

colorado school of
public health

COLORADO STATE UNIVERSITY
UNIVERSITY OF NORTHERN COLORADO
UNIVERSITY OF COLORADO

MPH New Student Guide

2019-20 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 your specific concentration. You can find the advising checklist for your concentration [here](#) under Advising Checklists. During your advising appointment, we will review your concentration checklist and ensure you are on course to meet all degree 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, Master of Public Health students in the ColoradoSPH are required to take a minimum of 24 credits on your home campus. This means that you will need to take at least 24 credits at CSU. If you have previously completed a ColoradoSPH certificate program or are transferring to the CSU campus from a partner ColoradoSPH campus, you will be required to complete 18 credits at CSU. In addition to the core courses required of all MPH students, each concentration also has course requirements that you must complete.

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 MPH 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 MPH program are designed to provide a foundation in 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 five core 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 42 credits (or more, depending on concentration) to graduate. 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 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>. 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 MPH 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](#).

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>

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:

- ✓ CU Denver Anschutz Medical Campus Financial Aid Office:
<http://www.ucdenver.edu/anschutz/studentresources/FASO/Pages/FASO.aspx>

- ✓ CU Denver Colorado Residency Information: <http://www.ucdenver.edu/student-services/resources/Registrar-dev/StudentServices/Residency/Pages/default.aspx>

Health Insurance

All graduate students in the ColoradoSPH 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 September 11, 2019. Students will receive information regarding the waiver process each semester; however, students completing this waiver will do so only once each 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/enroll-ship/>. You will not be automatically enrolled in the plan if you are registered for fewer than 6 credits.

Housing

One of the most common questions that we receive from new students is about finding housing. Over 90% of graduate students rent off-campus. There are many online rental searches that you can find. You can also look in the local newspaper ([Coloradoan.com](http://www.coloradoan.com)). We have an online CSU MPH student Facebook community where you can communicate with other students and potentially find housing and/or roommates. You may have already received an invitation to join the Facebook group, but in case you missed it, here's the link to the site where you can request permission to join: www.facebook.com/groups/111144885707632/?fref=ts. You may also look for housing on Craigslist or the [CSU Rental](#) site. Once you have received your CSU ID number and set up your CSU eID, you will be able to log in to the CSU Rental Site.

There are also some options for on-campus housing at CSU. Students wishing to look into these options can find more information here: <http://www.housing.colostate.edu/residence-halls> and can complete an online application here: <https://housing.colostate.edu/apartments/apply/>. You will be able to complete this application up until the "Living Options" section of the application. At this point, you will

need to contact Erin Strutz (erin.strutz@ColoState.edu) to complete the remainder of the application. You will then need to bring a deposit to the housing office to process your request. Students will need to be registered for courses **and** have a CSU ID number to log-in to the housing portal.

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 practicum.
- Dr. Lorann Stallones, Director, Dr. Tracy Nelson, Associate Director, Dr. Molly Gutilla, and Dr. Petronella Magunda serve as the primary student contacts for all questions related to the 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](#). Although the CSU website mentions that CSU ID numbers must be on the immunization records, MPH students **do not** need to include their CSU ID numbers as long as your name and date of birth are included in the documentation.

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>. 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://iss.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://iss.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.

Practice-Based Learning

All MPH students in the Colorado School of Public Health are required to complete a practicum experience in which a student demonstrates competencies and integrates public health knowledge. The goal of the practicum is to enrich the student's educational training in public health by providing an opportunity to apply theory and skills acquired in the concentration to a public health setting.

Depending on your MPH concentration, you will work with Kendra Bigsby, Dr. Chrissy Chard, Dr. Molly Gutilla, or Dr. Lorann Stallones, the CSU practicum advisors, to find an appropriate site to complete a minimum of 120 field hours in your chosen area of study. You may complete your practicum anywhere around the world including places like health departments or other governmental agencies, medical centers, community-based organizations, related private industry, community-based research projects or research centers. Sponsoring sites designate a qualified member of their staff to serve as a preceptor. Preceptors will guide your experience on site, helping you think critically about the meaning of activities, while facilitating interactions with staff and community members.

Prior to registering for your practicum, you MUST complete all prerequisites. These include: Foundations in Public Health (PBHC 5160 or PUBH 6600), 3 additional core classes, and a total of at least 18 credits completed in the MPH program.

During your time in the MPH program, you are also required to enroll in, and complete, a 2-credit capstone project. The goal of the capstone project is to connect all aspects of the curriculum, including seminars, lectures, course work, independent studies, projects and direct experiences to establish an understanding, appreciation and working knowledge of public health practice, and specifically, how your concentration enhances public health practice opportunities in Colorado, the nation and the world. You will have the opportunity to complete your capstone project anywhere in the world once you have completed the prerequisites. These include: PBHC 5160 (Foundations in Public Health) as well as 3 additional core courses. In addition to these, you must have either already completed your practicum or be completing your practicum concurrently. Kendra Bigsby, Dr. Chrissy Chard, Dr. Molly Gutilla, Dr. Petronella Magunda, and Dr. Lorann Stallones serve as the faculty advisors for the capstone project.

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](#). 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 MPH 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 MPH 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 MPH program and 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 Katie Brumfield, Career Services & Practicum Specialist, at Katherine.brumfield@ucdenver.edu.

Student Employment on the CSU Campus

Many MPH students find it feasible to work while taking classes. For full-time students who are on a two-year track, most 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 degree program.

Once individuals are offered admission to the MPH program 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. Most students who have on-campus jobs have positions as Graduate Research Assistants (GRAs) or student hourlies.

MPH students **ARE** eligible to be hired as:

- ✓ Graduate Research Assistant (GRA)
- ✓ Graduate Teaching Assistant (GTA)
- ✓ Graduate Assistant (GA)
- ✓ Student hourly

MPH 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.

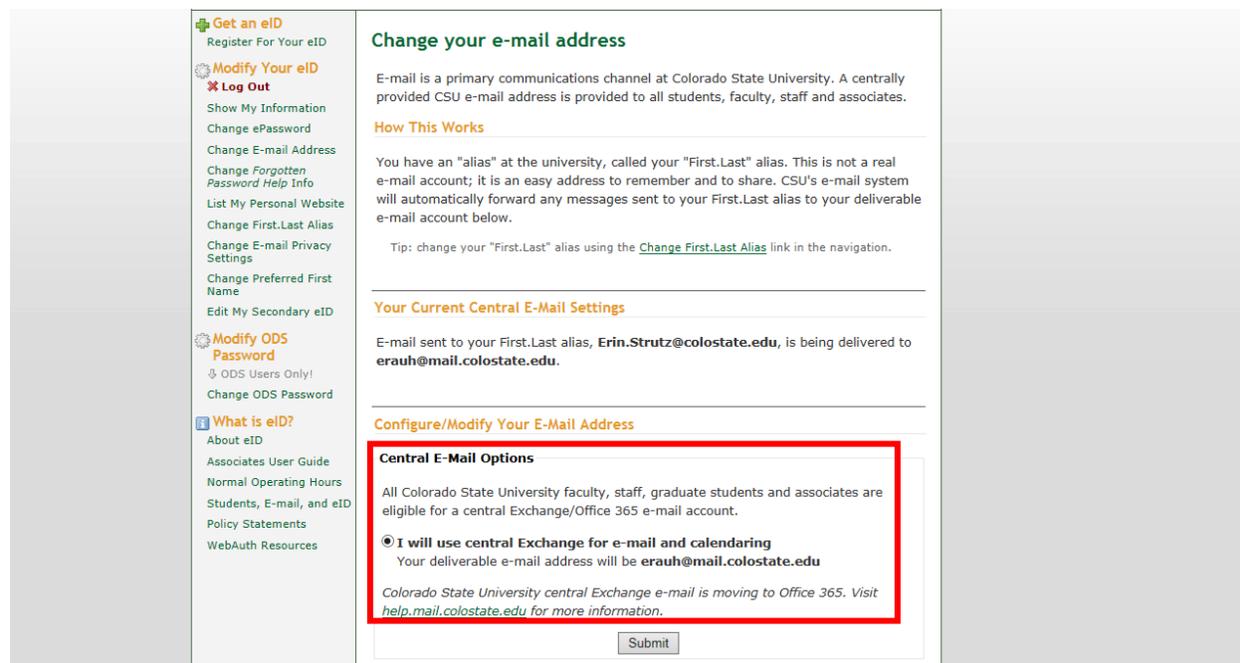
All new CSU students will need to register for their CSU electronic ID (eID). Once you are enrolled in the school for classes on the CSU campus you will receive a CSU student ID number via email. You will use this CSU ID number to create your eID through this webpage: <https://eid.colostate.edu>. The 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. 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 redirect

ting rule won’t work. If you create a redirecting rule with more than one address, test it to be sure it works.

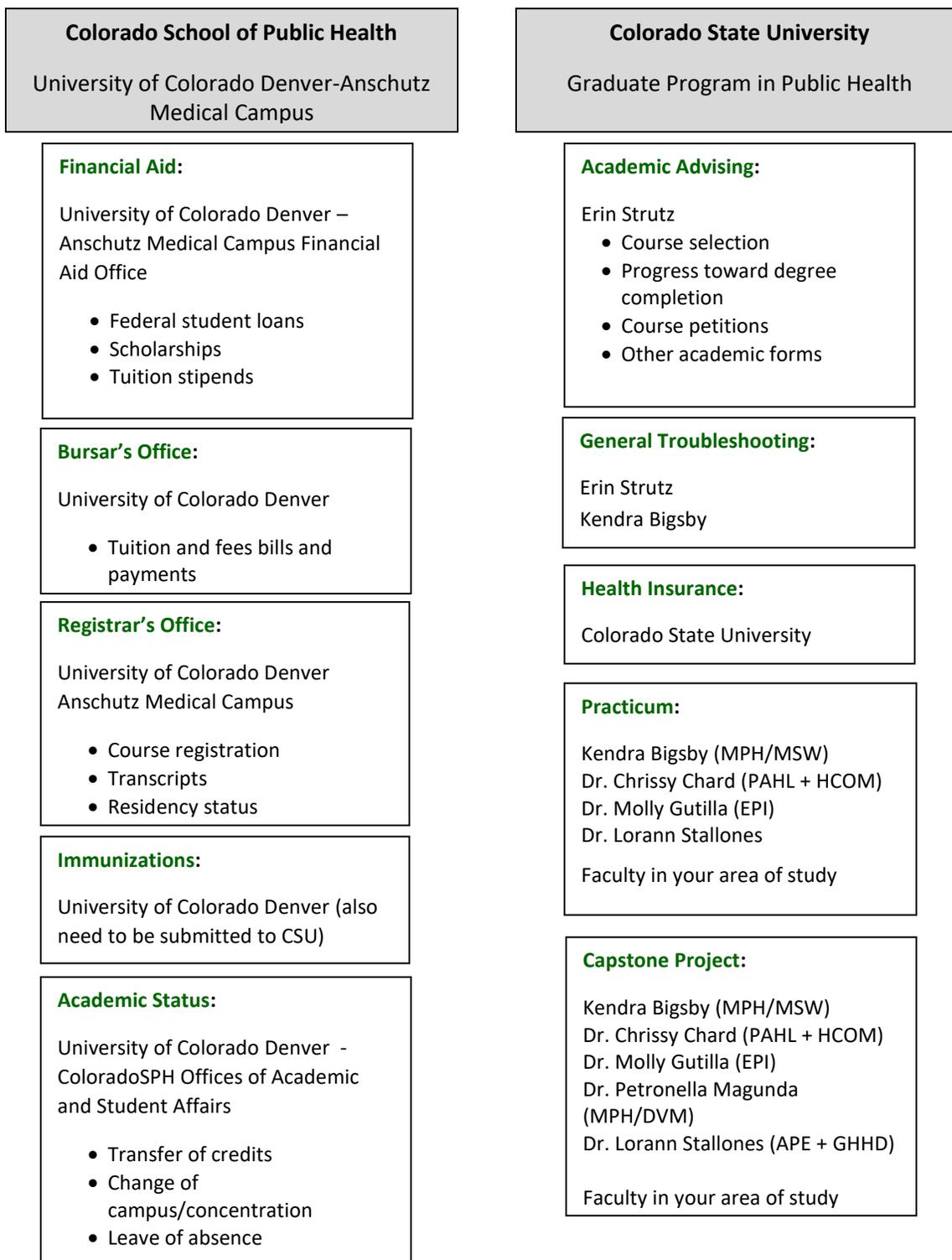
IMPORTANT: The CU Denver email system requires that you change your password every 90 days. Please note that when you change your password, you must also ensure that your redirecting rules are still in place. You might need to re-create your redirecting rules after changing your CU Denver email password 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 Start

It is important that you do not select the summer term in your acceptance form if you will not be taking classes in the summer. If you do select the summer term and end up not taking classes in the summer you will need to notify Erin Strutz (erin.strutz@colostate.edu). Otherwise, this can cause difficulty registering for the fall term. Students hoping to start ColoradoSPH courses in the summer term must have submitted all

matriculation documents by March 15, 2019. Please note that MPH/DVM and MPH/MSW students are exempt from the March 15th deadline.

ColoradoSPH & CSU MPH Student Services Organizational Chart



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
- ✓ 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:

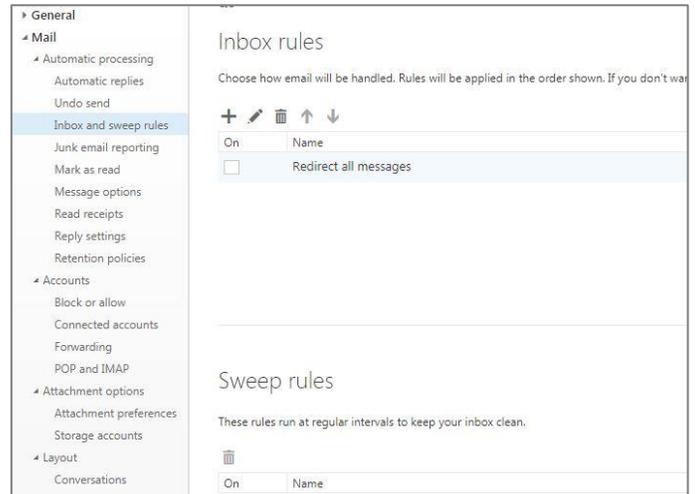
- Conduct a Job Search using your chosen criteria.
- Click [Email me new Jobs] to create a Job Agent, which will email you every time a new opportunity is posted on ColoradoSPH Connect that meets your criteria.
- Give your Job Agent a name and click Save.

HINT: you'll receive more postings if you keep your Job Search criteria broad

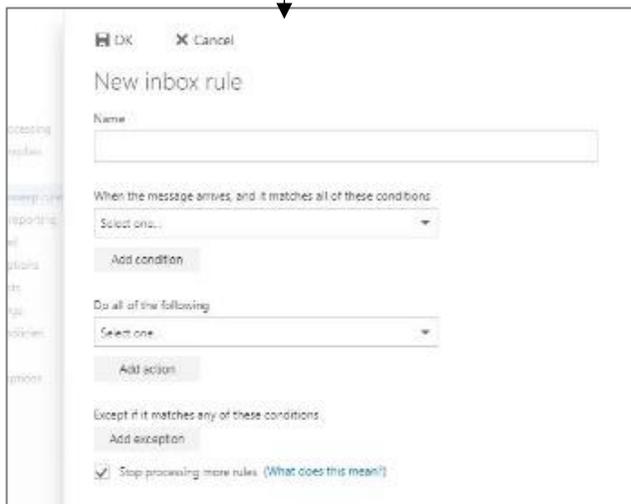
Redirecting CU Denver email to your CSU account

Redirecting your CU Denver email can be done through www.ucdenver.edu/students/Pages/Students.aspx. 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.”

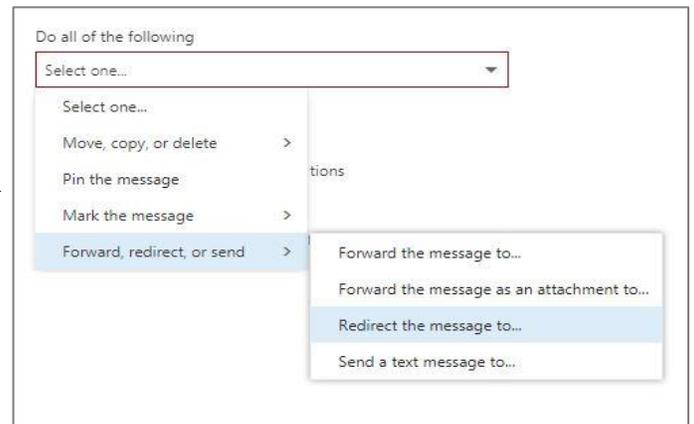
This will take you to your mail options and there will be a menu on the left side of the screen. Under “Automatic processing,” click “Inbox and sweep rules.” You will arrive at a screen that looks like this:



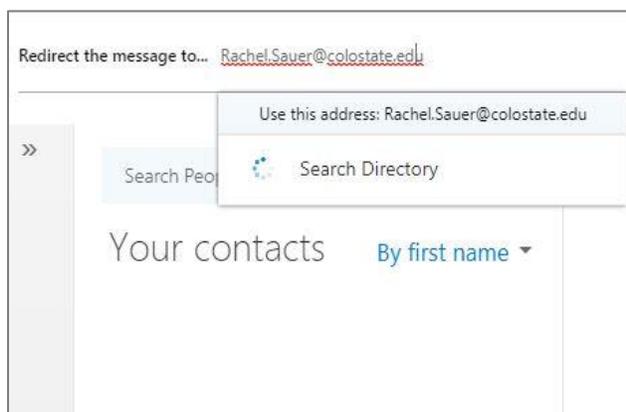
Click on the plus icon, which will take you to the “New inbox rule” screen:



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 MPH 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 MPH STUDENTS

- Pay the tuition deposit
 - 1) \$200 non-refundable tuition deposit, applied to your first semester's tuition
 - 2) Choose the School of Public Health from the dropdown menu and submit your tuition deposit online here: <https://www.cusys.edu/admissions/nelnet/AMC.html>

- Background Check and Immunization Records through CastleBranch
 - 1) Please read and sign the Disclosure and Authorization form, which is available [here](#).
 - 2) Email the signed Disclosure form to Coloradosph.admissions@ucdenver.edu.
 - All attachments should be PDFs, and named <<Last Name, First Name_Document Name>>.
 - 3) After we receive your Disclosure and Authorization form, we will send you an email with instructions for you to order your background check. Please note you are responsible for the cost of the background check. The cost of the background check varies. If you have completed a background check within CastleBranch in the last 3 years, you do not need to complete a new background check.
 - 4) Immunization Records, as well as a signed copy of the ColoradoSPH Student Code of Conduct, must be submitted through the Compliance Tracker within your CastleBranch portal. Immunization requirements and the Student Code of Conduct can be found in your CastleBranch portal. Immunization records and the signed Student Code of Conduct should be submitted prior to beginning coursework at our school.

- Complete the Tuition Classification Form
 - 1) ALL students must complete and submit the electronic [tuition classification form](#). Instructions can be found on [page 18](#).
 - 2) If you are applying for WRGP (see below), you need to complete both the tuition classification form and the WRGP form.

In addition to the items above, please complete the following 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 these items are processed*, you will receive an email containing information about registering for classes. CSU and UNC students are required to meet with an advisor prior to registering for courses.

*Processing can take some time, so please submit all documents as soon as possible to avoid delays in course registration.

International Students – The matriculation process outlined above must be completed before we can begin the I-20 process. Please reach out to us at ColoradoSPH.admissions@ucdenver.edu, to let us know that you will be applying for F1 Visa status. More information about the cost of attendance can be found [here](#).

- 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 CSU MPH orientation date (Friday, August 23rd, 2019)**. The New Student Orientation on the CU Denver Anschutz Medical Campus (Thursday, August 22nd) is optional.
- 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 September 11, 2019. However, please DO NOT submit this form prior to June 1, 2019. Students will receive information regarding the waiver process each semester, however, students completing this waiver will do so only once each 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 Immunizations: ColoradoSPH at 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](#).

All admitted Colorado School of Public Health students are required to complete an electronic initial residency verification form before matriculation through the Office of the Registrar at the University of Colorado Anschutz Medical Campus. This form determines tuition classification for Colorado resident or non-resident tuition.

The form can be accessed at this [link](#).

Important Instructions for Completing the Residency Verification Form

1. Choose **Public Health – MPH, DrPH** from the drop-down menu.
2. Select the correct start term/year for your program. Your start/term year is **SUMMER 2019** or **FALL 2019**. If you are unsure which semester you'd like to start, please select **SUMMER 2019**.
3. You will be prompted to provide your social security number on this form. This is for purposes of matching your FAFSA with your student record.

If you choose not to complete this step any federal financial aid will be significantly delayed. This is a secure web form that has been specifically developed to safely migrate student information to University of Colorado servers.

4. Fill out the form as completely as you are able. The more information you provide, the easier it will be for the Tuition Classification Officer to properly classify you for resident or non-resident tuition.
5. After submitting, wait until you see the form submission confirmation screen before closing your browser.

Form Processing Timeframe:

Students will receive a confirmation email within 1 business day confirming their residency status as Resident, Non-Resident or Under Review.

If a student has been placed into the Under Review category, it is because further information or review by the Tuition Classification Officer is required. Students will receive more information within 10 business days of submitting the form.

If you have questions about your form submission, please contact your school or program admission contact first at ColoradoSPH.admissions@ucdenver.edu. If they are unable to assist you with basic troubleshooting, they will refer you to the most appropriate office.