

PRECOLLEGE SUMMER INSTITUTE
PROGRAM COUNSELOR HANDBOOK



UCLA Residential Life

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This handbook is primarily intended to provide program counselors with general guidelines to supervision of residential Precollege Summer Institute participants, some of which may be applied to commuter program 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:

- Call UCPD Records Unit at (310) 206-8126 to schedule an appointment.
- Fill out a [REQUEST FOR LIVE SCAN SERVICE](#) prior to appointment – please do not put Summer Sessions as your unit; be sure to put your program unit information, e.g., Anderson for Mock Trial, DMA for Game Lab.
- 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 (1) for every ten (10) 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.
- Respond to emergencies and incidents, ensuring safe learning environment for all participants.

III. Helpful Guidelines

A. 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 you 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.

B. 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.

C. 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, 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.

D. 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 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.

E. Guidelines concerning Child Abuse and Neglect Prevention

- Structured activities at all times.
- Roll call at the beginning and conclusion of any activity to maintain oversight of participant whereabouts.
- Do not allow participants leave the program without a written request of the parent/guardian. Please follow the procedures outlined in the [Participant Agreement](#) and the [Student Leave Request Form](#).
- **Physical Contact and Socialization - Do's and Don'ts**
 - ✓ Don't be alone with a participant unless it is essential to or required by program activities or responsibilities.
 - ✓ Avoid any physical contact that could be interpreted as inappropriate.
 - Examples of contact that may be permitted: handshakes, high-fives and hand slapping, pats on the shoulder/back, side hugs, contact to aid an injured participant or in imminent danger of physical harm, contact to separate participants involved in an altercation, contact to assist participants with special needs or disabilities with program activities or a major life function.

- Examples of contact that may not be permitted: frontal hugs, kisses, lap sitting, rubs or massages, piggy back rides, tickling, wrestling, any intended affection unwanted by the participant.
- ✓ Do not stare at or comment on participants' or others' bodies.
- ✓ Do not play any games that may involve inappropriate touching.
- ✓ Do not show favoritism.
- ✓ Avoid crushes and address them if they arise.
- ✓ Establish clear boundaries, particularly with older teens.
- ✓ Do not engage or allow participants to engage you in romantic or sexual conversations, other than Title IX or CANRA reasons.
- ✓ No secrets with participants.
- ✓ Do not socialize with participants outside of the program activities and established times.
- ✓ Do not give or receive gifts.
- **Communication – Do's and Don'ts**
 - ✓ Do not personally engage or communicate with participants through telephone, email, text messages, social networking sites, internet chat rooms, or other forms of social media.
 - ✓ For program related emails, use your UCLA email address if you have one.
 - ✓ Communicate with participants only for business purposes; do not involve participants in your personal affairs.
 - ✓ Be ready to provide records of communications with participants.
 - ✓ Do not use profanity, tell off-color jokes, or banter suggestively.
- **Abuse – Do's and Don'ts**
 - ✓ Do not engage in abusive behavior of any kind toward or in the presence of participants.
 - Physical abuse: hitting, spanking, shaking, slapping, unnecessary restraints
 - Verbal abuse: degrading, threatening, cursing
 - Sexual abuse: inappropriate touching, exposing yourself, assault
 - Mental abuse: shaming, humiliation, cruelty
 - Neglect: withholding food, water, shelter, bathroom privileges
 - ✓ Do not permit any of the following interactions between participants: bullying, hazing, derogatory name-calling, ridicule or humiliation, sexual touching, Truth or Dare (or similar games). All incidents involving these interactions must be documented and reported.
 - ✓ Do not view sexually suggestive materials in the presence of any participant or make those available to participants.
 - ✓ Keep participants with two or more years of age difference apart from one another to the extent feasible to minimize bullying and physical abuse.

F. Master Activities List

All Program Counselors must provide a list to the Assistant Resident Directors (ARD) detailing the evening and weekend activities for the program. Please contact your program administrator for a list of activities. While some programs have all (extra)curricular activities planned out, some programs may expect Program Counselors to plan evening and/or weekend activities. If the responsibilities assigned by

your hiring unit include such activity planning, consult ARDs. ARDs can help you think of activities that can meaningfully engage your program participants.

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:

- **For commuter programs – BOTH your program administrator AND Summer Sessions (supervision@summer.ucla.edu);**
- **For residential programs – BOTH your program administrator AND ARDs. Miriam Juarez (310) 694-2700 / Rod Sayegh (310) 592-1400**

Please note that program counselors are not to notify parents directly. If you have any reason to contact parents, ask ARDs (for residential programs) or Summer Sessions (for commuter programs).

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 Office of Residential Life](#), the [UCLA Office of the Dean of Students](#) 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.

• DOCUMENTING AND REPORTING PROTOCOL

Incidents and emergencies involving a commuter program participant must be documented using the Summer Sessions’ [Incident Report Form](#) and reported to both the program administrator and to Summer Sessions as soon as possible. When contacting Summer Sessions, please use the following contact information: supervision@summer.ucla.edu / (310) 825-4438.

Incidents and emergencies involving a residential program participant must be documented using the ORL Summer Institute Incident Report Form and reported to the program administrator and ARD as soon as possible.

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.
4. Have someone contact on-call ARD if a residential program OR contact Summer Sessions at supervision@summer.ucla.edu / (310) 825-4438 if a commuter program.

When you call 911:

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. Manage any gathering of spectators and direct other staff to assist you.
10. When emergency services arrive allow them to take over.
11. Attempt to find out where injured person will be taken.
12. Document the incident and report.

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 to the visit.
3. Contact ARD if a residential program OR contact Summer Sessions at supervision@summer.ucla.edu / (310) 825-4438 if a commuter program.
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 and report.

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 on call ARD OR contact Summer Sessions at supervision@summer.ucla.edu / (310) 825-4438 if a commuter program.
2. Students must empty all open and unopened containers of alcohol, at which you must be a witness.
3. Note the names of all the students present in the room.
4. Inform students that their behavior is in violation of the Participant Agreement and will not be tolerated.
5. Tell students you will be documenting the situation and that they will need to meet with the Summer Sessions.
6. ARD (or Summer Sessions if a commuter program) will contact the parent/guardian.

III. Smoking

1. Smoking is NOT allowed. [UCLA is a tobacco-free campus.](#)
2. Inform the student of the UCLA's tobacco-free 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.
4. Document and report the incident.

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 and report the situation.

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.

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 and report the situation.

VII. Missing Participant / Absence from Group

1. Remain calm. Talk with other students in the group and neighboring rooms, if applicable, inquiring about the student's location.
2. If the student's whereabouts are still unknown in half an hour, contact Summer Sessions (commuter programs) or ARD (residential programs), as well as your program administrator.
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/Summer Sessions/ARD 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.
6. Document and report the incident.

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.
4. Document and report the incident.

RESIDENTIAL PROGRAM COUNSELORS ONLY

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 (supervision@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 both ARD AND Summer Sessions.

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 both ARD AND Summer Sessions.

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 ARD.
4. Document and report to ARD.

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 you will be documenting the situation and that they will need to meet with ARD.
5. Document and report the situation.

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 ARD.
4. Document and report the situation.

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 ARD.
5. Document and report the situation.

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 ARD.
3. Document and report the situation.

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 ARD.
3. Document and report the situation.

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 ARD.
 3. Document and report the situation.

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 coordinate student check-in logistics.
 - a. **Program Counselors for the Dance/Performing Arts Summer Institute must arrive no later than 11:30 a.m. to coordinate student check-in logistics.**
2. Program Counselors check in at the Front Desk of their assigned building to pick up the access key and meal plan card.
3. Check-In for Students:

Summer Institute	Date	Time Period	Location
Acting & Performance (A)	Saturday, June 24	1pm – 3pm	Sproul Cove
Acting & Performance (B)	Saturday, July 15	1pm – 3pm	Sproul Cove
Art (Session A)	Sunday, July 9	1pm – 3pm	Sproul Cove
Dance-Performing Arts	Saturday, June 24	12pm – 1pm	Sproul Cove
Design Media Arts	Sunday, July 9	1pm – 3pm	Sproul Cove
Digital Filmmaking (Session A)	Saturday, July 8	1pm – 3pm	Rieber Hall
Digital Filmmaking (Session B)	Saturday, July 29	1pm – 3pm	Sproul Cove
Applications of Nanoscience	Sunday, July 9	1pm – 3pm	Sproul Hall
Mock Trial	Sunday, July 16	1pm – 3pm	Sproul Hall
Model UN (Session A)	Sunday, July 9	1pm – 3pm	Sproul Cove

Model UN (Session B)	Sunday, July 16	1pm – 3pm	Sproul Cove
Musical Theater	Saturday, July 15	1pm – 3pm	Sproul Cove
Nanoscale Microscopy	Sunday, June 25	1pm – 3pm	Sproul Cove
Nanoscience (Session A)	Sunday, July 23	1pm – 3pm	Sproul Cove
Nanoscience (Session B)	Sunday, July 30	1pm – 3pm	Sproul Cove
Sci Art NanoLab	Sunday, July 23	1pm – 3pm	Sproul Cove
Teen ArchStudio	Sunday, July 9	1pm – 3pm	Rieber Hall
Teen ArchStudio PLUS	Sunday, July 9	1pm – 3pm	Rieber Hall

4. Lanyards with name tags will be provided for all students and Program Counselors.
5. 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.
6. Program Counselors will help to post "Door Tags" for each room if needed.
7. 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, and contact information of the Office of UCLA Summer Sessions.
8. Shortly after check-in, the ORL Orientation will take place during 3:30p.m.-5:00p.m. except Dance/Performing Art.
 - a. Dance/Performing Arts will have their Summer Sessions Housing Orientation later in the evening during 7:00p.m.-8:30p.m.
9. Dining Hall Hours: Breakfast 7:00a.m. – 9:00a.m. / Dinner 5:00p.m. - 8:00p.m.
10. All precollege programs except Digital Filmmaking (both Session A and Session B) will be dining at Covell Commons.
 - a. Digital Filmmaking (both Session A and Session B) will be dining at Rieber Hall.

Housing Orientation Schedule

Summer Institute	Date	Time Period	Location
Acting & Performance (A)	Saturday, June 24	3:30pm – 5pm	SV Study Lounge
Dance/Performing Arts	Saturday, June 24	7pm – 8:30pm	SV West Coast
Nanoscale Microscopy	Sunday, June 25	3:30pm – 5pm	SH Lecture Room
Digital Filmmaking (A)	Saturday, July 8	3:30pm – 5pm	SV West Coast
Applications of Nanoscience	Sunday, July 9	3:30pm – 5pm	Palisades Ballroom
Art (A)	"	"	"
Design Media Arts	"	"	"
Model United Nations (A)	"	"	"
Teen Architecture	"	"	"
Teen Architecture PLUS	"	"	"
Acting & Performance (B)	Saturday, July 15	3:30pm – 5pm	Malibu
Musical Theater	"	"	"
Model United Nations (B)	Sunday, July 16	3:30pm – 5pm	Northridge
Mock Trial	"	"	DV Plaza A
Sci Art NanoLab	Sunday, July 23	3:30pm – 5pm	HH Fireside Lounge
Nanoscience Lab (A)	"	"	"
Digital Filmmaking (B)	Saturday, July 29	3:30pm – 5pm	S. Cove Multipurpose Room
Nanoscience Lab (B)	Sunday, July 30	3:30pm – 5pm	Sproul Hall Lecture Room

Floor Lounge and Meeting Space Schedule

Summer Institute	Date	Time Period	Set-Up	Location
Digital Filmmaking (A)	Sat., July 8	7:30pm – 9:30pm	Theater	SV Northridge Room
	Sun., July 9	6:45pm – 7:45pm	Theater	SV Northridge Room
	Mon., July 10	6:45pm – 7:45pm	Theater	Venice Room
	Tues. July 11	6:30pm – 10pm	Tables/Chairs	Palisades D
	Wed., July 12	6:30pm – 10pm	Tables/Chairs	SV Northridge Room
	Thurs., July 13	6:45pm – 7:45pm	Theater	SV West Coast
	Friday, July 14	6:30pm – 10pm	Theater	SV Northridge Room
	Sat., July 15	11:00am – 6pm	TBD	TBD
	Sat., July 15	6:30pm – 10pm	Theater	Malibu Room
	Sun., July 16	6:30pm – 10pm	Tables/Chairs	DeNeve Plaza A
	Tues., July 18	6:45pm – 7:45pm	Theater	SV West Coast
	Wed., July 19	6:45pm – 7:45pm	Theater	SV Northridge Room
	Thurs., July 20	6:45pm – 10pm	Theater	SV West Coast
	Digital Filmmaking (B)	Sat., July 29	7:30pm – 9:30pm	Theater
Sun., July 30		6:45pm – 7:45pm	Theater	HH Fireside Lounge
Mon., July 31		6:45pm – 7:45pm	Theater	DR H Meeting Room
Tues., August 1		6:30pm – 10pm	Tables/Chairs	HH Fireside Lounge
Wed., August 2		6:45pm – 7:45pm	Tables/Chairs	HH Fireside Lounge
Thurs., August 3		6:45pm – 7:45pm	Theater	SV West Coast
Fri., August 4		6:30pm – 10pm	Theater	SV West Coast
Sat., August 5		6:30pm – 10pm	Theater	SV West Coast
Sun., August 6		11am – 6pm	Lower Lawn	Sunset Canyon Recreation Center
Sun., August 6		6:30pm – 10pm	Tables/Chairs	DeNeve Plaza A
Tues., August 8		6:45pm – 7:45pm	Theater	SV West Coast
Wed., August 9		6:45pm – 7:45pm	Theater	SV Northridge Room
Thurs., August 10		6:45pm – 10pm	Theater	SV West Coast
Dance/Performing Arts		Sat., June 24	7pm - 11pm	Empty
	Sun., June 25	7pm - 11pm	Empty	Venice Room
	Mon., June 26	7 pm - 11pm	Empty	Venice Room
	Tues., June 27	7pm - 11pm	Empty	SH Lecture Room
	Wed., June 28	7pm - 11pm	Empty	SV Northridge Room
	Thurs., June 29	7pm - 11pm	Empty	SV Northridge Room
	Fri., June 30	7pm - 11pm	Empty	HH Fireside Lounge
	Sat., July 1	7pm - 11pm	Empty	SH Lecture Room
Art (Session A)	Sun., July 9	5pm – 10pm	Tables/Chairs	SH Lecture Room
	Mon., July 10	6pm - 10pm	Tables/Chairs	SV Study Lounge
	Tues., July 11	6pm - 10pm	Tables/Chairs	Palisades A
	Wed., July 12	8pm - 10pm	Tables/Chairs	SH Lecture Room
	Thurs., July 13	6pm - 10pm	Tables/Chairs	SV Study Lounge
Fri., July 14	6pm - 10pm	Tables/Chairs	SH Lecture Room	

	Sat., July 15	6pm - 10pm	Tables/Chairs	SH Lecture Room	
	Sun., July 16	6pm - 10pm	Tables/Chairs	Venice Room	
	Mon., July 17	6pm - 10pm	Tables/Chairs	SV Study Lounge	
	Tues., July 18	6pm - 10pm	Tables/Chairs	SH Lecture Room	
	Wed., July 19	6pm - 10pm	Tables/Chairs	SH Lecture Room	
	Thurs., July 20	6pm - 10pm	Tables/Chairs	Hermosa Room	
Design Media Arts	Wed., July 12	8pm - 10:00pm	Empty	Venice Room	
	Wed., July 19	8pm - 10:00pm	Empty	SV Study Lounge	
Sci Art NanoLab	Thurs., July 27	7pm - 11pm	Tables/Chairs	Hermosa Room	
	Fri., July 28	7pm - 11pm	Tables/Chairs	Hermosa Room	
	Wed., August 2	7pm - 11pm	Tables/Chairs	SV Study Lounge	
	Thurs., August 3	7pm - 11pm	Tables/Chairs	SV Study Lounge	
Model United Nations (A)	Sun., July 9	7pm - 11pm	Theater	SV Study Lounge	
	Mon., July 10	6:30pm – 9:30pm	Tables/Chairs	SV South Bay Room	
	Mon., July 10	6:30pm – 9:30pm	Tables/Chairs	Sproul Cove Multipurpose Room	
	Mon., July 10	6:30pm – 9:30pm	Tables/Chairs	SH Lecture Room	
	Mon., July 10	6:30pm – 9:30pm	Tables/Chairs	Sproul Cove Meeting Room	
	Tues., July 11	7:30pm – 10pm	Tables/Chairs	Sproul Landing Meeting Room	
	Tues., July 11	7:30pm – 10pm	Tables/Chairs	Sproul Cove Meeting Room	
	Tues., July 11	7:30pm – 10pm	Tables/Chairs	Malibu Room	
	Tues., July 11	7:30pm – 10pm	Tables/Chairs	Sproul Cove 5 th Floor Lounge	
	Thurs., July 13	6:30pm – 9pm	Lower Lawn	Sunset Canyon Recreation Center	
	Fri., July 14	7:30pm – 11pm	Empty	Palisades A	
	Sat., July 15	1:30pm – 3pm	Theater	NW Auditorium	
	Model United Nations (B)	Sun., July 16	7:00pm – 11pm	Chairs Only	HH Fireside Lounge
		Mon., July 17	6:30pm – 9:30pm	Tables/Chairs	SV South Bay Room
		Mon., July 17	6:30pm – 9:30pm	Tables/Chairs	Sproul Cove Meeting Room
Mon., July 17		6:30pm – 9:30pm	Tables/Chairs	Sproul Cove Multipurpose Room	
Mon., July 17		6:30pm – 9:30pm	Tables/Chairs	TBD	
Tues., July 18		7:30pm – 10pm	Tables/Chairs	TBD	
Tues., July 18		7:30pm – 10pm	Tables/Chairs	Venice Room A	
Tues., July 18		7:30pm – 10pm	Tables/Chairs	Venice Room B	
Tues., July 18		7:30pm – 10pm	Tables/Chairs	Malibu Room	
Thurs., July 20		6:30pm – 9pm	Lower Lawn	Sunset Canyon Recreation Center	
Fri., July 21		7:30pm – 11pm	Tables/Chairs	DeNeve Plaza B	
Sat., July 22		1:30pm – 3:00pm	Theater	NW Auditorium	
Teen ArchStudio/PLUS		Mon., July 10	7pm – 10pm	Classroom	Salon A
	Tues., July 11	7pm – 10pm	Theater	SV South Bay Room	
	Wed., July 12	7pm – 10pm	Classroom	Palisades A	

Thurs., July 13	7pm – 10pm	Theater	SV South Bay Room
Sun., July 16	7pm – 10pm	Theater	SV South Bay Room
Tues., July 18	7pm – 10pm	Theater	SV Study Lounge
Wed., July 19	7pm – 10pm	Classroom	Salon A
Thurs., July 20	7pm – 10pm	Theater	Venice Room
Sun., July 23	7pm – 10pm	Theater	SV Study Lounge
Tues., July 25	7pm – 10pm	Theater	DV Sycamore
Wed., July 26	7pm – 10pm	Classroom	SH Lecture Room
Thurs., July 27	7pm – 10pm	Theater	SV South Bay Room

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 during check-out to avoid additional charges to their Summer Sessions BruinBill account. *Please note that if assessed, the additional charges are non-refundable under any circumstances 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. Program Counselors must return their access key card at the Front Desk during check-out as well to avoid charges.
3. Check-out dates vary by programs. Please verify whether your students are required to check-out by 11:00 a.m., Friday, Saturday or Sunday.

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](#).

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](#)

Contact Information

Summer Institutes (General Information Only)

(310) 267-4836
institutes@summer.ucla.edu

Summer Institutes Supervisory Matters (ALL)

supervision@summer.ucla.edu

ORL Assistant Resident Directors

Miriam Juarez
(310) 694-2700

Rod Sayegh
(310) 592-1400

Life Scan Appointments

UCPD Records Unit: (310) 206-8126

UC Police Department

(310) 825-1491

Ashe Center/Student Health

(310) 825-4073