

# Graduate Student Handbook



**UCLA** *Department of*  
**Near Eastern  
Languages and Cultures**

**For students admitted Fall 2015.**

*Updated September 2015.*

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# Table of Contents

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Humanities Administrative Staff .....	7
Faculty & Advisors .....	8
Registration & Tuition .....	10
Admission, Registration & Enrollment .....	10
California Residence for Tuition Purposes .....	10
MyUCLA .....	10
Paying Fees (Schedule of Classes) .....	10
Annual Graduate Fees.....	11
Miscellaneous Fees.....	11
BruinBill .....	11
BruinDirect: Electronic Deposit of Funds .....	11
Online Account Access Through MyUCLA & eBills .....	11
Financial Support .....	12
UCLA Fellowships & Grants.....	12
Extramural Fellowships.....	12
Financial Aid.....	12
Teaching & Reader Assistantships .....	12
Campus Services .....	13
BruinCard.....	13
Bruin Resource Center .....	13
Intellectual Property & Industry Sponsored Research .....	13
Legal Services .....	13
Libraries.....	13
Ombuds Services.....	14
University Credit Union.....	14
Graduate Student Life .....	15
Alumni Association.....	15
Associated Students UCLA (ASUCLA).....	15
Diversity Resources .....	15
Exercise and Recreation.....	15
International Students.....	15

Lesbian Gay Bisexual Transgender Campus Resource Center .....	16
Volunteer Opportunities at UCLA.....	16
Graduate Student Resources .....	17
Career Center.....	17
Graduate Students Association .....	17
Graduate Student Resource Center .....	17
Graduate Writing Center.....	17
Fellowship Proposal Resources.....	17
Campus Events .....	18
Campus Events Commission (CEC) .....	18
Graduate Student Events.....	18
Happenings.....	18
Melnitz Movies.....	18
Health & Wellness.....	19
Arthur Ashe Student Health and Wellness Center .....	19
Counseling and Psychological Services (CAPS) .....	19
Medical Insurance Requirement .....	19
Office for Students with Disabilities (OSD).....	19
Housing & Family Services .....	20
Housing .....	20
Community Housing Office.....	20
Child Care .....	20
University Parents Nursery School.....	20
Child Care Resource Program.....	20
Health and Safety Resources.....	21
Campus Escort Service (310-794-WALK).....	21
Campus Evening Van Service (310-825-9800).....	21
Earthquake Safety .....	21
Emergencies (911 or 310-825-1491).....	22
Evacuation .....	22
Fire (911 or 310-825-1491) .....	22
First Aid .....	22
Hazardous Materials Spills (911 or 310-825-1491).....	22

Occupational Health Facility.....	23
Police (911 or 310-825-1491).....	23
Security.....	23
Smoking.....	23
Parking & Transportation .....	24
Parking .....	24
Bicycles .....	24
Motorcycles and Scooters.....	24
Campus and Neighborhood Shuttles.....	24
Non-Stop Bus Service to LAX.....	25
RideMatch.....	25
BruinGo .....	25
Big Blue Bus Lines .....	25
Culver City Bus.....	25
Go Metro.....	25
VanPools .....	25
Zipcars.....	25
Computer & Technical Services.....	26
Institute for Digital Research and Education (IDRE).....	26
Software Central .....	26
Bruin OnLine (BOL) - (310) 267-HELP .....	26
BruinTech .....	26
Academic Resources.....	27
General Catalog.....	27
Schedule of Classes.....	27
Enrollment.....	27
Registration Fees.....	27
Fee Payments .....	27
Incompletes & Removal of Incompletes.....	27
Department Resources.....	29
GELB Library & Reading Room .....	29
Graduate Student Office/Reading Room .....	29
Keys .....	29

Photocopies .....	29
Supplies .....	29
Computers .....	29
Graduate Advising .....	29
Business Cards.....	29
Mail and Messenger Service and Fax Machine .....	29
Master's and Doctorate Processes .....	30
Master's .....	30
Doctorate .....	30
Academic Policies & Procedures .....	31
Master's Degree .....	31
Advising .....	31
Areas of Study.....	31
Foreign Language Requirement .....	31
Course Requirements.....	31
Teaching Experience.....	32
Field Experience .....	32
Comprehensive Examination Plan .....	32
Thesis Plan .....	32
Time-to-Degree.....	32
Doctorate Degree.....	32
Advising .....	32
Major Fields or Subdisciplines .....	32
Foreign Language Requirement .....	33
Course Requirements.....	33
Teaching Experience.....	33
Written and Oral Qualifying Examinations.....	33
Advancement to Candidacy .....	34
Doctoral Dissertation .....	34
Final Oral Examination (Defense of the Dissertation).....	34
Time-to-Degree.....	34
Termination of Graduate Study and Appeal of Termination .....	34
Graduate Student Time-to-Degree Guidelines .....	36

Year One ..... 36  
Year Two ..... 36  
Year Three ..... 36  
Year Four ..... 36  
Year Five ..... 36  
Year Six ..... 36  
REQUIREMENTS WITH GRADUATE DIVISION ..... 37  
Guidelines for Graduate Funding ..... 38

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## Humanities Administrative Staff

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**Olivia Diaz**

Manager  
361B Humanities Building  
310-206-5689  
[olivia@humnet.ucla.edu](mailto:olivia@humnet.ucla.edu)

Responsible for the overall administration of the Humanities Administrative Group and the supervision of office staff. Maintains and controls all budget accounts as well as staff and faculty personnel and payroll matters. Oversees facilities, security, computer resources, and space utilization.

**Jennifer Chou**

Senior Financial Analyst  
361C Humanities Building  
310-267-4956  
[jennifer.chou@humnet.ucla.edu](mailto:jennifer.chou@humnet.ucla.edu)

Responsible for purchase orders, instructional mini-grants/OID applications, purchasing and reimbursement, recharges, and travel reimbursements.

**Anahit Manoukian**

Administrative Analyst  
361C Humanities Building  
310-206-6042  
[analuk@humnet.ucla.edu](mailto:analuk@humnet.ucla.edu)

Provides administrative support to NELC by coordinating parking, ordering business cards, and helping with event planning.

**Carol Yasutomi Fujino**

Senior Academic Personnel  
Coordinator  
361 Humanities Building  
310-206-9668  
[carolina@humnet.ucla.edu](mailto:carolina@humnet.ucla.edu)

Responsible for hiring faculty and lecturers and handling payroll and benefits.

**Tomarion Brown**

Administrative Analyst  
361 Humanities Building  
310-206-3032  
[lyj@humnet.ucla.edu](mailto:lyj@humnet.ucla.edu)

Responsible for hiring TA's, GSRs, and readers. Coordinates textbook orders, desk copies, and conferences/events.

**Leo Kuo**

Department Technical Analyst  
116 Humanities  
310-206-8520  
[leo@humnet.ucla.edu](mailto:leo@humnet.ucla.edu)

Responsible for all technical repairs and supply ordering.

**Isamara Ramirez**

Student Affairs Officer  
378A Humanities  
310-825-4165  
[iramirez@humnet.ucla.edu](mailto:iramirez@humnet.ucla.edu)

Provides degree/course information to students. Responsible for academic counseling of graduate and undergraduate NELC students. Coordinates graduate admissions and processes graduate student support awards and fellowship applications. Maintains department website and coordinates annual schedule of classes. Schedules rooms for departmental meetings and events and provides administrative support for the Chair of NELC and the faculty. Does all the NELC scheduling of classes and room assignments.

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## Faculty & Advisors

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Faculty	Email	Specialty
Abou El Fadl, Khaled	<a href="mailto:abouelfa@law.ucla.edu">abouelfa@law.ucla.edu</a>	Islamic Studies
Azza, Ahmad	<a href="mailto:ahmad@humnet.ucla.edu">ahmad@humnet.ucla.edu</a>	Arabic
Bakhos, Carol	<a href="mailto:cbakhos@humnet.ucla.edu">cbakhos@humnet.ucla.edu</a>	Jewish Studies
Band, Arnold	<a href="mailto:band@humnet.ucla.edu">band@humnet.ucla.edu</a>	Hebrew and Comparative Literature
Barnard, Hans	<a href="mailto:hbarnard@humnet.ucla.edu">hbarnard@humnet.ucla.edu</a>	Egyptology
Bodrogligeti, Andras	<a href="mailto:bodrogligeti@humnet.ucla.edu">bodrogligeti@humnet.ucla.edu</a>	Turkic Languages
Buccellati, Giorgio	<a href="mailto:buccella@ucla.edu">buccella@ucla.edu</a>	Institute of Archaeology
Burke, Aaron	<a href="mailto:burke@humnet.ucla.edu">burke@humnet.ucla.edu</a>	Archaeology of Ancient Israel
Cifola, Barbara	<a href="mailto:Bcifola@yahoo.com">Bcifola@yahoo.com</a>	Assyriology
Carter, Elizabeth	<a href="mailto:carter@humnet.ucla.edu">carter@humnet.ucla.edu</a>	Ancient Near East/Archaeology
Cole, Emily	<a href="mailto:emilycole@ucla.edu">emilycole@ucla.edu</a>	Egyptology
Cooney, Kara	<a href="mailto:cooney@ucla.edu">cooney@ucla.edu</a>	Egyptology
Cooperson, Michael	<a href="mailto:cooperso@humnet.ucla.edu">cooperso@humnet.ucla.edu</a>	Arabic
Cowe, Peter	<a href="mailto:cowe@humnet.ucla.edu">cove@humnet.ucla.edu</a>	Armenian
Davidson, Herbert	<a href="mailto:h davidso@ucla.edu">hdavidso@ucla.edu</a>	Hebrew
Dieleman, Jacco	<a href="mailto:dieleman@humnet.ucla.edu">dieleman@humnet.ucla.edu</a>	Egyptology
Englund, Robert	<a href="mailto:englund@ucla.edu">englund@ucla.edu</a>	Assyriology/Ancient Near East
Ezer, Nancy	<a href="mailto:nezer@humnet.ucla.edu">nezer@humnet.ucla.edu</a>	Hebrew
Fishbein, Michael	<a href="mailto:fishbein@humnet.ucla.edu">fishbein@humnet.ucla.edu</a>	Arabic
Gana, Nouri	<a href="mailto:gana@humnet.ucla.edu">gana@humnet.ucla.edu</a>	Arabic
Gilboa, Anat	<a href="mailto:Anatgilboa10@ucla.edu">Anatgilboa10@ucla.edu</a>	Jewish Studies
Hagigi, Latifeh	<a href="mailto:hagigile@ucla.edu">hagigile@ucla.edu</a>	Iranian
Hakak, Lev	<a href="mailto:hakak@humnet.ucla.edu">hakak@humnet.ucla.edu</a>	Hebrew
Hamza (Mohamed), Abeer	<a href="mailto:abbyhamza14@gmail.com">abbyhamza14@gmail.com</a>	Arabic
Ingenito, Domenico	<a href="mailto:ingenito@humnet.ucla.edu">ingenito@humnet.ucla.edu</a>	Iranian
Jaeckel, Ralph	<a href="mailto:jaeckel@humnet.ucla.edu">jaeckel@humnet.ucla.edu</a>	Turkish
Keshishian, Anahid	<a href="mailto:anahidk@humnet.ucla.edu">anahidk@humnet.ucla.edu</a>	Armenian
Kouloujian, Hagop	<a href="mailto:koulou@humnet.ucla.edu">koulou@humnet.ucla.edu</a>	Western Armenian
Lanfer, Peter	<a href="mailto:planfer@ucla.edu">planfer@ucla.edu</a>	Biblical Studies/ Ancient Near East
Lorenz, Beyza	<a href="mailto:blorenz@humnet.ucla.edu">blorenz@humnet.ucla.edu</a>	Turkish



Mousavi, Seyed-ali	<a href="mailto:amousavi@humnet.ucla.edu">amousavi@humnet.ucla.edu</a>	Iranian
Pirnazar, Nahid	<a href="mailto:oberman01@aol.com">oberman01@aol.com</a>	Iranian
Poonawala, Ismail	<a href="mailto:poonawal@humnet.ucla.edu">poonawal@humnet.ucla.edu</a>	Arabic & Islamic Studies
Pourzangiabadi, Banafsheh	<a href="mailto:Banafsheh@humnet.ucla.edu">Banafsheh@humnet.ucla.edu</a>	Persian
Sabar, Yona	<a href="mailto:sabar@humnet.ucla.edu">sabar@humnet.ucla.edu</a>	Hebrew
Saiedi, Nader	<a href="mailto:nsaiedi@ucla.edu">nsaiedi@ucla.edu</a>	Baha'i Studies
Sayeed, Asma	<a href="mailto:sayeed@humnet.ucla.edu">sayeed@humnet.ucla.edu</a>	Islamic Studies
Schniedewind, William	<a href="mailto:williams@humnet.ucla.edu">williams@humnet.ucla.edu</a>	Biblical Studies/Northwest Studies
Shayegan, Rahim	<a href="mailto:shayegan@humnet.ucla.edu">shayegan@humnet.ucla.edu</a>	Iranian
Slyomovics, Susan	<a href="mailto:ssly@anthro.ucla.edu">ssly@anthro.ucla.edu</a>	Anthropology/Arabic/NE CTR Director
Smoak, Jeremy	<a href="mailto:jeremysmoak@hotmail.com">jeremysmoak@hotmail.com</a>	Ancient Near East/ Hebrew Bible
Wendrich, Willeke	<a href="mailto:wendrich@humnet.ucla.edu">wendrich@humnet.ucla.edu</a>	Egyptian Archaeology, History

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# Registration & Tuition

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## Admission, Registration & Enrollment

Each applicant admitted to a graduate program at UCLA receives an online official offer of admission letter containing their UCLA ID number, a link to the online Statement of Intention to Register (SIR) and a Statement of Legal Residence. Once these are submitted online, the admitted applicant is entered in the Registrar's database through MyUCLA.

If a final transcript, degree diploma, or other documentation confirming the undergraduate degree was requested on the checklist accompanying the admission letter, it must be delivered to Graduate Admissions/Student Academic Services no later than November 1 to ensure continuing registration and enrollment as a graduate student at UCLA.

Registration consists of paying fees and enrolling in classes. Registration fees and other University charges are paid through BruinBill. BruinBill is an electronic bill (eBill) that students view in MyUCLA. See sections titled "BruinBill" and "Online Account Access Through MyUCLA and eBills." Enrollment in classes is completed via MyUCLA. See the section titled "MyUCLA". Students must complete both processes by the established deadlines to be officially registered and enrolled for the term.

Graduate students must be either registered and enrolled or on an official leave of absence every term until their degrees are awarded. As an exception, certain graduate students may be eligible to pay the filing fee. Failure to register or be on an official leave of absence for any term constitutes withdrawal from UCLA.

## California Residence for Tuition Purposes

To establish California residence, students must be a U.S. citizen or an eligible non-citizen who has been physically present in the state for more than one year, and must be able to provide convincing evidence that their intent for the entire year has been to establish a permanent residence in the state. Students must also be financially independent, as defined by the UC Office of General Counsel, if their parents are not California residents.

Students must demonstrate their intent to make California their home by severing their residential ties with their former state of residence and establishing those ties with California shortly after arrival. If the requisite intent is not demonstrated promptly, the waiting period for residence classification will be extended until both presence and intent have been demonstrated for the entire one-year period. Note: This summary is not a complete explanation of the law regarding California residence and is subject to change.

Continuing nonresident students for fee/tuition purposes who wish to be classified as a California resident must file a [Petition for Residence Classification](#) by the deadline for the applicable term. The petition is also available from the Registrar's Office.

## MyUCLA

MyUCLA gives UCLA students, and those who have been students within the past 10 years, real-time access to their University academic, personal and financial records. It is the easiest way to enroll in classes. MyUCLA operates Sunday 12 noon through Tuesday 1 a.m., and Tuesday through Saturday from 6 a.m. to 1 a.m., including holidays. Access is based on students' UCLA username/password.

## Paying Fees (Schedule of Classes)

Details on fee amounts, fee payment, enrollment procedures, and deadlines are in the *Schedule of Classes*. Students may review their BruinBill account at any time through MyUCLA, and make payments during their session. These online payments can include BruinPay Plan, echeck, MasterCard, Discover or American Express with a 2.75% base

transaction. Payments by cash only can be made in person at the Administrative Main Cashier Office (1125 Murphy Hall) at their customer service windows.

### **Annual Graduate Fees**

Although the exact cost of attending UCLA varies, there are some fees that all UCLA students must pay. Each entering and readmitted student is required to submit a Statement of Legal Residence to Graduate Admissions with the Statement of Intent to Register. Legal residents of California are not required to pay tuition. Students classified as nonresidents must pay annual tuition in addition to registration fees. For a definition of residence and nonresidence, see the previous section titled "California Residence for Tuition Purposes". Fees are subject to change without notice by The Regents.

### **Miscellaneous Fees**

Miscellaneous fees include charges for late registration fee payment. Late fees also apply if students file their Study List late or do not pay off BruinBill balances on time. Fees are charged if any check is returned by a bank for any reason. Charges are assessed for most petitions and other special requests. There is also a fee for advancement to doctoral candidacy.

### **BruinBill**

UCLA uses a readily accessible financial system known as BruinBill to assist students in managing their account and to generate fellowship stipend, loan, and other need- and merit-based aid payments. The University records all billing (such as tuition, nonresident supplemental tuition, and Student Health Services charges) and all UCLA aid payments through the BruinBill system. Each month students need to review transactions posted to their BruinBill account using MyUCLA. See section below titled "Online Account Access Through MyUCLA & eBills".

With BruinBill, aid funds—including ASE and RA fee remissions, fellowships, training grant payments, loans, and other awards—will automatically apply towards the payment of fee and tuition bills. For students who have a fellowship package from their department or the Graduate Division that fully covers fees and tuition, these charges will be automatically paid through BruinBill. Any remaining funds after their bills have been paid will be disbursed as a credit refund through Bruin Direct.

### **BruinDirect: Electronic Deposit of Funds**

All recipients of fellowship awards and traineeships are required to sign up for BruinDirect to have their stipends deposited directly into personal bank accounts. Students who have *not* signed up for BruinDirect will have all refund checks mailed to the recipient's mailing address. Recipients of monthly stipends who have *not* signed up for BruinDirect will likely experience a delay of up to a week in receiving their checks. Monthly checks for those who have *not* signed up for BruinDirect will be mailed to the recipient's mailing address, even if it's a foreign or out-of-state address, and will not necessarily be mailed before the first of the month.

### **Online Account Access Through MyUCLA & eBills**

Students can view their monthly BruinBill transactions and direct deposit refund activity in real-time through MyUCLA, UCLA's web-based student information system. Around the first of each month an eBill e-mail is sent to all students as a reminder to review their BruinBill accounts in MyUCLA. Transactions are listed by the month in which they occurred. In addition to the current month activity, students can view monthly statement activity going back 24 months. Charges posted this month are due by the 20th (or previous working day if the 20th falls on a weekend or holiday) of next month.

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# Financial Support

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## UCLA Fellowships & Grants

Merit-based awards provide stipends in varying amounts and may include fees and nonresident tuition. Awards are competitive and open to all graduate students.

<https://grad.ucla.edu/asis/stusup/stusup.htm>

## Extramural Fellowships

Merit-based support provided by national, international or private foundations. Many organizations accept applications up to a year before acceptance into a graduate program.

<https://grad.ucla.edu/asis/stusup/fundingop.htm>

## Financial Aid

Funding based on financial need is available only to U.S. citizens and permanent residents. Financial aid includes loans and work-study awards.

<http://www.fao.ucla.edu/>

## Teaching & Reader Assistantships

Teaching Assistantships provide experience in teaching undergraduates with faculty supervision. Graduate Student Researcher positions provide experience working on faculty-supervised research projects. Selection of awardees for teaching assistantships, graduate student research positions, registration tuition grants and nonresident supplemental tuition fellowships is conducted by each department. Students should contact their department for application procedures and deadlines.

<https://grad.ucla.edu/gss/ase/index.html>

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# Campus Services

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## BruinCard

A BruinCard is your passport to life at UCLA. It serves as your official university I.D as well as many other purposes which makes it a must-have necessity. It functions as your library card and can be used as a pre-paid debit card for purchases on and off campus. Before the school year begins you must apply for your BruinCard. To pick up your BruinCard please visit the BruinCard Center in 123 Kerckhoff Hall which is open weekdays from 9 a.m. to 4 p.m.

<https://secure.bruincard.ucla.edu/bcw/web/Home.aspx>

## Bruin Resource Center

The Bruin Resource Center helps by providing information, referrals, and support to navigate the university and to connect with the right campus resource or person. The Center also provides specialized services and programs to address the particular concerns and needs of Bruins who are transfers, veterans, former foster youth, parenting students, or AB 540 students.

<http://www.brc.ucla.edu/>

## Intellectual Property & Industry Sponsored Research

The office of Intellectual Property and Industry Sponsored (OIP-ISR) provides information on UCLA's available resources regarding intellectual property and what you need to know as a graduate student. Resources include: what to do if you have an idea for an invention, disclosure to UCLA, public disclosure, patenting options, copyright, trademarks, funding and mentoring, graduate student FAQs, and step-by-step guide for entrepreneurs.

<http://oip.ucla.edu/students>

## Legal Services

Student Legal Services provides legal counseling and assistance regarding a wide range of legal issues to all currently registered and enrolled UCLA students. They help students with a variety of problems, including: landlord/tenant relations; accident and injury problems; domestic violence and harassment; criminal matters; divorces and other family law matters; automobile purchase, repair, and insurance problems; health care, credit, and financial aid issues; and consumer problems. Students may make appointments by telephone or in person, and there is an initial intake charge of \$30 for each matter; there are no charges for subsequent visits on the same matter. The office is open from September through June.

<http://www.studentlegal.ucla.edu/>

## Libraries

As one of the top five research libraries in North America, the UCLA campus-wide network of libraries serves programs of study and research in many fields. With more than eight million volumes and nearly 80,000 magazines and academic journals, the Library has world-class collections of contemporary works as well as rare books and manuscripts. The UCLA Library system comprises the Charles E. Young Research Library, the College Library, and eight specialized subject libraries. The BruinCard serves as the library card for UCLA students, faculty, and staff. Users will need to have their account activated the first time they attempt to check out materials; this can be done at the circulation desk in any campus library.

<http://www.library.ucla.edu/>

## **Ombuds Services**

The mission of the Office of Ombuds Services is to ensure that all members of the University community receive confidential, fair, and equitable treatment in matters of concern or complaint. The Ombuds persons facilitate communication when conflict arises and provide the opportunity for informal dispute resolution.

<http://www.ombuds.ucla.edu/>

## **University Credit Union**

This on-campus credit union offers free checking, on-campus ATMs, student loans, and computer & car loans.

<https://www.ucu.org/studentaccounts.htm>

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# Graduate Student Life

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## Alumni Association

The UCLA Alumni Association is dedicated to engaging alumni in the life of the University and to enhancing the student experience for both undergraduates and graduate students. The Association offers opportunities for social networking as well as career workshops and events for graduate students to meet colleagues from across campus and alumni with advanced degrees.

<http://alumni.ucla.edu/>

## Associated Students UCLA (ASUCLA)

UCLA's student association operates the UCLA Student Union, UCLA Restaurants, and the UCLA Store which includes the UCLA Computer Store and UCLA Textbooks.

<http://asucla.ucla.edu/>

## Diversity Resources

This diversity web site contains programs and fellowship opportunities at UCLA and within the UC system to enhance and support graduate education, as well as graduate student groups and campus resources.

<https://diversity.ucla.edu/information-for/graduate-students>

## Exercise and Recreation

UCLA offers a full range of recreational opportunities to meet the needs of the campus community. The Department of Cultural and Recreational Affairs (UCLA Recreation) serves as the administrative center for the coordination of programming, facilities, equipment, and supervision of campus recreational activities and services. Recreation opportunities are extended to the entire UCLA community. Students receive privileges through payment of quarterly registration fees. The Recreation Center offers intramural/club sports, recreational clubs, recreation classes, youth and family programs, outdoor adventures, and excellent facilities for independent recreation and exercise. UCLA community members with proper identification have access to several major facilities in which to practice and play.

<http://www.recreation.ucla.edu/>

## International Students

Federal regulations governing policy and procedure of visa issuance and maintenance for international students and scholars make it especially important for these individuals to maintain contact with international student and scholar counselors and advisers following their arrival on campus.

The Dashew Center for International Students and Scholars provides a mandatory orientation program that helps international students and scholars pursue their goals while at UCLA. The Dashew Center also provides specialized services, counseling, and programs for all international students and scholars, from the time of their arrival to their departure. They offer services such as orientation for new students, help in locating affordable housing, English conversation classes, and programs for the families of international scholars, assistance with questions regarding immigration issues, employment, financial aid, tax matters, and cultural adjustment, as well as a number of other topics.

<http://www.internationalcenter.ucla.edu/>

### **Lesbian Gay Bisexual Transgender Campus Resource Center**

The Center offers educational workshops and training seminars for classes, campus agencies, and departments about LGBT lives and issues. The professional staff works throughout UCLA to ensure that LGBT voices are represented for sensitive and inclusive UC policies and practices. They provide confidential assistance and support to students, faculty, and staff who feel they have experienced harassment or discrimination, or who have questions around issues of health, housing, financial aid, classroom, and personnel. They are also available for consultation to the UCLA community regarding matters of policy pertaining to sexual orientation and gender identity.

<http://www.lgbt.ucla.edu/>

### **Volunteer Opportunities at UCLA**

There are many opportunities to volunteer on campus, including programs in civic engagement, arts and humanities, health services, nature and outdoors, and community service.

<http://volunteer.ucla.edu/>



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## Graduate Student Resources

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### Career Center

The UCLA Career Center offers job listings, campus interviews, workshops, and career counseling. Special services for graduate students, such as PhD workshops and graduate students' drop-in support group, are available.

<http://alumni.ucla.edu/>

### Graduate Students Association

The UCLA Graduate Students Association was established to provide for the representation of graduate students and the promotion of graduate students' interests at UCLA and within the University of California. Their web site has information on GSA structures, activities, and resources.

### Graduate Student Resource Center

The UCLA Graduate Student Resource Center is a one-stop resource, referral and information center for graduate students. The Graduate Student Resource Center offers programs and workshops on a variety of topics, drop-in counseling, a web and in-house resource library, meeting and study space, and the opportunity for social interaction. More information can be found on their web site.

### Graduate Writing Center

The Graduate Writing Center offers free writing consultation to graduate and professional school students at all levels and in all disciplines, as well as writing workshops on a variety of topics. Meet with a trained and experienced graduate writing consultant to work on writing issues ranging from style and argumentation to grammar and syntax. The graduate writing consultants will work with you to develop your writing confidence and your writing skills.

### Fellowship Proposal Resources

List of resources both on and off campus that offer assistance and tips for writing effective graduate fellowship proposals.

<https://grad.ucla.edu/asis/infoserv/fcltycon.htm>

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# Campus Events

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## Campus Events Commission (CEC)

CEC is a student-funded organization dedicated to introducing the freshest fare in film, music, and speakers into the bloodstream of the UCLA community. They host weekly \$2 movies as well as free sneak previews. CEC also provides free quarterly concerts in Cooperage and Westwood Plaza, as well as getting bands and artists to perform at "Bruin Bash."

<http://campuseventsblog.com/>

## Graduate Student Events

The Graduate Student Events program offers social and cultural events that promote interaction among graduate students. Events include mixers, GradBar, and speed dating.

<http://www.gsa.asucla.ucla.edu/events>

## Happenings

UCLA Happenings presents over 1,000 top pick events each year in sports, arts and lectures on the UCLA campus.

<http://happenings.ucla.edu/>

## Melnitz Movies

All movies are FREE to the UCLA community, including students, staff, faculty and guests, unless otherwise noted. Movies are shown at James Bridges Theatre at UCLA. Tickets are available at the Melnitz box office the day of the screening, one hour before show time and are given out on a first come, first served basis—one ticket per person.

<http://www.gsa.asucla.ucla.edu/melnitz>

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## Health & Wellness

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### Arthur Ashe Student Health and Wellness Center

All registered graduate students may use the Arthur Ashe Student Health and Wellness Center, an outpatient clinic geared to the special needs of students at UCLA. The Ashe Center offers a full range of clinical and support services, most of which are prepaid by student registration fees. The clinical staff is comprised of highly qualified doctors, nurse practitioners, and nurses.

Arthur Ashe Center

Hours: Monday-Friday; 8:00 am-7:00 pm

Phone: 310-825-4073

<http://www.studenthealth.ucla.edu/default.aspx>

### Counseling and Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) is a multi-disciplinary mental health center for the UCLA community. Psychologists, clinical social workers, and psychiatrists are available, offering individual and group counseling and psychotherapy to students; consultation, outreach, prevention, and education to students; and training programs for graduates in the mental health professions. Counseling and Psychological Services maintains a strict policy of confidentiality. No information is released without the student's written consent except where disclosure is required or allowed by law. Emergency counseling is also available on a drop-in, first-come-first-serve basis.

### Medical Insurance Requirement

As a condition of registration, the University requires that all graduate and professional students, including international students on non-immigrant visas, have medical insurance coverage that meets the University's minimum requirements. Contact the Insurance Office on the fourth floor of the Arthur Ashe Student Health and Wellness Center for details regarding the campus Student Health Insurance Plan (SHIP) or regarding the campus minimum requirements.

### Office for Students with Disabilities (OSD)

Services are designed to meet the unique educational needs of regularly enrolled students with documented permanent and temporary disabilities. The philosophy and mission of the program are to encourage independence; assist students in realizing their academic potential; and facilitate the elimination of physical, programmatic, and attitudinal barriers. The OSD staff is available to assist students in successfully meeting educational challenges. A good introduction to the OSD, explaining how the OSD works and how to obtain services, is available in the OSD Student Handbook. For a copy, log on to the website.

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# Housing & Family Services

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## Housing

Apply for housing online and get more detailed information about graduate student and family housing at UCLA.

### Single Graduate Student Housing

Weyburn Terrace is a brand new seven-building, 840-unit complex that contains studio apartments, two-bedroom/two-bath apartments, and two-bedroom/two-bath townhouses for single graduate students. New graduate/professional students as designated by their academic department are guaranteed a one-year contract with the option to renew for another year. One-year contracts for the remaining spaces are offered to new and current single graduate/professional students through a general lottery process on a space-available basis.

### Family Housing

University Apartments offers housing designed especially to meet the needs of families, married students, graduate students, and students with same-sex domestic partners. Five complexes are located in the Palms-Mar Vista area, approximately five miles from UCLA, and one complex is located in Westwood Village. Eligibility varies according to the complex.

## Community Housing Office

The Community Housing Office (CHO) provides non-university owned rental listings and rental resources to the entire UCLA community. The office maintains a database of rental listings which includes shared and vacant apartments, rooms in private homes, studio apartments, guest houses, and short-term sublets. Full-time UCLA students search and post listings for free, while faculty, staff, and UCLA affiliates may purchase a membership for database access. The Community Housing Office charges a fee for non-student listers and private landlords to advertise. In addition to the on line database, the office also maintains additional resources to assist those searching for housing in the Los Angeles area.

## Child Care

UCLA Child Care Services operates four centers providing child care for children two months to five years old.

## University Parents Nursery School

The University Parents Nursery School (UPNS) is a cooperative school for 2- to 5-year-old children of UCLA students, faculty, and staff. Parent participation is a requirement for membership in the school.

## Child Care Resource Program

The Child Care Resource Program provides child development information and off-campus resources to UCLA families. The program coordinator is in contact with Westside child care providers and a small number of caregivers who will come to your home. For other parts of metropolitan Los Angeles, resources are available from state-funded Resource and Referral agencies.

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# Health and Safety Resources

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General information about UCLA Emergency and Safety services can be found at:  
<http://www.ucla.edu/about/emergency.html>

## Campus Escort Service (310-794-WALK)

Community Service Officers (CSO) are available for a walking escort free of charge to students, faculty, staff, or visitors 365 days a year from dusk until 1:00 am. The escort services are provided between campus buildings, local living areas, or Westwood Village within the approximate boundaries of Sunset Boulevard to the north, Hilgard to the east, Wilshire to the south, and Veteran to the west. Dial 310-794-WALK to request an escort. Please allow fifteen to twenty minutes for your escort to arrive.

## Campus Evening Van Service (310-825-9800)

The Evening Van Service provides a safe means of transportation around campus during evening hours. The vans provide transportation between campus buildings, on-campus housing, and nearby residential areas. The service is free for UCLA students, employees and visitors. For added safety, the vans are driven by Community Service Officers who carry two-way radios, providing a direct link to the UCLA Police Department. For a map of the Evening Van routes go to <http://www.ucpd.ucla.edu/ucpd/CSOroute.pdf>. Evening Vans reach every stop approximately every 20 minutes. The service is available Fall, Winter, and Spring Quarters, and the hours of operation are Monday through Thursday from 6 PM until 11 PM. For more information, please call 310-825-9800, or if on campus dial 5-9800.

## Earthquake Safety

Earthquake safety instructions are available at: [www.fema.gov/hazards/earthquakes/quakef.shtml](http://www.fema.gov/hazards/earthquakes/quakef.shtml).  
DUCK, COVER AND HOLD.

Indoors: Take cover immediately. Duck under a desk, table, between lecture hall seats or go into a hallway. After the shaking stops cautiously and safely evacuate the building. Do not use the elevators.

Outdoors: Move to an open area. Stay away from buildings, walls, trees and power lines.

In a car: Stay inside the vehicle. Slow down and stop carefully, away from bridges and overpasses. Remember: Do not panic or run for building exits. Tell others around you to take cover. Stay under cover until the shaking stops. Be alert for aftershocks. Stay out of damaged buildings. Never enter a building or parking structure until emergency personnel have examined it for safety. Call 911 for life threatening emergencies only.

Be Prepared: It's important in a research lab where there are glassware, chemicals and large equipment within the lab that you identify a safe place in each room.

- Under the lab bench at the knee spaces
- Under sturdy furniture such as a heavy desk or table
- Against an inside wall
- Away from where glass and chemicals can shatter, or where bookcases or other heavy equipment could fall over.

Plan Ahead: Fasten shelves securely to walls; place large or heavy objects on lower shelves. Store breakable items such as bottled chemicals, foods, and glass in low closed cabinets with latches. Hang heavy items such as pictures and mirrors away from desks, chairs, and anywhere people sit. Have disaster supplies on hand.

## **Emergencies (911 or 310-825-1491)**

Police, Fire, Ambulance, Hazmat spills: dial 911 from any campus phone to contact the UCLA police. From a cell phone call 310-825-1491 for the UCLA police or 911 for Los Angeles 911. When making an emergency call it is important that you try to remain calm and speak clearly so that the operator understands what you are saying. Give your name, location and phone number, describe what happened, and do not hang up until asked to do so.

- Dial from any campus phone to contact the UCLA police
- The UCLA Police Department's campus phone number is **51491 (310-825-1491)**.
- Dial (800) 900-UCLA for recorded campus emergency information, or 51234 from on campus.
- On-Campus emergency radio broadcast: tune in to AM 810.

## **Evacuation**

If it becomes necessary for any reason to evacuate the building, a gathering place has been designated for our department is Dickson Court.

## **Fire (911 or 310-825-1491)**

If you discover a fire:

- Remove anyone in the immediate area and close all doors as you leave.
- Activate the nearest fire alarm pull station to evacuate the building and to notify the Fire Department.
- From a campus phone call 911 for UCLA police; they will send the fire department. From a cell phone call **310-825-1491** for the UCLA police or **911** for the Los Angeles 911 operator. Tell them where the fire is and give them any other information they ask for. They will dispatch the Fire Department.
- Attempt to extinguish the fire only if it is safe to do so.
- If there is smoke, stay low. Crawl to the nearest exit if need be. Use stairways, NOT elevators!
- Before opening any door, feel it near the top. If it is hot, do not open it. Use another exit. If you become trapped, call UCLA emergency number 911 and tell them your exact location and your situation. Place a blanket or similar article along the bottom of the door to keep smoke out. If possible, wet the material first.
- If the door is not hot, open it cautiously. Stand behind the door and be prepared to close it quickly if there is excessive smoke. Leave the area by the nearest stairway that is clear of smoke. Assemble outside in a pre-designated area.
- Do not re-enter the building until notified to do so by the Fire Department.

## **First Aid**

Supplies for minor cuts are kept in the Storeroom in Humanities 378.

The Occupational Health Facility is located in the 200 Medical Plaza Building, Suite 224. Students not employed By NELC or the departments must go to the Student Health and Wellness Center in the Arthur Ashe Center (near Ackerman Union).

## **Hazardous Materials Spills (911 or 310-825-1491)**

Call 911 if you feel the spill is an emergency, or if using a cell phone, call 310-825-1491.

- If the spill is not an emergency but requires assistance and is during normal business hours (8 a.m. - 5 p.m.), call Environment Health and Safety (EH&S) at 310-825-5689. EH&S maintains a well-trained Haz Mat Team who can handle spills of almost any size or complexity.
- If you feel comfortable and have been trained in spill cleanup, and if it is a small spill (usually less than a liter of material), you can proceed to clean up the spill yourself or with the assistance of another person.
- Determining if an item is "hazardous waste" can be difficult. The best policy is to assume all chemicals must be managed as hazardous waste and can only be disposed of through the EH&S Chemical Waste Management Program. Strict sewer, air emissions, and landfill regulations require that hazardous waste not be drain-disposed, evaporated in fume hoods, or disposed of in the normal trash. Contact EH&S for help in classifying waste as hazardous or non-hazardous.

### **Occupational Health Facility**

OHF is chartered to provide for employee physical care and maintains outpatient clinic services to meet the special needs of employees on the UCLA campus. The clinical staff comprises of highly qualified doctors, physician assistants and nurses. Services include pre-employment physicals, in-service physical evaluations, diagnosis and treatment of work-related illness and injury, return-to-work examinations and physical evaluations, and immunizations to support health maintenance. OHF is located in the UCLA Medical Plaza Building 200 on the second floor, Suite 224.

### **Police (911 or 310-825-1491)**

In emergencies, dial **911** from any campus phone. UCLA Police Department: dial **51491** from any campus phone; dial **310-825-1491** from an off-campus phone. Campus information during emergency periods: **800-900-UCLA**. The UCLA Police Department web site address is <http://www.ucpd.ucla.edu/>.

### **Security**

Report any suspicious persons or situations to the UCLA Police Department at 310-825-1491 (x51491). Keep windows and doors locked when you are away from the office or lab. Do not keep valuables unlocked; do not keep briefcases, purses, laptop computers, etc., unattended. Also see "Campus Escort Service" above.

### **Smoking**

Smoking is not permitted on the UCLA campus.

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# Parking & Transportation

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## Parking

Current and incoming UCLA graduate students are eligible for student parking. However, because UCLA is in a densely populated urban area, parking for students near campus is very limited. Student parking on campus is assigned by a need-based point system that includes class standing, employment/academic obligations, and commuter distance. Apply for parking, by submitting a Student Parking Request Form prior to the quarterly deadline. Only a limited number of permits are issued to students each quarter.

Student parking is generally assigned prior to the start of Fall Quarter classes and offered for the academic year. Individual commuter parking is generally granted for the academic year, with the option of paying a quarterly or annual fee. Those who pay the quarterly fee are automatically mailed a renewal form for the following quarter. Two-person and three-person carpool parking is granted for the quarter only.

## Bicycles

Riding a bicycle is a fun, healthy, inexpensive way to get to campus. The UCLA Recreation Center provides shower and locker facilities to cycling students. More than 1,500 free bicycle parking spaces are available on campus. UCLA recently opened a Bicycle Community Center where students can rent bikes and tools or have trained staff fix their bicycle. The center is located next to the Outdoor Adventure Center in the northwest corner of the Wooden Center.

## Motorcycles and Scooters

Motorcycles, scooters and mopeds park free at UCLA in designated spaces. There are nearly 1,200 motorcycle/scooter parking spaces, including specially designed areas in parking lots and structures. Motorcyclists and scooters are only required to display a permit when parked in a designated parking stall in an area/lot where a permit is required.

## Campus and Neighborhood Shuttles

The campus shuttle system incorporates the use of buses and vans that are clean, wheelchair accessible and well-equipped with air-conditioning and comfortable seating.

### Campus Express

The Campus Express shuttle travels in a counter-clockwise direction providing round-trip service from: Weyburn Terrace and Lot 36 in the southwest corner of campus, through Westwood and the University to Macgowan Hall turnaround in the northeast region of campus. Schedule: Monday-Friday (excluding Holiday): 7am-7pm, Stops approximately every 8-10 minutes. Reduced Hours: Summer, Winter, & Spring Breaks: 7:30am-6pm.

### Wilshire Center Route

The Wilshire Center shuttle travels in a counter-clockwise direction providing round-trip service from: Wilshire Center through Westwood Village, up Hilgard Avenue with stops at Parking Structure 2 (in front of Molecular Sciences), Gonda Research Facility, 100 Medical Plaza, completing the loop at the Wilshire Center. Schedule: Monday-Friday (excluding Holidays) 7:30am-5:30pm. Stops approximately every 8-10 minutes

### Northwest Campus

The Northwest Campus shuttle travels in a counter-clockwise direction providing round-trip van service across the northern region of campus traveling on Charles Young Drive between: Macgowan Hall, Kreiger (Bellagio) Child Care Center, Southern Regional Library and Hedrick Hall. Schedule: Monday-Friday (excluding Holidays) 11:30am-2pm. Stops at MacGowan Hall at every half hour mark.



### **Non-Stop Bus Service to LAX**

Los Angeles World Airports in cooperation with UCLA Transportation provides daily nonstop bus service — one-way and roundtrip — between Westwood and LAX. The stop is next to UCLA Parking Structure 32 on Kinross Avenue, two blocks north of Wilshire Blvd., just west of Gayley Ave. The cost is \$10 each way.

### **RideMatch**

RideMatch is a free online service that matches car and vanpool partners throughout southern California. Register and enter a starting point, destination, and commuting preferences to instantly receive a list of potential commuting partners.

### **BruinGo**

All currently enrolled UCLA students with a valid BruinCard may participate in BruinGo and have unlimited access to any Santa Monica Big Blue Bus or Culver CityBus. There is a 50-cent charge to ride any route. There is no debit or charge to your BruinCard. The program is not active on holidays and during the summer. You can purchase a Flash Pass online, which is a pre-paid card good for the entire academic quarter.

### **Big Blue Bus Lines**

Santa Monica's Big Blue Buses serve Santa Monica and neighboring communities in Los Angeles. Every day, they carry more than 60,000 people all over Los Angeles' Westside. This bus line travels 13 different routes, serving more than 1,000 stops along the way, from beaches, parks, and shopping areas to businesses, colleges, even downtown Los Angeles and LAX International Airport.

### **Culver City Bus**

The Culver City Bus line is the second oldest municipally-owned bus line in the state of California. It serves the Westside communities of Century City, Culver City, Mar Vista, Marina del Rey, Palms, Venice, West Los Angeles, Westchester, and Westwood with convenient and reliable public transit service.

### **Go Metro**

The all-new Go Metro transit pass gives UCLA riders the convenience of an unlimited Metro Bus and Metro Rail pass at significantly reduced fares. Metro Buses make nearly 1,200 trips to UCLA or Westwood daily. There are over 15 stops in the UCLA/Westwood area. Also board any of the hundreds of Metro bus routes and Metro rail lines that travel throughout metropolitan Los Angeles. Go Metro transit passes are available for purchase two weeks before the start of each quarter, online or at the UCLA Central Ticket Office. Bring a valid BruinCard as its photo will be used on the Go Metro pass card.

### **VanPools**

Vanpools assemble a group of people who are all coming to UCLA and/or Westwood from the same community and transport them together in a deluxe UCLA van. Vanpools normally operate weekdays, traveling between a common pick-up location (where you may leave your car) and the UCLA campus/Westwood. UCLA Vanpools are spacious, ranging in size from 9-11 passengers, and all are equipped with air-conditioning, plush reclining seats, and reading lights.

### **Zipcars**

Use Zipcar when you have personal appointments or errands to do but don't have a car on campus. Join Zipcar for on-campus access to seven vehicles, and pay by the hour for what you use.

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## Computer & Technical Services

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### **Institute for Digital Research and Education (IDRE)**

Offers access to advanced computational facilities and extensive one-on-one consulting and training to assist researchers in solving large-scale research problems through computation and modeling. IDRE also operates and maintains the Disabilities and Computing Lab and the Stats Lab. Consultants at Disabilities and Computing Program (DCP) at IDRE help faculty, students and staff with disabilities by providing access to adaptive computing technology and educational programs.

### **Software Central**

Software Central provides the UCLA community with information about software licensing and volume license agreements that support research and instruction.

### **Bruin OnLine (BOL) - (310) 267-HELP**

Bruin OnLine (BOL) is a collection of services that provides UCLA students, faculty, and staff with e-mail, web hosting services, network connectivity (including wireless), and free software and support.

### **BruinTech**

The purpose of BruinTech is to help faculty, students, and staff navigate the diversity of UCLA information technology (IT) services and organizations. The web site reflects the dynamic nature of IT on campus by spotlighting current views and events. In addition, BruinTech publishes a newsletter and offers seminars on relevant IT topics approximately four times a year.

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# Academic Resources

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## General Catalog

Is where you can find policies and procedures, course descriptions, prerequisites, unit credit, and additional information. The General catalog is found online at <http://www.registrar.ucla.edu/catalog>. (Updates may be made at any time: be sure to visit link for accurate information.) Prerequisites and other course information can change as often as each quarter.

## Schedule of Classes

This is where you can find a list of all the courses offered each quarter. It includes discussion sections, final exam dates and times, class sizes and location, and more. The link also leads to information on important deadline dates for the current academic year, registration policies, billing and fees information, financial support, academic counseling, enrollment, official notices, libraries, emergency instructions, student services, and class listings.

<http://www.registrar.ucla.edu/schedule>

## Enrollment

Students enroll in courses online through MyUCLA Online, beginning several weeks before the next quarter. MyUCLA appointments, which are determined by students' class standings, begin in late June for Fall classes, mid-November for Winter classes, and late February for Spring classes. Summer Sessions enrollment begins in early February. Generally enrollments and enrollment problems are handled by the departmental Student Affairs Officer (SAO) until the quarter actually begins. Course prerequisites are strictly enforced by MyUCLA and departmental student affairs officers, although instructors may choose to overlook prerequisites in individual cases. Check with your departmental SAO to confirm the policies for enrollment for particular courses.

## Registration Fees

Registration fees must be paid by September 20 for Fall, December 20 for Winter, and March 20 for Spring. If you received a fellowship package in your original offer letter, please do not be concerned about these dates. Fees can be paid by check, credit card (Visa, MasterCard, Discover), or cash. Questions regarding fees should be directed to the Registrar's Office at 1113 Murphy Hall, 825-1091 or see [www.registrar.ucla.edu/fees/](http://www.registrar.ucla.edu/fees/).

Only academic apprentices (e.g., TAs and Graduate Student Researchers) are eligible for fee deferrals. Apprentice teaching and research appointees are eligible to receive, on request, a deferment of registration fees (and non-resident tuition, if applicable). A fee deferral allows qualified students to postpone paying fees and non-resident tuition for two months beyond the stated deadline.

## Fee Payments

All students will receive a monthly financial statement from the University which includes most debts to the University, such as registration fees and library fines, and all credits received, including fellowship and TA benefits. Amounts owed are due on the 20<sup>th</sup> of each month. Overdue balances will incur a late fee which will be charged each month the balance is overdue. You can access this account through MyUCLA under the Finances & Jobs Tab by selecting the BruinBill link.

## Incompletes & Removal of Incompletes

A grade of "I" can be assigned only if a student has substantially finished the work of a course but is missing one part, typically a final paper or project, and cannot complete the course due to illness or another substantive reason. The student must have been passing the course at the time of assignment of the incomplete. Incompletes should not be

given to students who simply would like to finish the course later or delay taking the final. (This gives an unfair advantage to the student, who then has three more months to study for the final.) Students do not re-enroll in the course in order to remove the incomplete; they simply finish the work required under the guidance of the original instructor. Incompletes MUST be finished within the next regular quarter (by the end of the following Fall Quarter for Spring courses), or the grade will revert to an F. Extensions of incompletes are very rarely granted by the College. To remove an Incomplete (in other words, to assign a grade), obtain a Change of Grade/Removal of Incomplete form from your departmental Student Affairs Office. The form should be filled out, signed and returned to that office for forwarding to the Registrar. Students may not pick up or return Change of Grade/Removal of Incomplete forms under any circumstances.

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## Department Resources

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### GELB Library & Reading Room (Humanities 367 & 389)

These rooms hold the libraries of several of the NELC specialties such as Ancient Near East, Armenian, Arabic, Azeri, Hebrew, Iranian, Jewish Studies, Sumerian, Turkish, and much more. These two libraries will be a great resource of books, dictionaries, and/or a place to study between classes on campus. Both rooms need a key, for access please see [Isamara Ramirez](#).

### Graduate Student Office/Reading Room (Humanities 389)

The graduate student office is located in Humanities 389. The desk carols are reserved for TAs, but you are welcome to use the computers and the adjacent lounge. Please make every effort to keep this room clean. Food should not be left in desks or stored in desk carols. Refrigerators should be checked weekly and old food should be discarded. Microwaves must be kept clean.

### Keys

Please contact Isamara Ramirez for keys to the main NELC office (Humanities 378), the kitchen (Humanities 391) and the TA lounge (Humanities A78).

The keys are free when you receive them, but **you will be billed \$50 for each lost key.**

### Photocopies

A copy machine is available for use in 378 Humanities. Your copy code is the last four digits of your University Identification Number (UID). You are allowed up to 200 copies per quarter, and after that you will be charged \$0.07/copy. TAs have unlimited copies (but are still monitored).

### Supplies

Supplies are located in the supply cabinet in 378 Humanities. Please contact Isamara Ramirez if that something is running low or you have a request.

### Computers

For hardware/software problems or questions:

- a) Contact Leo at 206-8520.
- b) Contact the CDH Help Desk at 206-1414. Their hours are M-F 8:30-5:00 PM.

### Graduate Advising

The Student Affairs Officer (SAO), [Isamara Ramirez](#), assists students in negotiating UCLA's academic/administrative policies and procedures from the time you apply until you graduate. All necessary forms are available in her office. She is available on a drop-in basis but recommends appointments for longer meetings.

The Director of Graduate Studies (DGS), Kara Cooney, assists students in conjunction with your advisor in preparing for language and field exams. She is available by appointment. Please email her at [cooney@humnet.ucla.edu](mailto:cooney@humnet.ucla.edu).

### Business Cards

Graduate Students may obtain business cards with UCLA logos and departmental information. It is \$15 for 500 cards and those can be ordered with [Anahit Manoukian](#) in the business unit.

### Mail and Messenger Service and Fax Machine

All faculty and graduate students have a mailbox in 378 Humanities. Mail is usually distributed by 12:00. A fax machine is also available for use; it is located near the black cabinets. Our fax number is 310-206-6456.

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## Master's and Doctorate Processes

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### Master's

- Take 9 courses (minimum of 6 at Graduate Level)
- Two years of residency
- Pass 1 research language exam\*\*\* by the end of your second year.
- Fill out and submit ATC form to Registrar's Office\*\*\*
- Pass 4 Master's exams
- SAO puts names on the white form to Patti Wienke at the end of each quarter\*\*\*

### Doctorate

- No additional coursework required by Graduate Division, but you must still enroll in courses each quarter (minimum of 12units).
- Pass 1 more research language exams\*\*\*
- Pass 4 PhD exams
- Write Dissertation Proposal/Nominate Committee\*\*\*
- Oral Defense of Dissertation Proposal/Advancement to Doctoral Candidacy (ABD/CPHIL) \*\*\*
- Student Writes Thesis
- File Dissertation\*\*\*
- Graduate

\*\*\* = requires paperwork that needs to be submitted by Student Affairs Officer

**Note: No student will be funded after their 7<sup>th</sup> year.**

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# Academic Policies & Procedures

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## Master's Degree

### Advising

Students are assigned a guidance committee composed of an adviser and at least two other faculty members whose interests touch on their area of specialization. The adviser is named by the chair to serve on the student's guidance committee.

New students should make an advising appointment at the beginning of their first quarter. During this appointment, students and their advisers agree on a study list and their future program. In each subsequent quarter, it is the student's responsibility to discuss their plans for that quarter with their adviser and obtain approval for their study list. If a student wishes to make changes in the study list after it is approved by the graduate adviser, the changes must be approved by the department chair or the graduate adviser before the student accesses the online enrollment system. Departmental policy requires the signature of the chair or the graduate adviser for approval of all petitions.

### Areas of Study

Major fields of specialization are ancient Near Eastern civilizations, Arabic, Armenian, Hebrew, Iranian, Semitics, and Turkic. Students may concentrate on either language or literature in their selected field but are required to do work in both. In the field of ancient Near Eastern civilizations, the department also offers an archaeology emphasis.

### Foreign Language Requirement

Students are required to pass an examination in one modern Research language other than English by the beginning of their fourth quarter in residence. Students in the master's degree program specializing in Arabic study an Arabic dialect rather than a major modern Research language. The choice of the language is determined in consultation with their adviser. Students may satisfy this requirement by one of the following methods: (1) a departmentally-administered examination with a minimum grade of B; or (2) two years of language instruction at a UC campus, with a grade of B or better. If students intend to continue toward the Ph.D. degree, it is strongly recommended that they acquire knowledge of a second major Research language other than English while still a candidate for the M.A. degree.

### Course Requirements

A minimum of nine upper division and graduate courses is required, of which at least six must be at the graduate level.

In general, students choosing either the language, literature, or archaeology option are required to study two Near Eastern languages, one of which is considered the major language. Students in Semitics or in Old Iranian study three languages.

In ancient Near Eastern civilizations, students may choose as their major language any of the following: ancient Egyptian (including Coptic), Akkadian, Aramaic (including Syriac), Hebrew (with Ugaritic and Phoenician), or Old Persian. For the second language, any of the above or Hittite or Sumerian may be chosen.

Students in Hebrew choose Hebrew and another Semitic language. In Turkic, either two Turkic languages or Turkish and a second culturally related language may be chosen. In Arabic, Armenian and Iranian (modern), a major language and a second culturally related language are chosen.

Students in Semitics are required to study three Near Eastern languages, at least two of which should be Semitic (the third may be Hittite or Sumerian). In Old Iranian, Persian, Sanskrit, and Old and Middle Iranian are studied.

Sixteen units of course 596 may be applied toward the total course requirement; eight units may be applied toward the minimum graduate course requirement.

#### Teaching Experience

Not required but recommended.

#### Field Experience

Not required.

#### Comprehensive Examination Plan

In general, students are required to take written final comprehensive examinations in their major and minor languages, as well as the history and literature of their major field. Further details can be found in the departmental *Guide to Graduate Studies*, available in the department.

#### Thesis Plan

None.

#### Time-to-Degree

From graduate admission to conferral of the degree - six quarters.

### Doctorate Degree

#### Advising

Students are assigned a guidance committee composed of an adviser and at least two other faculty members whose interests touch on their area of specialization. The adviser is named by the chair to serve on the student's guidance committee. The guidance committee usually serves as the departmental members of the doctoral committee.

New students should make an advising appointment at the beginning of their first quarter. During this appointment, students and their advisers agree on a study list and their future program. In each subsequent quarter, it is the student's responsibility to discuss their plans for that quarter with their adviser and obtain approval for their study list. If a student wishes to make changes in the study list after it is approved by the graduate adviser, the changes must be approved by the department chair or the graduate adviser before the student accesses the online enrollment system. Departmental policy requires the signature of the chair or the graduate adviser for approval of all petitions.

#### Major Fields or Subdisciplines

Major fields of specialization are ancient Near Eastern civilizations, Arabic, Armenian, Hebrew, Iranian, Semitics, and Turkic. Students may concentrate on either language or literature in their selected field but are required to do work in both. In the field of ancient Near Eastern civilizations, the department also offers an archaeology emphasis.



### Foreign Language Requirement

Two modern major research languages other than English are required. The choice of languages must be approved by the adviser, who may also require additional language skills in modern and/or ancient languages if such skills are needed for scholarly work in the area of the student's interest. The requirement is fulfilled by one of the following options: (1) a departmentally-administered examination with a minimum grade of B; or (2) two years of language instruction at a UC campus, with a grade of B or better.

### Course Requirements

Students are required to achieve high competence in two languages and to familiarize themselves with the cultural backgrounds of each of the languages chosen. Students who study Arabic may use an Arabic dialect as their second language. Students are required to familiarize themselves, through appropriate coursework, with the history of the cultural area, and the methods of literary research and the history of literary criticism.

If the archaeology emphasis in the ancient Near Eastern civilizations specialization is chosen, students are required to achieve high competence in two ancient Near Eastern languages and must be well-versed both in the history of the cultural area and in archaeological methodologies.

Students who choose a language emphasis for the Ph.D. degree are required to add a third Near Eastern language to the two that are required for the M.A. degree.

Further details about the choice of languages and examination requirements may be found in the departmental Guide to Graduate Study, available in the department.

### Teaching Experience

Not required but recommended.

### Written and Oral Qualifying Examinations

Academic Senate regulations require all doctoral students to complete and pass University written and oral qualifying examinations prior to doctoral advancement to candidacy. Also, under Senate regulations the University oral qualifying examination is open only to the student and appointed members of the doctoral committee. In addition to University requirements, some graduate programs have other pre-candidacy examination requirements. What follows in this section is how students are required to fulfill all of these requirements for this doctoral program.

Written qualifying examinations must be passed before the formation of a doctoral committee. Candidates in languages are examined in three Near Eastern languages and the literary and historical background of at least two of them. Candidates in literature are examined in the literatures written in two languages within the cultural area of concentration and the historical and cultural background of these languages, with emphasis on one of them. Candidates in ancient Near Eastern civilizations are examined in two ancient languages and in the history and archaeology of the major areas of the ancient Near East.

Following successful completion of the course and language requirements and the written qualifying examinations, students are required to form a doctoral committee and take the University Oral Qualifying Examination.

### Advancement to Candidacy

Students are advanced to candidacy and awarded the Candidate in Philosophy (C.Phil.) degree upon successful completion of the written and oral qualifying examinations.

### Doctoral Dissertation

Students are advanced to candidacy and awarded the Candidate in Philosophy (C.Phil.) degree upon successful completion of the written and oral qualifying examinations.

### Final Oral Examination (Defense of the Dissertation)

Not required for all students in the program. The decision as to whether a defense is required is made by the doctoral committee.

### Time-to-Degree

Ph.D. students are expected to respect the following normative guidelines in carrying out their program:

- (1) From admission to the Ph.D. program (i.e., after obtaining the M.A. degree) to the written qualifying examinations - six quarters.
- (2) From written qualifying examinations to the oral qualifying examination and approval of the dissertation prospectus - two quarters.
- (3) From the oral qualifying examination to the conferral of the Ph.D. degree - six quarters.

### Termination of Graduate Study and Appeal of Termination

#### **University Policy**

A student who fails to meet the above requirements may be recommended for termination of graduate study. A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.00) required by the Academic Senate to remain in good standing (some programs require a higher grade point average). Other examples include failure of examinations, lack of timely progress toward the degree and poor performance in core courses. Probationary students (those with cumulative grade point averages below 3.00) are subject to immediate dismissal upon the recommendation of their department. University guidelines governing termination of graduate students, including the appeal procedure, are outlined in Standards and Procedures for Graduate Study at UCLA.

#### **Special Departmental or Program Policy**

In addition to the standards reasons outlined above, a student may specifically be recommended for termination because of: (1) a terminal master's degree recommendation from the student's master's committee; (2) inadequate scholarship as recommended by the Graduate Committee; or (3) inadequate progress toward the degree as recommended by the departmental section in the student's specialization.

In all cases, the student's academic progress is discussed in depth by the departmental section that made the recommendation. A recommendation for termination is forwarded to the departmental chair for review and decision. The student is notified of a recommendation for termination in writing.

A student may appeal a recommendation for termination by stating the reasons in writing to the departmental chair. The chair transmits the appeal to the student's departmental section for consideration.

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# Graduate Student Time-to-Degree Guidelines

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## Year One

- Enter into program
- Meet with Advisor—go over expectations, course load, etc.
- Go through New Student Orientation
- Register for Courses
- Check MyUCLA regularly (monthly)
- Take 9 classes for Master's degree (6 must be graduate level)
- Year One of Residency Requirement
- Look into funding for next year and fellowship opportunities

## Year Two

- Check MyUCLA regularly (monthly)
- Pass First Language Exam
- Fill out and submit Language Petition for first Language Exam to Graduate Division
- Fill out and submit Advancement to Candidacy form (See Esther Chang for more info)
- Start Master's Exams
- Receive Master's by end of second year
- Year two of Residency Requirement
- Look into funding for next year and fellowship opportunities

## Year Three (If you have MA, please begin here)

- Check MyUCLA regularly (monthly)
- Pass second language exam
- Look into funding for next year and fellowship opportunities

## Year Four

- Check MyUCLA regularly (monthly)
- Begin to take PhD exams
- Look into funding for next year and fellowship opportunities

## Year Five

- Check MyUCLA regularly (monthly)
- Complete PhD exams
- Write Dissertational Proposal
- Nominate Committee
- Orally Defend Dissertation Proposal to Committee
- Report for Advancement to Doctoral Candidacy (ABD/CPHIL)
- Look into funding for next year and fellowship opportunities

## Year Six

- Check MyUCLA regularly (monthly)
- Write Thesis
- File Dissertation (with help from Graduate Division and YRL)

- Graduate

## REQUIREMENTS WITH GRADUATE DIVISION

Ph.D. students are expected to respect the following normative guidelines in carrying out their program:

- (1) From admission to the Ph.D. program (i.e., after obtaining the M.A. degree) to the written qualifying examinations - six quarters.
- (2) From written qualifying examinations to the oral qualifying examination and approval of the dissertation prospectus - two quarters.
- (3) From the oral qualifying examination to the conferral of the Ph.D. degree - six quarters.

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## Guidelines for Graduate Funding

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- Graduate Students are required to fill out the FAFSA if they wish to be considered for departmental funding
- Department follows all Graduate Division rules and guidelines
- Priority is given to graduate students in good standing who are enrolled full-time (12 units per quarter)
- Priority is given to students making good progress as measured by Graduate Division standards (normative time-to-degree for M.A. is no more than 3 years, for Ph.D. no more than 7 years, this includes the receipt of MA)
- Priority is given to students enrolled in the doctoral degree as opposed to terminal masters students (although outstanding M.A. students will also be considered for funding)
- Department endeavors (funding permitting) to continue student support at a similar level to previous year provided the student is in good standing and making progress in time-to-degree
- Department target allocation is \$18,000 + fees
- Department funding comes in the form of GSRships, TAs, and Stipends. Department endeavors to give similar support to students awarded GSRships, TAs, and/or Stipends.
- Department encourages students to compete for external funding including both university wide-funding and external funding. Students applying for funding external to departmental support will be considered for additional supplemental department funding.