Newcomer’s Guide to the
Josef Korbel School of International Studies
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All about Ben Cherrington Hall

### Who’s on First

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<th>Office of Academic and Student Affairs</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Graduate Admissions</td>
<td>Suite 101</td>
<td>x14462</td>
</tr>
<tr>
<td>Office of Career and Professional Development</td>
<td>Suite 118</td>
<td>x12989</td>
</tr>
<tr>
<td>Sié Chéou-Kang Center for International Security and Diplomacy</td>
<td>Sie Center</td>
<td>x12332</td>
</tr>
<tr>
<td>Frederick S. Pardee Center for International Futures</td>
<td>Pardee Center</td>
<td>x12304</td>
</tr>
<tr>
<td>Center for China-US Cooperation</td>
<td>Sie Center</td>
<td>x12401</td>
</tr>
<tr>
<td>Center for the Study of Europe and the World</td>
<td>Sie Center</td>
<td>x13843</td>
</tr>
<tr>
<td>Who’s on Second</td>
<td>Ste 208/Office 208C</td>
<td>x13513</td>
</tr>
<tr>
<td>Who’s on Third</td>
<td>Suite 325</td>
<td>x12539</td>
</tr>
</tbody>
</table>

### Office of Academic and Student Affairs

- Frank Laird, Associate Dean of Academic Affairs
- Sandy Johnson, Associate Dean of Student Affairs
- Deana Ahmad, Director of Graduate Student Affairs
- Tara Stenbakken, Director of Undergraduate Student Affairs
- Kendra Grimm, Student Affairs Coordinator
- Front Desk, 101

### Office of Graduate Admissions

- Brad Miller, Director of Graduate Admissions
- Kieffer Williams, Assoc. Director of Graduate Admissions
- Front Desk, 118

### Office of Career and Professional Development

- Rae Ann Bories-Easley, Director of Career & Prof. Development
- Melissa Martin, Assoc. Director of Career & Prof. Development
- Mira Morton Luna, Assoc. Director of Career & Prof. Development
- Heather Rutherford, Internship & Data Mgmt. Coordinator
- Diane Witonsky, Assist. Director, Career & Prof. Development

### Sié Chéou-Kang Center for International Security and Diplomacy

- Deborah Avant, Director/Professor
- Jill Hereau, Associate Director
- Liz McKinney, Program Coordinator
- Allyson Hodges, Administrative Assistant

### Frederick S. Pardee Center for International Futures

- Barry Hughes, Director/Professor
- Jonathan Moyer, Associate Director
- Eli Margolese-Malin

### Center for China-US Cooperation

- Sam Suisheng Zhao, Executive Director/Professor
- Erin McKay, Executive Assistant

### Center for the Study of Europe and the World

- Rachel Epstein, co-Director/Professor
- Martin Rhodes, co-Director/Professor

### Who’s on Second

- Joanne Naper, Director of Communications
- Andrew Chiacchierini
- Ann Irving, Director of Development

### Who’s on Third

- Dean’s Suite

Christopher R. Hill, Dean
Janet Roll, Executive Assistant to the Dean
All about Aspen Hall

Center on Rights Development (CORD)
Claude d’Estree, Director
Aspen 729 x16286

The Middle East Studies Center
Danny Postel, Director
Aspen 733 x14341
Doug Garrison, Communications Officer & Research Assistant
Aspen 734 x14314

Frequently Used Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>AAC</td>
<td>Anderson Academic Commons (library)</td>
</tr>
<tr>
<td>AHB</td>
<td>Ammi Hyde Building</td>
</tr>
<tr>
<td>BE</td>
<td>Boettcher Center (East)</td>
</tr>
<tr>
<td>BMC</td>
<td>Ben M. Cherrington Hall</td>
</tr>
<tr>
<td>GCB</td>
<td>General Class Office Building (Sturm Hall)</td>
</tr>
<tr>
<td>JMAC</td>
<td>Johnson-MacFarlane Hall</td>
</tr>
<tr>
<td>KRH</td>
<td>Katherine A. Ruffatto Hall (School of Ed)</td>
</tr>
<tr>
<td>MRB</td>
<td>Mary Reed Building</td>
</tr>
<tr>
<td>MRH</td>
<td>Margery Reed Hall</td>
</tr>
<tr>
<td>OLIN</td>
<td>Olin Hall</td>
</tr>
<tr>
<td>SAB</td>
<td>Schwader Art Building</td>
</tr>
<tr>
<td>SGB</td>
<td>Seeley Mudd Building</td>
</tr>
<tr>
<td>STURM</td>
<td>Sturm Hall Building (not Sturm Law School)</td>
</tr>
<tr>
<td>TOWERS</td>
<td>Centennial Hall Towers</td>
</tr>
</tbody>
</table>

The Basics

Pioneer ID Cards
All students must obtain a DU Pioneer Student ID card. Your DU ID will act as your transportation pass, library card, and will grant you access to the gym and get you student discounts at select locations (theater, movies, local restaurants, etc.). The Pioneer Office is open 9 am – 6 pm M-F and is located on the first floor of the Driscoll Building (south end). If you need to contact the office in advance, call: 303-871-4545. Please note that you cannot receive a Pioneer ID card until after you have registered for classes for the first time. [http://www.du.edu/pioneercard/](http://www.du.edu/pioneercard/)

Bursar’s Office
For information on billing, tuition, and payment options, please contact the Bursar’s Office at 303.871.4944 or: [http://www.du.edu/bursar](http://www.du.edu/bursar).

Financial Aid
For federal funding questions involving FAFSA, Grad Plus loans, Private and Stafford loans visit the central Financial Aid Office at University Hall 210, call 303.871.4020, or go to: [http://www.du.edu/finaid](http://www.du.edu/finaid). The designated Financial Aid representative for Graduate Students at Korbel is Jennifer Quinn ([Jennifer.Quinn@du.edu](mailto:Jennifer.Quinn@du.edu)).

For information regarding departmental scholarships, visit the Josef Korbel School’s Office of Graduate Admissions, Suite 118 in Ben M. Cherrington Hall.

Registrar’s Office
To contact DU’s Registrar’s office, call 303.871.4095 or go to: http://www.du.edu/registrar

Registration
All entering students will receive information regarding registration from the JKSIS Office of Graduate Admission upon receipt of deposit.

Disability Services
For DU Disability Services, please call 303.871.2372 or go to: http://www.du.edu/studentlife/disability/

Health and Counseling Center
For information about our Health and Counseling Center, go to: http://www.du.edu/health-and-counseling-center/
Appointments can be made by calling 303.871.2205 or online:
http://www.du.edu/health-and-counseling-center/medical/schedule-appointment.html

Health Insurance
• For information about DU Health Insurance contact: 303-871-4136 or go to: http://www.du.edu/bursar/health-insurance/
• To waive the DU Health Insurance plan, go to Web Central and follow the instructions listed on the above web site.
• For important immunization info, go to: http://www.du.edu/health-and-counseling-center/medical/immunization.html

Library and Research

Computer Resources
A computer lab is located in Ben M. Cherrington Hall, first floor (Suite 102A) and is open to all Josef Kobel students. Computers are also located in residence halls (open 24 hours); in Mary Reed Building Office 22 (basement); and in Anderson Academic Commons (the library). For additional information, contact University Technology Services.

IT help
The University Technology Services’ (UTS) help desk is located in the AAC. They can provide laptop support for wireless connectivity, DU software, and basic troubleshooting. Call 303.871.4700 or access online: http://www.du.edu/uts/helpdesk/

Printing
Your Pioneer ID card allows you to print on campus, including at the JKSIS printing station (in Suite 102) and in the library. In the library, you can copy/print/scan (including color printing): http://library.du.edu/services/computers-tech-availability.html. To refill your card’s printing balance, visit: https://services.jsatech.com/login.php?cid=66&

Anderson Academic Commons (AAC)
http://library.du.edu/

AAC rooms can be reserved for group meetings or study sessions:
http://library.du.edu/services/room-reservations.html

Research guidance
Use library resources more efficiently by speaking to someone about your research methods:
http://library.du.edu/research/index.html
The library has ongoing workshops to build your skills:
http://libguides.du.edu/content.php?pid=192495&sid=1613795
Save your research searches to RefWorks:
http://libguides.du.edu/Refworks

Writing Center
The Writing Center (located in the library) will help guide you to improve your papers.
http://www.du.edu/writing/writingcenter/

Required books for courses
Your Facebook class page is a valuable resource for connecting with students who may be selling their books. Check the library for course books to check out over the quarter (these go quickly, though e-versions may be available). Professors may post chapters or articles online, so check the class syllabus to see if that will be an option.

And of course, the DU bookstore (located in Driscoll Center South) allows you to rent or purchase course books, and it provides student discounts on software such as STATA/SAS.

Sample of textbook web sites (new and used books):
http://www.amazon.com/
http://www.chegg.com/
http://www.bigwords.com/

Getting around Town
DU campus map - http://www.du.edu/utilities/maps/

Parking
All students who park on campus for classes must have a valid DU parking pass. You should take care of this BEFORE arriving for orientation. Parking is very limited on campus, so apply early for your parking pass.

You can purchase a DU Parking Permit online: https://www.parking.du.edu/account/per/permits-info.aspx
DU campus parking map: https://www.parking.du.edu/documents/pdf/parking_map.pdf
H1 & H2 are the closest parking lots to Korbel (in Ben M. Cherrington Hall, or BMC).

An alternative (and free) solution is to park along the surrounding side streets and then walk to campus. The following site breaks down free versus limited-timed parking around the DU campus: http://freecollegeparking.com/denveru/

Bus and Light Rail
Regional Transportation District (RTD) buses provide public transit for a 2,300 square-mile district centered on metropolitan Denver/Boulder, including direct transportation to and from Denver International Airport, Boulder, Colorado Springs, and the Nederland ski area.

RTD bus/light rail passes can be picked up in the Pioneer Office at the same time as when you pick up your Pioneer ID card. The card allows for free transportation on all regular RTD services plus the airport bus shuttle.
http://www.du.edu/transcenter/transit/students.html

The nearest DU bus stops are at the corner of University and Evans. DU also has its own light rail stop on Buchtel Blvd, opposite the Ritchie Center.

Denver Entertainment
Go to www.denver.com or http://denver.citysearch.com. Both websites are terrific resources for entertainment, dining, sports events, etc. -- everything you always wanted to know about Denver.

**Traveling into/out-of Denver:**
RTD SkyRide is a bus shuttle to and from the Denver International Airport (train route TBA in 2016):
http://www.rtd-denver.com/skyride.shtml
Amtrak station:
http://www.amtrak.com/servlet/ContentServer?pageName=am/am2Station/Station_Page&code=DEN

**Live, Eat and Do**

**Housing**
There is no on-campus housing for graduate students. Your Facebook class page (contact Admissions if you are not connected: korbeladm@du.edu) is a great resource for finding roommates and for posts by graduating Korbel students who need to sublet their housing.

Korbel Admissions keeps an ongoing Google doc of Korbel roommate requests:
https://docs.google.com/spreadsheet/ccc?key=0AoZeSeRz4JxQdDNxVEk0WGNWcnVlcnJ5eVdDTnl2SWc&usp=drive_web&gid=0

DU created a list of near-to-campus housing options: http://www.du.edu/housing/resources/offcampus.html
You can also check out https://denver.craigslist.org/apa/, http://adindex.westword.com/classifieds/category/rentals-roommates-300, www.rent.com, or even just drive/walk around neighborhoods and look for vacancy signs. Online ads should be used with caution and listings should be verified in person before committing to a lease.

**Dining**
You can use your Pioneer ID card to save 18% on campus food purchases through a Flex Account. On-campus options include Korbel’s Cyber Café, the library’s Front Porch Café, the Nagel Hall Market, and Beans Coffee Shop in the Joy Burns Center. There is a Subway inside and a seasonal smoothie cart outside of Driscoll. There is an Einstein’s Bagels in Marjorie Reed (the new Daniels College of Business’ annex building). Information on the Flex Account: https://services.jsatech.com/login.php?cid=66&

There are restaurants outside of the DU campus, particularly along Evans and University (some of which also give Flex Account discounts), and some deliver. There is a Safeway on the corner of Evans and Downing.

Free food is a grad student’s best friend! You will soon have radar for it. Not only do Korbel groups present some fantastic and interesting speakers, but the events are often accompanied by food.

**Sports**
The Ritchie Center and Coors Fitness Center has a full gym and Olympic-sized swimming pool. Call 303.871.3845 or:
http://www.du.edu/ritchiecenter/
Attend free fitness classes: http://www.du.edu/ritchiecenter/coorsfitnesscenter/groupfitness/schedule.html

Korbel students regularly put together IM teams and team up for city runs, so keep an eye on the Facebook class page. Student groups include Korbel Climb (mountain hikes) and Korbel Ski.

DU sporting events are often discounted for students and may include food discounts.
http://www.denverpioneers.com
**Service Resources**

In addition to the Peace Corps program (http://www.du.edu/korbel/programs/masters/peacecorps.html) and individual internship opportunities, there are options on the DU campus for service. Americorps has a DU program (http://www.du.edu/ccesl/service/americorps.html), and there are options for International Service Learning (https://portfolio.du.edu/isl/page/11329).

Depending on your degree and/or certificate, an internship may be required. This is a fantastic way to test out a career path and/or organization before you graduate. Start talking to professors about opportunities and network with visiting speakers during your first quarter, and be aware of specific requirements for your degree and/or certificate.