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**Near Eastern
Languages and Cultures**

**NELC
ORIENTATION
GRAD STUDENTS**

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KNAG STAFF DIRECTORY

01

Kaplan North Administrative Group (KNAG) Staff Directory

The Kaplan North Administrative Group (located in Kaplan 361) oversees the administration of the Department of Near Eastern Languages and Cultures. Below is the contact information and description of duties for the KNAG staff.

Laura Enneian
Chief Administrative Officer
361A Kaplan Hall
310-206-5689
lenneian@humnet.ucla.edu

Responsible for the overall administration of the Kaplan North Administrative Group and the supervision of office staff. Maintains and controls all el and payroll matters. Oversees facilities, security, computer resources, and space utilization.

Ashley Gallo
Senior Financial Analyst
361C Kaplan Hall
agallo@humnet.ucla.edu

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

Julio Alba
Department Technical Analyst
351 Kaplan Hall
310-206-8520
jalba@humnet.ucla.edu

Responsible for all technical repairs and supply ordering.

Aria Anayat
Program Coordinator
361 Kaplan Hall
aanayat@humnet.ucla.edu

Responsible for all office/classroom supply ordering. Provides administrative support to NELC by coordinating parking, ordering business cards, and helping with event planning.

Tiffany Chen
Student Affairs Officer
361C Kaplan Hall
310-825-4165
chen@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 provides administrative support for the Chair of NELC and the faculty. Responsible for hiring TA's.

Vian De La Torre
Academic Personnel Analyst
361C Kaplan Hall
vadelatorre@humnet.ucla.edu

Responsible for all academic student hires (TA, GSR, Reader titles) and assists with temporary faculty.

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**FACULTY &
LECTURERS
DIRECTORY**

02

Faculty and Lecturers Directory

A

Khaled Abou El Fadl
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C

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Ancient Near East/Hebrew Bible
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W

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DEGREE PATHWAYS

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MA Degree Pathway for

Year 1

1. Meet with your Faculty Advisor at least once a quarter to discuss expectations, workload, courses, etc.
2. Complete the first translation examination (French/German) successfully before Advancing to MA Candidacy. Language petition must be submitted to Graduate Division. Language exams are offered three times a year during week 3 of Fall, Winter, and Spring quarters.
3. Take 9 courses for Master's degree (6 must be graduate level -- 200 and above). For courses to count towards MA, they must be taken for a letter grade and must be a minimum of 4 units.
4. Apply for Graduate Research Mentorship, Graduate Summer Research Mentorship and additional funding opportunities for the upcoming summer and academic year.
5. Establish California Residency.

Year 2

1. Fill out and submit MA Advancement to Candidacy Form. Meet with SAO to go over MA course requirement completion. Note: Candidacy form to the Student Affairs Officer by the end of week 1 in the quarter you expect to receive your degree. (See SAO for more information)
2. Complete all Master's Comprehensive Exams by the end of the Spring quarter. Typically two exams are taken in the winter and two in the spring quarter.
3. Apply for Graduate Research Mentorship, Graduate Summer Research Mentorship and additional funding opportunities for the upcoming summer and academic year.
4. Ensure 9 courses are completed for Master's degree (6 must be graduate level -- 200 and above). For courses to count towards MA, they must be taken for a letter grade and must be a minimum of 4 units.

PhD Degree Pathway

Year 3 (if you have an MA, please begin here)

1. Complete the second translation examination (French/German) successfully before Advancing to Doctoral Candidacy. Language petition must be submitted to Graduate Division. Language exams are offered three times a year during week 3 of Fall, Winter, and Spring quarters.
2. Apply for Graduate Research Mentorship, Graduate Summer Research Mentorship and additional funding opportunities for the upcoming summer and academic year.
3. Establish California Residency.

Year 4

1. Complete all PhD Comprehensive Exams by the end of the Spring quarter. Typically two exams are taken in the winter and two in the spring quarter.
2. Write dissertation proposal.
3. Nominate dissertation committee. Committee can only be nominated once you have completed all of your doctoral comprehensive exams. Form must be submitted to Graduate Division. Work with SAO to ensure that all paperwork is submitted and for committee nomination policies.
4. Defend dissertation proposal orally to committee.
5. Advancement to Doctoral Candidacy (ABD/CPhil) is reported to Graduate Division.

Year 5

1. Apply for the Dissertation Year Award and additional fellowship opportunities for the upcoming summer and academic year.
2. Begin writing dissertation thesis.

Year 6

1. Finish writing dissertation.
2. File Dissertation. For assistance on how to submit online, please contact Graduate Division Academic Services.
3. Graduate.

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NEW GRADUATE STUDENT TO-DO LIST

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New Graduate Student To-do List

As a new student, you will have a myriad of tasks to complete in order to become an established graduate student at UCLA. Below are some of those tasks.

Bruin Card
(310) 825-2336
bruincard@finance.ucla.edu

BruinCard is your University ID card. In addition, this card will serve as your library card (when activated at the UCLA Library), your recreation facilities card, your debit card for purchases at UCLA food facilities and ASUCLA stores, and even as an AT&T calling and discount card. To obtain your BruinCard, you'll need to take a valid form of identification (driver's license, passport, etc.) to the BruinCard Office located at 123 Kerckhoff Hall. The BruinCard office is open Monday through Friday from 9:00 am to 4:00 pm.

For more details about the BruinCard and its features, consult www.bruincard.ucla.edu.

California Residency
(310) 825-3447

California residents do not pay non-resident tuition. **It is your responsibility to apply for residency by the end of your first year.** If you are a US citizen and do not apply for residency, you will continue to be charged non-resident tuition for your second year. **The department will not cover this cost.** Upon arrival in California, a student wishing to gain California tuition residency should establish ties with the state (i.e., get a driver's license/California ID, register automobile, register to vote, change the permanent address on University records to a California address, and file a resident tax return).

Contact the Residence Deputy at 1113 Murphy Hall (310-825-3447) for more residency information. By University policy, only the Residence Deputy is authorized to apply and interpret policy on tuition residency.

Bruin Direct Deposit

Direct deposit for fellowship payments to ensure that you receive your fellowship payments in a timely manner. If you do not wish to enroll in direct deposit you will receive a paper check mailed to the address you have listed on your www.my.ucla.edu.

Health Insurance

If you have any questions regarding your health insurance, please go directly to the Arthur Ashe Center or take a look at their website: <http://www.studenthealth.ucla.edu/default.aspx>

Enrollment

You must sign up for 12 units every quarter in order to qualify for financial aid, graduate division awards and appointments, as well as to be considered a full-time student. Please follow the steps below (tutorials about how to use MyUCLA can be found here - see image below).

1. Create a UCLA logon (<https://accounts.iam.ucla.edu/#/>) and enroll through www.my.ucla.edu

2. If you have any questions as to which courses you should take, please consult with our Faculty Graduate Advisors, **Professor William Schniedewind for Near Eastern Languages and Cultures**, or **Professor Luke Yarbrough for Islamic Studies**.

Enrollment (continued)



Academic Resources

MyUCLA On MyUCLA you can review your BAR statement activity, your scheduled financial aid, fellowships, remissions, and other awards, and the actual dates and amounts of your checks and direct deposits. In addition, you can check to see if you have holds on your account that are preventing the disbursement of funds. You can also ensure that all required financial documents have been completed for the Financial Aid Office and the Graduate Student Support Office. Please check your MyUCLA account regularly.

Course Planner, webmail, virtual counseling, GPA calculator, helpful links, grades, class information from professors. <http://www.my.ucla.edu/>

This is where you go to enroll in courses and access your official University academic records. You can also set up and manage third-party access for others to access your data and Billing and Receivable (BAR) account. You can also access BruinAlert, which is in place to alert you in the event of a UCLA emergency. You can receive alerts via email and text messaging if contact information is provided.

General Catalog This 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>

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, 310-825-1091 or see 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 20th 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 BAR 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 lapse to an F. To remove an Incomplete (in other words, to assign a grade), contact your course instructor. Your instructor will obtain a Change of Grade/Removal of Incomplete form from your departmental Student Affairs Officer, which will be submitted to the Registrar Office on your behalf. Students may not pick up or return Change of Grade/Removal of Incomplete forms under any circumstances.

Fellowships/Funding You can find a multitude of fellowship opportunities on the Graduate Division website: <http://www.gdnet.ucla.edu/asis/stusup/stusup.htm>. The GRAPES web-site provides information on available external fellowships: www.gdnet.ucla.edu/grpinst.htm.

Graduate Financial Support The Graduate Division publication Graduate Student Support, which reviews all the forms of financial support available to you, is sent to the Department sometime in November and will be forwarded to you. It is your responsibility to read this booklet and act on that information within the given deadlines. Departmental fellowship applications are usually available around the first of December. It is your responsibility to see that your application is complete and on time.

If you received any financial awards and wish for them to be renewed, you must reapply each following year.

Graduate Student Enrollment Graduate students are expected to take responsibility for ensuring that they are enrolled in the necessary units by the end of the second week of the term. All enrollment and drop deadlines are in the printed Schedule of Classes and available on the Registrar's Office website at www.registrar.ucla.edu/schedule. Failure to enroll will result in a late registration fee and will affect departmental funding for the next year. Students are expected to enroll in at least 12 units by week 2 of each quarter.

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**GENERAL
CAMPUS
RESOURCES**

05

General Campus Resources

UCLA Counseling & Psychological Services (CAPS)
221 Westwood Plaza
Los Angeles, CA 90095-1556

Students in need of counseling services are encouraged to visit UCLA CAPS. Appointments are made in-person at the CAPS office. Students may also contact our 24-hour crisis line at (310) 825-0768.

Arthur Ashe Student Health & Wellness Center
221 Westwood Plaza
Los Angeles, CA 90095

For your medical needs, students may visit the Ashe Center. For more information about the services provided, please visit <http://www.studenthealth.ucla.edu/default.aspx>.

Graduate Writing Center/Graduate Student Resource Center
(310) 267-4805

Graduate students are encouraged to visit the Graduate Writing Center for writing helps and tips. Students may also print up to 200 pages for free at the GWC.

Parking

ALL students are encouraged to apply for a parking permit through the Parking Services office. On-campus parking is limited and applications for permits must be submitted annually to UCLA Parking Services, 555 Westwood Plaza, 310-825-9871. Daily parking permits are also available at parking information booths found at various locations on campus. Information about student parking and application deadlines are available on-line: www.transportation.ucla.edu.

TAs may apply for parking through the CAO in 361 Kaplan. Limited spaces are available and spaces are assigned on a first-come, first-served basis. Unfortunately, we cannot provide parking for students that are not TAs.

Other Transportation Options

Options include carpools, buspools, public transit, bicycles, scooters, and motorcycles. The Bruin Go program allows members of the UCLA community to ride any Santa Monica Big Blue Bus free by using their BruinCard. A comprehensive look at campus transportation options is outlined in the UCLA Commuter's Guide, published by the UCLA Commuter Assistance Ride-sharing (CAR) Office. For information call 794- 7433; stop by 555 Westwood Plaza, Room 200; or go to www.transportation.ucla.edu.

- The Big Blue Bus—www.bigbluebus.com
(serves Santa Monica with many lines connecting to UCLA)
- The Culver City Bus—www.culvercity.org/depts._bus.asp
- LAX FlyAway Bus—www.lawa.org/lax/LAXflyAway.cfm
(direct service between Lot 32 on Kinross in Westwood and LAX)

Name and Address Changes

Name changes should be reported to the Registrar's Office. Students are urged to maintain their own mailing, permanent, and email address listings online using URSA OnLine at www.ursa.ucla.edu. Changes can also be made and revised documents can be obtained at 1113 Murphy Hall and at most student service offices in Murphy Hall.

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DEPARTMENT RESOURCES

06

Department Resources

- Keys** Please contact the SAO for keys to the main NELC office (Kaplan 378A), Reading Room, kitchen, and TA spaces. 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 361 Kaplan. Please contact office staff if you wish to make copies or print and they can assist.
- Supplies** Supplies are located in Kaplan 361. Please contact the Program Coordinator if something is running low or you have a request.
- Computers** For hardware/software problems or questions: Julio Alba (see KNAG directory) or 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) 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 the SAO office. Drop-in appointments are welcome based on the SAO's availability, but scheduled appointments are recommended for longer meetings.
- The Directors of Graduate Studies (DGS), Professor William Schniedewind for NELC or Professor Luke Yarbrough for Islamic Studies, assists students in conjunction with your advisor in preparing for language and comprehensive exams. They are available by appointment.
- Business Cards** Graduate Students may obtain business cards with UCLA logos and departmental information. Please contact the Program Coordinator for more information.
- All faculty and graduate students have a mailbox in 378 Kaplan Hall. Mail is usually distributed by 3pm. A fax machine is also available for use; it is located near the copy machine. Our fax number is 310-206-6456.

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HEALTH & SAFETY RESOURCES

07

Health & Safety Resources

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.shtm.

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.

Health & Safety Resources

Earthquake Safety (continued) 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 in 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 stair ways, 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.

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/>.

Health & Safety Resources

- Active Shooter Incident** If you are in an active shooter incident, find shelter in a classroom, lock the door, and deny entry. If you are outside, find a room in which you can shelter in place. For more information about what to do in an active shooter incident, visit <https://ucla.app.box.com/v/activeshootersafetytips>.
- Bruin Alert System** To receive updates about emergencies on campus, please sign up to receive Bruin Alert messages via text at <https://www.emergency.ucla.edu/bruinalert>.
- First Aid** Supplies for minor cuts are kept in the Humanities 322. If injured, employees should obtain an Employee Referral Slip for Industrial Injury from the Personnel Office in Humanities 361. The Occupational Health Facility is located in the 200 Medical Plaza Building, Suite 224. Students not employed by SEEELC or the departments must go to the Student Health and Wellness Center in the Arthur Ashe Center (near Ackerman Union).
- Hazardous Materials** Call 911 if you feel the spill is an emergency, or if using a cell phone, call 310-825-911 or 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.
- 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 anywhere on the UCLA campus.