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Welcome

Dear CU South Denver Faculty and Student,

Greetings and welcome to the 2019 – 2020 academic year. The purpose of the University of Colorado Student Handbook is to assist you in becoming an informed and involved member of our community. Designed for the community, CU South Denver enriches the lives and minds of ambitious achievers through applied learning experiences, educational activities and high-quality curriculum. This handbook contains information that will assist you in understanding your student and faculty responsibilities as a member of our CU South Denver learning community. It is also a useful resource with information about a variety of campus safety and University policies. CU South Denver is a mixed use facility, so our facility includes technology-equipped classrooms, an art and natural history museum, event rental spaces and a world-class catering department. If there is anything we can do to help you better navigate CU South Denver or your courses, please let the us know.
Emergency Information

EMERGENCY INFORMATION

CU South Denver Security – 303-315-9454
Emergency – Call 911 from a cell phone or 9-911 from a land line inside the building. Emergency phones are also located throughout the building.

EMERGENCY NOTIFICATION

Communication plays a critical role before, during and after any emergency or disaster. The University of Colorado South Denver Emergency Notification System provides campus emergency notification via text and or email when conditions develop which pose an imminent threat of danger to our CU South Denver community. You are registered when you are issued a badge. To update your information please visit the Welcome Desk.

Examples may include:
- Physical plant issues (e.g., natural gas leak, etc.)
- Inclement weather closures or delays
- Safety threats (e.g., robbery, active harmer, bomb threat, etc.)

EMERGENCY INFORMATION

Evacuation Instructions
If evacuation is required, students and faculty will exit the building along with CU South Denver staff and are asked to gather in the west parking lot until clearance is given to re-enter the building. In alarm situations, people may not remain in the patio or courtyard area.

In Case of Tornado
If shelter in place is required, students and faculty will be directed to move to the basement shelter area until clearance is given to return to normal operations.

In case of Medical Emergency
Please contact security or a staff member to respond.

Campus Closure
Students and faculty will be notified by email and/or text message in the event of closure for any reason as well as when there are safety concerns in the immediate vicinity of CU South Denver. The most likely reason for closure would be due to inclement weather (significant snow accumulation or severe weather). For weather closures or delays, you may also check the weather line at 303-315-9412. CU South Denver will also post such notices on its website (southdenver.cu.edu) and alert the local media.
SECURITY ESCORT TO CAR OR BIKE
Security personnel are in the building until students leave and will ensure that all CU faculty and students have exited each day after the last class ends. If an escort to the parking lot is needed, contact the Security Office at 303-315-9454.

THEFT
The University of Colorado is not liable for the loss of personal goods stored or used in University facilities. Students are encouraged to take precautionary measures against theft such as locking their doors and securing and identifying personal belongings. Lockers are available in the basement for your use but locks are not provided so please bring your own.
<table>
<thead>
<tr>
<th>TORNADO</th>
<th>FIRE</th>
<th>ACTIVE SHOOTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEEK SHELTER</td>
<td>EVACUATE</td>
<td>RUN, HIDE, FIGHT</td>
</tr>
<tr>
<td>• Move to an interior room on the lowest level</td>
<td>• Pull fire alarm&lt;br&gt;• Call 911&lt;br&gt;• Leave the building, close the doors behind you&lt;br&gt;• If unable to exit, go to the nearest stairwell or place of refuge&lt;br&gt;• Do not use elevators&lt;br&gt;• Assemble in parking lot</td>
<td>• Try to safely escape area&lt;br&gt;• Hide and barricade if cannot escape&lt;br&gt;• Protect yourself by locking doors, turn off lights, silence cell phones&lt;br&gt;• Fight back as last resort&lt;br&gt;• Remain in place until law enforcement arrives</td>
</tr>
<tr>
<td>Stay away from windows and exterior doors&lt;br&gt;• Stay away from hazardous materials&lt;br&gt;• The Tornado shelter for this building is the basement&lt;br&gt;• Wait for all clear message</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MEDICAL EMERGENCY</th>
<th>EMERGENCY</th>
<th>BOMB THREAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAY CLEAR</td>
<td>911</td>
<td>REMAIN CALM</td>
</tr>
<tr>
<td>• Call 911&lt;br&gt;• Provide location, nature of illness/injury, current condition of victim information&lt;br&gt;• Do not move the victim unless in immediate danger&lt;br&gt;• If trained, administer first aid</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUSPICIOUS ACTIVITY</th>
<th>HAZARDOUS MATERIALS</th>
<th>UTILITY FAILURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEE SOMETHING, SAY SOMETHING</td>
<td>STAY BACK</td>
<td>IDENTIFY LOCATION</td>
</tr>
<tr>
<td>• Object is out of ordinary&lt;br&gt;• Person is behaving strangely&lt;br&gt;• Gut feeling something is wrong&lt;br&gt;• If you see something suspicious, call 911</td>
<td>• If life threatening, pull fire alarm and evacuate&lt;br&gt;• Call 911&lt;br&gt;• If non-life-threatening, call security or facilities</td>
<td>• Call Facilities&lt;br&gt;• Be prepared to provide failure type and location&lt;br&gt;• University officials may evacuate the building</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>MEDICAL EMERGENCY</th>
<th>NON-EMERGENCY</th>
<th>BOMB THREAT</th>
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Location, Building Hours and Badging

LOCATION & DIRECTIONS
CU South Denver is located twenty miles south of downtown Denver and one mile east of I-25 along Lincoln Avenue. The address is 10035 S Peoria Street, Lone Tree, CO 80134. Here is a link to a map that also may be helpful. Contact 303-315-9448 if you have any questions about getting here.

BUILDING HOURS
During semesters, CU South Denver is open for student study and classes as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Building Open</th>
<th>Building Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>7 a.m.</td>
<td>10:30 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>7 a.m.</td>
<td>10:30 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>7 a.m.</td>
<td>10:30 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>7 a.m.</td>
<td>10:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7 a.m.</td>
<td>6:30 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8 a.m.</td>
<td>6:30 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>8 a.m.</td>
<td>6:30 p.m.</td>
</tr>
</tbody>
</table>

Note: The facility may post changes to these hours.

If there is an evening event that will keep the building open longer than any of the times above, students and faculty are welcome to stay in the building to work. A security officer will provide notice of when the building is closing in situations like this.

On holidays when there are no classes (Labor Day, Memorial Day, etc.) or CU breaks (Thanksgiving week or Spring Break), building hours will be 8 a.m. - 6:30 p.m.

The building is open to the public every day from 9:30 a.m. until 5 p.m. except for Thanksgiving, Christmas Eve and Christmas when it is closed.
BADGING

Students and faculty can get a CU South Denver ID badge at the Welcome Desk. In order to get a badge, you will need to provide a CU ID, driver’s license or similar government-issued picture ID and contact information so that we can provide notification in the event of building closure or safety issues. We will verify you are enrolled in a class or scheduled to teach a class before issuing a badge.

CU South Denver students and faculty do not need their badges to gain access to the facility itself (see building hours above). Badges allow access to the classrooms, computer lab, the nursing simulation lab, and faculty have access to a landing zone in the basement, as well as the study room designated for faculty/student meetings.
Policies

ALCOHOL AND OTHER DRUGS
Alcohol is not permitted unless it is part of an event sanctioned by CU South Denver. Marijuana is not permitted in the facility or on the property under any circumstances for any purpose.

C ANV ASSING
Solicitation by non-CU person or entity for money, petition signature, personal contact information; offering information about services or sales; and/or distributing literature, samples, or other tangible items is not permitted anywhere on the property except for at a gathering in accordance with Facilities Use Policy.

DRUG FREE LOCATION POLICY
CU South Denver complies with the federal Drug Free Schools and Communities Act. The University of Colorado South Denver does not allow the unlawful manufacture, dispensation, possession, use or distribution of a controlled substance (illicit drugs) of any kind and of any amount. These prohibitions cover any individual’s actions which are part of University activities, including those occurring while on University property or in the conduct of University business away from the campus.

PUBLICITY POLICY
Before posting anywhere at CU South Denver, all posters, signs, etc., must be approved. Materials that are to be posted on any of the Student Activity bulletin boards will be funneled to the Welcome Desk to be posted by its personnel. Posters that advertise the use or sale of alcoholic beverages will not be approved, nor will posters that do not display the name of the sponsoring group or organization. Materials found on these bulletin boards that do not display the approval stamp will be removed.

RESTRICTED AREAS
Restricted areas include but are not limited to roofs, attics, kitchen and food preparation areas, storage areas, overhangs, external fire escape stairs of University facilities (absent an emergency), and construction areas. Areas that are restricted are off-limits to students absent authorization, which requires accompaniment by or specific written permission from a University official.

SMOKING
Smoking or other tobacco use (including electronic cigarettes) is prohibited at CU South Denver.

STANDARDS OF CONDUCT
Students enrolled in classes at CU South Denver will follow the standards of conduct established by the campus and college in which the student is enrolled.
Transportation

PARKING (CAR AND BICYCLE)
Parking is free of charge and is available anywhere within the provided parking lots south of the building. In addition to serving as a location for CU classes, CU South Denver also houses a museum and movie theater and is used as a community event space. When there is a large community event scheduled on a day when CU classes are in session, part of the lot may be blocked off for CU student parking only. When this occurs, the area designated for CU students will be identified with signage and in some cases, personnel will be directing cars to the appropriate section.

Please note that vehicles left more than one night may be towed. If you find yourself in a situation where you cannot move your car, please contact Security at 303-315-9454.

There is also limited bike parking located in between the two parking lots (north side). Bikes may not be stored at CU South Denver.

Meridian M-Bike Share is available. Click here to see the location of the bike racks. You can rent a bike from the Lincoln Station and return it to the Vela Apartments Station (south of the building) or the Commons Park Station (east of the building). There is a trip fee, learn more or sign up online.

LIGHT RAIL/BUS
If you are traveling from Denver, the nearest RTD Light Rail station is the Lincoln station at Park Meadows Drive and Lincoln Avenue. If you take the light rail to the Lincoln station, you can transfer to the 483 RTD bus route to get to the CU South Denver location. You will be dropped off at the “Jefferson Parkway” stop on Lincoln in front of CU South Denver. This stop is between the Lincoln – Havana and Lincoln and Jordan Park-n-Ride stops.

For CU Denver students, note that the E and F lines both run between the Lincoln station and downtown and both have Auraria campus stops. If you need additional assistance, please come to the Welcome Desk, which is located through the front doors of the building or call 303-315-9448.

A new Light Rail Station - Sky Ridge - is set open on May 19, 2019 and will provide a second stop with opportunities to connect to CU South Denver.

CITY OF LONE TREE LINK ON DEMAND
The City of Lone Tree operates a program, Link On Demand which provides FREE rides anywhere within the Lone Tree City limits via the Lone Tree Link shuttle system.

Link On Demand will offer service Monday –Thursday from 7 a.m. – 7 p.m.
Fridays from 7 a.m. - 10 p.m., Saturdays from 10 a.m. - 10 p.m. Sundays the service is offline

Link on Demand does not operate on the following holidays: New Year's Day, Martin Luther King, Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
To use Link On Demand visit www.lonetreelink.com, download the new app, sign up for an account and book your ride! Once your ride is booked, you’ll be picked up in one of our branded, wheelchair accessible, family-friendly shuttles driven by professional drivers.

Link On Demand works by pairing your ride with others going in the same direction, like a bus route that’s always changing based on who needs a ride. The shuttle may detour to pick up other passengers while you’re on board, but don’t worry, we’ll make sure you get to your destination!

Wait times can vary and scheduled rides are not guaranteed. Be sure to watch the app after booking as your estimated pick up time can change.

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**Academic Resources**

**DISABILITY RESOURCES**

Faculty should follow their home campus policy for offering accommodations for students registered with disabilities. Contact our Program Assistant at 303-315-9431 or megan.backstrom@ucdenver.edu if accommodations are granted that require facilities-related considerations such as a separate location for test-taking.

**LIBRARY**

Virtual library services are available to students taking classes at CU South Denver. Library users overwhelmingly prefer digital over print media, and thus typically experience the library virtually, accessing information resources such as e-journals and e-books, databases and tutorials online through libraries. For example, students enrolled in the CU Anschutz Nursing program can access the Health Sciences Library on the Anschutz Medical Campus. For the latest information about library services, refer to your campus library resource page.

Anschutz: https://hslibrary.ucdenver.edu/
Denver: https://library.auraria.edu/
CU Boulder: https://www.colorado.edu/libraries/

**WRITING CENTER**

The CU Denver Writing Center offers a satellite location at CU South Denver. Appointments will be scheduled and managed via WCOnline (ucdenver.mywconline.com) and students should schedule appointments in advance. Walk-in appointments will be accepted based on the availability of writing center staff.

The Center is available to any CU student. The Writing Center staff will be at CU South Denver during the following times:

<table>
<thead>
<tr>
<th>Day</th>
<th>Writing Center Open</th>
<th>Writing Center Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>10 a.m.</td>
<td>2 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>10 a.m.</td>
<td>2 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>10 a.m.</td>
<td>2 p.m.</td>
</tr>
</tbody>
</table>
Technology

Each classroom has a screen and a ceiling projector controlled by a computer at the lectern. In addition, each classroom has two mounted speakers, and the instructor computer has DVD play capability. The classrooms can accommodate personal devices with VGA, HDMI inputs. It is highly encouraged that you bring your own adapter however mini display port and USB type C adapters are available from IT on request. Classrooms CUSD-204, CUSD-205, and CUSD-014 have video distance technology allowing for students at CU South Denver to participate in classes taught at an off-site location.

WIRELESS

You will be able to log into the CU South Denver WiFi with your CU credentials. However, if you experience any trouble, we do have IT support staff on-site Monday – Thursdays from 7:30 a.m. – 7 p.m. and Fridays from 7:30 a.m. – 5 p.m., just stop by the Welcome Desk. On-call IT Support is available Saturdays and Sundays by calling 303-315-9477 for assistance.

CHARGING STATION

There is a high top study table in the hallway outside of Classroom CUSD-204 equipped with outlets to charge electronic devices and several Ethernet cables to connect laptops to the internet. There is another high top study area in the Student Commons that has outlets for charging devices. Electronic devices should not be left unattended when charging.

COMPUTER LAB

The primary computer lab is located in the basement in room CUSD-017. This room also serves as a classroom and will not be available while in session. When the room is not in session, it is available for student-use. There are additional computers located in CUSD-015-1, CUSD-015-2, and outside of CUSD-204 in the hallway for student-use only. These computers are available at all times in accordance with the building operation hours.

PRINTERS

Currently, there is a printer for each campus offering classes here (CU Denver, CU Anschutz, CU Boulder). So for example, if you are a CU Boulder student, you would print to the CU Boulder printer. Instructions for printing are posted near each printer. Printers are located in CUSD-015 for all student computer lab computers.
Services

Marketplace

The CU South Denver Marketplace serves a variety of options including sandwiches, salads and snacks and a variety of coffee drinks. The Marketplace is open during the following hours when classes are in session:

<table>
<thead>
<tr>
<th>Day</th>
<th>Open</th>
<th>Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>7:30 a.m.</td>
<td>7 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m.</td>
<td>4 p.m.</td>
</tr>
<tr>
<td>Saturday - Sunday</td>
<td>8:30 a.m.</td>
<td>4 p.m.</td>
</tr>
</tbody>
</table>

Students and faculty may also bring food from home and store it in a refrigerator in the Student & Faculty Lounge. There are also microwaves in the lounge as well as in the Café to reheat food.

DISCOUNTS

CU South Denver students and faculty have free access to the museum and other discounts outlined below. To enter the museum, students and faculty should present their CU South Denver badge at the Welcome Desk.

<table>
<thead>
<tr>
<th>University of Colorado South Denver Faculty and Students</th>
<th>Museum Admission</th>
<th>Marketplace</th>
<th>Daily Films</th>
<th>Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Free for self, guest tickets 25% off</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
</tr>
</tbody>
</table>

LOCKERS

There is a bank of lockers located in the basement which are available to students and faculty who need to store belongings during the day. Students and faculty are encouraged to use a locker while at CU South Denver. Please bring your own lock.
LOST AND FOUND
To see if a lost item has been turned in, please stop by the Welcome Desk or call 303-315-9454. The security office will be able to check for lost items in the building. At the end of each week, any items that have not been claimed from the Welcome Desk will be held in the security office.

WELLNESS ROOM
This room is located on the first floor, near the Welcome Desk. The Wellness Room provides seating, a table and outlets for anyone who needs a private space. The room can be locked while in use.

STUDENT COMMONS
This is a spacious area on the 2nd floor of the building with comfortable seating, tables, chairs and two small study rooms. This area is generally reserved for students and faculty only.

STUDY SPACES
There are four study rooms at CU South Denver where students can study. On the 2nd floor in the Student Commons, there are two smaller study rooms that can accommodate three to four people. In the basement, there are two study rooms and they are equipped with computers.

STUDENT ORGANIZATION FUNDRAISERS
Fundraisers for recognized student organizations are allowed, but students must pay to reserve the space. All monies collected from a CU-sponsored fundraiser must be deposited into a university account. For more details and to schedule, please contact Academic Affairs at 303-315-9431.

STUDENT ORGANIZATION MEETING SPACE
Activities organized by a recognized student organization in good standing (both at the time of scheduling and time of the meeting) are permitted. For more details and to schedule, please contact Academic Affairs at 303-315-9431.

WELCOME DESK
Should you need any assistance, please stop by the Welcome Desk or call 303-315-9448 and our staff can help.
SECOND FLOOR
1. Student Commons: CUSD-200
   200A, 200B
2. Classroom CUSD-201
3. Classroom CUSD-202
4. Classroom CUSD-203
5. Classroom CUSD-204
6. Classroom CUSD-205
7. CU Executive Offices

FIRST FLOOR
1. Movie Theater
2. Marketplace
3. CU South Denver Events
4. Curious Connections
5. Welcome Desk
6. Wellness Room
7. The Office of Digital Education

BASEMENT
1. CU Faculty Landing Zone
2. Classroom B-20
3. Nursing Clinical Education
4. Student Testing Rooms CUSD-012
5. Student Printers
6. Study Room CUSD-015-1
7. Study Room CUSD-015-2
8. Classroom CUSD-014
9. Computer Lab CUSD-017