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UCLA CAMPUS

AIRPORT TRANSPORTATION

Los Angeles International Airport (LAX) is the closet airport to the UCLA campus (approximately 12 miles away), and there are a variety of options for transportation from LAX to Westwood.

- Shuttle Services Operated continuously, shuttle services can take you to UCLA for approximately \$16 to \$25 one-way. To catch a shuttle, go to the outer lanes and talk to one of the shuttle dispatchers.
- Super Shuttle One of the larger shuttle companies, you may schedule a trip at supershuttle.com.
- Fly Away Bus Provided daily, this nonstop bus service with one-way and roundtrip options provides transportation to and from Westwood and LAX. At LAX, you may board from the lower level outside the baggage claim. Each bus is marked with its service location. Look for the one marked "Westwood". The shuttle stops at UCLA Parking Structure 32. Buses depart every hour on the hour between 6 am 10pm, seven days a week. Cost is \$10 each way (Credit Card payments only). For more information, visit the *Fly Away Bus website*.
- Taxis Readily available day and night, taxis may be picked up curbside (inside lanes), right outside baggage claim. Fares to UCLA from LAX are approximately \$40 one-way

DRIVING TO UCLA

You can locate UCLA by Zip code (90095) or by street address (405 Hilgard Avenue). For recorded directions, please call 310-825-4321. UCLA's main campus is bounded by Sunset Boulevard on the north and Le Conte Avenue on the south; the east border is Hilgard Avenue and the west border is Gayley Avenue.

When commuting to campus, please consider additional time for parking, travel time on foot, traffic delays, and other unforeseen events.

From the 405 North

- 1. Take 405 (San Diego Freeway) to Wilshire Blvd. East.
- 2. Travel east three blocks to Westwood Blvd.
- 3. Turn left on Westwood Blvd.
- 4. Travel five blocks to Information & Parking Booth.

From the 405 South

- 1. Take 405 (San Diego Freeway) to Sunset East.
- 2. Take Sunset east to Westwood Plaza.
- 3. Turn right on Westwood Plaza.
- 4. Proceed straight to Information & Parking Booth.

From the East via the 10 (Santa Monica Freeway)

- 1. Take 10 (Santa Monica Freeway) to 405 (San Diego Freeway) North.
- 2. Take 405 (San Diego Freeway) to Wilshire Blvd. East.
- 3. Travel east three blocks to Westwood Blvd.
- 4. Turn left on Westwood Blvd.
- 5. Travel five blocks to Information & Parking Booth.

We do not recommend that you bring a car to campus as short-term parking near the Residence Halls cannot be guaranteed and can be expensive. Participants must use campus-approved transportation for all off-campus excursions and events unless otherwise authorized. Participants will not be permitted to use their own vehicles during the hours of the program except for personal emergencies. Participants are not permitted to transport other participants without written permission from the parents/guardians of all participants involved.

GETTING TO CAMPUS BY BUS

- Metro: Lines 2/302, 20, 720, 734, and 788 serve campus, or transfer from other lines.
- Santa Monica Big Blue Bus: Lines 1, 2, 3M, 8, and Rapid 12 bring you to campus, or transfer from other lines.
- Culver City Bus: Line 6 and Rapid 6 bring you directly to campus, or transfer from Lines 1-5 or 7.

CAMPUS MAP

UCLA's big and beautiful campus has many buildings to navigate through and explore. This <u>Interactive Map</u> can be a useful tool to help you familiarize yourself with campus. If you prefer to learn on the go, carry a copy with you by printing this handy <u>PDF Version</u>.



ATTENDING YOUR PROGRAM

TRUE BRUIN VALUE

UCLA Bruins commit themselves to the highest ethical standards. Integrity, excellence, accountability, respect, and service are the founding principles of the "True Bruin" code. As you will enter the UCLA community as a summer Bruin, learn the <u>values of a True Bruin</u> and show your Bruin Pride.

RULES AND REGULATIONS

We are committed to offering all participants an educational experience of the highest quality, as well as maintaining a safe and respectful learning environment. Participants will be entering into a community of students and educators, and will be expected to conduct themselves in a manner which demonstrates respect for themselves, their fellow participants, UCLA's faculty and staff members, program administrators, and members of the local community.

Participants must abide by the rules and regulations set forth by the Regents of the University of California, on behalf of its Los Angeles campus, including, but not limited to, rules and regulations of the UCLA Office of Summer Sessions and UCLA student code of conduct.* Participants will be expected to meet the highest standards both academically and behaviorally, and will be held fast to a commitment to academic and personal integrity, respect for all members of the community and teaching, research, administration, disciplinary procedures, or other university activities, regard for the basic rules of physical safety, compliance with directions of university or other public officials, and cooperation with adult supervision.

Conduct that threatens the health or safety of any person or that poses a threat of causing damage to university or community property will not be tolerated. Furthermore, Summer Sessions has a "Zero Tolerance" policy with regard to alcohol, illegal drugs (including manufacture, distribution, use, possession, or sale thereof, or the attempted manufacture, distribution, or sale thereof), theft, lewd or indecent behavior, sexual, racial or personal harassment or intolerance, or use of unauthorized transportation. Use of any Tobacco Product as defined in the <u>UCLA Policy 810</u>, including smoking, chewing, spitting, inhaling, ingesting, burning, or carrying any lighted or heated Tobacco Product is prohibited on any University Owned or Leased Property.

Participants are subject to discipline, up to and including dismissal, for conduct in violation of the <u>Participant Agreement</u>, to which you have agreed. We strongly encourage you to familiarize yourself with all parts of the <u>Participant Agreement</u> prior to the start of your program.

*Please note that while both UCLA and non-UCLA students are subject to the same code of conduct policies, different conduct procedures may apply to non-UCLA students.



CHECK-INProgram housing information including check-in date, time, and location can be found below.

Program	Residence Hall	Check-In Date	Check-In Time*	Check-in Location*	Dining Hall*
Acting & Performance A	Sproul Cove	June 23rd	1pm – 3pm	Sproul Hall	Covel
Acting & Performance B	Sproul Cove	July 15th	4pm – 6pm	Sproul Hall	Covel
Applications of Nanoscience	Sproul Cove	July 8th	4pm – 6pm	Sproul Hall	Covel
Art A	Sproul Cove	July 8th	4pm – 6pm	Sproul Hall	Covel
Dance Intensive	Sproul Cove	June 23rd	1pm – 2pm	Sproul Hall	Covel
Digital Filmmaking A	Sproul Cove	July 8th	4pm – 6pm	Sproul Hall	Covel
Digital Filmmaking B	Sproul Cove	July 22nd	4pm – 6pm	Sproul Hall	Covel
DMA	Sproul Cove	July 8th	4pm – 6pm	Sproul Hall	Covel
Mock Trial	Sproul Hall	July 15th	4pm – 6pm	Sproul Hall	Covel
Model UN	Sproul Cove	June 24th	1pm – 3pm	Sproul Hall	Covel
Musical Theatre	Sproul Cove	July 15th	4pm – 6pm	Sproul Hall	Covel
Nanoscale Microscopy	Sproul Cove	June 24th	1pm – 3pm	Sproul Hall	Covel
Nanoscience Lab A	Sproul Cove	July 22nd	4pm – 6pm	Sproul Hall	Covel
Nanoscience Lab B	Sproul Cove	July 29th	4pm – 6pm	Sproul Hall	Covel
Teen Arch	De Neve Holly	July 8th	4pm – 6pm	De Neve Holly	Sproul
Teen Arch PLUS	De Neve Holly	July 8th	4pm – 6pm	De Neve Holly	Sproul
Sci Art Nanolab	Sproul Cove	July 29th	4pm – 6pm	Sproul Hall	Covel

Programs may drop-off students at <u>Sproul Turn-Around</u> or for longer unloading, may use the <u>Sunset Village Parking Structure</u> for up to 30 minutes.

*Subject to change.



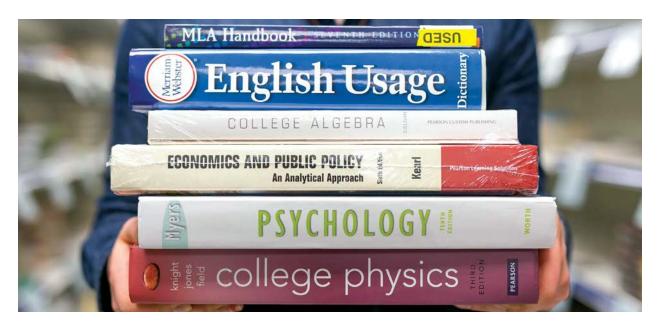
ATTENDANCE

Summer Institutes may include both curricular and extracurricular activities. All program activities are mandatory unless otherwise specified.

You must participate in and be punctual to all required activities, including, but not limited to, orientations, classes, group meetings, and excursions, if applicable. No make-up activities will be provided. Program faculty and administrators reserve the right to dismiss a participant for repeated tardiness to and/or unauthorized absences from required activities for reasons other than unforeseen emergencies; in the event of dismissal, program fees will not be refundable. Parents/guardians should consult the program administrators concerning any foreseeable absence as soon as possible, ideally prior to the program start date.

Please note that the curriculum and schedule are subject to change and that the website may have samples posted. Visit your <u>Summer Institute program website</u> for more information on your program curriculum and schedule.

- Applications of Nanoscience
- Acting and Performance
- Art Session A
- Dance/Performing Arts
- Design Media Arts
- Digital Filmmaking
- Mock Trial
- Model United Nations
- Musical Theater
- Nanoscale Microscopy Lab
- Nanoscience Lab
- ScilArt NanoLab
- Teen ArchStudio
- Teen ArchStudio PLUS



LEAVE REQUEST

Students may be absent from the program's required activities due to medical reasons, emergencies, or personal reasons. Absences may affect successful performance, and full participation in program activities is essential to your success in the program. Any foreseeable absence that may warrant exceptions must receive prior approval from the program. Please note that this does not apply to optional activities that are coordinated by the Office of Residential Life, in which students can freely opt to participate as long as there are no conflicts with program activities.

To request a leave from the program's activities, a parent/guardian must fill out the <u>Leave Request Form</u>, which includes an acknowledgement of the leave policies and procedures, and an authorization to have the student leave the program unaccompanied. <u>Leave requests</u> may be approved as requested, approved with modified times, or denied by the program faculty and administrators on academic and/or administrative grounds. <u>Leave request forms</u> can be hand-delivered or sent via mail, email, or fax by parents/guardians. No requests will be accepted via telephone. Requests that are deemed excessive or detrimental to the student's success in the program may lead to registration cancelation. Any students who do not attend required activities without prior approval for reasons that do not constitute an emergency may be subject to immediate dismissal from the program.

Please note that a separate approval is required for evening curfew exceptions. In the event that your student may need to miss both program activities and curfew, you need to submit this form, as well as the curfew exception request (See CURFEW under SUPERVISION below).

INSURANCE, MEDICAL RESPONSIBILITY, AND PROTOCOL

Students must maintain sufficient health, accident, disability, and hospitalization insurance while traveling to and from the program, as well as throughout participation in the program. By registering in the program, you have certified that you have sufficient insurance coverage, including any coverage that may be required by law.

Students are expected to have consulted with their healthcare providers, as parents/guardians may deem necessary, with regard to any individual medical, physical, or mental health needs, and must be capable of meeting the fundamental requirements of the program, with reasonable accommodation if needed.

Disclosure of information regarding disabilities and requests to be accommodated for the disabilities will allow UCLA to ascertain the reasonableness of such requests. The Center for Accessible Education is the university's office in charge of addressing possible accommodations. If you have an existing disability(ies) that requires certain accommodations to meet the demands of your program, your parent/guardian must formally request the said accommodations by submitting a complete Request for Accommodations Form (for non-housing related accommodations) and/or the Precollege Housing Accommodations Form (for housing related accommodation) to info@summer.ucla.edu no later than May 15. Please note that submission of requests does not quarantee accommodation.

In the event that students are ambulatory and need minor medical attention during the program's activities on campus, they will be directed to the <u>UCLA Ashe Student Health & Wellness Center</u> for primary care within normal university business hours. Treatment at the Ashe Center may result in additional fees for such services. In other cases that require medical care or involve a medical emergency, paramedics may be called. Per the Participant Agreement, UCLA and the Regents of the University of California shall not assume responsibility for any of the student's medical expenses.

UCLA will make reasonable efforts to inform parents/guardians of those instances of which it is aware that medical attention was required.

Please note that no prescription or over-the-counter medication will be available on site and that neither provision nor administration of any needed prescription or over-the-counter medication will be provided.

SUPERVISION

UCLA Summer Institutes are NOT youth summer camps. Rather, UCLA Precollege Summer Institutes are intended for highly motivated, mature high school students, who are ready for college-level experiences and capable of making their own decisions, as well as accepting the consequences for those decisions. Participants are expected to manage themselves with a high level of independence and self-sufficiency comparable to matriculated UCLA students. As such, only limited supervision will be provided. While optional evening and weekend activities offered by the Office of Residential Life may be available at residential halls and curfews will be enforced, the whereabouts of each participant outside of the program's required activities will not be monitored.

Outside of the program schedule, participants may plan their time and travel on- or off-campus independently or choose to participate in evening or weekend programming activities offered by the Office of Residential Life so long as they abide by the terms of the <u>Participant Agreement</u>.

Residential Supervision:

A highly skilled team of the Office of Residential Life staff, consisting of an Assistant Resident Director (ARD) and twenty Residential Assistants that have undergone an extensive background check and training, will be assigned to residential Precollege Summer Institutes, residing locally in the residence halls. Their duties include:

- Enforcing evening curfews and perform morning roll calls.
- Coordinating and facilitating optional ORL evening and weekend activities, which may include excursions to local attractions.
- Responding to incidents and emergencies.

Curfew:

In accordance with the <u>Program Participant Agreement</u> for UCLA Precollege Summer Institutes with a mandatory residential plan, participants must abide by the evening curfew of 11 p.m., which is to ensure sufficient rest for successful participation in the program's activities, and must sleep in the assigned room each evening. Curfew violations without prior approval may result in disciplinary actions.

A parent/guardian may use an online form available at https://sa.ucla.edu/forms/p/xZnKx to request an exception to the evening curfew. Approval will not be granted if forms are incomplete or submitted by someone other than the student's parent/guardian. After receiving the request, the Office of Residential Life will contact the parent/guardian for verification purposes.

CAMPUS SAFETY

Participants will be assigned to residential halls with 24-hour front desk service, surveillance cameras, and key-access entry. In addition, UCLA Housing & Hospitality Services has put together <u>Safety</u> & <u>Emergency information</u> including safety protocol you should follow.

UCLA strives to offer an environment where individuals of all ages can live, learn, and work safely.

The <u>UCLA Police Department's</u> priority is the safety of the UCLA community. UCPD offers a variety of crime-prevention and education services, as well as evening escort (310-794-WALK) that operates throughout campus and local living areas. Participants in UCLA Summer Sessions, UCLA and visiting students alike, can report safety concerns or any suspicious activities/behavior directly to <u>UCPD</u> at 310-825-1491 at any time. For emergencies, always call 911.

A list of safety tips while on campus is available <u>here</u>.

UCLA has developed the Bruins Safe Online website and the Bruins Safe Mobile App to provide access to campus safety resources and up-to-date information during an incident. Bruins Safe is available for download from the UCLA App Store.

Bruin Safe benefits include:

- Safety notifications: Receive instant notifications and instructions from campus safety when on-campus emergencies occur.
- Emergency help: contact campus safety staff quickly for help in an emergency.
- Campus safety resources: access all important safety resources in one convenient app.



LIVING AT UCLA

FACILITIES

All students attending a residential Precollege Summer Institute will be roomed in a UCLA residential hall, double- or triple-occupancy room. For a virtual tour of the UCLA residential halls, click here. Since the provision of housing is subject to availability, we cannot guarantee an assignment to a specific residential hall or room type. Details of the residential hall assignment will be provided prior to your check-in date.

In general, amenities include:

- Internet access
- Gender-specific shared bathrooms on each side of the hall
- Access to laundry facilities
- Secure facility entrance
- One wardrobe, closet, or dresser drawer per occupant
- One desk per occupant

ROOMMATES

You will be assigned roommates based on age and gender and will be notified of the roommate assignment during check-in. In order to better foster a learning community that exposes students to a broader network of peers, we do not accommodate any specific roommate assignment request.

PACKING LIST

Summer days in Southern California are warm and dry, but the evenings can be cool. Plan to bring a sweater, sweatshirt, or light jacket. It rarely rains during the summer and waterproof clothing is probably not necessary.

Suggested items to bring:

- Bathrobe, towel, washcloth, and toiletries
- A plastic caddy or Ziploc bag for carrying shampoo and soap
- Swimsuit and a beach towel
- Hangers (if desired)
- Flip-flops for the hallways
- Notebook, pens/pencils
- Alarm clock
- Additional pillows or blankets
- Sweater, sweatshirt, or light jacket
- Any necessary medication

Please refer to your Summer Institute website before packing. Some programs may require or suggest clothing or other items for program activities.

If you elect to bring an electronic device or devices, we strongly recommend that you document the serial number of the device as the serial number can prove ownership in the event of a lost and recovered device.

It is your sole responsibility to keep track of all your belongings. We do not recommend bringing expensive jewelry or irreplaceable items.

DINING

Breakfast (7-9 a.m.) and dinner (5-8 p.m.) are provided in the UCLA dining halls, recognized nationally for their excellent cuisine.

Lunch is not included in the meal plan. If you'd like, you may purchase lunch at any of the <u>eating</u> <u>establishments</u> on campus.

BRUINCARD - THE OFFICIAL UCLA ID

We strongly recommend that you obtain a BruinCard. Your first BruinCard is free; the fee for replacing a lost or stolen BruinCard is \$25.00.

BruinCard can be used as a:

- Library Card: Use your BruinCard for access to computers, books, and to reserve space for late night study sessions.
- Gym Pass: Scan to enter recreational venues and gym facilities, such as the John Wooden Center and Sunset Recreation Center.
- Debit Card: Load your BruinCard with funds to make purchases at any BruinCard merchant, both on campus and in Westwood.
- Laundry Card: Use your BruinCard at all on-campus residential buildings and University Apartments laundry facilities. You never have to worry about collecting quarters again!

If you do not have a BruinCard, you may apply:

 Online on the BruinCard Website beginning June 1st. You will need to upload your own ID photo (restrictions apply). Your BruinCard will be ready for pick-up 3 business days after submitting your application at the BruinCard Center.

OR

• In person at the BruinCard Center during normal business hours beginning June 1st. A photo will be taken of you and you will receive your BruinCard the same day.

The BruinCard Center is located at 123 Kerckhoff Hall and is open weekdays from 9 a.m. - 4 p.m.



MyUCLA

MyUCLA is our university's online student portal and an important tool for you to use this summer.

On MyUCLA you can:

- Review your charges, balance, and make payments.
- View final grades and GPA.
- Order academic and/or verification transcripts.
- Update your contact information.

Please remember:

- The Summer Sessions system enrolls you automatically in the course(s) included in your Summer Institute program upon the initial payment during registration.
- To make Summer Institute enrollment changes, you must use the retrieve registration form (see REGISTRATION CHANGES).
- If you enroll in any summer courses via MyUCLA, those courses will be in addition to your Summer Institute enrollment, resulting in additional fee assessment.

GRADES AND TRANSCRIPTS

Precollege Summer Institutes carry UC credit, and your accomplishment of the UCLA coursework included in your program will be reported in terms of grades. Grades will be recorded on an official University of California transcript, a permanent record that reflects all courses and units completed at UCLA. No part of the coursework may be continued beyond the close of the course unless prearranged by the student and the faculty.

Please visit <u>your program website</u> for more information on the UCLA coursework included in the program and grading basis.

UCLA courses are generally accepted for transfer credit at most universities and colleges but all decisions on transferability rest with the receiving institution (i.e., the university or college to which you plan to transfer the UCLA credit). Please get advance approval from the receiving institution prior to registration if you wish to transfer your UCLA Summer Sessions credit. It is your responsibility to verify whether the credit earned from the program can transfer to your desired institution including your own high school.

UCLA is on the quarter system. As a general guide, a semester unit is worth approximately 1.5 quarter units (e.g., 4 quarter units = 2.5 semester units).

Transcripts can be ordered online through MyUCLA, by mail, or in person.

Learn more about how to order a transcript here.

NOTE: If attending any of the University of California campuses in Fall 2018, UCLA automatically will send your Precollege Summer Institute credit and grades to your home UC campus in mid-October.

THIRD PARTY ACCESS

In accordance with the <u>Participant Agreement</u>, UCLA Summer Sessions may share information on your participation in the program, including, but not limited to, enrollment, performance, disciplinary action, and payment, with all parents/guardians and emergency contacts provided during registration through September 30, 2019. However, if you wish anyone else to access your information or make payment on your behalf via <u>MyUCLA</u>, you have to authorize them a third party access.

In order to set up access, the third party must create their own separate UCLA Logon and password at https://logon.ucla.edu and share their UCLA Logon with you first. You can then log on to Myucla features the third party can view or access.

Once you grant access, the third party can log on to <u>MyUCLA</u> as if they were a student, but they will only see the functions to which they have been given access. You may revoke access or change access features at any time. For more detailed instructions, please watch the <u>MyUCLA Tutorial</u>: <u>Third Party Access</u>.

REGISTRATION CHANGES

In order to make Summer Institute registration and enrollment changes, you must use the <u>retrieve</u> <u>registration form</u>. No Summer Institute registration and enrollment changes can be made on MyUCLA, UCLA's student online portal (see MYUCLA).

In order to retrieve your registration, you will need the five-digit registration number that was sent to your email address upon initial submission of the registration form. If you can't locate your registration number, please contact us at info@summer.ucla.edu.

You can make the following changes by retrieving registration:

- Add an additional Summer Institute.
- Switch to a different Summer Institute (space and eligibility permitting).
- Cancel registration.

NOTE: Contact information (e.g., email address, mailing address, phone number) cannot be updated using the retrieve registration form. These type of updates must be completed on MyUCLA (see MYUCLA).

ADD ANOTHER PROGRAM

Students may register for an additional program as long as there are no overlapping dates between them, the new program has available space, and the eligibility requirements are met, including instructor consent, if applicable.

To add another program, retrieve your original registration by using the <u>retrieve registration</u> <u>form</u>. Once you have accessed your original registration, you may select "Add Program" from the options on the left hand side of the screen to view available programs.

SWITCH PROGRAMS

Students may switch into a different program at any time prior to the refund deadline, June 15 at 5 p.m. (PDT), as long as the new program has available space and the eligibility requirements are met, including instructor consent, if applicable.

To switch programs, retrieve your original registration by completing the <u>retrieve registration</u> <u>form</u>. Once the form is complete, you may select "Switch My Program" from the options on the left hand side of your screen to view available programs.

CANCEL REGISTRATION

You can cancel your registration and drop your enrolled program by <u>retrieving your registration</u>. Once you retrieve your registration, select "Cancel My Registration" from the options on the left hand side of your screen.

NOTE: Fees are not refundable after the refund deadline, June 15 at 5 p.m. (PDT), nor will they be prorated at any time. Please see REFUND POLICY.

REFUND POLICY

Non-refundable deposits are never refundable under any circumstances at any time, even if cancelation occurs by the refund deadline, June 15 at 5 p.m. (PDT). Your refund credit excluding the non-refundable amount will apply to any balance on your BruinBill account first. You will receive any resulting credit one of the following ways:

- BruinDirect: BruinDirect is the fastest way to get any refund by direct deposit into a U.S. checking or savings account. It's convenient, free, and automatic. You can sign up online on BruinBill.
- Credit Card: Payments made with a credit card will be returned back to the credit card that made the original payment.
- Check Refund: If payment made using a method other than credit card and if not signed up for BruinDirect, refund will be issued as a paper check and mailed to the mailing address on file.

No fees are refundable after the refund deadline, and you will be held liable to pay any remaining balance if enrolled at any point after the refund deadline regardless of whether you drop your enrollment later.

DIRECTORY

UCLA Summer Sessions

1331 Murphy Hall | 310-825-4101 | summer.ucla.edu | info@summer.ucla.edu

BruinCard Center

123 Kerckhoff Hall | 310-825-2336 | bruincard.ucla.edu

Library

www.library.ucla.edu/contact

Transportation and Parking Services

555 Westwood Plaza, Suite 100

UCLA Store

308 Westwood Plaza | 310-825-7711 | uclastore@asucla.ucla.edu

University of California Police Department (UCDP)

601 Westwood Plaza | 310-825-1491 | police.ucla.edu

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 - instagram.com/uclasummer
 - twitter.com/uclasummer