UCLA Summer SESSIONS

PRECOLLEGE SUMMER INSTITUTE

PROGRAM COUNSELOR HANDBOOK

TABLE OF CONTENTS

REQUIREMENTS AND EXPECTATIONS **1**
Job Requirements 1
Job Expectations 1
Helpful Guidelines 2
- Role Modeling 2
- Grappling with Group Dynamics 2
- Motivating the Masses 2
- Master Activities List 3
- Five Tips for Dealing with Dominant Group Members 3

SAFETY AND PROCEDURES **4**
Standard Operating Procedures (SOPs) 4
- All Program Counselors 4
  - Accidents 4
  - Alcohol and/or Illegal Substances 5
  - Smoking 5
  - Failure to Comply 6
  - Harassment/Intolerance 6
  - Lewd and Indecent Behavior 6
  - Missing Participant/Absence from Group 6
  - Improper Use of Facilities 7
- Residential Program Counselors 7
  - Approved Leaves 7
  - Curfew Violations 8
  - Guest Policy Violation 8
  - Noise/Quiet Hours 8
  - Open Door Policy Violation 8
  - Unauthorized Removal of Furniture 9
  - Unauthorized Room Change 9
  - Pets and Other Items Prohibited in the Residence Halls 9

WELCOME PACKET **10**

LIFE ON THE HILL – RESIDENTIAL COUNSELORS ONLY **11**
- Check-In Procedure 11
- Floor Lounge and Meeting Space Schedule 11
- Check-Out Procedure 12
- Residential Life General Conduct Regulations 13
- UCLA Student Code 13

REFERENCES **14**
- Campus Policies 14
- Summer Sessions Policies and Forms 14
- Welcome Packet 14
- Contact Information 14

This handbook is intended to provide program counselors with general guidelines to supervision of residential Precollege Summer Institute participants. Please be sure to talk to your program administrator about program-specific protocols and procedures.

REQUIREMENTS AND EXPECTATIONS

I. Job Requirements

All program counselors, residential or not, must complete a fingerprinting/live-scanned background check (Federal Bureau of Investigation for Federal background check and Department of Justice for State background check) with the University of California Police Department (UCPD) in order to be hired by the program's academic unit. The hiring unit will inform you once the order form for your live scan is processed. It is your responsibility to contact UCPD for an appointment and to inform the hiring unit of the completion of your live scan by submitting the stamped order form UCPD will provide. Follow the steps below:

- Contact Tiffany Brooks (**tbrooks@ucpd.ucla.edu**/310-206-8126) or Alma Lewis (**lewis@ucpd.ucla.edu**/310-206-8126) for a fingerprinting appointment.
- Fill out a **REQUEST FOR LIVE SCAN SERVICE** prior to appointment.
- Provide a valid photo ID and the completed **REQUEST FOR LIVE SCAN SERVICE** to UCPD on the day of appointment.
- Upon completion of the live scan, you will receive a stamped recharge order form. Submit the stamped form to the hiring unit either via email or in person.

All program counselors should familiarize themselves with the UCLA Summer Institute Participant Agreement (**Residential** / **Non-Residential**), to which program participants must agree in order to enroll in the program. The agreement contains UCLA Summer Sessions policies on various aspects of participation including but not limited to participant conduct and behavior, absences and tardiness, special accommodations, motor vehicles, technology use, and leave requests.

Specific job requirements and descriptions may vary by program. Please consult with your program administrator for details.

II. Job Expectations

- Maintain a Program Counselor to residential student ratio of one for every eleven students.
- Play an integral role in achieving the highest level of academic, personal, and social development for the program participants.
- Present an image of an individual who wants to help. She/he should be capable of identifying and facilitating solutions and/or referrals for participants' needs.
- Attempt to develop a rapport with individuals in her/his program.
- Promote and encourage a community-type atmosphere in the residence hall by emphasizing courtesy and consideration.
- Educate the students of the UCLA Student Conduct Code, Residential Life policies, and the policies of the Office of UCLA Summer Sessions.
- Assist in the planning and implementation of the initial housing Check-In, Housing Orientation, and the Program Orientation.

- Convey openness and receptivity to all students

III. Helpful Guidelines

Role Modeling

Role modeling encompasses many aspects of behavior, such as eating, speaking, sleeping, and socializing. As a Program Counselor you will quickly realize your every move will be watched at all times. You do not need to feel self-conscious every time you see one of the students; just use your good judgment. Being a poor role model or seeming hypocritical about policy enforcement is the fastest way to lose the respect and confidence of your students.

As a role model, you have the opportunity to educate and inform younger students, and this challenge can make a difference in someone's experience at UCLA, or even their life!

A few role modeling tips:

- Your actions speak much louder than your words. What you advocate through speech should match your actions.
- If you have doubts about something, listen to them. Sometimes your gut reaction is most accurate.
- Be confident in your decision-making. Trust your training and instincts.

Consider the following:

- If you gossip about colleagues, your supervisor, or faculty within a program you spread negative feelings.
- If you don't attempt to enjoy yourself, then how can your expect the participants to do the same?

Remember, what you do or what you do not do impacts many people. If you are going to do something, it is a good idea to think about ALL the consequences.

Grappling with Group Dynamics

Each group is different, full of varied dynamics, personalities and learning abilities. Each member of your small group should see her/himself as a valid and important member. You will be dealing with students from all kinds of backgrounds and heritages, and so you should create a foundation of support where everyone can learn and grow. Set out some ground rules from the beginning so that no opinions or questions are considered bad or stupid. Through various activities, you can help members see where others' opinions and thoughts are coming from. In the end, however, you should remember that you cannot create tolerance and understanding between various group members, only facilitate it. You can try to shelter members from harmful elements, but you cannot protect them entirely. You are there to build mutual support for each other.

Motivating the Masses

Getting students excited to participate requires a dash of motivation. However, you don't need to channel a motivational speaker to do this well.

- Ask open ended questions that encourage discussion.
- Go around a circle and ask everyone to respond (works best with smaller groups).
- Make eye contact regularly.
- Draw in a quiet member by asking for his/her opinion.
- Refer to something that was said earlier to make a connection and show you were listening.
- Use non-verbal encouragers such as nodding, gesturing.
- At the beginning of a presentation, announce that everyone needs to pipe up at least three times in order for the whole group to get a reward. This puts them all on the same supportive "team" from the very beginning.

Master Activities List

All Program Counselors must provide a list to the Summer Sessions Representative detailing the evening and weekend activities for the program. Please contact your program coordinator for a list of activities.

Five Tips for Dealing with Dominant Group Members

There may be times when you're faced with a dominant group member who tends to squelch others and create a lopsided group dynamic. Prepare not to deal with this type of person by considering options such as:

- Make it a practice to only recognize group members who have raised their hands. This allows you to choose who speaks.
- When the dominant group member makes a comment, recognize it and then go on by saying something like, "That's a good point…now let's get another opinion."
- Pull your dominant person aside privately and ask him to help you encourage others to speak.
- Use a "talking stick" to signify that someone has the floor. This gives you and other group members a visual signal regarding who should be speaking at any given time.
- Consider breaking people up into smaller groups or clusters of two or three people at some point, so that the dominant person doesn't have such a wide audience.

SAFETY AND PROCEDURES

The Standard Operating Procedures (SOPs) are designed to standardize the response of all Program Counselors. You should follow these procedures at all times. The SOPs are a clear protocol for typical incidents.

Situations that are considered out of the ordinary are not covered in the SOPs. These types of situations will require you to improvise, using common sense and sound judgment. Remember that it is always better to err on the side of caution. If you are unsure how to respond to a particular incident, contact **BOTH your program administrator AND the Summer Sessions Representative—Robert Rodriguez at 310-825-0592 between 8 AM and 5PM and Summer Sessions Liaison in Residence, TBA, outside of the regular office hours**.

All 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 (UCLA), including but not limited to, rules and regulations issued by the UCLA Housing Office (**www.housing.ucla.edu/uahandbook**), UCLA Office of Residential Life (**www.orl.ucla.edu/regulations**), the UCLA Office of the Dean of Students (**www.deanofstudents.ucla.edu***)* and the UCLA Office of Summer Sessions. 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, regard for the basic rules of physical safety, 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. 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. Tobacco use of any Tobacco Product as defined in the **UCLA Policy 810**, including smoking, chewing, spitting, inhaling, ingesting, burning, or carrying any lighted or heated Tobacco Product is prohibited on any University Owned or Leased Property including residential halls.

ALL PROGRAM COUNSELORS

I. Accidents

Assess situation. Determine if Emergency Services are needed.

If Yes:

1. Do not move any injured person.
2. If you think that an ambulance is needed, contact the Public Safety Dispatcher.
3. Call 911 on a House Phone.
4. Call 310.825.1491 on a Cell Phone.

When you call:

5. Give your name, location and phone number.
6. Describe what happened.

7. Do not hang up until asked to do so.
8. Stay with injured person, until emergency services arrive.
9. Send someone to get the Program Representative or Resident Assistant.
10. Manage any gathering of spectators and direct other staff to assist you.
11. When emergency services arrive allow them to take over.
12. Attempt to find out where injured person will be taken.
13. Contact Robert Rodriguez in the Summer Sessions Office at 310.825.4101. Outside of regular office hours, contact the Summer Sessions Liaison immediately.
14. Document the incident on an Incident Report and report to BOTH your program administrator AND the Summer Sessions Representative.

If No:

1. Tell the student if s/he does not feel well enough to participate in the program's activities s/he will need to be escorted by a Program Counselor to the Arthur Ashe Student Health and Wellness Center.
2. Have the student bring his/her Bruin ID/Conference Card and UID number to the Ashe Center. You should bring the student's emergency information with him/her to the visit.
3. Contact Robert Rodriguez in the Summer Sessions Office at 310.825.4101. Outside of regular office hours, contact the Summer Sessions Liaison.
4. Notify another Program Counselor in your group that you will be taking a participant to the Ashe Center.
5. Remain with the student until you are relieved by another staff member, or until the student is discharged from the Ashe Center's care.
6. Document the incident on an Incident Report and report to BOTH your program administrator AND the Summer Sessions Representative.

II. Alcohol and/or Illegal Substances

Possession of alcohol and/or illegal substances is a ground for dismissal from the program without exception.

1. Call or contact the Summer Sessions Representative or Resident Assistant (RA).
2. If the Summer Sessions Representative or RA is available, allow the Summer Sessions Representative or RA to take charge of situation; if neither one is available, then follow the next steps.
3. Students must empty all open and unopened containers of alcohol, at which you must be a witness.
4. Note the names of all the students present in the room.
5. Inform students that their behavior is in violation of the Participant Agreement and will not be tolerated.
6. Tell students you will be documenting the situation and that they will need to meet with the Summer Sessions Representative.
7. Follow up with the Summer Sessions Representative to make sure that the parent/guardian is informed of the incident.

III. Smoking

1. Smoking is NOT allowed. **UCLA is a tobacco-free campus**.

2. Inform the student of the UCLA Residential Life smoking policy and that s/he is violating the Participant Agreement.
3. Inform the student you will be documenting the situation and that the student will need to meet with Summer Sessions staff.
4. Report to BOTH your program administrator AND Summer Sessions Representative.

IV. Failure to Comply

1. Remain calm. If you have not already done so, repeat your request in an assertive manner.
2. If the student has not yet complied with your request, tell the student that if s/he does not comply with your request immediately, you will have to document the behavior.
3. Inform the student that his/her behavior is in violation of the Participant Agreement and that it will not be tolerated.
4. Document the situation and report to BOTH your program administrator AND Summer Sessions Representative.

V. Harassment / Intolerance

1. Tell the student to stop immediately.
2. Inform the student that her/his behavior is violating the Participant Agreement and that it will not be tolerated.
3. Inform the student that you will be documenting the situation and that the student will need to meet with Summer Sessions staff.
4. Document the situation, paying special attention to note the words or actions deemed as harassment/intolerance within the report.
5. Report to BOTH your program administrator AND Summer Sessions Representative.

VI. Lewd and Indecent Behavior

1. Tell the student to stop immediately.
2. Instruct the student that such behavior is in violation of the Participant Agreement and will not be tolerated.
3. Inform the student that you will be documenting the situation and that the student will need to meet with Summer Sessions staff.
4. Document the situation and report to BOTH your program administrator AND Summer Sessions Representative.

VII. Missing Participant / Absence from Group

1. Remain calm. Talk with other students in the group/roommates and neighboring rooms, inquiring about the student's location.
2. If the student's whereabouts are still unknown in half an hour, contact BOTH your program administrator AND the Summer Sessions Representative. In addition, notify Resident Assistant, if applicable.
3. Continue to look for the student, and ask other program staff for assistance in locating student.
4. When the student is located, notify all staff that you have located the student.

5. Inform the student you will be documenting the situation and that the student will need to meet with Summer Sessions staff.
6. Document the situation and report to BOTH your program administrator AND Summer Sessions Representative.

Participants are required to participate in all scheduled sessions, including all classes, group meetings and orientations, special functions, meals, and excursions. Program faculty and administrators reserve the right to dismiss a participant for repeated tardiness to and/or unauthorized leaves/absences from scheduled sessions for reasons other than unforeseen emergencies.

VIII. Improper Use of Facilities

1. Tell the student to stop immediately.
2. Inform the student that the behavior in question is in violation of the Participant Agreement and will not be tolerated and that s/he will be held liable for any damaged property.
3. Inform the student you will be documenting the situation and that the student will need to meet with Summer Sessions staff.
4. Document the situation and report to BOTH your program administrator AND Summer Sessions Representative.

RESIDENTIAL PROGRAM COUNSELORS

IX. Approved Leaves

Participants may leave the program unaccompanied or accompanied by an authorized adult ONLY with prior permission from the guardian AND with prior approval from the program, as well as Summer Sessions. To request a leave, the guardian must fill out the **Leave Request Form**, acknowledge the leave policies and procedures, and authorize the participant to leave the program. No leave requests will be accepted via telephone. Forms can be hand-delivered or sent via mail, email (**institutes@summer.ucla.edu** or fax (310-825-1528) by the guardian. All requests must be received at least **three business days** PRIOR TO THE PROGRAM START DATE. Requests that are received after the deadline will be considered only under special circumstances. Leave requests may be approved as requested, approved with modified times, or denied by the program faculty, administrators, and Summer Sessions on academic and/or administrative grounds. Approval will not be granted if forms are incomplete or are not signed by the guardian. Any participants found to have left the program without prior approval will be subject to immediate dismissal from the program.

Accompanied Leave with Prior Approval:

1. If the request is approved, the participant may only be signed out in-person by the guardian or another adult previously authorized by the guardian. The authorized adult must arrive at the approved time and present a Photo ID upon sign-out of the participant. Be sure to ask for the ID of the person signing out the student. If the person cannot provide identity, do not release the student even if the name appears on the authorized adult list.
2. The participant may not return until the approved return time. Be punctual and sign in the student at the approved return time. In the event of return later than the approved return time, notify Summer Sessions Representative.

Unaccompanied Leave with Prior Approval:

1. The participant shall leave promptly at the approved leave time and remain away from the program until the approved return time. Remind the participant of the approved leave and have him/her leave on time.
2. The participant may not return until the approved return time. Be punctual and sign in the student at the approved return time. In the event of return later than the approved return time, notify Summer Sessions Representative.

X. Curfew Violation

1. If students are not in their own room by 11:00 p.m. they should be instructed to return to their assigned room immediately.
2. Remind students of the curfew policy and instruct them that their behavior is violating the Participant Agreement and will not be tolerated.
3. Tell students that you will be documenting the situation and that they will need to meet with Summer Sessions staff.

XI. Guest Policy Violation

All participants are expected to abide by the evening curfew time set by the program and to sleep in the assigned room each evening. Guests and visitors are not permitted above the lobby floor of the UCLA Residence Halls without the permission of the program counselor. In the event that any participant has guests and visitors in the room without permission:

1. Announce yourself and request that the student open the door.
2. Remind the student of the guest/visitor policy.
3. Instruct any non-participants to leave the building.
4. Inform the student that his/her behavior is in violation of the Participant Agreement and that you will be documenting the situation.
5. Document the situation report to BOTH your program administrator AND Summer Sessions Representative.

XII. Noise / Quiet Hours

1. Before 10:00 p.m., one warning can be allowed.
2. After 10:00 p.m., if noise level is excessive you do not need to give students a warning; proceed to next step.
3. Tell the students you will be documenting the situation and that they will need to meet with Summer Sessions staff.
4. Document the situation report to BOTH your program administrator AND Summer Sessions Representative.

XIII. Open Door Policy Violation

1. In the event that a student has guests/visitors in the room with prior permission, remind the student that s/he must leave the door open during the visit and that the guests/visitors must leave prior to the evening curfew.

2. If the door is closed during the visit, knock at door, announce yourself, and request that student open the door.
3. Instruct all residential participants to return to their assigned rooms and any non-participants to leave the building.
4. Tell the student that you will be documenting situation and that the student will need to meet with Summer Sessions staff.
5. Document the situation report to BOTH your program administrator AND Summer Sessions Representative.

XIV. Unauthorized Removal of Furniture

No university furniture should be moved or tampered with by students

1. Tell the student about the UCLA Residential Life Furniture Policy, and if possible, instruct the student to return items.
2. Inform the student you will be documenting the situation and that the student will need to meet with Summer Sessions staff.
3. Document the situation report to BOTH your program administrator AND Summer Sessions Representative.

XV. Unauthorized Room Change

Students cannot move into a room that is not assigned to them or switch rooms, even if there is an available space.

1. Instruct the student to return to their assigned space.
2. Inform the student you will be documenting the situation and that the student will need to meet with Summer Sessions staff.
3. Document the situation report to BOTH your program administrator AND Summer Sessions Representative.

XVI. Pets and Other Items Prohibited in the Residence Halls

The following items are prohibited in the residence halls:

- Pets
- Flammables / Combustibles / Explosives
- Candles/Incense
- Microwave Ovens Toasters / Toaster Ovens
- Coffee Makers
- Hot Water Heaters
- Halogen lamps
- Gasoline / Fuel
- Firearms / Weapons
- Grills
- Air Conditioner Units
- Space Heaters

1. If any of these items is found, remind the student of the **UCLA Residential Life policy** and instruct the student to remove the item.
2. Tell the student you will be documenting situation and that the student will need to meet with Summer Sessions staff.
3. Document the situation report to BOTH your program administrator AND Summer Sessions Representative.

WELCOME PACKETS

Welcome Packets are sent via e-mail to parents and participants two to four weeks before the start of the program. Welcome packets provide detailed information on the program including the program schedule, as well as check-in/check-out processes if applicable. Please make sure that you are familiar with the content of your program welcome packet as students may have questions or certain information may have been updated.

LIFE ON THE HILL – RESIDENTIAL COUNSELORS ONLY

Check-In Procedure

1. Program Counselors must arrive no later than 12:30 p.m. to Check-In at the Sproul Hall Front Desk and to pick up your Sproul Cove access key and meal plan card.
2. Check-In for Students:

Summer Institute	Date	Time Period	Location
Art (Session A)	Sun., July 5	1pm - 3pm	Sproul Cove
Art (Session B)	Sun., July 19	1pm - 3pm	Sproul Cove
Dance-Theater	Sat., June 20	1pm - 3pm	Sproul Cove
Design Media Arts	Sun., July 5	1pm - 3pm	Sproul Cove
Mock Trial	Sun., July 12	1pm - 3pm	Covel Commons
Model United Nations	Sun., June 22	1pm – 3pm	Sproul Cove
Nanoscale Microscopy	Sun., August 2		
Nanoscience (Session A)	Sun., July 6	1pm - 3pm	Sproul Cove
Nanoscience (Session B)	Sun., July 13	1pm - 3pm	Sproul Cove
Sci | Art NanoLab	Sun., July 20	1pm - 3pm	Sproul Cove
Teen ArchStudio	Sun., July 20	1pm - 3pm	DV Privates

3. Lanyards will be provided for all students and Program Counselors.
4. Program Counselors are responsible for checking in all residential students on Check-In day, and accounting for students who arrive late and/or who do not arrive at all.
5. Program Counselors will help to post "Door Tags" for each room.
6. Program Counselors will be provided with a folder that contains an "Emergency Contact Information List" of each student on the day of check-In which will include the nine-digit UCLA University Identification Number, Health Insurance Details, other health related issues of the student, and contact information of the Office of UCLA Summer Sessions.
7. The Summer Sessions Housing Orientation will follow shortly after Check-In.
8. Dining Hall Hours: Breakfast 7:00 a.m. - 9 a.m. / Dinner 5:00 p.m. - 8:00 p.m.
9. Dance-Theater, Model United Nations, Design Media Arts, Art (Session A), Mock Trial, Nanoscience Lab, and the Nanoscale Microscopy Lab will be dining in Covel Commons.
10. Sci|Art Nanolab, Art (Session B), and Teen ArchStudio will be dining at Sproul Hall Bruin Plate .

Floor Lounge and Meeting Space Schedule

Summer Institute	Date	Time Period	Set-Up	Location
Dance-Theater	Sat., June 20	8pm - 11pm	Empty	Sproul Hall Lecture Room
	Sun., June 21	9pm - 11pm	Empty	Sproul Hall Lecture Room
	Mon., June 22	7 pm - 11pm	Empty	SV Northridge Room
	Tues., June 23	7pm - 11pm	Empty	Sproul Hall Lecture Room
	Wed., June 24	8pm - 11pm	Empty	Sproul Hall Lecture Room
	Thurs., June 25	8 pm - 11pm	Empty	Sproul Hall Lecture Room
	Fri., June 26	8pm - 11pm	Empty	SV Northridge Room
	Sat., June 27	8pm - 11pm	Empty	Sproul Hall Lecture Room

Summer Institute	Date	Time Period	Set-Up	Location
Art (Session A)	Sun., July 5	1pm - 10pm	Empty	Sunset Village – Salon A
	Mon., July 6	6pm - 10pm	Empty	DeNeve Plaza – Salon A
	Tues., July 7	6pm - 10pm	Empty	DeNeve Plaza – Salon A
	Wed., July 8	8pm - 10pm	Empty	Carnesale Commons - Venice
	Thurs., July 9	6pm - 10pm	Empty	Carnesale Commons - Venice
	Fri., July 10	6pm - 10pm	Empty	Carnesale Commons - Venice
	Sat., July 11	6pm - 10pm	Empty	Carnesale Commons - Venice
	Sun., July 12	6pm - 10pm	Empty	Bradley Hall: Room 300
	Mon., July 13	6pm - 10pm	Empty	Carnesale Commons - Hermosa
	Tues., July 14	6pm - 10pm	Empty	Sproul Hall Lecture Room
	Wed., July 15	8pm - 10pm	Empty	Bradley Hall – Room 300
	Thurs., July 16	6pm - 10pm	Empty	Carnesale Commons - Venice
Art (Session B)	Sun., July 19	1pm - 10pm	Empty	Carnesale Commons - Venice
	Mon., July 20	6pm - 10pm	Empty	Carnesale Commons - Venice
	Tues., July 21	6pm - 10pm	Empty	Carnesale Commons - Venice
	Wed., July 22	8pm - 10pm	Empty	Carnesale Commons - Venice
	Thurs., July 23	6pm - 10pm	Empty	Carnesale Commons - Venice
	Fri., July 24	6pm - 10pm	Empty	Carnesale Commons - Venice
	Sat., July 25	6pm - 10pm	Empty	Carnesale Commons - Venice
	Sun., July 26	6pm - 10pm	Empty	Carnesale Commons - Venice
	Mon., July 27	6pm - 10pm	Empty	Carnesale Commons - Venice
	Tues., July 28	6pm - 10pm	Empty	Carnesale Commons - Venice
	Wed., July 29	8pm - 10pm	Empty	DeNeve Plaza –Salon B
	Thurs., July 30	6pm - 10pm	Empty	DeNeve Plaza –Salon B
Design Media Arts	Wed., July 8	8pm - 10:00pm	Empty	SV Northridge Room
	Wed., July 15	8pm - 10:00pm	Empty	Venice Room
Sci | Art NanoLab	Thurs., July 23	7pm - 11pm	Tables/Chairs	Sproul Hall Lecture Room
	Fri., July 24	7pm - 11pm	Tables/Chairs	DV Plaza
	Wed., July29	7pm - 11pm	Tables/Chairs	Sproul Hall Lecture Room
	Thurs., July 30	7pm - 11pm	Tables/Chairs	Sproul Hall Lecture Room
Model United Nations	Sun., June 21	7pm - 11pm	Chairs Only	Sunset Village Salon A
	Mon., June 22	6:30pm-9:30pm	Desk/Chairs	Cove Lounges (3, 6, 7, 8, 9 Floor)
	Tues., June 23	7:30pm-10pm	Desk/Chairs	Cove Lounges (3, 4, 8, 9 Floor) and SLC Study Room #2
	Thurs., June 25	6pm - 11pm	N/A	Sunset Rec Center
	Fri., June 26	7:30pm - 11pm	Chairs Only	DV Lecture Aud
	Sat., June 27	1:30pm - 3pm	Chairs Only	SV Study Lounge

Check-Out Procedure

1. Program Counselors should ensure that all students turn in their conference services access key card at the Front Desk of the residence hall to avoid a $25 charge to their Summer Sessions BAR

account during check-out. *Please note that once a new access card is issued, there is no refund for the $25 charge even if the original card is found. Students are free to check-out of their room and go home with their parents/legal guardians once they have turned in their conference services access key card at the Front Desk of the residence hall.*

2. Check-out dates vary by programs. Please verify whether your students are required to check-out by 11:00 a.m., Friday or 11:00 a.m., Saturday.

Residential Life General Conduct Regulations

Please review the **regulations** from the UCLA Office of Residential Life.

UCLA Student Conduct Code

Students may be disciplined for violations or attempted violations (including aiding, abetting, or participating in the planning of an act that would be in violation of this Code, whether or not the individual who carries out that act is a student). Violations can be found on the UCLA Office of the Dean of Students website under the **Student Conduct Code**.

View the document that must be used to file an incident report with the Office of UCLA Summer Sessions and the UCLA Office of the Dean of Students.

REFERENCES

Campus Policies

Dean of Students – Code of Conduct
Housing Rules Handbook
Office of Residential Life Rules and Regulations
Tobacco Free Campus

Summer Sessions Policies and Forms

Non-Residential Participant Agreement
Residential Participant Agreement
Student Leave Request Form
Incident Report

Welcome Packets

Art Session A (Residential | Non-Residential)
Art Session B (Residential | Non-Residential)
Dance/Performing Arts (Residential)
Design Media Arts (Residential)
Mock Trial (Residential)
Model United Nations (Residential)
Nanoscale Microscopy Lab (Residential | Non-Residential)
Nanoscience Lab Session A (Residential | Non-Residential)
Nanoscience Lab Session B (Residential | Non-Residential)
Sci|Art Nanolab (Residential)
Teen Arch Studio (Residential | Non-Residential)

Contact Information

Summer Institutes	(310)267-4836 institutes@summer.ucla.edu
Summer Sessions Representative	Robert Rodriguez (M-F, 8am-5pm) (310)825-0592 rrodriguez@summer.ucla.edu
Summer Session Liaison in Residence	Nola Haynes (Night/Weekend Hours) (424)325-9377 ehaynes@summer.ucla.edu
Life Scan Appointments	Tiffany Brooks or Alma Lewis (310)206-8126 tbrooks@ucpd.ucla.edu or lewis@ucpd.ucla.edu
UC Police Department	(310)825-1491
Ashe Center/Student Health	(310)825-4073