://www.du.edu/studentlife/driscoll/>

- Bookstore <http://www.bkstr.com/denverstore/home>
- Pioneer ID Card Office <http://www.du.edu/pioneeridcard/>

Parking & Mobility Services <https://www.du.edu/parking/mobility/>

- Building Access during construction <https://morgridge.du.edu/construction-updates/>
- Parking Permit Information <https://www.du.edu/parking/permits/index.html>
- Light Rail Schedule <http://www.rtd-denver.com/lightrail.shtml>
- RTD CollegePass <http://www.du.edu/transcenter/transit/students.html>
- Campus Map <http://www.du.edu/utilities/maps.html>

Ritchie Center <http://www.du.edu/ritchiecenter/index.html>

- Coors Fitness Center <http://ritchiecenter.du.edu/fitness/>
- Health & Counseling Center <http://www.du.edu/duhealth/>



- Intramural and Club Sports <http://ritchiecenter.du.edu/students/>
- Sports/Entertainment Events <http://www.denverpioneers.com/>

International Student Support

- The Office of Internationalization <http://www.du.edu/intl/index.html>
- International Student and Scholar Services <http://www.du.edu/intl/iss/index.html>

Katherine A. Ruffatto Hall - Building Information

- Building Hours:

	Public Building hours	Student swipe access*
Mon - Fri	7 am - 8 pm	6:30 am – 9:00 pm
Sat	7 am - 5 pm	8:00 am – 9:00 pm
Sun	Closed to the Public	12 pm – 9:00 pm

**Students can swipe their ID cards to access the building during these additional times*

- Computer Lab hours: **Mon.-Thur.** 8 am -9 pm **Fri.** 8 am-8 pm **Sat.** 8 am-5 pm Closed on Sundays
 - Hours can change with holidays or staffing schedules. Signs will be posted indicating when there are changes.
 - Anderson Academic Commons (Library) hours can be found here: <https://library.du.edu/hours.html>
- 4th Floor – shared with Disability Services Program and Learning Effectiveness Program.
 - Both programs provide testing and/or tutoring for students who have special accommodation needs. This is a Special Quiet Zone – please respect this important work and keep noise down while waiting for class on the 4th floor.
- Other Building information:
 - Meditation and Privacy Room – KRH 224. This is located near the computer lab. You may use this space for meditation or nursing mothers may use this room for privacy.
 - Student lockers – 2nd floor by computer lab. They will lock for a maximum of 12 hours, after which they automatically unlock. Make sure to retrieve your items before your 12-hour time limit is up, and do not leave items in lockers overnight.
 - Kitchens –
 - Located on floors 1-3 only, the 4th floor is a private kitchen.



- Coffee and tea are provided for students, as are eating utensils, cups, etc. You can use the ceramic cups/plates and metal flatware, however please clean when finished or place in dishwasher.
- Only eat the food you bring.
 - Please be respectful, clean up after yourself, do not leave messes or dishes in sink (clean yourself or put in dishwasher).

Katherine A. Ruffatto Hall Hours of Operation

NORTH ENTRANCE (PARKING LOT SIDE OF BUILDING)

Day	Doors Open	Doors Locked
Monday	7:00 am	8:00 pm
Tuesday	7:00 am	8:00 pm
Wednesday	7:00 am	8:00 pm
Thursday	7:00 am	8:00 pm
Friday	7:00 am	8:00 pm
Saturday	7:00 am	5:00 pm
Sunday	Closed to the public Students have card-swipe access from 12n-9p.	Closed to the public Students have card-swipe access from 12n-9p.

WEST ENTRANCE (EVANS AND HIGH)

Day	Doors Open	Doors Locked
Monday	7:00 am	6:00 pm
Tuesday	7:00 am	6:00 pm
Wednesday	7:00 am	6:00 pm
Thursday	7:00 am	6:00 pm



Friday	7:00 am	6:00 pm
Saturday	7:00 am	5:00 pm
Sunday	Closed to the public Students have card-swipe access from 12n-9p.	Closed to the public Students have card-swipe access from 12n-9p.

STUDENT ID - SWIPE ACCESS HOURS

M - F 6:30am – 9:00pm	Saturday 8:00am – 9:00pm	Sunday 12:00pm - 9:00pm
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*Katherine A. Ruffatto Hall is closed on all University of Denver Holidays.

*If you have any emergency, call 911 or DU Campus Safety 303-871-3000