New Student Guide
Certificate in Public Health Sciences
2018-19 Academic Year

CSU - https://publichealth.colostate.edu/
ColoradoSPH - http://www.ucdenver.edu/academics/colleges/PublicHealth/Pages/welcome.aspx
Hello, and welcome to the ColoradoSPH at CSU! We’re thrilled that you are joining us! The following pages of this New Student Guide will provide critical information for you as you complete the matriculation process and prepare for classes to begin. Please don’t hesitate to contact us with any questions you have – we’re here to help!

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Advising

All students are required to schedule an advising appointment with Erin Strutz, Academic Support Coordinator, prior to registering for classes their first semester. Please use this link to schedule a convenient time to meet with Erin: https://ScheduleColoradoSPHAtCSUappointment.as.me/. This first advising appointment can take place in person, over the phone, or via video chat; when you are scheduling your appointment, you will be able to select your appointment format and enter a phone number or skype name if applicable.

Before your advising appointment, you should review the Advising Checklist for the Certificate in Public Health Sciences. You can find the advising checklist for the certificate here. During your advising appointment, we will review your curricular checklist and ensure you are on course to meet all certificate requirements. Advising appointments are available to all students at any time during the year and are provided to help students remain on track and discuss specific courses or challenges students may be experiencing.

You can find semester course schedules on the ColoradoSPH website. These documents will help you to plan your courses as well as keep you informed on requirements for your specific area of study.

Students have the option of taking courses on any of the 3 campuses; however, Certificate in Public Health Sciences students in the ColoradoSPH are required to take a minimum of 9 credits on their home campus. This means that you will need to take at least 9 credits at CSU. CSU employees can take up to 9 credits using their CSU employee tuition benefit and transfer these credits into the certificate program. CSU employees wishing to use this employee benefit will need to work with the Academic Support Coordinator to develop a curricular plan that meets CSU and ColoradoSPH policies.

ColoradoSPH Student Services Organizational Chart

As an individual in the ColoradoSPH on the CSU campus, you hold a dual identity as both a CU-Denver student and a CSU student. Consequently, you will need to work with each institution at different times during your academic career. This can be somewhat confusing for students, therefore, you will find a “ColoradoSPH and CSU Student Services Organizational Chart” here that lays out which campus you should contact for specific student services. If you still have questions, please contact Erin Strutz at 970-491-0746 or at Erin.Strutz@colostate.edu.

Core Course Waiver Exams

The core courses required in the certificate program (PBHC 5600, Quantitative Methods in Public Health and PBHC 5700, Epidemiology) are designed to provide a foundation in two of the five core disciplines of public health. Some students may have previous coursework and/or work experience that they feel would have provided this foundation in a certain topic area and therefore may be eligible to waive one or more of the required core courses by taking and passing a comprehensive examination in that area.

Only students with sufficient prior coursework or experience will be permitted to take the exam. Tests for each of the courses will be offered once each year, before the start of Fall term. Requests for the core course waiver examination must be submitted to the ColoradoSPH Office of Academic Affairs. Request forms are available here.
Students who pass a core course waiver examination still need 15 credits to complete the certificate. Students are strongly encouraged to replace the credits from a waived core course with a higher-level course in the same discipline. Students should consult with their academic advisor(s) regarding selection of coursework to replace waived core courses.

**CSU Fees**

Although the tuition rate in the Certificate of Public Health Sciences and Master of Public Health Program is the same for all students regardless of their home campus, the fees associated with each campus are different. You will be charged the fees associated with your home campus. Fees at CSU vary depending on the number of credits a student is registered for. You can view the fee information for graduate students at Colorado State University at: [https://financialaid.colostate.edu/media/sites/38/2018/05/Graduate-Base-Tuition-and-Fees.pdf](https://financialaid.colostate.edu/media/sites/38/2018/05/Graduate-Base-Tuition-and-Fees.pdf). Please keep in mind that you will not be following the tuition schedule listed on this page, as you will be paying ColoradoSPH tuition through CU Denver (see Financial Aid section below). However, the fee schedule listed in this document is applicable to ColoradoSPH at CSU students.

In addition to home campus fees, students pay a Career Services Fee each semester ($13.00/credit hour). All student fees (including CSU student fees) will be billed to students’ CU-Denver account.

**Financial Aid**

All students in the Colorado School of Public Health are University of Colorado Denver (CU Denver) Anschutz Medical Campus students for all administrative issues, including financial aid. All financial aid must go through the University of Colorado Denver-Anschutz Medical Campus regardless of which home campus you have selected. Your FAFSA will need to indicate the University of Colorado Denver (FAFSA ID Number: 004508). Tuition rates are based on rates for the Colorado School of Public Health (NOT the CU Denver Graduate School; and NOT CSU).

You can view information on the costs of attending the Colorado School of Public Health [here](https://financialaid.colostate.edu/media/sites/38/2018/05/Graduate-Base-Tuition-and-Fees.pdf).

Students can sign up for a deferred payment plan if they are unable to pay the entire amount due on their account on the due date. Students have the option of paying their tuition and fee balance in several monthly installments.

Students may sign-up for the payment plan via the UCDAccess portal that is located within the UCDPassport single sign-on system: Log into UCDAccess > Select Student Billing > Select Pay Your Bill > Select the Payment Plan menu option in QuikPAY. The deadline to sign-up for the payment plan can be found on the Bursar’s website. Learn more information about the payment plan here: [http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/StudentBilling/PayingYourBill/Pages/PaymentPlan.aspx](http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/StudentBilling/PayingYourBill/Pages/PaymentPlan.aspx)

Please contact the University of Colorado Denver (CU Denver) Anschutz Medical Campus Office of Financial Aid with any questions you have regarding Financial Aid. They can be reached at 303-724-8044 or 303-724-8039.

Additional links that might be helpful:
Health Insurance

All graduate students in the ColoradoSPH, including certificate students, are required to have health insurance, which goes through your home campus. If you do not have your own health insurance and are enrolled in 6 or more credits through the ColoradoSPH (regardless of the campus where the course is held) in the Fall or Spring semesters, you will be automatically enrolled in and required to pay for the Student Health Insurance Plan (SHIP) through CSU. The insurance brochure can be accessed here.

If you would like to use your own health insurance instead of enrolling in SHIP, you will need to complete an online waiver. Once you have a CSU ID number and email account and are registered for 6 or more credits, you will receive emails to your CSU email account explaining the health insurance waiver process. This email will also contain a direct link to the online portal where you can submit your health insurance waiver electronically. This waiver must be completed by February 6, 2019 for the spring 2019 semester. Students will receive information regarding the waiver process each semester; however, students completing this waiver will do so only once each academic year. Please keep in mind, however, that you will need to re-submit a waiver in summer/fall 2019 for the 2019-2020 academic year.

Please visit this website for more information on the SHIP waiver process:
http://health.colostate.edu/student-health-insurance/waiver-process-domestic-students/

Please note that if you purchase the CSU health insurance plan, you will be billed for your health insurance costs directly through your CSU account. This will NOT be added to your ColoradoSPH tuition and fee bill and any financial aid applied to your CU Denver account will not be automatically applied to your health insurance costs.

If you are enrolled in fewer than 6 credits in the Fall or Spring semesters and wish to be enrolled in SHIP, you will need to enroll in the plan here: https://health.colostate.edu/student-health-insurance/domestic-undergraduategraduate-student-health-insurance/. You will not be automatically enrolled in the plan if you are registered for fewer than 6 credits.

Important People/Resources

There are a number of individuals within the Colorado School of Public Health whom you will become acquainted with during your time in the program. While you may work with some of these individuals only a few times, others you will work with frequently. As a way to help you become acquainted with these names, we have included a list of “Important People” as well as potential resources here.

Here on the CSU campus, there are several main contacts who help students with a number of things. While each staff member can help students with any questions, certain members serve as the primary contact for specific information.
Erin Strutz, Academic Support Coordinator, serves as the primary contact for academic advising, student services, and general student questions.

Kendra Bigsby, Assistant Director, serves as the primary contact for prospective student questions.

Kendra Bigsby, Dr. Chrissy Chard, and Dr. Molly Gutilla serve as the primary contacts for student questions related to the MPH practicum.

Dr. Lorann Stallones, Director, Dr. Tracy Nelson, Associate Director, Dr. Chrissy Chard, Dr. Molly Gutilla, and Dr. Petronella Magunda serve as the primary student contacts for all questions related to the MPH capstone project.

**Immunizations**

ColoradoSPH at CSU students must submit required immunizations through the CastleBranch website (specific information can be found in the new student checklist).

Additionally, CSU home campus students must submit proof of 2 valid doses of the Measles, Mumps, and Rubella (MMR) vaccine to their CSU Student Health Portal. Students planning to live on the CSU campus must also submit proof of a Meningococcal vaccine. More detailed instructions for the CSU immunization requirement can be found here.

**International Students**

**International Student & Scholar Services at CU Denver**

International Student & Scholar Services (ISSS) at CU Denver welcomes and assists over 700 international students and accompanying family members representing over 60 countries enrolled in more than 100 degree programs. On this diverse campus, students will have many opportunities to engage in exciting curricular, multicultural events, and share perspective in the classroom and beyond.

It’s critical to remember that ColoradoSPH at CSU international students will work with the CU Denver ISSS staff for all legal immigration processes and documentation. To schedule an appointment with an advisor, students should call 303.315.2230, email ISSS@ucdenver.edu or visit: [http://www.ucdenver.edu/academics/InternationalPrograms/OIA/Pages/default.aspx](http://www.ucdenver.edu/academics/InternationalPrograms/OIA/Pages/default.aspx). Additionally, your primary contact in the ISSS at CU will be Amy Bello, Senior International Services Specialist, who can be reached at: (303) 315-2242 or amy.bello@ucdenver.edu. We recommend that you reach out to Amy before contacting the general ISSS advising team.

**International Student & Scholar Services at CSU**

The Office of International Student and Scholar Services (ISSS) at CSU promotes international educational exchange by providing cross-cultural programming and orientation for international students, scholars, and their family members. Our strong belief is that a vibrant international academic community enriches the city and campus and is an essential component to understanding our role within the world community. For information on services available to international students please review the website for the International Student and Scholar Services: [http://isss.colostate.edu/](http://isss.colostate.edu/). The office can be reached at 970.491.5917.

We also recommend that International Students join the ISSS International Info Newsletter here: [http://isss.colostate.edu/intlinfo/](http://isss.colostate.edu/intlinfo/) where you can learn about the events and opportunities the CSU and Fort Collins communities have to offer.
New Student Checklist

There are a number of things you must do before coming to campus as well as once you are here. To help you keep track of which tasks you have completed or may still need to complete, you will find a New Student Checklist here. Students are encouraged to use this tool as you begin their journey in the ColoradoSPH at CSU. This checklist is in addition to the Official Acceptance Checklist you received previously from the ColoradoSPH.

Registration

Students registering for classes through the ColoradoSPH will always register through the CU Denver system regardless of where the course is being physically taught. When using the CU Denver registration system to find classes, you will need the four-digit course number (also referred to as the catalog number in the CU Denver system) for the course you want to register for. You can view the course catalog and course schedules (including days/times) for classes at all of the Colorado School of Public Health campuses here.

When ready to register, log-in to your UCDAccess portal, which is located within the UCDPassport single sign on system (https://passport.ucdenver.edu/login.php). Click on UCDAccess and then the “Registration/Records” tab. Select “Register for Classes.” You will need the course subject area (ex: ANTP for anthropology) and the four-digit catalog (course) number (e.g., 5320) to search for the classes on each campus. You will then proceed through a four-step process to confirm your enrollment. You can opt to continue adding additional classes to your cart before you confirm enrollment. Please find some time to review our registration instruction videos before registering:

Video 1: Basic Registration Information
Video 2: Registering for Classes in your UCDAccess Account
Video 3: Using your CSU RAMweb Account
Video 4: Important Waitlist Information
Video 5: Important Reminders

For ColoradoSPH classes on the CSU campus, you can see which books are required through the CSU bookstore: www.bookstore.colostate.edu. You will need to look books up using the CSU course subject area and number, not the ColoradoSPH course number. You can see the CSU course number for your CSU classes through your RamWeb account at CSU: ramweb.colostate.edu

The course cross reference guide shows you the CSU course numbers for ColoradoSPH courses at CSU. You’ll notice that the CSU and ColoradoSPH course numbers are similar, but just slightly different. For example, ANTP 5320 in the ColoradoSPH is ANTH 532 at CSU. If you take classes through the two partner institutions, you will need to go through those campuses to find which texts may be required for those classes.

Please note that there will be a lag time between when you register for a class through the University of Colorado Denver registration system and when it gets entered into the CSU registration system. This is a manual process, and it can take up to a week for you to be officially registered for a class at CSU. Because of this lag time, you might successfully register into a course in the CU Denver system but be waitlisted for the course in the CSU system. Erin Strutz will send you an email if you are waitlisted for a course in the CSU system and will also contact you if you later receive a seat in the course. This is why it’s important for you to register for classes early.
Registered Student Organizations

Over four hundred student clubs and organizations are registered with SLiCE, the Student Leadership, Involvement and Community Engagement Office at CSU. You can find clubs and organizations related to your own personal interests (including the Graduate Program in Public Health Student Council) here: http://advising.colostate.edu/students/studorgs/. You are welcome to explore these organizations online, participate in some of their activities, and or become a member.

Social Media

We invite you to join our CSU Facebook Group and the ColoradoSPH Facebook Group in addition to the ColoradoSPH on LinkedIn. These are spaces for students to become acquainted as well as share information with each other about things happening in and around the ColoradoSPH at CSU and the CSU community.

LinkedIn: The Colorado School of Public Health has a robust presence on LinkedIn. Here’s how you can get connected:

- Join the “Colorado School of Public Health” Group—there are 1000+ students, alumni, faculty, staff, and community members to network with!
- Follow “Colorado School of Public Health” as a Company—catch all of our social media updates in your daily Feed
- In your Profile, add “Colorado School of Public Health” as the name of your School.

ColoradoSPH Connect is a centralized, online career and practice-based learning portal for all current students and alumni to utilize. This is the ONLY place where jobs, internships, practicum, and volunteer opportunities are posted through the School. In addition, all career services tip sheets (resumes, cover letters, etc.) are posted on ColoradoSPH Connect in the Resource Library.

Within one week of starting your program, you will be emailed your User Name and Password information. Visit www.ColoradoSPHconnect.com to get started and see more detailed instructions here.

For questions, contact Ben Weihrauch, Manager of Career & Employer Relations, at Ben.Weihrauch@ucdenver.edu.
Student Employment on the CSU Campus

Many graduate students find it feasible to work while taking classes. Most full-time students taking 9-12 credits in a semester are able to work 10-15 hours per week, and some can work up to 20 hours per week. Once students start working more than 20 hours, they generally need to consider cutting back on their credit load. We do have both full-time and part-time students, and all students have up to 5 years to complete the certificate program.

Once individuals are offered admission to the ColoradoSPH at CSU, and they enroll in courses in the Colorado School of Public Health, they are provided with instructions for setting up their electronic ID in the CSU system. This electronic ID is what allows students to search for student employment opportunities on the CSU campus. Student positions are posted and viewable through the CSU RAMWeb system.

ColoradoSPH at CSU Certificate students ARE eligible to be hired as:
- Student hourly employees

ColoradoSPH at CSU students are not eligible to be hired as:
- Work-study (financial aid goes through CU and not CSU)

Individuals interested in finding employment off campus may find position openings using general online searches such as Indeed or Colorado-specific sites such as the Colorado Nonprofit Association job board. If questions ever arise as to what type of employment a student is eligible for please contact Erin Strutz (970-491-0746; Erin.Strutz@colostate.edu).

Student IDs and Email Addresses

Once you accept your offer of admission to the Colorado School of Public Health on the Colorado State University campus, you become a student at the University of Colorado Denver and at Colorado State University. Because of this, you will receive two email accounts (one for CU Denver and one for CSU) as well as two student ID numbers (one for CU Denver and one for CSU). Both ID numbers will be important for you. You will receive your CSU ID number via email after you register for classes through CU Denver and are entered into the CSU system.

All new CSU students will need to register for their CSU electronic ID (eID). Once you are enrolled in the school for classes on the CSU campus you will receive a CSU student ID number via email. You will use this CSU ID number to create your eID through this webpage: https://eid.colostate.edu. The creation of your CSU eID will also result in the creation of your CSU email account. This will be CSU staff and faculty’s primary method of communication with you during your time at CSU.

Please DO NOT opt for a Google Apps or “@rams.colostate.edu” email account when you set up your CSU email account. This creates issues for students and you will have to work with the CSU Help Desk to get it resolved. For those with a previous affiliation with CSU (alumni, applied to CSU), please see additional instructions below.
Your email is to be set up through **Office 365** and can be accessed any time online by logging onto portal.mail.com. To log in, your username is ename@colostate.edu where your ename is your CSU username. Once you log in, log out, and go back to the log in screen, you can bookmark this page for future access.

When sharing your email address with others, you will share the “first.last@colostate.edu” version. For those of you who have a **previous affiliation** with CSU (alumni, applied to CSU in the past...) you may already have a “rams” account set up. If you already have a “@rams.colostate.edu” account you will need to go to www.eid.colostate.edu and select ‘Change E-mail Address’ from the menu on the left. You will log in, and then have the option to modify which email is your primary email. You will then select your Exchange/Office 365 email account to be your primary, please see screen shot below. This will prevent emails from being automatically sent to your “rams” email account. The “rams” email account will still be active, but if you don’t provide the address to anyone you shouldn’t automatically receive mail there. These two email accounts are not automatically connected and we don’t want you missing out on important emails.

You will need to make sure you are checking both your CU Denver and CSU email accounts on a regular basis as different individuals will contact you through each email. If you would like to forward your CU Denver emails and/or your CSU emails, please follow these instructions:

**Redirecting CU Denver Email to Your CSU Account (see handout with screenshots [here](#))**

Redirecting your CU Denver email can be done through [www.ucdenver.edu/students/Pages/Students.aspx](http://www.ucdenver.edu/students/Pages/Students.aspx). After you click on “webmail” and log in through the secure authentication page, you will land at your Office 365 Outlook email account. Click on the settings icon in the top right corner of the page – it looks like a gear wheel – and scroll down to “Your app settings” at the bottom of the settings menu. Click on “Mail.”
This will take you to your mail options and there will be a menu on the left side of the screen. Under “Automatic processing,” click “Inbox and sweep rules.” Click on the plus icon, which will take you to the “New inbox rule” screen.

Click on the plus icon, which will take you to the “New inbox rule” screen. Under the prompt “When the message arrives, and it matches all these conditions,” select “Apply to all messages.” Next, under the prompt “Do all of the following,” choose “Forward, redirect, or send” and under that menu opt for “Redirect the message to…”

Next to the bold prompt “Redirect the message to…” type your CSU email address. Once you have typed the entire address, you will get a pop-down screen and you must click on the address in that screen.

Then click save, and you will land back at the previous screen. You should see your CSU address to the right of the “Redirect the message to…” box. Finally, click OK at the top of that page and you will be taken back to the Inbox rules page.

It’s important to note that you will still receive the original emails in your CU Denver email account and your CU Denver inbox will get full. You will need to periodically go into your CU Denver email account and delete the emails from your Inbox. Additionally, you can unsubscribe from most of the CU Denver campus announcements that go to your CU Denver email account.

Messages that are redirected will appear to come from the original sender. When you reply to a message that has been redirected, the reply will be sent to the original sender. A copy of messages that you redirect will remain in your mailbox. If you add an action to delete the message, the message will go to your Deleted Items folder and will still be counted against your mailbox limit.

If you exceed your mailbox limit, you may be blocked from sending or receiving new messages and redirecting rules may not work until you delete enough messages to bring the total below your mailbox limit. When you create a redirecting rule, you can add more than one address to redirect to. The number of addresses you can redirect to may be limited, depending on the settings for your account. If you add more addresses than are allowed, your redirecting rule won’t work. If you create a redirecting rule with more than one address, test it to be sure it works.

**IMPORTANT:** The CU Denver email system requires that you change your password every 90 days. Please note that when you change your password, you must also ensure that your redirecting rules are still in place. You might need to re-create your redirecting rules after changing your CU Denver email password in order for the emails to continue being redirected to your CSU or other personal account. It is your responsibility to check periodically to make sure that you are still receiving emails from both your CSU and CU email addresses.

**Summer Term Classes**

Certificate students either starting in the summer term, or wanting to take classes during the summer term, need to be aware that the CSU campus of the ColoradoSPH does not offer summer classes. However, several courses, including online courses, are available through the CU Denver Anschutz Medical Campus during the summer term. Please work with the Academic Support Coordinator to plan your courses for the program taking this schedule and our home campus credit policy into consideration.
# ColoradoSPH & CSU Student Services Organizational Chart

## Colorado School of Public Health
### University of Colorado Denver-Anschutz Medical Campus

### Financial Aid:
University of Colorado Denver – Anschutz Medical Campus Financial Aid Office
- Federal student loans
- Scholarships
- Tuition stipends

### Bursar’s Office:
University of Colorado Denver
- Tuition and fees bills and payments

### Registrar’s Office:
University of Colorado Denver Anschutz Medical Campus
- Course registration
- Transcripts
- Residency status

### Immunizations:
University of Colorado Denver (also need to be submitted to CSU)

### Academic Status:
University of Colorado Denver - ColoradoSPH Offices of Academic and Student Affairs
- Transfer of credits
- Change of campus/concentration
- Leave of absence

## Colorado State University
### Graduate Program in Public Health

### Academic Advising:
Erin Strutz
- Course selection
- Progress toward degree completion
- Course petitions
- Other academic forms

### General Troubleshooting:
Erin Strutz
Kendra Bigsby

### Health Insurance:
Colorado State University

### Practicum:
Kendra Bigsby
Dr. Chrissy Chard
Dr. Molly Gutilla
Faculty in your area of study

### Capstone Project:
Dr. Lorann Stallones
Dr. Tracy Nelson
Dr. Molly Gutilla
Dr. Petronella Magunda
Faculty in your area of study

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Important People/Resources

✓ Dr. Lorann Stallones, Director, ColoradoSPH at CSU
  970-491-6156
  Lorann.Stallones@colostate.edu
  100B-Sage Hall, Colorado State University

✓ Dr. Tracy Nelson-Ceschin, Associate Director, ColoradoSPH at CSU
  970-491-6320
  Tracy.Nelson@colostate.edu
  215E-Moby Arena, Health and Exercise Science Department, Colorado State University

✓ Dr. Chrissy Chard, Faculty, ColoradoSPH at CSU
  970-491-4329
  Chrissy.Chard@colostate.edu
  100C-Sage Hall, Colorado State University

✓ Dr. Molly Gutilla, Faculty, ColoradoSPH at CSU
  970-491-3157
  Molly.Gutilla@colostate.edu
  108D-Sage Hall, Colorado State University

✓ Kendra Bigsby, Assistant Director, ColoradoSPH at CSU
  970-491-5800
  Kendra.Bigsby@colostate.edu
  105-Sage Hall, Colorado State University

✓ Erin Strutz, Academic Support Coordinator, ColoradoSPH at CSU
  970-491-0746
  Erin.Strutz@colostate.edu
  101-Sage Hall, Colorado State University

✓ Kelly Poto, Administrative Assistant, ColoradoSPH at CSU
  970-491-5190
  Kelly.Poto@colostate.edu
  100F-Sage Hall, Colorado State University

✓ Dr. Lori Crane, Associate Dean for Academic Affairs, Colorado School of Public Health
  303-724-4385
  Lori.Crane@ucdenver.edu

✓ Dr. Mary Dinger, Associate Dean for Student Affairs, Colorado School of Public Health
  303-724-5349
  Mary.Dinger@ucdenver.edu

✓ CSU Computer Help Desk
  970-491-7276
  help@colostate.edu
  Morgan Library, Colorado State University

✓ ColoradoSPH IT Help
  303-724-4757
  UCD-ITS-HelpDesk@ucdenver.edu

✓ CU Denver Anschutz Medical Campus Office of Financial Aid
  Gail Sasao
  303-724-8044
  gail.sasao@ucdenver.edu
ColoradoSPH Connect is a centralized online career and practice-based learning (Practicum, Capstone, and Independent Study) portal.

Some of the great features include:

- View and apply for jobs, Practicum, Capstone, Independent study, internships, and volunteer opportunities
- RSVP for career events, employer visits, workshops, and webinars
- Utilize the Resource Library for informational Tip Sheets, Videos, and additional web links
- Access the ColoradoSPH employer contact database

Here’s how you get started:

- Visit www.ColoradoSPHconnect.com
- Click on the Student Login button
- On the Log-In page, click on “Forgot Your Password?” link
- Enter in your User Name, which will be emailed to your .colostate.edu account 1 week before the semester begins
- Click the “Reset Password” button
- Click the “Return to Login” button
- Go into your email account (same as your User Name) to retrieve your temporary password. In the event the message was not received in your Inbox, check your spam filters/junk mail folders.
- Enter your User Name and temporary password
- Enter a new password that you will remember. Click the Save button.
- You are now in ColoradoSPH Connect—click on My Account/My Profile to update your information.

How to receive Job Notifications:

- Conduct a Job Search using your chosen criteria.
- Click [Email me new Jobs] to create a Job Agent, which will email you every time a new opportunity is posted on ColoradoSPH Connect that meets your criteria.
- Give your Job Agent a name and click Save.

HINT: you’ll receive more postings if you keep your Job Search criteria broad
Redirecting CU Denver email to your CSU account

Redirecting your CU Denver email can be done through [www.ucdenver.edu/students/Pages/Students.aspx](http://www.ucdenver.edu/students/Pages/Students.aspx). After you click on “webmail” and log in through the secure authentication page, you will land at your Office 365 Outlook email account. Click on the settings icon in the top right corner of the page – it looks like a gear wheel – and scroll down to “Your app settings” at the bottom of the settings menu. Click on “Mail.”

This will take you to your mail options and there will be a menu on the left side of the screen. Under “Automatic processing,” click “Inbox and sweep rules.” You will arrive at a screen that looks like this:

Click on the plus icon, which will take you to the “New inbox rule” screen:

Under the prompt “When the message arrives, and it matches all these conditions,” select “Apply to all messages.” Next, under the prompt “Do all of the following,” choose “Forward, redirect, or send” and opt for “Redirect the message to...”: Next to the bold prompt “Redirect the message to...” type your CSU email address. Once you have typed the entire address, you will get a pop-down screen and you must click on the address in that screen:

Then click save, and you will land back at the previous screen. You should see your CSU address to the right of the “Redirect the message to...” box. Finally, click OK at the top of that page and you will be taken back to the Inbox rules page. It’s important to note that you will still receive the original emails in your CU Denver email account and your CU Denver inbox will get full. You will need to periodically go into your CU Denver email account and delete the emails from your Inbox. Additionally, you can unsubscribe from most of the CU Denver campus announcements that go to your CU Denver email account.
Newly Admitted Colorado School of Public Health Certificate Student Checklist

Congratulations on joining our program at the Colorado School of Public Health! Now that you have decided to pursue your public health education with us, we’d like to share with you the next steps in the process. Official acceptance into ColoradoSPH requires the completion and return of all items found in the New Student Checklist below prior to matriculation. If you have any questions please feel free to contact us at any time. We are thrilled to have you here and are happy to help along the way.

REQUIRED FOR ALL CSU CERTIFICATE STUDENTS

☐ Submission of the acceptance card, indicating your acceptance of the offer and the term you will begin your studies.

☐ Completion of the CastleBranch Background Check: Before you are sent the information on how to access CastleBranch – the company completing your background screening - please read, sign, and return the Disclosure and Authorization form, which is available here. Please note admission is contingent upon the successful completion of the required background check.
  a. CastleBranch will also oversee the collection of your Immunization Records. Immunization Records, as well as a signed copy of the ColoradoSPH Student Code of Conduct will be submitted through the Compliance Tracker within CastleBranch. All of these requirements, including the Student Code of Conduct, can be found on this site. Compliance Tracker components need to be submitted no later than the first day of your starting semester.

☐ Submission of the required Tuition Classification Form. This form must be filled out by all students, even those not claiming Colorado residency. You may access the Tuition Classification Form here.

In addition to the items above, please read the following bullets to see if they apply to your situation:

• If you are a current resident in one of the following states: Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, and Commonwealth of the Northern Mariana Islands (CNMI), you are eligible to receive in-state tuition to attend ColoradoSPH. Please submit the WRGP Verification Form. Please note that students cannot claim the WRGP benefit and establish Colorado domicile at the same time.

• If applicable, submit FAFSA for financial aid. All financial aid requests, regardless of your home campus, should indicate the University of Colorado (Anschutz Medical Campus). Information regarding financial aid can be found on our website. (Please select the Anschutz Medical Campus).

Once we receive your acceptance card, your place within the cohort will be reserved. The Tuition Classification Form and your background check must also be completed and approved prior to matriculation. Once all of these items have been received, you will be sent information on how to claim your email and register for classes.

Please email all of the forms mentioned above to: ColoradoSPH.admissions@ucdenver.edu. Make sure you include your last name and what document you are submitting in the subject line of the email.

☐ Set up an advising appointment with Erin Strutz prior to course registration: https://ScheduleColoradoSPHatCSUappointment.as.me/

☐ 24 – 48 hours after claiming your CU Denver email account, begin to familiarize yourself with the CU Denver system (UCD Access). Regardless of what campus your class is located on all ColoradoSPH students register for all courses through the CU Denver system. This is also where you can see your financial aid and bills.
  ColoradoSPH Schedule of Classes
  UCD Access Portal (registration portal)
After you have registered for classes and received your CSU ID number (Erin Strutz will send this to you), set up your CSU eID which also creates a CSU email account for you. CSU eID website: https://eid.colostate.edu/

Pay close attention to emails from both your CSU and CU Denver email accounts. Feel free to redirect these accounts to another email address. You can find redirecting instructions here.

Familiarize yourself with the Academic Calendar for each campus, as semester start/stop dates and holiday schedules can vary across the campuses.

Make note of the required ColoradoSPH at CSU Certificate Student Orientation during the week of January 14, 2019 (more details to follow shortly)

Health Insurance: All graduate students are required to have health insurance, which goes through your home campus (CSU). If you wish to use your own health insurance, you will need to complete an online waiver. This waiver must be completed by February 6, 2019. Students will receive information regarding the waiver process each semester, however, students completing this waiver will do so only once each academic year. You can view the CSU health insurance and waiver information in your New Student Guide here. For questions please contact Erin Strutz at Erin.Strutz@colostate.edu.

CSU Immunization Records: All CSU home campus students must submit proof of 2 valid doses of the Measles, Mumps, and Rubella (MMR) vaccine to their CSU Student Health Portal. Students planning to live on the CSU campus must also submit proof of a Meningococcal vaccine. More detailed instructions for the CSU immunization requirement can be found here.