

The background of the entire page is a photograph of the UCLA Campanile tower, a prominent landmark of the University of California, Los Angeles. The tower is a large, ornate brick structure with multiple levels of arches and windows. The image is overlaid with a blue-to-green gradient, which is darker at the top and lighter at the bottom. The text is white, providing a high contrast against the background.

UCLA

Summer

SESSIONS | 2018

REGISTRATION CENTER GUIDE

CONTACT US

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Int'l Student Programs Coordinator
matala@ieo.ucla.edu
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Please do not share the above contact information with students.
If students want to contact us directly, they should email:
international@summer.ucla.edu.

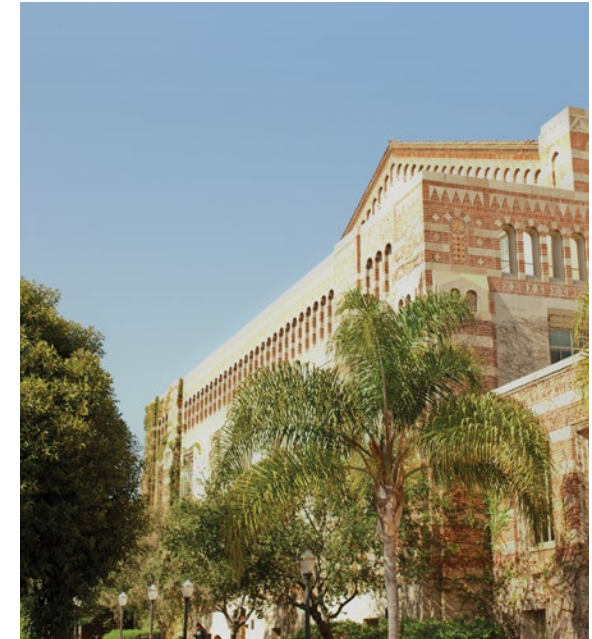


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UCLA SUMMER SESSIONS

We are thrilled to welcome your students to UCLA! This guide will help you and your students navigate registration, enrollment and immigration procedures.

It can also be used as a quick reference to answer many questions that might arise throughout the summer.

Registration for academic courses begins

→ **February 15, 2018**



CALENDAR

FEB 15
Registration Opens

SESSION A

MAY 1
Registration deadline for F-1 students

MAY 3
I-20 request deadline

JUN 25
Session A begins

JUN 28 & 29
Visa check-in

JUN 29
Impacted course drop deadline

JUL 6
Non-impacted course drop deadline

AUG 3
Six-week session ends

SESSION C

JUN 1
Registration deadline for F-1 students

JUN 3
I-20 request deadline

AUG 6
Session C (six-week) begins

AUG 9 & 10
Visa check-in

AUG 10
Impacted course drop deadline

AUG 17
Non-impacted course drop deadline

SEPT 14
Session C ends



OVERVIEW

ELIGIBILITY

Adults of all ages, regardless of their student status are eligible for UCLA Summer Sessions. The minimum age of enrollment is 15.

Students must be 15 years old by June 25th to be eligible for on-campus housing

Visiting international students will have access to over 1,000 UCLA courses as well as all campus resources, including libraries, recreational facilities, student housing and more. Upon arrival, they can obtain a Bruin Card that will grant access to all amenities.

All international students are required to obtain an F-1 Visa and must enroll in no less than **8 units** (per session) of course credit. This is an absolute requirement and no exceptions will be made. International students may not attend Summer Sessions if they intend to take less than 8 units. **Please note that online courses do not count towards the 8-unit requirement.**

2018 SESSION DATES

Registration begins February 15, 2018

UCLA offers two sessions of summer courses annually. The first session (Session A) runs from late June for six, eight or ten weeks and the second (Session C) runs from the beginning of August, for another six weeks. Students may enroll in either or both sessions.

JUNE	JULY	AUGUST	SEPTEMBER
	Session A: 6 weeks JUN 25 – AUG 3		
	Session A: 8 weeks JUN 25 – AUG 17		
	Session A: 10 weeks JUN 25 – AUG 31		
		Session C: 6 weeks AUG 6 - SEPT 14	



TUITION & FEES

The \$400 registration fee is waived for Registration Center students.

A \$400 cancellation fee will apply to all cancellations processed after the student UID is issued. This should be made clear to the student.

The only exceptions considered are visa denial or illness. In both cases, documentation validating these claims must be provided in English by the Registration Center, the Embassy/Consulate or a medical practitioner. If no documentation is provided, the fee will remain and be charged to the student via the Registration Center.

Registration Centers collecting the \$400 commission will do so at source and retain this amount.

Registration Centers should never submit registrations for:

- Students admitted to UCLA.
- Students enrolling in Summer Institutes.
- Students participating in the Travel Study program.

2018 SUMMER SESSIONS FEE

Tuition Unit Fee	\$351 per unit
Instructional Enhancement Initiative (IEI) Fee	\$61*
Campus Fee	\$390**
Document Fee	\$50***
iStart@UCLA	\$59
Health Insurance	\$375

FEES ARE SUBJECT TO CHANGE.

* This is a flat fee for the summer and only applies to students without a bachelor's degree.

** Students applying through the regular summer sessions registration form will pay \$790 for campus/registration fee.

*** Summer-only students will be assessed this fee once during their first summer term and will not be subject to it any following summer terms



ACADEMIC COURSES

SCHEDULE OF CLASSES

The UCLA [Schedule of Classes](#) is available starting January 8. Course descriptions are available [online](#), or students can also view the description of a specific course they have selected on the schedule of classes.

1. Visit the [Schedule of Classes](#) and select the term and subject area
2. Select the course, then “Go”
3. Click on the Lec/Lab to find details specific to that course

COURSE RESTRICTIONS

Please note, some UCLA courses may have restrictions such as “UCLA students only”. Courses restricted to UCLA students only include (but are not limited to) CHEM 14BL, CHEM 14C, CHEM 14CL, and ENG COMP 3.

To view course restrictions, visit the schedule of classes, search for the desired course, then click on the Lec/Lab.

COURSE NUMBERING

Each UCLA course listing includes a number that indicates whether a Course is undergraduate, graduate or professional level, e.g. English 50.

Use the chart below to determine the level of course most appropriate for your students. Courses are numbered from 1-599.

COURSE NUMBERING CHART			
Undergraduate		Graduate	
1 – 99	100 – 199	200 – 299	300 - 499
Lower Division Equivalent to first and second years of college.	Upper Division Equivalent to third and fourth years of college.	Graduate Level Courses	Professional Courses

500-599: Graduate courses - open only to UCLA graduate students even during the summer

IMPACTED COURSES

Courses that meet the criteria below and have been approved by the Faculty Executive Committee of the College or schools are designated as “impacted” courses.

1. Meet once a week and are difficult to complete if a student has not attended by the end of the second week of classes
2. Have high enrollment demand that deny qualified students enrollment because of limited resources
3. Have high instructor/student ratios, and/or
4. Involve large commitments of other resources

Please check the [Impacted Courses Master List](#) to see which courses fall under this category.

Impacted courses may be dropped on or before Friday of the first week with no transcript notation. Impacted courses dropped after the first week carry a transcript notation showing the week dropped.

ACADEMIC/ENGLISH LANGUAGE COURSES

Students can choose from over 1,000 UCLA undergraduate courses, including arts, engineering, film and TV, management, political science and more! Courses are offered in six, eight or 10-week intensive sessions.

ENGLISH LANGUAGE COURSES

Students who are interested in English language training are invited to enroll in Communication Studies 1A and 1B or English as a Second Language (ESL) courses. These courses will help them gain the skills they need to succeed in the academic and professional worlds.

COMMUNICATION STUDIES

COMM ST 1A – [Public Speaking for Nonnative Speakers](#)

COMM ST 1B – [Learning American English and Culture from Movies](#)

ENGLISH AS A SECOND LANGUAGE (ESL)

While intermediate language proficiency is required, there is no minimum score requirement. The program defines “intermediate” as having had two years of solid foundational English coursework, whereby students understand conversational and academic English beyond basic structures and vocabulary, read intermediate level texts, and are able to write cohesive paragraphs and essays. All students will be required to take a placement examination on the first day of classes.

If you have questions about ESL requirements or language placement, please contact

Dr. Laila Hualpa
Summer ESL Program Director
laih@humnet.ucla.edu

or
Dr. Jeremy Kelley
Summer ESL Program Director
jkelley@humnet.ucla.edu

TRANSCRIPTS

UCLA charges a \$50 Document Fee to each student for lifetime access to transcripts.

Students must directly request transcripts via their MyUCLA accounts and have them sent to their university or to themselves. **UCLA Summer Sessions DOES NOT issue or mail transcripts.** It is against UCLA regulations for the Summer Sessions Office to request or handle transcripts.

Transcripts are issued immediately upon ordering so please advise your students to order the transcripts **only after** all grades are entered. Otherwise they will be issued an incomplete document and will have to order a new one. For more detailed information on how to order a transcript, please visit registrar.ucla.edu/Student-Records/Academic-Transcript.

It is strongly recommended that students select expedited shipping when ordering the transcript. A small fee will be charged, but this method ensures a faster delivery and allows for tracking of the shipment.

GROUP REGISTRATION

Registration begins February 15, 2018.

Your students will be registered through a unique group registration form, and **they should NEVER register directly through the Summer Sessions website**. We will always refer back to the Registration Center (not the student) to resolve any errors or problems with individual registrations.

It is your center's responsibility to make sure all the online registrations are done correctly. There are two links - one for the Registration Center to use and one for your students to use. These links are specifically designed for Registration Centers and can only be accessed using your Center's nine-digit UID.

All biographical information as well as course selections should be collected from your students prior to registering. To avoid delays in processing, ensure that all information is entered correctly and that all necessary fields are completed.

Areas where registration errors commonly occur are listed below. Please pay special attention to these items when registering new students:

- Order of Name Entered: last (family) name, then first (given) name;
- Incorrect Date of Birth Format: month, day, year (US standard)

DO NOT use the registration form to practice or to create false entries. Registration Centers are responsible for any fees associated with this type of testing.

If you notice any errors **AFTER** you have completed the application process, please **DO NOT** create another application for the same student!! **This will result in 2 records and 2 UIDs.** The result will be a doubling of charges that the Registration Center will incur. Our office will attempt to correct errors once advised of them via email.

Upon submission of the application, you will be sent an individual e-mail confirming the registration of each student. In each e-mail you will see a 5-digit registration number and 9-digit UID number. The 5-digit registration number is used internally to locate applications.

The 9-digit UID number is unique to each student and is theirs forever. It will grant them lifelong access to their UCLA account should they need to order transcripts or inquire about their course activity at any time after completion of their session.

Students will not be sent any direct confirmation from our office, so it is important that you send them the information regarding their UID numbers.

When communicating with Summer Sessions or any other office on campus, please always include the UID number along with the student's full name. Any changes made to the student's application will not alter the confirmation number or the UID number.

MyUCLA

Upon completion of the registration process, students must create a MyUCLA online account at my.ucla.edu.

Registration Centers should NOT create MyUCLA accounts for the student. The student's MyUCLA account should be private (per federal law) and no one other than the student should have access. However, the Registration Center should ensure that all students know their unique UID number and confirm that they have created a MyUCLA account. MyUCLA accounts are used by UCLA students to manage all aspects of life on campus. This includes the ability to add or drop courses, to check their billing accounts, and to order transcripts.

Enrollment changes made by the student to their schedule via MyUCLA will be reflected in the Registration Center Enrollment Report.

REGISTRATION INSTRUCTIONS

INSTRUCTIONS FOR ENROLLMENT VIA GROUP REGISTRATION	
Accessing the Registration Form	<ul style="list-style-type: none"> If the Registration Center is completing the registration: <ul style="list-style-type: none"> Go to r.summer.ucla.edu/academiccourses/groups/regcentregister.cfm Enter 9-digit password (Registration Center ID) to sign in. If the student is completing the registration: <ul style="list-style-type: none"> Go to r.summer.ucla.edu/academiccourses/groups/register.cfm Enter 9-digit password (Registration Center ID) to sign in.
Section 1 - PERSONAL INFORMATION	<ul style="list-style-type: none"> Enter in the student's name, date of birth, gender and email address (Please enter the student's e-mail address, not the email for your organization). Enter the student's country of citizenship, country of birth and city of birth (as they appear in the passport). Enter the student's permanent (home) address (not the school's address).
Section 2 - ACADEMIC INFORMATION	<ul style="list-style-type: none"> Answer Yes or No questions.
Section 3 - EMERGENCY CONTACT	<ul style="list-style-type: none"> List name and contact information for a parent, relative or guardian that can be contacted in case of emergency.
Section 4 - COURSE SELECTION	<ul style="list-style-type: none"> Direct students to the schedule of classes at sa.ucla.edu/ro/Public/SOC <ul style="list-style-type: none"> To search for courses select Summer 2018, then the subject, then click "Go". Click on Lec or Lab to see detailed information. Select 2 courses and write down or copy the 9 digit ID number for each desired course. Enter course IDs on the registration form. Units - In most cases, the unit field can be left blank as most courses have a set number of units. However, variable unit courses are those which do not have a default unit setting. The student must therefore choose the number of units. An error will appear if the field is left blank for a variable unit course. Grade Option – L for Letter Grade of A,B, C, D, or F. P/NP for Passed/ Not Passed. If left blank, the default for the course will be applied and may be changed from MyUCLA. Some courses will have a default setting which cannot be changed. Verify all information is correct and click Continue.
Confirmation and UID Assignment	<ul style="list-style-type: none"> After submission, verify all information is correct on the confirmation page. Check e-mail for registration confirmation and UID number. Communicate registration information to student.

ENROLLMENTS

ENROLLMENT CONFIRMATION

Upon completion of the registration process a “Confirmation of the Request for Enrollment” is generated. However, it is NOT a guarantee that selected courses are available or have been confirmed. Registration Centers should check the Enrollment Report or ask the student to check on MyUCLA to verify that the enrollment has been successfully processed.

ENROLLMENT REPORT

[r.summer.ucla.edu/academiccourses/groups/regcenterregister.cfm](http://summer.ucla.edu/academiccourses/groups/regcenterregister.cfm)

An online enrollment report is accessible from the Registration Center menu. It lists all students you have registered and the courses they are enrolled in. This report should be accessed by registration center staff only, as students may access their enrollment information via their MyUCLA account. The report is updated regularly and changes your students make via MyUCLA will be reflected usually within 24 hours. Both students and Registration Centers should check enrollment regularly to ensure that requests have been approved.

CORRECTIONS TO REGISTRATION

To request registration changes you may contact our staff listed below. Please be aware that changes may take time to initiate due to fluctuations of processing volume. **Keep changes to an absolute minimum.**

Wilsa Lieux – wlieux@ieo.ucla.edu

Catalina Hurtado – churtado@ieo.ucla.edu

Maureen Atalla – matalla@ieo.ucla.edu

CORRECTIONS TO ENROLLMENT

Enrollment should be corrected by the student through their MyUCLA account. Changes to non-impacted courses can be made any time through the second week of classes. Enrollment changes through MyUCLA will be restricted beginning the 2nd and 3rd weeks of each session. At that point, requests for changes will need to be submitted to our office by the student using the Student Update Form (available on our Website).

REFUND DEADLINES

LAST DAY TO DROP WITH A REFUND – IMPACTED COURSES

SESSION A

JUNE 29th at 5:00PM

SESSION C

AUGUST 10th at 5:00PM

LAST DAY TO DROP WITH A REFUND - NON-IMPACTED COURSES

SESSION A

JULY 6th at 5:00PM

SESSION C

AUGUST 17th at 5:00PM

Students who drop courses after the specified deadlines will not be granted a refund and CANNOT exchange a course.



ADDING/DROPPING COURSES

<p>DURING THE FIRST WEEK OF THE SESSION</p>	<p>No approval is required for adding/dropping courses until Friday of the first week of classes, unless noted in the Schedule of Classes.</p>
<p>ADDING COURSES AFTER THE FIRST WEEK OF THE SESSION</p>	<p>After Friday of the first week of each session, the student will need consent from the instructor to add a class. They may add courses:</p> <ol style="list-style-type: none"> 1. Through MyUCLA with a Permission to Enroll (PTE) authorization number from the instructor 2. Submitting a Student Update Form with an authorized signature to 1331 Murphy Hall <p>A late fee of \$50 will be assessed for each course added beginning Monday of the third week of each session.</p> <p>Deadlines to add a course without incurring the \$50 late fee are:</p> <p>SESSION A – JUL 6th at 5:00PM SESSION C – AUG 17th at 5:00PM</p>
<p>DROPPING NON-IMPACTED COURSES</p>	<p>Students may drop non-impacted courses on MyUCLA anytime until Friday of the second week of classes.</p> <p>Beginning Monday of the third week, all drops require a Student Update Form with the instructor’s signature. The form must then be submitted to the Summer Sessions Office in person. <i>If the student drops a nonimpacted course after the end of the second week, the student will not receive a refund.</i></p> <p>Students are not dropped from a course or relieved of financial responsibility if they cancel the program or fail to attend classes. Courses must be formally dropped by the specified deadlines. Please note that classes cannot be evenly exchanged after the refund deadline.</p>
<p>DROPPING IMPACTED COURSES</p>	<p>Impacted courses may be dropped on or before Friday of the first week through MyUCLA with no transcript notation. If you are unsure if a course is impacted or not, you can check the Impacted Course Master List.</p> <p>After Friday of the first week of the course, students will need to submit a petition to drop an impacted course. Petitions for dropping impacted courses after the deadline are approved only under extraordinary circumstances. If the request is approved, the dropped course will appear on the student’s transcript with a notation indicating the date and week of the term in which the drop petition was filed. To petition for the drop, students must complete a Student Update Form and submit the request to the Summer Sessions Office, 1331 Murphy Hall.</p>

HEALTH INSURANCE & HOUSING

HEALTH INSURANCE

Health insurance is a requirement for all international students – **no exceptions**. To protect students from the high cost of health care in the United States, UCLA automatically enrolls all registered students in a two-part health insurance plan: **BruinCare and Blue Cross/Blue Shield**.

BRUINCARE

BruinCare provides access to the Arthur Ashe Student Health and Wellness Center, conveniently located on the UCLA Campus. Students can easily access the health center with their BruinCard. While the most common services are included, there may be additional fees for more specialized needs. BruinCare is mandatory for all international students and cannot be declined.

BLUE CROSS/BLUE SHIELD

Blue Cross/Blue Shield (provided by Ascension Benefits & Insurance Solutions) provides coverage for off-campus doctor's visits and emergency care any-where in the United States. The coverage period spans mid-June through mid-September, so students will have coverage if they plan on travelling in the U.S a few days before or after the period of study at UCLA.

INSURANCE ID CARDS

Insurance ID cards will be sent by GEOBLUE directly to the students via email. Once the students receive the ID card, they should go online to sign in (information will be provided in the email). After signing in, students will have access to information and tools regarding their insurance plan.

Please visit the [UCLA Summer Sessions website](#) for more detailed information on health insurance.

HOUSING

All housing accommodations must be made by the student directly with the UCLA Housing Office. This must be done upon completion of enrollment.

Housing Services begin accepting applications in early March. Students may access the registration form either from their MyUCLA account or from the department website, housing.ucla.edu/summer.

Roommates can only be requested at the time of purchasing the housing contract and cannot be requested later. Students should be made aware of this when applying.

Any cancellation of housing prior to check-in will incur a cancellation fee.

The Housing Office has rigorous procedures for cancellation – please refer to the Housing website for details.

Please note that the Housing Office is a separate entity from UCLA Summer Sessions and we do not control policy or decisions made by them. Please review your housing agreements carefully.

STUDENTS UNDER THE AGE OF 18

Minors aged 16 and 17 will be placed with students their age in the residence halls. These high school students will live as independent college students with support from a trained UCLA residential adviser.

Students who are at least 15 years old by June 25th are eligible to apply for on-campus housing.

VISA REQUIREMENTS

The U.S. State Department mandates that students enrolling in a credit granting program that may be applied towards a degree be required to obtain the F-1 Student Visa. In order to obtain this type of visa, students must first be issued a Form I-20 (also known as the Certificate of Eligibility for Non-immigrant (F-1) Student Status) from UCLA Summer Sessions.

In compliance with this mandate, UCLA requires all international students to apply for both the Form I-20 and the F-1 Visa prior to entering the U.S. International visitors who enter the country on a B-1/B-2 visa will not be permitted to attend Summer Sessions.

UCLA Summer Sessions and F-1 visa regulations require that all international students attending UCLA Summer Sessions on an F-1 visa enroll full time in **no less than 8 units per session**. No international student is exempt of this enrollment requirement.

I-20 REQUEST PROCESS

UCLA Summer Sessions and the Dashew Center for International Students and Scholars (DCISS) have developed an online I-20 request process. **The Registration Center must not complete the I-20 request for students!**

Students will be e-mailed individually with instructions for completing the I-20 request using a secure, password protected portal once their enrollment in 8 units is confirmed. Students will access the portal using the same login ID and password used to access their MyUCLA account.

Please note that it may take 2-3 business days for access to the I-20 Portal to be granted. Students will not be able to access the I-20 link until the e-mail has been sent to them directly.

Students who do not receive the e-mail should first check their enrollment on MyUCLA and also their junk e-mail folder. If the email is not received after 3 days, please contact our office.

Requirements for the I-20 request are outlined on the following page. Documents will need to be electronically scanned and saved in digital format to be uploaded via the online I-20 Request. **They will not be accepted via e-mail, fax or mail!**

IMPORTANT: The I-20 request must be completed NO LATER than May 3rd for Session A and June 3rd for Session C. Requests made after the deadline cannot be processed in time for consular appointments and legal entry into the United States.

I-20 REQUEST DEADLINE	
SESSION A	MAY 3
SESSION C	JUNE 3

I-20 REQUEST/APPLYING FOR F-1 VISA

APPLYING FOR AN F-1 VISA

All students' I-20s will be express mailed directly to the registration center staff to be distributed to students.

Upon receiving their I-20s all students should pay the SEVIS fee at fmjfee.com at least 3 days before their visa interview.

The SEVIS ID number—printed on the top left hand corner of the I-20— is needed to process the payment, so students must wait until they have the Form I-20 to complete this step.

I-20 REQUIREMENTS

Passport Information	<p>A scanned copy of the biographical passport page that shows the student's full name, passport number, birth date, expiration date and photograph</p>
Confidential Financial Statement (CFS) & Proof of Sufficient Funds	<p>Proof of Financial Support will require these two documents:</p> <ul style="list-style-type: none"> • Confidential Financial Statement (CFS) - This form should be printed from the I-20 Request Portal, signed and uploaded when complete, AND • Supporting Bank Statement – Bank statement or letter from the bank showing available funds. Financial verifications must state that at least US\$7,900* will be available for each six weeks at UCLA. <p><i>*This amount is based on 8 units of enrollment. For students enrolled in more than 8 units, the minimum financial verification will go up by \$351 per unit.</i></p>
Proof of English Proficiency	<ul style="list-style-type: none"> • TOEFL minimum score of 79 (iBT) or 550 (PBT) • IELTS minimum score of 6.5 • iTEP minimum score of 5 • CAE/CPE Level C1 Grades A, B, and C <p>In the absence of exam scores, registration center staff may provide a letter verifying that the student has been screened for English proficiency. A sample can be provided.</p> <p><i>Citizens of Australia, Canada, Ireland, New Zealand, Singapore and the United Kingdom are exempt from having to provide proof of English proficiency.</i></p>

BEFORE/AFTER ARRIVING AT UCLA

BEFORE ARRIVING AT UCLA

iSTART@UCLA is an online orientation program sponsored by the [Dashew Center for International Students and Scholars \(DCISS\)](#). It will help students adjust to life at UCLA and in the U.S. The online modules cover a range of topics such as:

- Academic Integrity
- Getting Started in LA
- F-1 Visa Workshop
- Cultural Adjustment
- Getting Started at UCLA

Students should complete all mandatory iSTART modules prior to arriving on campus. Please encourage them to complete it as soon as possible, as it will answer many of their questions about UCLA and Los Angeles.

A \$59 non-refundable fee will be charged to all students. The fee includes:

- Pre-Arrival Online Orientation
- Access to DCISS Social Programs
- iSTART Welcome Pack

iSTART DEADLINE	
SESSION A	Friday, June 22nd
SESSION C	Friday, Aug 3rd

AFTER ARRIVING AT UCLA

VISA CHECK-IN

Students are required to attend a **mandatory** Visa Check-In Session with the Summer Sessions Office and bring the original and a copy of the following documents:

- F-1 visa Stamp (Canadian Citizens are exempt)
- Passport Photo/ Biographical Page
- Form I-20
- Form I-94 (This must be accessed [online](#) after arrival in the U.S.)

The U.S. government requires us to collect these documents no later than the Friday of the first week of classes. Students only need to attend one session. The visa check-in will take place during the first week of classes. Specific dates will be sent to the students before their arrival at UCLA. **Failure to attend a Visa Check-In session may result in the cancellation of the student's I-20.**

Copies must be made after arrival in the US to reflect any stamps or comments made by US Customs officials and prior to check-in.

MAINTAINING LEGAL F-1 STATUS

To maintain legal F-1 student status at UCLA, students are required to:

- Complete the mandatory iSTART orientation and the Visa check-in procedure.
- Maintain full-time enrollment (8 units per session) and earn a passing grade in all courses.
- Conform to regulations for travel outside of the U.S. and keep a valid passport.
- Accept no employment without consulting with an F-1 advisor at DCISS.
- Notify DCISS before transferring to another U.S. school.
- Leave the U.S. or transfer to another U.S. school within sixty days of completion of program.

If for some medical or emergency reason a student is unable to attend full-time, they must contact an advisor at the Summer Sessions office (1331 Murphy Hall) immediately.

ABOUT UCLA

CODE OF CONDUCT

As members of the UCLA Summer community, summer students have the same rights and privileges as current admitted UCLA students and are held to the same standards of conduct. The UCLA Student Code of Conduct mandates a safe, supportive and inclusive campus community that engages students to foster their academic success, personal growth and responsible citizenship. Behavior governed by the UCLA Student Code of Conduct includes academic honesty, treatment of others, health and safety, use of resources, and use of alcohol and controlled substances. UCLA's reputation for academic excellence and institutional integrity is of paramount importance, and UCLA does all within its power to maintain its standards. Visit the Dean of Students website for more information at deanofstudents.ucla.edu.

TITLE IX

Title IX of the Education Amendments of 1972 prohibits sex discrimination—which includes sexual harassment and sexual violence—in educational programs and activities. All students are protected by Title IX, regardless of whether they have a disability, are international or undocumented, and regardless of their sexual orientation or gender identity. Visit the Title IX Office/Sexual Harassment Prevention website for more information at sexualharassment.ucla.edu.

Students may be required to complete a mandatory orientation.

CAMPUS SAFETY & SECURITY

UCLA works hard to ensure the well-being of all its students through a professional police department. Services include an evening van service, walking escorts, bike lockers and emergency telephones placed throughout campus. Visit the UCLA Police Department website for information at ucpd.ucla.edu.

BRUINCARD

The BruinCard is a student's official university identification card. It allows students to borrow library books, work out in the campus gym and receive discounts at a selection of local businesses. If students are living on campus, they will use it for meals and dorm access, among other conveniences. It can also be used as a debit card if students set up an account and deposit money. Students can apply for your Bruin Card after completing registration and enrollment. Visit the BruinCard website for information at secure.bruincard.ucla.edu/bcw/web/Home.aspx.

NO SMOKING POLICY

Creating a safe environment for our students, faculty and staff is our priority at UCLA.

Tobacco use is prohibited everywhere on campus and at properties owned or leased by UCLA. There will be no designated smoking areas. We ask that tobacco users be respectful of our neighbors and not congregate or litter on their property.

All tobacco users who want to quit are encouraged to call the free **California Smokers Helpline at 1-800-NO-BUTTS.**

Tobacco users who wish to quit also can obtain free nicotine-replacement therapy kits (NRTs). Students can receive these at the Ashe Center, where counseling and tobacco-cessation support will also be available.

IMPORTANT: UCLA is a smoke-free campus. Smoking will not be allowed in university housing facilities as well as inside or outside university buildings and in public areas.

INVOICING

INVOICES

Unless otherwise specified, invoices will be issued at the end of Summer Sessions A and C.

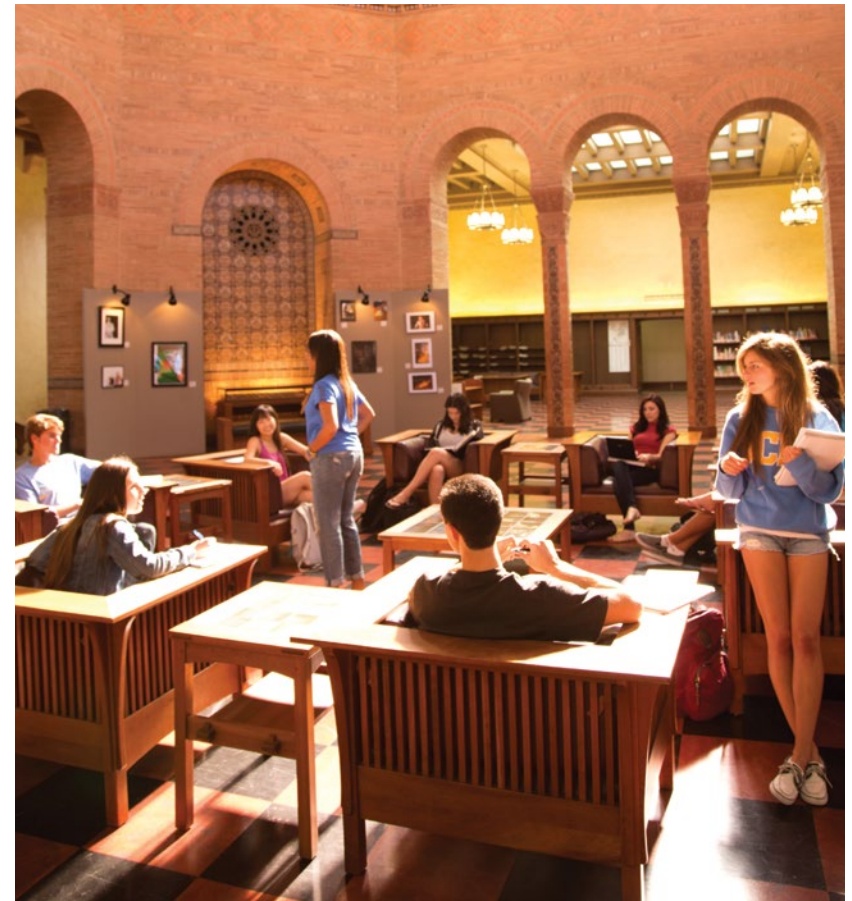
- If needed, any additional reconciliation of accounts will take place in October. This includes reconciliation for any unpaid charges related to enrollment changes made by students during the summer session or any other activity that leads to additional charges to the students account such as charges for computer lab, library fines, health services, etc...
- Any payments sent to UCLA by the Registration Center must be made in US dollars. UCLA will not accept checks in foreign currency.
- UCLA's financial systems will automatically place a hold on the student's record if payment is not received by the deadlines noted here.
- UCLA Summer Sessions reserves the right to suspend future contracts if payment is not received from the Registration Center by the deadlines.

Payment is due 30 days from the invoice date.

Any Registration Center that wishes to submit full or partial payments prior to the deadlines may do so with advance notice but final reconciliation of fees will not occur until after both sessions have ended.

AFTER STUDENT'S ARRIVAL AT UCLA

- Additional tuition expenses will be transferred to the Registration Center's account.
- Miscellaneous expenses should be paid by the student through their MyUCLA account before departure. The Registration Center will be responsible for collecting any unpaid balances.



PAYMENTS

You can submit your payment by Check, Money Order or Wire Transfers

CHECK/MONEY ORDER PAYMENTS

Checks should be made payable to:
Regents of the University of California

Checks should be mailed to:
Wilsli Lieux
UCLA Summer Sessions
1331 Murphy Hall
Box 951418
Los Angeles, California 90095-1418

ELECTRONIC WIRE TRANSFER PAYMENTS

Summer Sessions must be notified of impending wires, so that the funds received by the bank can be properly credited to you.

Please note: There may be banking fees associated with wire transfers. **Registration Centers will need to pay wire fees in addition to the fees owed to UCLA Summer Sessions.** Contact your bank to verify the exact amount and add it to your total payment. Sometimes the receiving bank also charges a fee. So, please check all fees before wiring the payment.

The following information should be given to the bank issuing payment:

UCLA Summer Sessions' Bank Information:

Bank Name:	Bank of America
Bank Address:	Global Client Services CA4-701-10-57, Building A, 10th Floor 1655 Grant Street, Concord, CA 94520
ABA Routing No.:	026009593
Bank Account Name:	UC Regents
Bank Account Number:	1499650103
Swift Code (for international transfers):	BOFAUS3N

Please also provide your bank with the following information to ensure that the money is credited correctly:

UCLA Department Name:	UCLA Summer Sessions
Department Contact:	Wilsli Lieux (tel. 310.825.7707)
Registration Center Name & UID Number:	Example - Charles University 111-111-111



DIRECTORY

SUMMER SESSIONS

1331 Murphy Hall

summer.ucla.edu
international@summer.ucla.edu

BRUINCARD CENTER

123 Kerckhoff Hall

bruincard.ucla.edu
bruincard@finance.ucla.edu

DASHEW CENTER FOR INTERNATIONAL STUDENTS & SCHOLARS (DCISS)

417 Charles E. Young Drive West

internationalcenter.ucla.edu

HOUSING

housing.ucla.edu/summer

LIBRARIES

library.ucla.edu

PARKING & COMMUTER SERVICES

555 Westwood Plaza

transportation.ucla.edu

REGISTRAR'S OFFICE

Enrollment Verification and Transcripts

1113 Murphy Hall

registrar.ucla.edu
transcripts@registrar.ucla.edu

STUDENT ACCOUNTING

1121 Murphy Hall

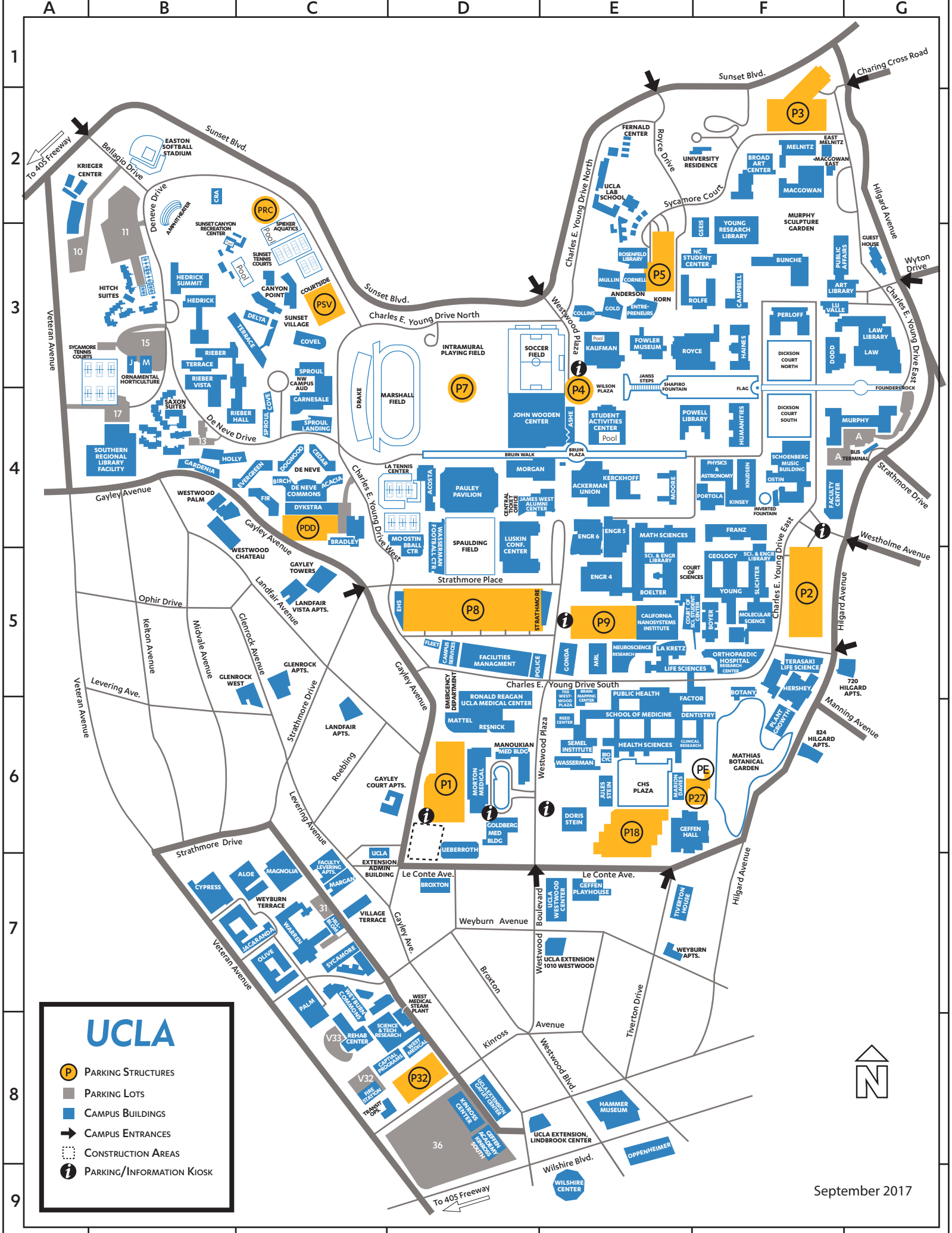
finance.ucla.edu
stdacctg@finance.ucla.edu

STUDENT HEALTH-SERVICES ASHE CENTER

studenthealth.ucla.edu

MyUCLA

my.ucla.edu



UCLA

- PARKING STRUCTURES
- PARKING LOTS
- CAMPUS BUILDINGS
- CAMPUS ENTRANCES
- CONSTRUCTION AREAS
- i PARKING/INFORMATION KIOSK



September 2017




CAMPUS BUILDING	Grid	Delivery Address*
ACKerman Student Union	E4	308 Westwood Plaza
Acosta Training Center	D4	410 Charles E. Young Dr. West
Amphitheater	B2	
Anderson School of Management	E3	
Collins Executive Education Center	E3	110 Westwood Plaza
Cornell Hall	E3	110 Westwood Plaza
Entrepreneurs Hall	E3	110 Westwood Plaza
Korn Convocation Hall	E3	110 Westwood Plaza
Gold Hall	E3	110 Westwood Plaza
Mullin Management Commons	E3	110 Westwood Plaza
Rosenfeld Library	E3	110 Westwood Plaza
Ashe Center	E4	221 Westwood Plaza
Biomedical Cyclotron	E6	780 Westwood Plaza
Biomedical Sciences Research Bldg (BSRB)	F5	615 Charles E. Young Dr. South
Boelter Hall (Engineering II & III)	E5	580 Portola Plaza
Botany Bldg.	F5	618 Charles E. Young Dr. South
Boyer Hall	F5	611 Charles E. Young Dr. East
Bradley International Hall	C4	417 Charles E. Young Dr. West
Brain Mapping	E5	660 Charles E. Young Dr. South
Brain Research Institute (BRI)	E6	670 Charles E. Young Dr. South
Broad Art Center	F2	240 Charles E. Young Dr. North
Broxton Plaza	D7	911 S. Broxton
Bunche Hall	F3	315 Portola Plaza
Campbell Hall	F3	335 Portola Plaza
Campus Services Bldg. I	D5	741 Charles E. Young Dr. South
Canyon Point (Sunset Village)	C3	200 DeNeve Dr.
Capital Programs Bldg.	D8	1060 Veteran Ave.
Carnesale Common	C4	251 Charles E. Young Dr. West
Center for Health Sciences (includes David Geffen School of Medicine)	E6	10833 LeConte Ave.
CHS Plaza	E6	
Central Ticket Office	D4	325 Westwood Plaza
Clinical Research	F6	700 Tiverton Ave.
CNSI Building	E5	570 Westwood Plaza
Court of Sciences Student Center	E5	617 Charles E. Young Dr. East
Courtside (Sunset Village)	C3	200 DeNeve Dr.
Covel Commons (Sunset Village)	C3	200 DeNeve Dr.
CRA Modular Units	B2	101 DeNeve Dr.
David Geffen School of Medicine	E6	10833 LeConte Ave.
Delta Terrace (Sunset Village)	C3	200 DeNeve Dr.
Dentistry, School of	F5	714 Tiverton Ave.
DeNeve Housing Complex	C4	
Acacia Residential Bldg.	C4	341 Charles E. Young Dr. West
Birch Residential Bldg.	C4	361 Charles E. Young Dr. West
Cedar Residential Bldg.	C4	301 Charles E. Young Dr. West
Dogwood Residential Bldg.	C4	321 Charles E. Young Dr. West
Evergreen Residential Bldg.	C4	331 Charles E. Young Dr. West
Firgrove Residential Bldg.	C4	381 Charles E. Young Dr. West
Gardenia Residential Bldg.	B4	470 Gayley Ave.
Holly Residential Bldg.	B4	345 DeNeve Dr.
DeNeve Commons Bldg.	C4	351 Charles E. Young Dr. West
Dodd Hall	F3	390 Portola Plaza
Doris Stein Eye Research Center	E6	200 Stein Plaza
Drake Track & Field Stadium	C4	340 Charles E. Young Dr. North
Dykstra Hall	C4	401 Charles E. Young Dr. West
Easton Women's Softball Field	B2	100 DeNeve Dr.
EH&S Services Bldg.	D5	550 Charles E. Young Dr. West
Emergency Department	D3	757 Westwood Plaza
Engineering IV	E5	420 Westwood Plaza
Engineering V	E5	410 Westwood Plaza
Engineering VI	E4	404 Westwood Plaza
Facilities Management Bldg.	D5	731 Charles E. Young Dr. South
Factor Health Sciences Bldg.	F5	700 Tiverton Ave.
Faculty Center	F4	480 Charles E. Young Dr. East
Faculty Apartments-Gayley	C6	715 Gayley Ave.
Faculty Apartments-Levering	C7	827 Levering Ave.
Fernald Center	E2	320 Charles E. Young Dr. North
Fielding School of Public Health	E5	640 Charles E. Young Dr. South
Fire Station	C8	1090 Veteran Ave.
Fleet Services/Garage	D5	751 Charles E. Young Dr. South
Fowler Museum (Cultural History)	E3	308 Charles E. Young Dr. North
Franz Hall	F4	502 Portola Plaza
Gayley Towers	C5	565 Gayley Ave.
Geffen Academy (Kinross Bldg. South)	D8	11020 Kinross Ave.
Geffen Hall	F6	885 Tiverton Dr.
Geffen Playhouse	E7	10886 LeConte Ave.
Geology Bldg.	F5	595 Charles E. Young Dr. East
Glenrock Apartments	C5	558 Glenrock Ave.
Glenrock West	C5	555 Glenrock Ave.
Goldberg Medical Building	D6	300 Medical Plaza
Gonda (Goldschmeid) Center	E5	695 Charles E. Young Dr. South
Graduate School of Education & Information Studies (GSE&IS)	E3	290 Charles E. Young Dr. North
Haines Hall	F3	375 Portola Plaza
Hammer Museum	E8	10889 Wilshire Blvd.
Hedrick Hall	B3	250 DeNeve Dr.
Hedrick Summit	B3	240 DeNeve Dr.
Hershey Hall	F5	612 Charles E. Young Dr. East
Hillblom Islet Research Center	C7	900 Weyburn Place North
720 Hilgard Apartments	G5	720 Hilgard Ave.
824 Hilgard Apartments	F6	824 Hilgard Ave.
Hilgard Bus Terminal	G4	403 Hilgard Ave.
Hitch Residential Suites	B3	245 DeNeve Dr.
Humanities Bldg.	F4	415 Portola Plaza
Intramural Field	D4	
Jules Stein Eye Institute	E6	100 Stein Plaza
Kaufman Hall	E3	120 Westwood Plaza
Kerckhoff Hall	E4	308 Westwood Plaza
Kinross Bldg.	D8	11000 Kinross Ave.
Knudsen Hall	F4	475 Portola Plaza
Krieger Child Care Center	A2	101 Bellagio Dr.
LaKretz Hall	E5	619 Charles E. Young Dr. East
Law, School of	G3	385 Charles E. Young Dr. East
Landfair Apartments	C5	625 Landfair Ave.
Landfair Vista	C5	510 Landfair Ave.
Life Sciences Bldg.	E5	621 Charles E. Young Dr. South
Los Angeles Tennis Center (Straus Stadium)	D4	420 Charles E. Young Dr. West
Luskin Conference Center	D4	425 Westwood Plaza
Luskin School of Public Affairs	F3	337 Charles E. Young Dr. East
Lu Valle Commons	F3	398 Portola Plaza
MacDonald Medical Research Labs (MRL)	E5	675 Charles E. Young Dr. South
Macgowan Hall	F2	245 Charles E. Young Dr. East
Macgowan East	F2	243 Charles E. Young Dr. East
Manoukian Medical Building	D6	100 Medical Plaza
Margan Apartments	C7	885 Levering Ave.
Marion Davies Children's Center	E6	805 Tiverton Ave.
Mathematical Sciences Bldg	E4	520 Portola Plaza
Mattel Children's Hospital	D6	757 Westwood Plaza
Melnitz Hall	F2	235 Charles E. Young Dr. East
Melnitz East	F2	235 Charles E. Young Dr. East

CAMPUS BUILDING	Grid	Delivery Address*
Mo Ostin Basketball Center	D4	440 Charles E. Young Dr. West
Molecular Sciences Bldg.	F5	609 Charles E. Young Dr. East
Moore Hall	E4	457 Portola Plaza
Morgan Intercollegiate Athletics Center	D4	325 Westwood Plaza
Morton Medical Bldg (MP200)	D6	200 Medical Plaza
Murphy Hall	F4	410 Charles E. Young Dr. East
Neuroscience Research Bldg.	E5	635 Charles E. Young Dr. South
North Campus Student Center	E3	295 Charles E. Young Dr. North
Northwest Campus Auditorium	C4	200 DeNeve Dr.
Occupational Health Facility	E6	67-120 Center for Health Sciences
Ornamental Horticulture Bldg. "J"	B3	267 DeNeve Dr.
Ornamental Horticulture Bldg. "M"	B3	265 DeNeve Dr.
Orthopaedic Hospital Research Center (OHRC)	F5	615 Charles E. Young Dr. South
Oppenheimer Tower	E8	10880 Wilshire Blvd.
Ostin Music Center	F4	445 Charles E. Young Dr. East
Pauley Pavilion	D4	301 Westwood Plaza
Perloff Hall	F3	365 Portola Plaza
Physics & Astronomy Bldg. (PAB)	F4	430 Portola Plaza
Plant Growth Center	F5	614 Charles E. Young Dr. South
Police Station	D5	601 Westwood Plaza
Portola Plaza Building	F4	460 Portola Plaza
Powell Library	E4	10740 Dickson Plaza
<i>Public Affairs - see Luskin School; Public Health - see Fielding School</i>		
Reed Neurological Research Center	E6	710 Westwood Plaza
Rehabilitation Center	C8	1000 Veteran Ave.
Resnick Neuropsychiatric Hospital	D6	150 UCLA Medical Plaza
Rieber Hall	C4	310 DeNeve Dr.
Rieber Terrace	B3	270 DeNeve Dr.
Rieber Vista	B4	280 DeNeve Dr.
Rolfe Hall	E3	345 Portola Plaza
Ronald Reagan UCLA Medical Center	D6	757 Westwood Plaza
Royce Hall	E3	10745 Dickson Plaza
Saxon Residential Suites	B4	325 DeNeve Dr.
Schoenberg Music Bldg.	F4	445 Charles E. Young Dr. East
Science & Technology Research Bldg. (STRB)	C8	1040 Veteran Ave.
Semel Institute	E6	760 Westwood Plaza
Slichter Hall	F5	603 Charles E. Young Dr. East
Soccer Field	D3	
Southern Regional Library Facility (SRLF)	B4	305 DeNeve Dr.
Spieker Aquatics Center	C3	114 Easton Dr.
Sproul Cove and Sproul Landing	C4	330 & 380 DeNeve Dr.
Sproul Hall	C3	350 DeNeve Dr.
Strathmore Building	E5	501 - 555 Westwood Plaza
Student Activities Center (SAC)	E4	220 Westwood Plaza
Sunset Canyon Recreation Center	C3	111 Easton Dr.
Terasaki Life Sciences Building	F5	610 Charles E. Young Dr. East
Tiverton Patient Family Guest House	E7	900 Tiverton Ave.
Transit Operations Maintenance Yard	C8	11075 Kinross Ave.
UCLA Extension (UNEX) & Admin Building	C6	10995 LeConte Ave.
UCLA Extension Lindbrook Center	D8	10934-10936 Lindbrook Dr.
UCLA Extension Gayley Center	D8	1145 Gayley Ave.
UCLA Extension 1010 Westwood Center	E7	1010 Westwood Blvd.
UCLA Guest House	G3	330 Charles E. Young Dr. East
UCLA Lab School (formerly UES)	E2	305 Sycamore Court
UCLA Westwood Center	E7	924 Westwood Blvd.
Ueberroth Bldg.	D6	10945 LeConte Ave.
University Residence	F2	10570 Sunset Blvd.
Village Terrace Apartments	C7	919-923 Levering Ave.
Warren Hall	C7	900 Weyburn Place North
Wasserman Building	E6	300 Stein Plaza
Wasserman Football Center	D4	430 Charles E. Young Dr. West
West Alumni Center	D4	325 Westwood Plaza
West Medical Bldg.	D8	1010 Veteran Ave.
West Medical Steam Plant	D8	1021 Weyburn Place South
Westwood Chateau Apts	C4	456 Landfair Ave.
Westwood Palm Apts	C4	475 Gayley Ave.
Weyburn Apts.	D7	10845-55 Weyburn Ave.
Weyburn Terrace Housing Complex	C7	
Aloe Court	C7	740 Weyburn Terrace
Cypress Court	B7	725 Weyburn Terrace
Jacaranda Court	C7	785 Weyburn Terrace
Magnolia Court	C7	765 Weyburn Terrace
Olive Court	C7	825 Weyburn Terrace
Palm Court	C7	945 Weyburn Terrace
Sycamore Court	C7	925 Weyburn Terrace
Weyburn Graduate Student Housing	C7	1020 Weyburn Drive
Wilshire Center	E9	10920 Wilshire Blvd.
Wooden Recreation and Sports Center	D4	221 Westwood Plaza
Young Hall	F5	607 Charles E. Young Dr. East
Young Research Library (YRL)	F2	280 Charles E. Young Dr. North
700 Westwood Plaza	E5	700 Westwood Plaza
PARKING STRUCTURES	Grid	Delivery Address*
Parking Structure 18	E6	820 Westwood Plaza
Parking - DD	C4	409 Charles E. Young Dr. West
Parking - Sunset Recreation	C2	115 Easton Dr.
Parking - Sunset Village	C3	200 DeNeve Dr.
Parking Structure 1	D6	100 Medical Plaza
Parking Structure 2	F5	602 Charles E. Young Dr. East
Parking Structure 3	F2	215 Charles E. Young Dr. North
Parking Structure 4	E4	221 Westwood Plaza
Parking Structure 5	E3	302 Sycamore Court
Parking Structure 7	D4	336 Charles E. Young Dr. North
Parking Structure 8	D5	555 Westwood Plaza
Parking Structure 9	E5	675 Charles E. Young Dr. South
Parking Structure 32	D8	1070 Veteran Ave.
Parking Structure E	F6	833 Tiverton Ave.
Parking Structure 27	F6	833 Tiverton Ave.
CAMPUS LIBRARIES	Grid	Delivery Address*
Arts Library	F2	1400 Public Affairs Bldg.
Biomedical Library (Louise M. Darling)	E6	CHS (Factor), rm. 12-077
College Library	E4	Powell Library
Law Library (Hugh & Hazel Darling)	G3	School of Law, rm. 1112
Management Lib. (Eugene & Maxine Rosenfeld)	E3	Rosenfeld Library (Anderson Complex)
Music Library	F4	Schoenberg Music Bldg., rm. 1102
Research Library (Charles E. Young)	F2	Young Research Library
Science & Engineering Library (SEL/)		
Engineering and Mathematical Sciences	E5	Boelter Hall, rm. 8270
Geology-Geophysics	F5	Geology, rm. 4697
Southern Regional Library	B4	Southern Regional Library Facility
OTHER CAMPUS LOCATIONS	Grid	Delivery Address*
Bruin Statue and Bruin Plaza	E4	
Bruin Walk	C4 - E4	Kinsey Science Teaching Pavilion
Court of Philanthropy	E3 - E4	Marshall Field (in Drake Stadium)
Court of Sciences	E5 - F5	Mathias Botanical Garden
Dickson Court	F3 - F4	Murphy Sculpture Garden
Flagpole	F3 - F4	Shapiro Fountain
Founder's Rock	G4	Spaulding Field
Inverted Fountain	E3	Sunset Tennis Courts
Javets Steps	E3	Sycamore Tennis Courts
		Wilson Plaza

UCLA

Summer
SESSIONS

1331 Murphy Hall
Box 951418
LOS ANGELES, CA 90095-1418

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-  twitter.com/uclasummer