

The background of the cover page is a photograph of a modern, multi-story building with a mix of light and dark grey panels. The building is partially obscured by several large, leafy trees in the foreground. The sky is a clear, pale blue. The text is overlaid on a semi-transparent dark blue rectangular area in the upper half of the image.

**UCLA**

Molecular Biology

Interdepartmental Doctoral Program (MBIDP)

# **GRADUATE STUDENT RESOURCES**

Updated October 2018

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## UCLA Campus and Administrative Resource –

**UCLA Logon ID:** Required for access to many essential UCLA services. You can create your UCLA Logon ID at <https://logon.ucla.edu>

**MyUCLA:** MyUCLA gives UCLA students access to their University academic, personal and financial records. It is the easiest way to enroll in classes. Access requires UCLA Logon ID and password, obtained at <http://my.ucla.edu/>

Here is a partial list of things you can do through MyUCLA:

- Enroll in classes
- View information regarding Holds on your records.
- Order UCLA transcripts
- Pay charges that appear on your Bruinbill
- View and print current- month account information
- Check the status of refund activity
- Change your street or email address
- Change your privacy options
- Provide emergency contact information

**Bruin Online (BOL)** – In order to have access to BOL services, you must have a UCLA Logon ID. BOL is a collection of services that provides UCLA students, faculty, and staff with:

- Email and Online Campus Directory
- Web Hosting Services
- Network Connectivity, including Wireless
- Free Software and Support
- Access your student records
- Search for a book at the UCLA Library, or browse online databases

IMPORTANT: Bruin Online will never ask for your password.

Location: 124 Kerckhoff Hall

Phone: (310) 267-4357

Email: [consult@ucla.edu](mailto:consult@ucla.edu)

Website: <https://www.it.ucla.edu/bol>

**E-mail accounts:** E-mail accounts that end in ucla.edu are obtained through Bruin On-Line. By the time you fulfill your TA requirement, you will be required to have a BOL email account.

**BruinCard:** The BruinCard is your official University ID card. Note: A BruinCard will only be issued upon presentation of official identification, in one of the following three forms: Driver license/state ID, Passport, Military ID.

Location: 123 Kerckhoff Hall

Phone: (310) 825-2336

E-mail: [bruincard@finance.ucla.edu](mailto:bruincard@finance.ucla.edu)

For more information on BruinCard click here, [www.bruincard.ucla.edu](http://www.bruincard.ucla.edu).

## UCLA Campus and Administrative Resource –

**Change of address:** Students are urged to maintain their own mailing, permanent, and email address listings online using MyUCLA. Always make sure that your mailing address in MyUCLA is up to date (for example - if the mailing address on file in MyUCLA is in China, your stipend check could be mailed to China).

**Name change:** Name changes should be reported to the Registrar's Office, <https://www.registrar.ucla.edu/Student-Records/Personal-Information/Legal-Name-Change>.

**Campus Map:** <http://www.ucla.edu/map/>

**Campus Newspaper:** Daily Bruin, <http://dailybruin.com>

**Central Ticket Office (CTO):** Concert tickets, UCLA cultural and performing arts events, athletic event tickets, discount movie tickets and bus passes are all available at CTO.

Hours: 10:00 am - 4:00pm (Mon-Fri)

(310) 825-2101

Email: [cto@tickets.ucla.edu](mailto:cto@tickets.ucla.edu)

<https://tickets.ucla.edu/home>

**Ombuds Office:** The Office of Ombuds Services is a place where members of the UCLA community— students, faculty, staff and administrators—can go for assistance in resolving conflicts, disputes or complaints on an informal basis. In order to afford visitors the greatest freedom in using its services, the Office is independent, neutral and confidential.

501 Strathmore Building

(310) 825- 7627

<http://www.ombuds.ucla.edu>

**Registrar's Office:** Online Schedule of Classes; Annual & Quarterly Calendars; Miscellaneous fees; UCLA General Catalog; order transcripts, etc.

<http://www.registrar.ucla.edu/>

**Student Legal Services:** Student Legal Services offers currently registered and enrolled students assistance on a wide range of legal problems. Confidential assistance is provided by appointment only.

A239 Murphy Hall

(310) 825-9894

<http://www.studentlegal.ucla.edu>

## UCLA Academic and Professional Development Resources -

**Career Center:** Offers job listings, campus interviews, workshops, career fairs, and career counseling, [www.career.ucla.edu](http://www.career.ucla.edu)

**Graduate Writing Center (GWC):** offers a variety of workshops and programs throughout the year. They also organize independent writing groups in fall quarter, primarily for doctoral students. The GWC offers FREE appointments with friendly, experienced writing consultants to registered UCLA graduate and professional school students. Meet with a graduate writing consultant to work on issues ranging from style and argumentation to grammar and syntax. The consultation appointments are interactive sessions, not proofreading sessions. The goal of the writing consultation is to increase your skill level, confidence and independence as a writer.

Located in Room B11 of the Student Activities Center (formerly Men's Gym)

Phone: (310) 267-4805

<https://www.gsrc.ucla.edu/Portals/30/Documents/graduatestudentresources/academicprograms/Graduate%20Writing%20Center.pdf>

**The Institute for Digital Research and Education (IDRE)** is a cooperative of faculty and technologists working to advance the existing body of computing knowledge and expertise at UCLA. IDRE supports research and innovative scholarship that takes advantage of new technologies and encourages collaboration between faculty from different departments and disciplines at UCLA, the opening of new research questions, and the enrichment of the learning environment. The goal of this campus-wide collective is to make UCLA a world leader in high-performance computing and visualization research and education.

<https://idre.ucla.edu/>

The **Center for Education Innovation & Learning in the Sciences (CEILS)** creates a collaborative community of instructors committed to advancing teaching excellence, assessment, diversity, and scholarship, resulting in the enhancement of student learning experiences in the Life and Physical Sciences at UCLA.

CEILS transforms the culture of science, technology, engineering, and math (STEM) teaching by pursuing the following principal goals:

1. **Lead initiatives** that promote current and future faculty teaching development and create inclusive, student-centered classrooms
2. **Train instructors** in innovative, validated teaching methods, assessment, and course design
3. **Create a community of instructors** that advances the scholarship of teaching and learning in STEM education
4. **Partner with faculty** to acquire grant funds to support undergraduate and graduate instructional initiatives in STEM
5. **Engage in collaborations and conversations** across campus, regional, and national partners to promote multidisciplinary institutional transformation

<https://ceils.ucla.edu/>

## Financial Resources –

### **BruinBill** – University Student Billing Account

All students are assigned a BruinBill account which records all charges and payments associated with registration, student housing, as well as other service charges like student health service (Ashe Center) charges that are assessed to students. Your BruinBill is available to manage nearly 24/7; just login to MyUCLA and click on BruinBill Accounts. UCLA uses a readily accessible financial system known as BAR (Billing Accounts Receivables) to assist students in managing their account and to generate fellowship stipend, loan, and other need- and merit- based aid payments. The University records all billing (such as fees, nonresident tuition, and Student Health Services charges) and all UCLA aid payments through the BAR system. Transactions are listed by the month in which they occurred. In addition to the current month activity, students can view monthly statement activity going back 24 months. Around the first of each month an e-mail is sent to all students as a reminder to review their BruinBill accounts in MyUCLA. Even though you are not paying your own tuition and Non-Resident Supplemental Tuition (NRST) charges, it is your responsibility to review your BruinBill account each month and to make the SAO's aware of any issues that arise.

Financial awards for Tuition and Non-Resident Supplemental Tuition (NRST) will pay out only on the scheduled quarterly Registration Fees Payment Deadline, <https://www.registrar.ucla.edu/Registration-Classes/Registration-and-Payment/Paying-Registration-Fees>, and will automatically be applied toward tuition and NRST charges. After tuition and NRST have been satisfied, any award amount that remains will be disbursed to the student as a refund through Bruin Direct.

An e-mail is sent to the student's official e-mail address to notify them of every direct deposit of funds. The official e-mail address can be viewed and updated at MyUCLA.

Students must pay all charges in full by the 20th of the month following the posting date of the charge. If the 20th falls on a weekend or holiday, due date is the last business day prior to the 20th. After the 20th, students are assessed a delinquent fee and a student account hold is placed on their record until the charges are paid in full. There are no extensions.

**Bruin Direct** (Direct Deposit for your BAR/BruinBill Account): BruinDirect is the electronic deposit of your BAR/BruinBill refunds directly into your personal bank account. All students are required to have BruinDirect. A U.S. bank account is required. While your BruinDirect account is being setup, refunds will be mailed to the address you indicate on MyUCLA. All BAR refunds are eligible to be directly deposited, which include fellowships, stipends, loans and any non-payroll payments to students. Sign up is available by logging into MyUCLA and click on BruinBill Accounts. Online enrollment becomes active immediately upon sign up. Refunds processed using this method occur each week night and are then deposited into your bank account within 2-3 business days.

## Financial Resources –

Fellowship stipend payments are directly deposited (preferred method) or mailed to the student's local mailing address. Questions regarding fellowship disbursement may be directed to Graduate Financial Services, (310) 825-1025.

How will I know when my money has been deposited to my bank account?  
You will receive an email before every deposit made to your bank account.

What happens if I receive a direct deposit for which I am ineligible?  
If you receive funds to which you are not entitled, you will be billed for repayment.

How long will my direct deposit last? You will remain on BruinDirect until you cancel your authorization. Continuing students are not required to re-authorize every year, however, you must complete a new form if you change banking institutions.

How do I cancel BruinDirect? You may deactivate at any time online.

What else do I need to know about BruinDirect?

- The bank you designate for direct deposit must be in the United States.
- You must deactivate your BruinDirect online when you leave the University.
- It is extremely important that you keep your email address current in order to receive timely deposit notifications.
- Every bank differs when it comes to posting electronic payments. Verify with your bank as to when your funds will be available.

**VERY IMPORTANT NOTE:** Setting up Bruin Direct establishes direct deposit only for funds that come through your BAR account (like first-year stipend from the program or training grant stipend). After your first year in the program, you will likely become employed as a Graduate Student Researcher (on a faculty member's research grant) or as a Teaching Assistantship (TA). It will be necessary for you to set up a separate direct deposit for funds that come to you through the UCLA Payroll system. Please contact your fund manager for more information.

**Graduate Division Fellowships and Financial Services:** UCLA entering and continuing students may receive fellowship, traineeship and employment-based opportunities to support their studies as well as to enhance their academic, research and training portfolio. <https://grad.ucla.edu/funding/financial-aid/>

**Advance TA Loan:** If a student has a teaching assistantship, they are eligible to get an advance loan interest-free, with the understanding that the repayment will be made by automatic payroll deduction. One-half of the loan will be deducted from the second TA paycheck and the remaining half from the third TA paycheck of the quarter. For more information click here, <https://grad.ucla.edu/funding/working-at-ucla/ta-advance-loan-authorization/>.

## Financial Resources –

**UCLA VITA (Volunteer Incoming Tax Assistance):** VITA at UCLA provides free federal and state income tax preparation assistance to low- to moderate-income, disabled, and elderly individuals in the Los Angeles community.

<http://www.vitaucla.org/>

### **UCLA Financial Wellness Program**

The mission of UCLA's Financial Wellness Program is to empower all Bruins to confidently navigate their finances in a way that supports their overall well-being. This program fosters financial literacy skills through workshops, coaching and online educational efforts. Additionally, we aim to encourage students to know who, when and why to ask for help. Overall, the program centralizes and advocates for student economic support services on campus.

<https://www.financialwellness.ucla.edu/>

The **Economic Crisis Response Team (ECR TEAM)** provides support and guidance to students who have self-identified, or are identified by UCLA faculty or staff, as experiencing a financial crisis that impacts their academic success at UCLA. We aim to efficiently, compassionately and discreetly:

- 1) Provide a seamless and individualized response to UCLA students in extraordinary financial crisis.
- 2) Develop proposals for actions to examine (and revise, when appropriate) university policies and office protocols in order to improve students' ability to manage their financial situations and avoid economic crisis.

<https://www.studentincrisis.ucla.edu/Economic-Crisis-Response>

**Emergency Loans:** The Office of Student Loan Services & Collections allows you to arrange an appointment with a loan officer to obtain an emergency loan. For more information click here, <https://www.loans.ucla.edu/Short-Term-Loan>.

**Other loan opportunities:** If you are a member of the University Credit Union, <https://www.ucu.org>, you may be eligible for a loan through them.

## Mental and Physical Health Resources –

**School of Medicine Behavioral Wellness Center:** Services rendered through the Behavioral Wellness Center are covered by insurance and co-pays have been waived. Services Provided:

\*Psychiatric consultation

\*Short-term individual psychotherapy

\*Information about community based services and resources

\*Wellness Programming by request. Topics such as: boosting test performance; work/life integration; stress management; self-care for success; building resiliency.

To make an appointment: <http://www.surveygizmo.com/s3/3637481/BWC-Request-an-Appointment>

For more information: <https://medschool.ucla.edu/bwc>

**Counseling and Psychological Services (CAPS):** The cornerstone of CAPS services is confidential individualized therapy and psychiatric care, provided by a diverse and multicultural competent professional staff. In addition to individual services, CAPS provides a range of programs to promote mental health, emotional resilience and wellness throughout the campus community. CAPS counselors meet with faculty, staff and students across the campus to provide training on emotional health and wellness, and identifying and referring students with compromised stress resilience. On-line resources are designed to allow students, faculty, staff and parents to easily access wellness resources.

John Wooden Center West 221 (entrance faces the Intramural Field and Drake Stadium)

24-hour telephone access line: (310) 825-0768

<http://www.counseling.ucla.edu/>

The **Mindful Awareness Research Center (MARC)** is a partner of the [Norman Cousins Center for Psychoneuroimmunology](#) within the [Jane and Terry Semel Institute for Neuroscience and Human Behavior](#) at UCLA. MARC's mission is to foster mindful awareness across the lifespan through education and research to promote well-being and a more compassionate society. MARC was created to bring to a renowned mental health research institution the ancient art of mindful awareness in a scientifically supported and rigorous form.

Our center:

- offers classes and workshops to the general public, teaching the skills of mindfulness across the lifespan
- fosters and publicizes research to support the scientific benefits of mindful awareness
- brings mindfulness to professionals through UCLA's medical education program- including doctors, medical students, staff and faculty
- offer mindfulness tools and classes to support mental health professionals

<https://www.uclahealth.org/marc/>

The **Resilience Peer Network (RPN)** is a collective of UCLA undergraduate and graduate students trained to support fellow students. Our Resilience Peers are trained in active listening and empathic responding; boundaries, privacy, and ethics; applied positive psychology principles and resilience skills; motivational support to reinforce evidence-based treatment for stress, depression, and anxiety; and mindfulness approaches to resilience. Since 2016, more than 200 students have joined RPN for training and support. RPN's fully trained Certified Resilience Peers can lead drop-in support groups for students through a research collaboration with the UCLA Depression Grand Challenge. The treatment study offers a proven internet-delivered cognitive behavioral therapy for eligible UCLA students. Students come together in 8-week RPN support groups while completing individual internet-delivered cognitive behavioral treatment (iCBT) for depression, anxiety and stress. The Resilience Peers reinforce iCBT learning under close professional supervision and receive ongoing training for their supportive role through this collaborative study.

[https://www.resilience.ucla.edu/resilience\\_peer\\_network](https://www.resilience.ucla.edu/resilience_peer_network)

**Arthur Ashe Student Health and Wellness Center (Ashe Center):** The mission of the Ashe Center is to support UCLA students in the successful attainment of their educational goals through the personalized delivery of accessible, high-quality health and wellness services, rendered with kindness and competence, by diligent, dedicated professionals. The Ashe Center is devoted to providing quality, accessible, state-of-the-art healthcare and education to support the unique development of UCLA students. Our comprehensive services include Primary Care, Women's Health, Immunizations, Travel Medicine, Physical Therapy, Specialty Clinics, Optometry, Acupuncture and Massage. Students can schedule appointments online, in person, or by phone and can communicate with their primary care providers via secure electronic messaging. For more immediate concerns, Urgent Care is available during business hours, and after hours, students can access a 24/7 Nurseline for advice and information by phone. The Ashe Center houses its own full-service Pharmacy, Laboratory and Radiology units. Ashe contact information:

<http://www.studenthealth.ucla.edu/Lists/ChannelContent/CustDispForm.aspx?ID=38&Title=Contact%20Us&Channel=AboutUs>

Ashe website: <http://www.studenthealth.ucla.edu/default.aspx>

**Dental Care:** The UCLA Dental Clinics with locations in Westwood and Venice are some of the region's best options for general and specialized dental treatment. Whatever your needs are, we offer comprehensive care, ranging from cleanings and fillings to braces and implants. Our dental students and residents, along with a supervising faculty member, are prepared to assess any patient scenario. If you are not sure about your dental treatment needs, please call us and we will assist you in making a screening appointment.

UCLA Dental Clinics

714 Tiverton Dr., Los Angeles, CA 90095

(310) 206-3904

<https://www.dentistry.ucla.edu/patient-care/how-become-patient>

## Reporting and Consultation Resources -

### **Sexual Harassment and Title IX Officer - Mohammed Cato**

Email: [mcato@equity.ucla.edu](mailto:mcato@equity.ucla.edu)

Phone: (310) 206-3417

<https://www.sexualharassment.ucla.edu/>

<https://www.sexualharassment.ucla.edu/Making-a-Report>

### **UCLA Student Conduct Code:**

<https://www.deanofstudents.ucla.edu/studentconductcode>

UCLA students are proud to be members of this community. They take pride in the reputation of our faculty; they take pride in our unparalleled programs and services; they take pride in the wealth of diversity of our community members; and they take pride in our beautiful campus. Intertwined with our core values, Bruin Pride is at the very heart of what it means to be a TRUE BRUIN. Bruins are committed to the values of Integrity, Excellence, Accountability, Respect and Service. Bruins conduct themselves with integrity and understand that the quality of their educational experience is predicated on the quality of their academic work and service to the community Bruins hold themselves accountable to the commitments they make and for their conduct. When faced with adversity, Bruins engage in thoughtful reflection and exhibit superior ethical decision-making skills. They respect the rights and dignity of all members of our community by listening attentively, communicating clearly, and remaining open to understanding others and their diverse points of view. Bruins embrace these values, for these are the values of a TRUE BRUIN.

**UCLA Police Department:** (310) 825-1491 <https://www.ucpd.ucla.edu>

**Security:** All of the buildings are locked down in the evenings, weekends and holidays. If there is an event or class scheduled during off-hours, then the building is unlocked until that event or class has ended.

**Campus Escort Service:** Campus Security Officers provide walking escort services every day of the year from dusk until 1:00 a.m. The UCLA Police Department provides a free escort service from dusk to 1:00 am. Community Service Officers (CSOs) are UCLA students who walk students, faculty, staff and visitors to and from campus buildings, local living areas and Westwood. The service boundaries are Sunset to the north, Wilshire to the south, Veteran to the west and Hilgard to the east. When requesting an escort, allow 15 minutes for the escort to respond.

(310) 794-WALK (4-9255)

<https://police.ucla.edu/cso/evening-escorts>

**Campus Assault Resources & Education (CARE)** Program promotes an environment free of sexual and gender-based violence. CARE works to ensure that the UCLA Community understands their right to a safe campus experience and provides support to those impacted by sexual and gender-based violence. CARE is a **confidential** place

for survivors of sexual assault, dating and domestic violence, and stalking. Our [CARE Advocates](#) offer free consultation and supportive services to UCLA students, staff, and faculty. You can get help without formally reporting an assault or requesting formal treatment. In addition to advocacy, CARE also provides [alternative healing](#) groups to survivors. CARE also offers [prevention education](#) to the campus community.  
<https://www.careprogram.ucla.edu/>

The **Discrimination Prevention Office (DPO)** opened in Fall 2014 in response to the [Moreno Report](#). DPO investigates reports of discrimination or harassment based on race, ancestry, national origin, religion, age, and other categories protected by law and University policy. Typically, we investigate complaints brought by any member of the community (for example, students, staff or faculty) against faculty members. In certain cases, DPO also investigates complaints brought against entities or individuals who are not faculty. For example, under [UCLA Policy 240](#), DPO may investigate reports of discrimination or harassment involving conduct that negatively impacts the campus climate related to equity, diversity and inclusion.  
<https://equity.ucla.edu/about-us/our-teams/discrimination-prevention/>

## Housing Resources -

Housing for Graduate Students and Students with Families: The University offers housing options for graduate students who are single, married, have families, or have same sex domestic partners.

**Housing Assignment Office:** The Housing Assignment Office randomly offers housing to eligible applicants who apply by the stated deadline. Housing assignments are made according to the highest preference available (based on information the student provides on the housing application). Since current UCLA housing residents reserve their housing spaces in late April for the following academic year, some housing facilities and desired room types may not be available to new students. If the student's preferences are not available at the time the offer is made, the student will still receive a housing offer for a space that is available. The majority of students live in triple rooms during their first two - three years on campus.

Housing Services Office

Email: [uclahousing@housing.ucla.edu](mailto:uclahousing@housing.ucla.edu)

Phone: (310) 206-7011

Address: 360 De Neve Drive

<https://housing.ucla.edu/student-housing/freshman-students/guarantee/housing-assignment-information>

Housing contract rates and rental rates:

<https://housing.ucla.edu/my-housing/rates>

**University Apartments:** University Village provides premier student community living for married students, domestic partners, and single parents. Units consist of unfurnished one-, two- and three-bedrooms.

<https://housing.ucla.edu/student-housing/graduate-students-and-students-with-families/students-with-families/university-village-apartment>

## **Parking and Transportation Resources -**

**Bicycles** on-campus must adhere to specific rules and parking regulations.

UCLA Bike Safety, Regulations, and Resources can be found at:

<https://transportation.ucla.edu/getting-to-ucla/bike/ucla-bike-safety-regulations-and-resources>

### **Parking and Commuter Services:**

Address: 555 Westwood Plaza, Suite 100

Hours: 7:45 am - 5:00 pm (Mon-Fri, except University holidays)

Phone: (310) 794-7433

Email: [transportation@ts.ucla.edu](mailto:transportation@ts.ucla.edu)

Website: [www.transportation.ucla.edu](http://www.transportation.ucla.edu)

Students must apply for parking every quarter: Graduate students who hold a current appointment as academic apprentice employees in either Graduate Student Researcher [GSR] or Teaching Assistant [TA] payroll titles, should apply for campus parking permits through the parking contact person for the hiring department. Since you will not be employed in either title during your first year of graduate school, if you need campus parking, you may go through the graduate program's parking contact, Brian Phan, [bphan@mednet.ucla.edu](mailto:bphan@mednet.ucla.edu). Be sure to observe all quarterly deadlines for application, otherwise your parking application will not be considered.

Privacy and Access to Student Files: By federal law (**FERPA - Family Educational Rights and Privacy Act**) students have a right to see everything in their student file except those items to which they have specifically waived their right of access (i.e. letters of recommendation). A "student file" is anything intended for communication from one person to another that has the student's name on it. (A person's notes to him- or herself are excluded.) No one can keep confidential evaluations in a student's file without the student having a right to review them. Along with that comes the guarantee that no one has a right to see the student's file without his/her permission, except on an "in-house, need-to-know" basis. It does mean that if a UCLA faculty or staff member needs access to your information in the normal course of his/her job, that access is available. A FERPA restriction means that no information will be released to anyone outside the University, including prospective employers. Once placed, a FERPA restriction can only be released in person at the Office of the Registrar in 1113 Murphy Hall. <https://www.registrar.ucla.edu/Student-Records/Student-Rights-Privacy>

**CALIFORNIA RESIDENCY:** California residents are not charged Non-Resident Supplemental Tuition (NRST) in addition to regular tuition. Since graduate students in this program are financially supported, those who are U.S. Citizens or Permanent Residents and who are not classified as residents of California for tuition purposes for their incoming academic year, are required by the program to consult the UCLA Residence Deputy immediately upon their arrival in Southern California to begin the process of establishing California Residency by the start of their second year in the doctoral program. Upon arrival in California, a student wishing to gain California tuition residency should establish ties with the state (i.e., get a driver's license/California ID, register automobile, register to vote, change the permanent address on University records to a California address, and file a resident tax return).

Contact the Residence Deputy at 1113 Murphy Hall, (310) 825-3447, for more residency information; <https://www.registrar.ucla.edu/Fees-Residence/Residence-Requirements/Classification-as-a-Resident>.

## **International Student Resources -**

**Dashew International Center for Students and Scholars (DCISS):** The Dashew Center provides services and programs for the international community at UCLA. These services include: immigration and visa counseling, employment advising and strategies for cultural adjustment and personal matters. The Dashew Center is particularly alert to actual or planned legislation and policies relevant to acquiring and maintaining non-immigrant visa status. DCISS also offers programs and services to help international students and scholars adjust to life on campus and in Los Angeles, and to build bridges between UCLA's international and domestic communities. DCISS offers an orientation program during the summer, English programs, Discovering LA trips, International Connections Program, conferences and workshops, language clubs, Food Club, and special events.

If you are a non-immigrant student, you must bring your passport, other immigration documents, and any UCLA admissions materials to the Dashew Center upon your arrival on campus.

106 Tom Bradley International Hall

(310) 825-1681

<http://www.internationalcenter.ucla.edu>

What should international students who do not have U.S. bank accounts do?

It is best to open a U.S. bank account as soon as you arrive in the U.S., and then sign up for BruinDirect. Please notify your SAO's once this is completed. (see more information on BruinDirect on page 4.)

**Reduced Nonresident Supplemental Tuition (NRST):** At the point of advancing to candidacy for the doctorate, non-resident (international) graduate doctoral students become eligible for a complete reduction in nonresident tuition fee for a period of up to nine quarters. International students cannot be classified as residents of California for tuition purposes and are therefore not expected to establish residency.

**Test of Oral Proficiency (TOP Exam):** All international students (i.e., non-citizens) whose native language is not English will need to pass the TOP before they are allowed to work as a teaching assistant (TA) at UCLA. Molecular Biology IDP requires that each student TA for two quarters, so all international students will need to take this exam as soon as possible. Exam schedules and additional information can be found at <http://oid.ucla.edu/training/top>

## **Students with Dependents -**

**Child Care:** UCLA Early Care and Education (ECE) professionals foster the development of children and create a strong foundation for lifelong learning by providing developmentally appropriate education and quality care, support for families and resources for the community.

Phone: (310) 825-5086

Email: [ece@ece.ucla.edu](mailto:ece@ece.ucla.edu)

Website: <https://www.ece.ucla.edu>

**University Village Center:** As part of its commitment to child care, UCLA has established a preschool child care facility at University Village. It provides services for nearly 200 children through two programs – UCLA Child Care and University Parents Nursery School. The preschool programs are separate entities and operate independently from University Apartments and each other. Call (310) 825-5086 for more information or visit their website, <https://housing.ucla.edu/student-housing/graduate-students-and-students-with-families/students-with-families/child-care-at-university-village>.

### **Children's Medical Care:**

UCLA Mattel Children's Hospital cares for the physical and emotional well-being of children, from newborns to young adults. With a dedicated entrance from Gayley Avenue, UCLA Mattel Children's Hospital is located on the third and fifth floors of Ronald Reagan UCLA Medical Center.

Address: 757 Westwood Plaza

(310) 825-9111 Hospital Information

(310) 825-2111 Emergency Department

<https://www.uclahealth.org/mattel/about-mattel-childrens-hospital-ucla>

**UCLA Parent and Family Programs:** To work with parents and families to build relationship with the University, the office of UCLA Parent & Family Programs is an outreach program partnering with parents, students, faculty, staff and friends to engage parents and family members with the UCLA community alongside and in addition to the student experience.

Website: <http://parents.ucla.edu>

## Students with Disabilities -

The **Center for Accessible Education (CAE)**, formally the Office for Students with Disabilities, provides a wide range of academic support services to regularly enrolled students with documented permanent or temporary disabilities in compliance with federal and state laws and University policies. Academic support services are determined for each student based on specific disability-based requirements. The range of services includes: campus orientation and accessibility, note takers, sign language interpreters, proctoring and test taking arrangements, real-time captioning, on-campus transportation, support groups and workshops, special materials, referrals to UCLA's Disability and Computer Program, Learning Disabilities Program, readers, registration assistance, disability parking, assistive listening devices, adaptive equipment, tutorial referrals, housing assistance, and processing of California Department of Rehabilitation Authorizations. There is no fee to students for any of these services and all contacts and assistance are handled confidentially.

<https://www.cae.ucla.edu/>

Administrative Offices - A255 Murphy Hall

Hours: Monday - Friday, 8am - 5pm

(310) 825-1501

(310) 825-9656 (FAX)

(310) 825-2263 (Van Service)

CAE Proctoring Center - A242 Murphy Hall

Hours: Monday - Friday, 7am - 4pm

(310) 825-2651

(310) 267-2008 (FAX)

**UCLA Disabilities and Computing Program (DCP):** Provides information access and adaptive technology training, support, and services for students, faculty and staff with disabilities. Services include: web accessibility evaluations and recommendations along with voice synthesis, Braille print, large print, voice recognition technologies, and consulting for individuals and departments.

4909 Math Science

Phone: (310) 206- 7133

Email: [dcp@oit.ucla.edu](mailto:dcp@oit.ucla.edu)

Website: <http://www.dcp.ucla.edu>

The **UCLA ADA/504 Compliance Office** monitors compliance with the [Americans with Disabilities Act](#) and Section 504 of the Rehabilitation Act of 1973:

- Addresses physical accessibility issues and coordinates implementation of the Transition Plan and
- Advises the campus community regarding making services, programs, and activities accessible and
- Investigates ADA/504 related issues and reports of disability-based discrimination and

<https://www.ada.ucla.edu/>

## **Student Life and Engagement -**

The **UCLA Bruin Resource Center (BRC)**: can enrich your experience by providing valuable resources, services and learning opportunities and by promoting a supportive and inclusive campus community. The BRC serves all UCLA students, with a particular focus on current and former foster youth, students with dependents, students in recovery, student veterans, transfer students, and undocumented students. The BRC also offers programs that promote holistic development and education of the student and the larger campus community. These programs include Intergroup Relations and the GRIT peer coaching program.

<https://www.brc.ucla.edu/>

**Graduate Student Association (GSA)**: The GSA is the student governing body that represents graduate and professional students. To find out more or get involved check out: <http://gsa.asucla.ucla.edu/>

**Graduate Student Resource Center (GSRC)**: is a resource, referral and information center for graduate students, offering programs and workshops on a variety of topics, drop-in advice and assistance, meeting and study space, and the opportunity for social interaction. The GSRC works with GSA to organize the Graduate Student Orientation each fall. The Graduate Student Resource Center is also the home of the new Graduate Writing Center. All graduate and professional students are welcome.

Located in Room B11 of the Student Activities Center (formerly the Men's Gym)

Phone: (310) 267-4805

<https://www.gsrc.ucla.edu/>

**Clubs, Organization and Recreation Associations** - improve skills and explore special interests through clubs and associations. Includes everything from archery to chess, water polo and rugby to table tennis and soccer, Bruin Masters swim to golf. Club dues may apply. <http://www.ucla.edu/campus-life/clubs-organizations-and-recreation>

**Veteran's Resource Center**: The Bruin Resource Center's Veterans Resource Office (VRO) provides caring and personalized support to UCLA undergraduate and graduate student veterans. We help our veterans navigate UCLA and provide a welcoming space, mentoring from student veterans, guidance on educational benefits, and tools to succeed academically and personally. <https://www.veterans.ucla.edu/>

**Lesbian, Gay, Bisexual, Transgender Campus Resource Center**: (Located in B36 Student Activities Center) as proudly been serving the UCLA community for 20 years. We provide a comprehensive range of education and advocacy services supporting intersectional identity development as well as fostering unity, wellness, and an open, safe, and inclusive environment for UCLA's LGBTQ community. The LGBTCRC affirms folks of all sexual and gender identities and serves the entire UCLA community – undergraduate students, graduate students, faculty, staff, and alumni.

<http://www.lgbt.ucla.edu>

## **UCLA Sports and Recreation -**

**Kinross Recreation Center (KREC):** a unique facility that offers an exclusive recreation environment for UCLA graduate students and faculty/staff, located in Westwood Village.

<https://www.recreation.ucla.edu/facilities/all-facilities#kinross-recreation-center>

**UCLA Recreation** is responsible for all campus recreational facilities, activities and services. Programs cover the competitive, informal, social, cultural and instructional aspects of recreational activities.

<http://www.recreation.ucla.edu>

**UCLA Fast Pass-**The Bruin Fast Pass is a mobile-only ticket package option that gives fans access to every regular season, home football game at Rose Bowl Stadium. After purchasing and registering your pass, tickets will be conveniently delivered to your mobile device via text message approximately 24 hours before each game.

<https://uclabruins.com/news/2017/8/22/football-ucla-introduces-bruin-fast-pass.aspx>

**Intramural Sports** offers team, dual and individual sports in tournament or league play. More than 2,200 teams and 16,000 participants compete. Nominal fees charged.

<https://www.recreation.ucla.edu/competitivesports>

**Outdoor Adventure Trips** are available in a broad range of interests, from fitness, aquatics and sports, to music and arts; from rock climbing and backpacking to kayaking and surfing. Check the website for activities and schedules, fees may apply.

<https://www.recreation.ucla.edu/oa>

**John Wooden Center** - Three gyms for basketball, volleyball and badminton, and gymnastics; a Strength and Conditioning Zone with state of the art equipment; four hardwood floor studios for group classes and activities; a rock wall; handball; racquetball and squash courts; locker rooms with showers and saunas; a games lounge and more.

<https://www.recreation.ucla.edu/facilityhours>

**Drake Track Stadium and Fields** - includes North Athletic Field, Intramural Field, and a nine lane 400-meter track with javelin, triple jump, long jump, and infield events area.

<https://www.recreation.ucla.edu/facilityhours>

**Student Activities Center** - gymnasium, locker rooms with showers, meeting rooms, and an outdoor swimming pool.

<https://www.recreation.ucla.edu/facilities/all-facilities#student-activities-center>

**Sunset Canyon Recreation Center** - features a 50-meter pool with diving facilities, a 25- yard family pool, a sand volleyball court, picnic and barbecue areas, an outdoor amphitheater, 8 lighted tennis courts, 2 sport courts and a challenge (ropes) course.

<https://www.recreation.ucla.edu/facilities/all-facilities#sunset-canyon-recreation-center>