







# WELCOME TO THE BRUIN FAMILY

Congratulations! We are honored that your student is now officially a member of our campus community. Now is the time to delve into all that UCLA has to offer, not only FOR YOUR STUDENT but FOR YOU as well. This guide is full of information and resources to help you stay informed and navigate UCLA.

UCLA highly encourages parents & guardians to develop a relationship with your student that is based on trust and conducive to your student sharing information about college life. In other words, the best way to get information about your student is from your student directly. We recommend you utilize the "Topics to Discuss with Your Student" featured within each section of this guide for suggested areas of communication.

We wish you and your student an enjoyable experience as part of the UCLA community.

# PARENT & FAMILY INVOLVEMENT

#### Parent & Family Programs

As an integral support network for your student, your involvement in their life doesn't end when college begins. Communication between you and your student may change slightly – or dramatically. But no matter how that communication shifts, the Office of Parent & Family Programs (PFP) serves as an on-campus resource for families to support their students' UCLA experience.

The PFP team communicates regularly with families via email, social media, and at events. Resources include a comprehensive **website** with tools to assist in navigating UCLA; the **Bruinlink**, a quarterly digital newsletter written by UCLA faculty, staff, students, and parents; and a dedicated *helpline* and email where families can get individual questions answered.

#### **Parent & Family Association**

All parents, legal quardians, and other family members of UCLA undergraduate students are automatically part of the UCLA Parent & Family Association, which keeps members informed of university trends and special events and provides opportunities for involvement, from volunteering to philanthropy, on campus and regionally.

# Parent Philanthropy

As you develop a connection to UCLA, your philanthropic support is a meaningful way to improve the student experience and deepen your involvement as parents. Every gift makes a difference. The Office of Parent Philanthropy will connect your passion to your philanthropy at UCLA.





# **TOPICS TO DISCUSS WITH YOUR STUDENT**

- · Homesickness/when to come home
  - Holidays and travel
  - How to stay connected to family
- How to encourage and be a support for vour student
  - Frequency of contact with your student
  - Method of contact with your student (i.e. phone calls, email, text, messages, video time, etc.)

#### **CONTACTS**



### Office of Parent & Family Programs

Helpline: (310) 794-6737 mybruinis@ucla.edu parents.ucla.edu

Newsletter

parents.ucla.edu/bruinlink

#### Parent & Family Association

parents.ucla.edu/parent-family-association

### Office of Parent Philanthropy

(310) 983-3062 uclafund.ucla.edu/parents

#### Social Media

**f** uclaparents

@ucla\_parents

@ucla\_parents

# FERPA & THIRD-PARTY ACCESS

#### **Student Privacy**

UCLA recognizes that the role of parent or family member does not end once the student begins college. However, it is important to note that the U.S. Department of Education developed the Family Educational Rights and Privacy Act (FERPA) which states that once a student turns 18 or attends a school beyond the high school level, the university cannot release information about the student to anyone — even parents or other family members. FERPA's domain includes (but is not limited to) grades, disciplinary proceedings, billing, and financial aid.

While a parent/guardian understandably has an interest in their student's academic progress, they are not automatically granted access to the student's records without his or her written consent

# **Third-Party Access**

In order to assist students and families in working together within the guidelines of FERPA, UCLA's MyUCLA helps students manage their own records from the time they are applicants, during their studies, and even after graduation. MyUCLA allows students to set up third-party access to certain information for parents or guardians.

Students can grant access by individual function. Third parties can view Study List, Degree Audit Report (DAR), Grades and GPA, Registration Status, Holds, BruinBill Account, Financial Aid, and Address. Students can authorize third parties to have view-only access to their student records and direct access to their BruinBill account. In addition, the student can elect to have the third party receive billing emails.

Please be advised that being granted third-party access on MyUCLA is not equivalent to having filled out a universal FERPA waiver at UCLA. Currently, there is no universal waiver form for the campus.

#### To set up Third-Party Access:

Visit my.ucla.edu and create your own logon. Your student can then grant third-party access through their settings tab.



Additional information and instruction can be found at parents.ucla.edu/3rdpartyaccess.

# MULTI-FACTOR AUTHENTICATION (MFA)

The UCLA campus is now using Multi-factor Authentication (MFA), which adds an additional layer of security to your student's accounts and records.

For more information on MFA and setting it up, please visit the UCLA Information Security Office website at it.ucla.edu/security/resources/mfa-at-ucla-enroll.



# **TOPICS TO DISCUSS WITH YOUR STUDENT**

Family communication plan

- What will student provide parents/family access to (i.e. grades/GPA, billing, aid, etc.)
- What open communication looks like

#### **CONTACTS**

#### **FERPA**

In addition, policies specific to the University of California System and the University of California, Los Angeles campus can be found online at the following websites:

# **UCLA FERPA policy**

parents.ucla.edu/ferpa

#### **UC System FERPA policy**

ucop.edu/general-counsel/\_files/ed-affairs/ferpa101.pdf

#### Third-Party Access

parents.ucla.edu/3rdpartyaccess

### Multi-factor Authentication (MFA)

it.ucla.edu/security/resources/mfa-at-ucla-enroll

# **ACADEMICS**

# THE UCLA DEGREE

UCLA seeks to provide students with a liberal arts education that brings together perspectives from many fields in a unified approach to learning. After sampling many general subjects, students concentrate on one field or subject and are required to pursue it rigorously and in depth. Depending on the program of study, components of the degree may include:

- · University Requirements: Entry-Level Writing/ESL Entry-Level Writing American History and Institutions
- College or School Requirements:

Writing I/ESL Writing I

Writing II/ESL Writing II

Quantitative Reasoning

Foreign Language

- General Education (GE) Courses
- Diversity Course
- Departmental Requirements: Preparation for the Major & Major Requirements
- Electives:

Elective units are used to fulfill the minimum unit requirement

#### **ACADEMIC RESOURCES**

#### **Counseling Units**

In addition to the six schools at UCLA, students may seek academic advising from the following:

- · Academic Advancement Program 1232 Campbell Hall, (310) 825-1481
- College Academic Counseling (CAC) A316 Murphy Hall, (310) 825-3382
- Honors Programs A311 Murphy Hall, (310) 825-1553
- Intercollegiate Athletics Morgan Center, (310) 825-8699
- Departmental Advisors professional staff members who advise specific majors

# Study Abroad

The UC-wide Education Abroad Program (EAP) offers students the opportunity to study in over 140 exchange programs spanning more than 40 countries. Students can spend a summer, semester, or year abroad, and courses taken may be counted towards major, minor, or GE requirements. Other options include programs through UCLA Summer Sessions and the FXPO Center.

### **Undergraduate Research Centers**

Staff in the two Undergraduate Research Centers help students find their place in the research community and provide information about undergraduate research programs.



# **TOPICS TO DISCUSS WITH YOUR STUDENT**

- Exploring academic majors and programs
- Talking with professors and/or TAs
- · Getting used to the guarter system
- Managing their time
- Resources they can utilize for academic support

#### **CONTACTS**

#### **UCLA College**

A316 Murphy Hall (310) 825-3382 college.ucla.edu

# School of the Arts and Architecture

2200 Broad Art Center (310) 206-3564 arts.ucla.edu

# Henry Samueli School of **Engineering and Applied Science**

6426 Boelter Hall (310) 825-2826 engineer.ucla.edu

#### The Herb Alpert School of Music

2539 Schoenberg Music Building (310) 825-4761 schoolofmusic.ucla.edu

#### School of Nursing

2-200 Louis Factor Building (310) 206-8741 nursing.ucla.edu

# School of Theater, Film and Television

103 East Melnitz Building (310) 206-8441 tft.ucla.edu

# College Academic Counseling (CAC)

A316 Murphy Hall (310) 825-3382 ugeducation.ucla.edu/counseling

# **UC Education Abroad Program**

ieo.ucla.edu/uceap

### Undergraduate Research

ucla.edu/research/ undergraduate-research

# **FINANCES**

#### BruinBill

All students are assigned a BruinBill account which records all charges and payments associated with registration, housing, and transportation, as well as other service charges, like health insurance, that are assessed to students. Your student's BruinBill is available to manage nearly 24/7; login to MyUCLA and click on Finances & Jobs, and then BruinBill.

Fees are assessed monthly via BruinBill and payment is due on the 20th of the month following the posting date of the charge. If the 20th falls on a weekend or a holiday, the due date is the last business day prior to the 20th.

Each month, your Bruin will receive an automated e-Bill reminder to a designated email account (selected via the Settings section of MyUCLA).

# Financial Aid and Scholarships Office

The Financial Aid and Scholarships Office is dedicated to helping students pursue their education by awarding scholarships, grants, and other aid to offset educational costs. There are many different types of aid available including:

- Federal, State, and University grants
- Scholarships
- Federal Work Study
- Loans

# **Scholarship Resource Center**

The Scholarship Resource Center was established to provide scholarship information, resources and support services to all UCLA students, regardless of financial aid eligibility. Some of the services that are available to students free of charge include:

- · Drop in scholarship counseling
- · Scholarship books and resources
- · Individual counseling
- · Scholarship essay support
- · Quarterly workshops

# **ASUCLA Student Jobs**

Although most students can find a job just about anywhere on campus, one of the easiest places to begin their search is with Associated Students UCLA (ASUCLA). ASUCLA employs over 1500 students across the campus eateries, student union, textbook store, computer store, BearWear, and many more places. Some of the benefits of working with ASUCLA include:

- Flexible schedules
- · Work directly on campus
- Meal allowance
- · Resume building
- · Rapid promotion schedule



# **TOPICS TO DISCUSS WITH YOUR STUDENT**

- Having a job/working on campus
- · How to set a budget
- Who is responsible for paying bills (i.e. tuition, books, entertainment, etc.)
- · Setting up a checking/savings account
- Loans (and what they mean)
- · How credit cards work

#### **CONTACTS**

#### BruinBill

my.ucla.edu

### Financial Aid and Scholarships Office

(310) 206-0400 financialaid.ucla.edu

# **Scholarship Resource Center**

(310) 206-2875 scholarshipcenter.ucla.edu

### **ASUCLA Student Jobs**

(310) 825-7055 asucla.ucla.edu/get-a-job/student-jobs

# **HOUSING & RESIDENTIAL LIFE**

#### On-Campus Housing/UCLA Housing Services

UCLA's undergraduate housing, known as "The Hill," is situated at the heart of campus life and is just a short walk from classrooms, laboratories, libraries, and sports facilities. As part of a diverse community of more than 11,000 undergraduates, students have many opportunities for interactions that contribute to their



academic success and personal growth. Students can choose from several on-campus housing options, all of which encourage discovery and emphasize community.

# The Community Housing Office (CHO)

The Community Housing Office (CHO) provides non-university owned rental listings and rental resources to the entire UCLA community. The office maintains a database of rental listings UCLA students may search for free, which includes shared and vacant apartments, rooms in private homes, guest houses and short-term sublets.

# First Year Experience Program (FYE)

The mission of the First Year Experience Program (FYE) is to support the academic mission of the university, contribute to the creation of safe environments, promote responsible citizenship and foster student development for all new and continuing Bruins. Additionally, FYE will



facilitate access and outreach to the broad variety of campus resources available to UCLA students.





#### **TOPICS TO DISCUSS WITH YOUR STUDENT**

- Living with roommates/sharing space with others
- How to manage conflict
- Utilizing Resident Assistants (RAs)
- How to do laundry

#### **CONTACTS**

# **UCLA Housing**

housing.ucla.edu

Housing Services are responsible for:

- Placement in the residential halls and housing payments
- Roommate selection
- Meal Plans

#### The Community Housing Office

housing.ucla.edu/community-housing uclahousing@housing.ucla.edu

- Monday through Friday,
  9:00 a.m. 11:30 a.m. and 12:30 p.m. 4:00 p.m.
- (310) 825-4491

#### **Residential Life**

reslife.ucla.edu

Residential Life is responsible for:

- Residential Staff management
- Programs and resources provided to residences
- First Year Experience Programs

# First Year Experience

firstyearexperience.ucla.edu

# **SAFETY**

# **UCLA Police Department**

The UCLA Police Department is part of the statewide UC Police system that provides quality public safety services and innovative programs to serve the university community. UCPD sets a standard of excellence in law enforcement and serves a multicultural educational environment of over 75,000 faculty, staff and students. The department employs about 64 sworn officers, 42 civilians and 130 students.

#### Bruins Safe App

Student and parents may download the Bruins Safe app at the UCLA App Store. The *Bruins Safe* app provides immediate instructions on response to various emergencies that could occur on campus. Because the app does not require an internet connection, information will always be available on your phone.



During an emergency, individuals can also go to bso.ucla.edu to see the appropriate emergency procedure as well as up-to-the-minute information.

#### **BruinAlert Text Messaging**

BruinAlert is a UCLA system used to communicate official information during an emergency or crisis situation that disrupts normal operation of the UCLA campus or threatens the health or safety of members of the campus community.



Students with current email addresses on MyUCLA have been automatically enrolled in BruinAlert to receive email alerts. Students need to opt in to text alerts through BruinAlert (on MyUCLA, under "Settings").

# **TRANSPORTATION**

# Transportation & Parking

Student parking permits are in extremely limited supply and not guaranteed. To help students access campus and the surrounding area, UCLA Transportation offers many sustainable commuter programs. These include discounted public transit passes (nearly 50% off), a subsidized vanpool program that serves 85 Southern California communities, discounted carpool permits, and quarterly BruinBike rentals from the UCLA Bike Shop, to name a few.

Students who join a vanpool, use public transit, or are part of a three-person carpool will be eligible to register for the Bruin Commuter Club. Membership benefits include five days of discounted parking to use per quarter, emergency rides home, and more.

For those interested in applying for parking, access for a single-occupancy vehicle permit is offered on a prioritization process based on class standing, housing status, and which graduate school the student is enrolled in. Eligible carpoolers are given priority and pay a discounted permit rate. The student parking application, deadlines, and permit rates can be found on the UCLA Transportation website.



# **TOPICS TO DISCUSS WITH YOUR STUDENT**

- Commuting and/or having a car on campus
  - Cost and expectations of vehicle use/ownership
  - Repair/maintenance of vehicle
- How to use public transportation
- Personal safety and awareness of surroundings
  - Walking with friends/groups
  - Communicating plans with friends or family
  - Having an emergency contact for family members (i.e. friend, roommate, etc.)
- Living in a big city

### **CONTACTS**

# **UCLA Police Department**

601 Westwood Plaza Los Angeles, CA 90095-1364 (310) 825-1491 police.ucla.edu

# UCLA Office of Emergency Management

(310)825-6800 oem.ucla.edu

#### **UCLA BruinAlert**

bruinalert ucla edu

#### **Bruins Safe Online**

bso.ucla.edu

### **Student Parking**

310-825-6918 main.transportation.ucla.edu/ campus-parking/students

#### **Bruin Commuter Club**

main.transportation.ucla.edu/ getting-to-ucla/bruin-commuter-club

# **HEALTH & WELLNESS**

The holistic health and wellness of UCLA students is important to the campus community. From eating well and staying active to managing stress, the services offered to students help them to advocate and manage their lifestyles in a healthy way. The wellness services on campus focus on student well-being by providing ongoing wellness workshops and participating in health-related outreach events.

#### The Arthur Ashe Student Health and Wellness Center

The Ashe Center is devoted to providing quality, accessible, state-of-the-art healthcare and education to support the unique development of UCLA students. 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. The Ashe Center also houses its own full-service Pharmacy, Laboratory and Radiology units. Current hours and more information on their services can be found on their website.

#### Health Insurance

Health insurance is a condition of enrollment for all students at UCLA. The cost of the Student Health Insurance Plan (UC SHIP) will be automatically assessed as part of registration fees each term and includes medical, vision, dental and behavioral health coverage. Students who have comparable health insurance may waive out of UC SHIP. Please visit the Insurance page of The Ashe Center website for more detailed information about coverage and benefits, rates and deadlines.

### Counseling and Psychological Services (CAPS)

CAPS is a multidisciplinary student mental health center for the UCLA campus, supporting the academic and student development missions of the University and the Division of Student Affairs. Services and programs include:

- Individual counseling and psychotherapy, group therapy, couples counseling, emergency intervention, and psychological testing;
- · Psychiatric evaluation and treatment;
- Crisis consultation, mentoring programs and organizational consultation;
- Psychoeducational programs and workshops; and
- Campus mental health and wellness promotion.

#### Recreation

UCLA is frequently ranked as one of the healthiest campuses in the United States, so it is no surprise that UCLA Recreation provides extensive access to a broad range of recreational activities and services, including intramural and club sports, fitness classes, and 16 university recreational and athletic facilities. UCLA students, through their tuition and fees, have access to recreational facilities which include:

- John Wooden Center
- Intramural Field
- Bruin Fitness Center (BFit)
- · Marina Aquatic Center
- Challenge Course
- Sunset Canyon Recreational Center



#### **TOPICS TO DISCUSS WITH YOUR STUDENT**

- · Health physical, mental, emotional
  - How to use insurance (and where to get medical care)
  - What to include in a medicine cabinet
- What to do in an emergency and emergency contacts
- Eating well/healthy diet/fitness
- · Healthy sleep habits
- Drugs and alcohol
- Relationships, sex, and sexuality
- Spirituality

# **CONTACTS**

#### Arthur Ashe Health and Wellness Center

(310) 825-4073 studenthealth.ucla.edu

### **Counseling and Psychological Services**

(310) 825-0768 counseling.ucla.edu

# **Nutritional Education**

housing.ucla.edu/diningservices/nutrition-education

### **Healthy Campus Initiative**

healthy.ucla.edu

#### Recreation

recreation.ucla.edu

# **CAMPUS LIFE**

Student Organizations, Leadership & Engagement (SOLE) advises more than 1,000 campus organizations – there is truly something at UCLA for everyone. Students may browse these organizations and learn about getting involved at sole.ucla.edu.

### Fraternity and Sorority Life

UCLA is home to more than 65 national and local Greek-letter organizations, representing 14% of the undergraduate student population. Members of fraternities and sororities are committed to their academics, volunteerism, leadership development, and collaboration with community and campus partners.

#### **Athletics**

UCLA Athletics are a source of pride and community, with 116 NCAA National Championships and a combined record of 22 National All-Around Excellence Awards, as the country's top overall program. Students receive highly discounted tickets for football and basketball, and free entry into all other UCLA sports events. Tickets may usually be purchased at the event or from the Central Ticket Office.

#### **Volunteer Center**

The UCLA Volunteer Center seeks to inspire the extended UCLA family and the community at large to create social change through lifelong participation in volunteer programs or civic engagement. The UCLA Volunteer Center is your student's first stop to find out how to get involved in community service work as a student.

# True Bruin Traditions Keeper

The True Bruin Traditions Keeper award recognizes significant student engagement in the UCLA community through participation in a variety of campus traditions, services, and other activities. Students that complete the requirements earn a True Bruin Tradition Keeper medal that can be worn at Commencement.







**TOPICS TO DISCUSS WITH YOUR STUDEN** 

- Finding/building community on campus
- Balancing academic life with social life
- Getting involved in clubs and organizations on campus
- Ways to give back to the community

#### **CONTACTS**

#### **Student Activities**

studentgroups.ucla.edu

#### Fraternity & Sorority Life

(310) 825-6322 greeklife.ucla.edu

#### **UCLA Athletics**

uclabruins.com

#### **Central Ticket Office**

(310) 825-2101 tickets.ucla.edu

#### **Volunteer Center**

volunteer.ucla.edu

#### **True Bruin Traditions Keeper**

newstudents.ucla.edu/traditions

# **POLICIES**

#### Student Conduct

As a member of the UCLA community, your student is expected to demonstrate integrity in all their endeavors. The Dean of Students is charged with investigating and adjudicating suspected violations of the Student Conduct Code, including academic dishonesty. There are also a number of other UCLA and UC policies that apply to students; students are expected to make themselves aware of and comply with the law, and with UC and campus policies and regulations.

The UCLA Student Conduct Code has been developed to maintain a safe, supportive and inclusive community that engages students in order to foster their academic success, personal growth and responsible citizenship. Students are considered to be maturing adults who are capable of making their own decisions and accepting the consequences of those decisions.

### **True Bruin Values**

Based on the May 2005 "Statement of Ethical Values" issued by the Regents of the University of California, UCLA developed its own statement of core values. These values have been embraced as standards for the entire UCLA community of students, faculty, staff, and alumni.



SERVICE

**EXCELLENCE** 

# As a Bruin, I commit myself to the highest ethical standards

**RESPECT** I will respect the rights & dignity of others.

ACCOUNTABILITY I will be accountable as an individual & member

of this community for my ethical conduct.

INTEGRITY I will conduct myself with integrity in my dealings

with & on behalf of the University.

I will make an impact in our global community

through public service.

I will conscientiously strive for excellence in my work.



- Academic Integrity
- · Campus policies and regulations
- Making smart choices and understanding consequences
- The UCLA Student Conduct Code
- True Bruin Values

#### **CONTACTS**

#### Office of the Dean of Students

deanofstudents.ucla.edu 1206 Murphy Hall P.O. Box 951415 Los Angeles, CA 90095-1415 (310) 825-3871

#### **UCLA Student Conduct**

deanofstudents.ucla.edu/Student-Conduct

#### **True Bruin Values**

truebruin.ucla.edu



# **ACADEMIC CALENDAR**

# 2018-2019

# Fall Quarter 2018

| Sept 24      | Quarter begins        |
|--------------|-----------------------|
| Sept 27      | Instruction begins    |
| Oct 12       | Study List deadline   |
| Nov 12       | Veteran's Day Holiday |
| Nov 22-23    | Thanksgiving Holiday  |
| Dec 7        | Instruction ends      |
| Dec 8-9      | Common final exams    |
| Dec 10-14    | Final examinations    |
| Dec 14       | Quarter ends          |
| Dec 24-25    | Christmas Holiday     |
| Dec 31-Jan 1 | New Year's Holiday    |
| TBD          | Campus Closed         |

# Winter Quarter 2019

Jan 2

Jan 7

| Jan 18    | Study List deadline     |
|-----------|-------------------------|
| Jan 21    | Martin Luther King, Jr. |
|           | Holiday                 |
| Feb 18    | Presidents' Day Holiday |
| Mar 15    | Instruction ends        |
| Mar 16-17 | Common final exams      |
| Mar 18-22 | Final examinations      |
| Mar 22    | Quarter ends            |

Quarter begins

Instruction begins

# Spring Quarter 2019

| Mar 27     | Quarter begins       |
|------------|----------------------|
| Mar 29     | Cesar Chavez Holiday |
| April 1    | Instruction begins   |
| April 12   | Study List deadline  |
| May 27     | Memorial Day Holiday |
| June 7     | Instruction ends     |
| June 8-9   | Common final exams   |
| June 10-14 | Final examinations   |
| June 14    | Quarter ends         |
| TRD        | Commencement         |

# 2019-2020

# Fall Quarter 2019

| Sept 23      | Quarter begins        |
|--------------|-----------------------|
| Sept 26      | Instruction begins    |
| Oct 11       | Study List deadline   |
| Nov 11       | Veteran's Day Holiday |
| Nov 28-29    | Thanksgiving Holiday  |
| Dec 6        | Instruction ends      |
| Dec 7-8      | Common final exams    |
| Dec 9-13     | Final examinations    |
| Dec 13       | Quarter ends          |
| Dec 24-25    | Christmas Holiday     |
| Dec 31-Jan 1 | New Year's Holiday    |
| TBD          | Campus Closed         |

# Winter Quarter 2020

| Jan 2     | Quarter begins          |
|-----------|-------------------------|
| Jan 6     | Instruction begins      |
| Jan 17    | Study List deadline     |
| Jan 20    | Martin Luther King Jr., |
|           | Holiday                 |
| Feb 17    | Presidents' Day Holiday |
| Mar 13    | Instruction ends        |
| Mar 14-15 | Common final exams      |
| Mar 16-20 | Final examinations      |
| Mar 20    | Quarter ends            |

# Spring Quarter 2020

| Mar 25    | Quarter begins       |
|-----------|----------------------|
| Mar 27    | Cesar Chavez Holiday |
| March 30  | Instruction begins   |
| April 10  | Study List deadline  |
| May 25    | Memorial Day Holiday |
| June 5    | Instruction ends     |
| June 6-7  | Common final exams   |
| June 8-12 | Final examinations   |
| June 12   | Quarter ends         |
| TBD       | Commencement         |

Visit the Registrar's Office website for current and future academic calendars: registrar.ucla.edu/Calendars/Overview



310-206-6685 • newstudents.ucla.edu

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310-794-6737 • parents.ucla.edu



