Department of Molecular, Cell, & Developmental Biology

Faculty Resource Guide
2020 – 2021
REMOTE INSTRUCTION RESOURCES (2020-2021)

Listed below are some of the resources for instructors to convert their courses to remote learning:

ZOOM
To access your UCLA Zoom account please go to: https://ucla.zoom.us/. By using your UCLA Zoom account, you'll be able to schedule your lectures without the 45-minute/3-attendee constraints.

You can also create Zoom meetings and post them to your CCLE website. This guidebook is helpful because it is integrated within CCLE. It's a great introduction to CCLE and remote instruction: https://ccle.ucla.edu/course/view/teaching-remotely?section=0

Jonathan Rodgers (jrodgers@ucla.edu), our Manager of Computing Services, is also a great resource for any questions you have regarding CCLE, Zoom, etc.

TEACHING GUIDES
The Center for Education Innovation & Learning in the Sciences (CEILS) has provided many resources for instructors teaching remotely: https://ceils.ucla.edu/resources/teaching-guides/ They also offer individual faculty consultations if that would be useful. The Center for the Advancement of Teaching has also provided resources for remote instruction: https://teaching.ucla.edu/resources/keep-teaching/#home

PRIVACY LAW (FERPA)
Because of federal privacy laws, information on UCLA students (regardless of their age or parental financial support) cannot be given out to anyone except that student. This includes student ID numbers, schedules, grades, or any other information. In addition, lists of grades, etc. may not be posted by student number or name, nor may assignments, papers, exams, etc., be left in a box for students to pick up. If you have questions on privacy restrictions, please consult your departmental student affairs officer.

GRADES AND GRADING
In any quarter, you may have undergraduate or graduate students enrolled in MCDB or other departments’ course numbers for which you were unaware that you must enter grades (see list of commonly used course numbers on page 13). Please assume that you always have grades of some kind to submit every quarter.

ELECTRONIC GRADEBOOK (AKA MYUCLA GRADEBOOK)
The Electronic Gradebook can be used to record grades throughout the academic quarter, inform students of test scores, distribute comments, assign projects, and transmit final grades to the campus registrar – all from a secure, easy-to-use website. Fully customizable by each instructor, the Electronic Gradebook can be adapted to suit individual class management needs. Faculty can use the Electronic Gradebook to create a gradebook that offers variable weighting for different kinds of academic performance – final examinations, midterm tests, papers, class participation, special projects, or any other performance indicators chosen by the instructor; automatically schedule projects for students; inform students of their academic progress during the quarter; use calculation features that automatically recommend a grade; modify and update individual grades throughout the academic quarter; submit final grades to the registrar; automatically alert students to deadlines, testing schedules
and other class milestones; communicate with individual students about their grades, or discuss study material with an entire class.

**SUBMITTING GRADES ELECTRONICALLY**

In order to submit grades through Electronic Gradebook, you will first need a Bruin Online account. For more information on how to create an account please visit: [www.bol.ucla.edu/services/accounts/](http://www.bol.ucla.edu/services/accounts/). Faculty who need help with their Bruin Online (BOL) accounts can contact the BOL Help Desk, either by phone at (310) 825-7452 or (310) 267-4357, or by e-mail to consult@ucla.edu.

A quick reference guide for the Electronic Gradebook or other instructor features of MyUCLA is available by clicking on this link: [http://www.registrar.ucla.edu/Faculty-Staff/Grade-Submission-Deadlines](http://www.registrar.ucla.edu/Faculty-Staff/Grade-Submission-Deadlines). Scroll down to the 4th paragraph > "For assistance with Gradebook Express, a help guide is available" > click on the words "help guide."

**INSTRUCTIONS FOR GRADE SUBMISSION**

Electronic grade submission can only be accomplished during a specific window of time each quarter. If you miss this window, it can substantially delay your student’s ability to get a transcript containing this grade, get a final transcript, or graduate.

1. Go to [http://my.ucla.edu](http://my.ucla.edu) and click ‘Login’ to access the login screen.

2. Enter either you Bruin Online user ID and password or your UID and PIN. Make certain the appropriate ID type has been selected, then click the Sign-In button.

3. A list of courses for which you are the instructor of record will appear along the right side of the screen. Locate the appropriate MCD BIO course number(s) (138, 193, 199A, 296, 375 etc.). For each course in which you have a student(s) enrolled, click the corresponding Gradebook link.

4. **Once per term** you must agree to a privacy statement. If not already completed, this will appear now. Simply click the ‘I Agree’ button.

5. Click the icon labeled ‘Submit Final Grades to Registrar’.

6. Click the option ‘Enter or Review’.

7. A list of your enrolled students will appear. Use the drop down box next to each student to give the appropriate letter grade.

8. Once all boxes are filled click the ‘Save Final Grades’ button then click the ‘Submit Final Grades to Registrar’ button.

9. A summary screen will be displayed. Review the grades and if they are as intended click the ‘Submit Final Grades button’.

10. A confirmation number appears as well as a link to a printer friendly version of your submission. Click this link then print the page for your records. Remember to logout when you are finished.

11. Should you have problems submitting grades, or need any kind of instruction or help regarding electronic grade submission, please contact the College Information Services Helpdesk at (310) 206-4525, or via e-mail to gradebook@college.ucla.edu
LATE GRADE SUBMISSION

If the grading deadline is missed, instructors may submit the missing grades electronically. Once the deadline has passed, instructors should use the Late Final Grades section of the Gradebook feature on MyUCLA to report previously unsubmitted grades on a student-by-student basis. Alternatively, instructors can use standard UCLA Report of Academic Revision forms to report late grades. A separate form must be used for each student.

PASS/NO PASS VS. LETTER GRADING

The only MCDB courses currently offered that give students the option of either pass/no pass or letter grading are MCDB 50, 60, 90, C150, M175A/B/C, and 191. All other currently offered MCDB upper division courses are letter grade ONLY.

Students can change the grading basis of any course for which the option is offered from pass/no pass to a letter grade, or vice versa, up until Friday of Week 6 of any quarter. Students may not change grading basis for courses listed in the catalog as letter grade only, or pass/no pass only.

If this is in any way unclear, please check the UCLA General Catalog at http://www.registrar.ucla.edu/Academics/Course-Descriptions/Course-Details?SA=MCD+BIO&funsel=3 to see the grading options for your course, which are listed at the end of the catalog course description.

GRADE CHANGES

Instructors may change individual final grades for any student for up to one year after the course was offered on Gradebook. Please note: All grades except DR, I, and IP are final when filed by the instructor in the end-of-term course report. Thereafter, a grade change may be made only in case of a clerical or procedural error or other unusual circumstances.

INCOMPLETES AND REMOVAL OF INCOMPLETES

A grade of "I" can be assigned only if a student has substantially finished the work of a course but is missing one part, typically a final paper or project, and cannot complete the course due to illness or another substantive reason. The student must be passing the course at the time of assignment of the Incomplete. Incompletes should not be given to students who simply would like to finish the course later or delay taking the final. (This gives an unfair advantage to the student, who then has three more months to study for the final). Students do not re-enroll in the course in order to remove the Incomplete; they simply finish the work required under the guidance of the original instructor. The missing work, for which the Incomplete was granted, MUST be finished, graded, and a grade assigned by the end of the next regular quarter (by the end of the following Fall Quarter for Spring courses), or the Incomplete will automatically lapse to a grade of F. Extensions of Incompletes may be granted by the College if approved by the instructor; however, instructors are not required to approve requests for extension of an Incomplete, and the College has become increasingly reluctant to approve these extensions. To remove an Incomplete (in other words, to assign a grade), obtain a UCLA Report of Academic Revision form from your departmental Student Affairs Office. The form should be filled out, signed and returned to that same office for forwarding to the Registrar. Students may not pick up or return Change of Grade/Removal of Incomplete forms under any circumstances.

For more information regarding grading, including dealing with special circumstances, final examination issues (requests for an alternate final exam day/time), individual course grading and standards/policies,
and grading strategies are available on the UCLA Center for Advancement of Teaching’s website: [https://www.teaching.ucla.edu/resources/teaching-resources](https://www.teaching.ucla.edu/resources/teaching-resources) or in the Teacher’s Guide. You can also contact the MCDB Undergraduate Advisors, Connie Firestone (cfire@mcdb.ucla.edu or x57109 or (310) 825-7109), or Maggie Schmall (mschmall@lifesci.ucla.edu or x75908 or (310) 267-5908).

### GETTING YOUR COURSE UP AND RUNNING

#### SCHEDULING CLASSES, REVIEW SESSIONS, ETC.
Lecture courses in MCDB are scheduled by Ana Padilla in 133 Hershey Hall ([scheduling@lifesci.ucla.edu](mailto:scheduling@lifesci.ucla.edu)). Courses in the Life Science Core series are scheduled by Eric Wells in 2305 Life Science Building (ewells@lifesci.ucla.edu). If you have questions about a particular kind of course (seminars, etc.), please contact Connie Firestone in 128 Hershey Hall ([cfire@mcdb.ucla.edu](mailto:cfire@mcdb.ucla.edu)) or Maggie Schmall in 126 Hershey Hall ([mschmall@lifesci.ucla.edu](mailto:mschmall@lifesci.ucla.edu)).

**ATTENTION:** You will be contacted by Ana Padilla ([scheduling@lifesci.ucla.edu](mailto:scheduling@lifesci.ucla.edu)) several months before your teaching quarter begins to confirm your teaching schedule (day/time). Ana will also contact you approximately two months before your teaching quarter with information about textbook orders, the BruinCast order deadline, TA access to CCLE, Disability Accommodations, and copy codes.

#### CLASSROOM ASSIGNMENTS/CHANGES
Contact Ana Padilla in 133 Hershey Hall (x51268 or [scheduling@lifesci.ucla.edu](mailto:scheduling@lifesci.ucla.edu)) regarding classroom scheduling/changes or when needing additional rooms for extra class sessions, review sessions, and exams. If you have preferences for particular classrooms or schedules, please notify Ana as far in advance of the quarter as possible.

Classroom scheduling begins approximately 6-8 months before the quarter begins:

- **FALL** Quarter (Oct. - Dec.) – Classroom scheduling begins the previous FEBRUARY
- **WINTER** Quarter (Jan. - March) – Classroom scheduling begins the previous JULY
- **SPRING** Quarter (March - June) – Classroom scheduling begins the previous SEPTEMBER

#### UCLA GENERAL CATALOG
The UCLA General Catalog is available online at [http://catalog.registrar.ucla.edu/](http://catalog.registrar.ucla.edu/). If you would like to change the catalog listing for your course, consult the student affairs officers for your department.

#### ONLINE SCHEDULE OF CLASSES
The quarterly Schedule of Classes is online at [https://sa.ucla.edu/ro/Public/SOC](https://sa.ucla.edu/ro/Public/SOC). To see courses taught in a previous quarter not currently shown, simply change the quarter within the URL.

#### AUDIOVISUAL EQUIPMENT
Information is available on the AV equipment provided in specific classrooms at [https://www.teaching.ucla.edu/avs/classroom-list](https://www.teaching.ucla.edu/avs/classroom-list), often with photos of the classroom as well. Audiovisual equipment that is not installed in the room may be ordered from the Center for the Advancement of Teaching. **Usually the microphone is the only equipment you will need to order.**

Alberto Gonzalez ([albertog@lifesci.ucla.edu](mailto:albertog@lifesci.ucla.edu)) in the LSSA Storeroom and Shipping/Receiving office will process your order with CAT. **Send Alberto an email with the following information: your name, the course you are teaching, the quarter for which you need the equipment, the day and times you are**
teaching, and the building and room number in which you are teaching. Alberto will add the billing information and send it to CAT. You can then go to CAT to pick up your equipment. If you have any questions about completing the form or ordering AV equipment from CAT, please contact Alberto.

Some audiovisual equipment can also be signed out from the Computer Lab in 150 Hershey Hall. To reserve equipment, contact Daniel Devant at ddevant@ucla.edu.

**BRUINCAST**
If you would like to have your class BruinCasted, please refer to the CAT website for information and online faculty sign-up information: [https://www.teaching.ucla.edu/bruincast](https://www.teaching.ucla.edu/bruincast).

**COURSE SYLLABUS**
CEILS has information about designing a syllabus with templates and samples: [https://ceils.ucla.edu/resources/teaching-guides/syllabus-design/](https://ceils.ucla.edu/resources/teaching-guides/syllabus-design/).

Please consider adding the following language in your syllabus regarding students with disabilities:

> If you are already registered with the Center for Accessible Education (CAE), please request your Letter of Accommodation on the Student Portal. If you are seeking registration with the CAE, please submit your request for accommodations via the CAE website. Please note that the CAE does not send accommodations letters to instructors – you must request that I view the letter in the online Faculty Portal. Once you have requested your accommodations via the Student Portal, please notify me immediately so I can view your letter.

> Students with disabilities requiring academic accommodations should submit their request for accommodations as soon as possible, as it may take up to two weeks to review the request. For more information, please visit the CAE website ([http://www.cae.ucla.edu/](http://www.cae.ucla.edu/)), visit the CAE at A255 Murphy Hall, or contact us by phone at (310) 825-1501.

For more information see the section on Center for Accessible Education on Page 10 or visit their website: [http://www.cae.ucla.edu/](http://www.cae.ucla.edu/).

If students are graded for any reason during discussion sessions (this could include but not limited to quizzes, assignments, etc.), consider adding a statement in your syllabus making this clear. An example of this language would be:

> Students should be aware that points will be assigned for participation during discussion sessions. Failure to attend discussion sessions will have an impact on your final grade.

**Note:** The College has requested that points **NOT** be assigned for “attendance.”

The syllabus should have a clear description of how the final grade will be calculated. For example, what percentage of the final grade is applied to midterm/s, finals, quizzes, homework, in-class assignments during discussion session, etc.?
COURSE ROSTERS
Rosters are available online through Electronic Gradebook. The quarterly Schedule of Classes is online at: https://sa.ucla.edu/ro/Public/SOC.

COURSE WEBSITES
For information on or issues pertaining to course websites, contact Kristin Hartman at webteam@lsic.ucla.edu, in 204 Hershey Hall, or at (310) 794-9177.

COURSE EVALUATIONS (TEACHING)
All undergraduate courses must be evaluated. Students complete the evaluations online. For more information, please contact Ana Padilla (scheduling@lifesci.ucla.edu). There is general information available on the CAT website at: https://www.teaching.ucla.edu/eip.

TEXTBOOK AND DESK COPY ORDERS
See Ana Padilla (scheduling@lifesci.ucla.edu) at 133 Hershey Hall. For Life Science Core courses, see Lily Yanez (lyanez@lifesci.ucla.edu) in 2305 Life Science Building. Ordering class textbooks is done approximately eight weeks before the beginning of the quarter through an online textbook requisition to the UCLA Store.

COPYING
Black and white copiers are located in the following:

- LS Mailroom (Room 3102, Access Code 2350)
- TLSB Mailroom (Room 1015, Access Code 5101)
- Hershey Hall Mailroom (Room 251, Access Code 56770#)

Copiers are available to our department’s faculty, staff, instructors, and teaching assistants who are authorized to make copies. PIN numbers for instructional copying are issued to instructors by Ana Padilla (scheduling@lifesci.ucla.edu) in 133 Hershey Hall. Instructional PINs are issued for the current quarter only. PIN numbers for all other non-instructional copying are assigned by the Storeroom personnel in 1005 Terasaki Life Science Building (open 1:00 – 4:00 PM, Monday-Friday). There is no charge for instructional copying, but the PIN is required to allow us to control the usage of the machines; they are not available for use by enrolled students, or the general public. Copying must be for university business only and not for personal use. Enrolled students who need to make copies for your courses should be referred to a campus library. NOTE: If you have a TA who is not a graduate student, they can print the original quizzes or exams in the LS Computer lab in 150 Hershey Hall after setting up an account with Daniel Devant in the computer lab.

For assistance with color copying, please contact Alberto Gonzalez at albertog@lifesci.ucla.edu.

SCANTRONS (TEST SCORING SERVICES)
The Evaluation of Instruction Program (part of the Center for the Advancement of Teaching) provides a variety of test scoring services that are available to all UCLA instructors. The overall goal of the test scoring service is to provide an efficient and accurate means of grading multiple-choice exams that will effectively generate reports to suit the instructor's needs. Such reports should be used by instructors to improve the testing process itself. EIP scores multiple choice exams using ONLY the UCLA Evaluation of
Instruction Program - General Purpose Answer Sheet. This form is provided by EIP. To ensure efficient service, ALL examinations must be scheduled at least 48 hours in advance. To schedule scoring for an examination, please call the EIP office at (310) 825-6939 or fill out the online request form here: https://www.teaching.ucla.edu/test-scoring.

The following information will be needed: subject, instructor/contact person with extension, approximate number of exams, how many versions of the test, and time and date they will be delivered. All answer keys and answer sheets must be completed in number 2 pencil ONLY. There is normally a 15 minute turnaround on examination scoring, although contingencies such as workload and equipment malfunction may affect the time needed for processing. Please be prepared to wait for exams to be processed. ALL examinations must be delivered to EIP in their own envelope/folder with their respective keys and the completed Test Scoring Request (PDF) form. For more information, see https://www.teaching.ucla.edu/test-scoring.

STUDENT ENROLLMENT POLICIES

ENROLLMENT
Students enroll in courses online through MyUCLA, beginning 6-7 weeks before the next quarter. Enrollment appointments, which are determined by students’ class standings, begin in late June for Fall classes, mid-November for Winter classes, and late February for Spring classes. Summer Sessions enrollment begins on February 1st. Generally, all enrollment issues and problems are handled by the departmental Student Affairs Officers. Course prerequisites are strictly enforced by MyUCLA and the departmental Student Affairs Officers, although an instructor may choose to overlook prerequisites in individual cases. Check with your departmental SAOs to confirm the policies for enrollment for particular courses.

ENROLLMENT THROUGH UCLA EXTENSION
Administratively, enrollment in regular UCLA courses via UCLA Extension is treated as if the student were enrolled at another university and not part of UCLA. Instructors may agree to enroll students through UCLA Extension, if there is available space in the course, after consideration of any waitlist has been handled. Enrollment for students taking a UCLA course through UCLA Extension is handled separately from regular enrollment – the UCLA Extension form must be signed by the MCDB Student Affairs Officer (Connie Firestone). Grades may be submitted electronically, however. Please consult Connie Firestone (cfire@mcdb.ucla.edu or x57109 or (310) 825-7109) for help.

PTE NUMBERS
Most MCDB instructors have the Student Affairs Officers (SAOs) handle all enrollment issues, which we are happy to do for you. However, instructors or teaching assistants have a choice either to give out Permission to Enroll (PTE) numbers themselves once the quarter has begun, or to have the departmental Student Affairs Officers continue to handle all enrollment for their course(s). It is important to choose one or the other method as early as possible, and to let the MCDB Student Affairs Office and your TAs know of your choice. PTE numbers override any and all enrollment restrictions, including the established enrollment cap, and can quite easily over-enroll the course, if students continue enrolling themselves and/or the SAO continues enrolling students while PTE numbers are also being handed out by the instructor.
DROPPING COURSES
Non-Impacted Courses
Unless a course is impacted, students may drop online through MyUCLA up until the end of the 7th week of the quarter without an instructor’s signature. To drop a non-impacted course during Weeks 8-10, students must first get the instructor’s signature on a Restricted Drop Petition, to verify that no final has been taken. The student must submit the petition to their College counseling unit (Honors, AAP or College Academic Counseling).

Impacted Courses
MCDB 104AL is the only impacted MCDB course. Impacted courses must be dropped before Friday of Week 2 of the quarter. Students who request to drop an impacted course after Friday of Week 2 must obtain a Red Drop Petition, complete it, and then return it to their College counseling unit (Honors, AAP or College Academic Counseling).

Connie Firestone or Maggie Schmall can sign, or explain to the student why their petition will not be signed, any undergraduate petition in the absence of the instructor, or with the instructor’s permission. Please consult Connie Firestone, cfire@mcdb.ucla.edu or (310) 825-7109, or Maggie Schmall, mschmall@lifesci.ucla.edu or (310) 267-5908, if you have questions regarding student petitions or campus drop/add policies.

ENROLLMENT CHANGES DUE TO COVID-19
The College of Letters & Science has modified add/drop, and grading basis (P/NP, letter grading) rules starting in the Winter 2020 quarter. These rules have changed from quarter to quarter since that time. If you have any questions regarding a course you are teaching or a specific student enrolled in your course, please contact Connie Firestone (cfire@mcdb.ucla.edu) or Maggie Schmall (mschmall@lifesci.ucla.edu).

MCDB Courses - Grading Basis (Letter Grade or P/NP)
Normally, all MCDB upper division courses are required to be taken for a letter grade. During the period of remote instruction, the department has added the P/NP grading option to all MCDB courses. In addition, a grade of “P” will be accepted on courses taken to fulfill major requirements. Starting Fall 2020, students are able to switch from letter grading to P/NP through week 9 of the quarter. To check the current quarter’s rules regarding grading basis please see the CAC website: https://cac.ucla.edu/academic-policies/grading-repeats/

Please note: A grade of C or higher is required to earn a grade of “Passed”.
CENTER FOR ACCESSIBLE EDUCATION

Letter of Accommodations
The purpose of a student’s Letter of Accommodation is to inform faculty members about a student’s classroom accommodations. At the beginning of each quarter, students log into the Student Portal and follow the steps to request the use of their accommodations. This process also allows the student’s Letter of Accommodation to be made viewable online by their instructors. After a student has requested that their letter be made viewable online, the student must notify their instructor that the letter is ready for viewing. Please note that the CAE does not send accommodations letters to instructors – students must request that their instructors view the letter in the online Faculty Portal. To view your student’s accommodation letters, please visit the Faculty Portal found on the CAE homepage and follow the steps outlined here. Additional information can be found here.

Exam Accommodations
If students choose to use their exam accommodations, they will request to be put onto the CAE Proctoring Center schedule. Students make their requests through the Student Portal for Clockwork. We encourage students to speak with their professors regarding their accommodations and in some cases professors will provide the accommodations themselves. This is always helpful and appreciated. The professors are notified 9 days prior to the exam that a student in their course has requested exam accommodations. At this time, faculty will be able to indicate whether they can proctor the exam, or if the CAE proctoring center should. If opting for the student to take the exam with the CAE, faculty will receive reminders until an exam is uploaded to Clockwork or delivered to the Proctoring Center. Professors are sent a link to the Faculty Portal, where they can view the Accommodations Letters, see the list of students, confirm/edit date and exam times, give exam instructions and upload the exam. The Faculty Portal tutorial can be found here.

For a list of exam accommodations, click this link.

Please visit https://www.cae.ucla.edu/faculty-resources for more information.

ACADEMIC DISHONESTY/CHEATING
If there is strong evidence of academic dishonesty, Academic Senate regulations require that any incidence be reported to the Dean of Students. The MCDB Undergraduate Counselors, Connie Firestone (cfire@mcdb.ucla.edu or x57109 or (310) 825-7109) and Maggie Schmall (mschmall@lifesci.ucla.edu or x75908, or (310) 267-5908) are an available resource if you, or your TAs suspect any form of academic dishonesty.

There is additional information available on these websites:

Office of Instructional Development:
https://www.teaching.ucla.edu/resources/teaching-resources

Dean of Students Office:
http://www.deanofstudents.ucla.edu/Faculty
COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)
Many students find themselves seeking support as a way of learning to deal with the many tasks and adjustments -- psychological, social and intellectual -- with which they are confronted. Counseling and Psychological Services is designed to respond to these tasks in a variety of ways. CAPS is a multi-disciplinary mental health center for the UCLA community, offering individual and group counseling and psychotherapy to students; emergency services; consultation, outreach, prevention, and education to students, staff and faculty; and training programs for graduate students in the mental health professions. CAPS is located in the John Wooden Center West (the CAPS entrance faces the Intramural Field and Drake Stadium), and is open Monday through Friday, 8:00 A.M. to 5:00 P.M., except for University holidays. Emergency Counseling is also available on a drop-in, first-come-first-serve basis, Monday through Friday 9:00 AM – 12:00 PM and 2:00 PM – 5:00 PM. IF STUDENTS ARE EXPERIENCING AN EMERGENCY SITUATION WHEN CAPS IS CLOSED, THEY SHOULD GO TO THE UCLA HOSPITAL EMERGENCY ROOM.

If any student (undergraduate or TA) brings to your attention any situation which you are not sure how to proceed, please contact Connie Firestone (cfire@mcdb.ucla.edu or x57109 or (310) 825-7109) or Maggie Schmall (mschmall@lifesci.ucla.edu or x75908 or (310) 267-5908) for help.

SEXUAL HARASSMENT POLICY
Everyone at UC — students, faculty, staff and administrators — has the right to a safe learning and working environment. Each of us plays a critical role in ensuring the university is a safe place, and should know the rules of being part of the UC community.

1. UC is committed to fostering a community where everyone works and learns together in a place free of harassment, exploitation and intimidation.
2. UC will respond promptly to reports of sexual violence and take appropriate action to prevent it and when necessary, take disciplinary action.
3. UC expects everyone to take university education and training courses on sexual violence prevention. Faculty, other academic appointees and staff are required to take sexual harassment prevention training.

For more information: http://www.sexualviolence.ucla.edu/Policies
PEOPLE
For a complete list of administrators, please visit https://www.mcdb.ucla.edu/administration.

Ana Padilla
Scheduling and Course Evaluations Manager
133 Hershey Hall
X51268 or (310) 825-1268
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Brian Rubke
Chief Administrative Officer
245 Hershey Hall
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Computing Services Manager
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COMMONLY OCCURRING MCDB COURSE NUMBERS IN WHICH YOU COULD HAVE STUDENTS ENROLLED IN ANY GIVEN QUARTER, ABOVE AND BEYOND ANY LECTURE COURSES AND/OR SEMINARS YOU ARE TEACHING:

**Undergraduate Course Numbers for which you might have students enrolled:**

19 – Fiat lux seminar, Pass/No Pass Grade required (1 unit)
99 – Student Research Project (SRP), Pass/No Pass Grade required (2 unit)
189HC – Honors contract for MCDB upper division lecture course (1 unit)
192A – UA’s for MCDB 104AL, Letter grade or Pass/No Pass, depending on grading basis under which student enrolled (4 unit)
193 – Faculty’s journal club (for their own lab), Pass/No Pass Grade required (1 unit)
194A – Faculty’s lab meeting credit, Letter Grade required (1 unit)
196A – 1st quarter of research for students using independent research to fulfill MCDB lab requirement (4 u)
196B – 2nd quarter of research for students using independent research to fulfill MCDB lab requirement (4 u)
198A – 1st quarter of Honors research, Grade of “In Progress (IP)” will be inserted by the system. **You are not required to do anything until end of 198B quarter, when a letter grade will be required (4 units)**
198B – 2nd quarter of Honors research, Letter grade required (4 units, but you are grading for 8 units)
198C – 3rd quarter of Honors research, Letter grade required (4 units)
198D – 4th quarter of Honors research, Letter grade required (4 units)
199 - Single quarter independent research – Letter grade required (4 unit)
199A – 1st quarter of multiple-quarter, non-honors directed research, Grade of “In Progress (IP)” will be inserted by the system. **You are not required to do anything until end of 199B quarter, when a letter grade will be required (4 units)**
199B – 2nd quarter of Directed research, Letter grade required (4 units, but you are grading for 8 units)
199C – 3rd quarter of Directed research, Letter grade required (4 units)
199D – 4th quarter of Directed research., Letter grade required (4 units)

**Graduate Course Numbers for which you might have students enrolled:**

375 – If you taught a lecture course for either MCDB or the Life Science Core, for which you had TA’s, your TAs will have enrolled in this course number under your name. Satisfactory/Unsatisfactory (S/U) grade required (1-4 units)
596 – Research aspects of graduate training for doctoral students not advanced to candidacy, Satisfactory/Unsatisfactory (S/U) grade required (2-12 unit)
599 – Research aspects of graduate training for advanced doctoral students, Satisfactory/Unsatisfactory (S/U) grade required (2-12 unit)