



Department of Art GUIDE FOR GRADUATE STUDENTS Fall 2020

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 - [Your Rights Under Title IX](#)
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Additional Reference:

[Graduate Division New Students' Orientation Handbook](#)
[UCLA Student Affairs: Planning for the Year Ahead](#)

FOREWORD

September 2020

Pursuant to public health orders regarding COVID-19, the campus is currently closed to the general public, and most campus offices, services, and resources are operating remotely. Locations for campus offices as well as information regarding facilities and equipment are included in this reference guide, however **access is restricted at this time**. Please refer to online Web and email addresses for remote services, and to the resource guides included in this handbook's appendices (page 32) for additional guidance.

[UCLA COVID-19 news and updates](#)
[BruinSafe Online](#)
[CDC](#)

ART FACULTY

Jennifer Bolande	Professor (Sabbatical Fall 2020, Winter 2021)
Russell Ferguson	Professor (Sabbatical Fall 2020)
Andrea Fraser	Professor and Department Chair; Area Head, Interdisciplinary Studio
Vishal Jugdeo	Assistant Professor; Area Head, New Genres
Barbara Kruger	Distinguished Professor
Candice Lin	Assistant Professor
Rodney McMillian	Professor (Sabbatical Winter, Spring 2021)
Rebecca Morris	Professor
Catherine Opie	Professor; Area Head, Photography (Sabbatical 2020-2021 Academic year)
Silke Otto-Knapp	Professor; Area Head, Painting and Drawing
Hirsch Perlman	Professor; Area Head, Sculpture
Lari Pittman	Distinguished Professor <i>Emeritus – December 20</i>
Jacob Samuel	Continuing Lecturer, Printmaking
Anna Sew Hoy	Assistant Professor; Area Head, Ceramics
Rodrigo Valenzuela	Assistant Professor; Acting Area Head Photography
Patty Wickman	Professor and Vice Chair; Director of Undergraduate Studies

EMERITI FACULTY:

Ray Brown
Barbara Drucker
Roger R. Herman
Mary Kelly
Paul D. McCarthy
Charles R. Ray
Nancy J. Rubins
Adrian Saxe
James Welling

LECTURERS AND VISITING FACULTY *updated January 2021*

Gabrielle Civil	Graduate Seminar
<i>Darby English</i>	<i>Painting and Drawing</i>
Victor Estrada	Painting and Drawing
Mariah Garnett	New Genres
Owen Kydd	Photography
Laub	Ceramics
Matt Lipps	Photography
Nick Lowe	Painting and Drawing
Nancy Lupo	Sculpture, Seminar in Art
Kristen Morgin	Ceramics
Chelsea Mosher	Photography
Alex Olson	Painting and Drawing
Michael Queenland	Painting and Drawing; Sculpture
Marco Rios	New Genres
Guadalupe Rosales	Senior Studio
David Roy	Sculpture
Miljohn Ruperto	New Genres
<i>Sondra Perry</i>	<i>Spring 2021, appointment pending</i>
Nicole Seisler	Ceramics
Anuradha Vikram	Modernism
Benjamin Weissman	Painting and Drawing
Jessica Williams	Painting and Drawing
Suné Woods	Photography

DEPARTMENTAL STAFF

- Main Office:** Broad Art Center, Suite 2275
240 Charles E. Young Drive
Los Angeles, CA 90095-1615
Phone: 310-825-3281 Fax: 310-206-6676
www.art.ucla.edu
- Caron Cronin:** Graduate and Undergraduate Student Affairs Officer, academic advising, admissions counseling, scholarship and funding information, alumni liaison
310-206-7363 – *calls forwarded*, Broad Art Center, Suite 2275
ccronin@arts.ucla.edu
- Else Henry:** Departmental Administrator, strategic planning, financial management, materials and facilities management, personnel issues, development
310-206-3457, Broad Art Center, Suite 2275
elsehenry@arts.ucla.edu
- Erin Kermanikian:** Assistant to the Chair, departmental calendar, gallery administration, public information liaison, fundraising liaison, special projects, schedule updates, Web site updates, enrollment and student services support
310-825-0557, Broad Art Center, Suite 2275
erin.kermanikian@arts.ucla.edu
- Sanghong Lintakoon:** Fund Manager, budget management, purchasing and accounting, special projects planning, faculty and student grants
310-825-1866, Broad Art Center, Suite 2275
sanghong@arts.ucla.edu
- Hope Stutzman:** Administrative Coordinator, general inquiries, room scheduling, locker assignments, parking for staff and faculty, supplies/equipment, transportation, course evaluations, payroll/timesheets, purchasing and accounting
310-206-4471, Broad Art Center, Suite 2275
hopestutz@arts.ucla.edu

LAB SUPERVISORS

Chris Bassett

digital studio

Rm. 2100B Broad Art Center

310-206-8398

cbassett@arts.ucla.edu

www.art.ucla.edu/digitalstudio/

Ed Beller, Manager

Nicholas Gaby, Shop Supervisor

UCLA Margo Leavin Graduate Art Studios

3600 Hayden Avenue

Culver City, CA 90232

310-753-0623

beller@ucla.edu

nicholas.gaby@arts.ucla.edu

Dean Erdmann

new genres

Rm. 2124 Broad Art Center

310-206-3888

d.erdmann@arts.ucla.edu

www.art.ucla.edu/newgenres/

Ben Evans

painting and drawing, printmaking,

New Wight Gallery

Rm. 6261 Broad Art Center

310-825-2882

benmark@ucla.edu

www.art.ucla.edu/painting

Valerie Green

photography

Rm. 1101C Broad Art Center

310-825-9859

valerie.green@arts.ucla.edu

<http://www.art.ucla.edu/photography/>

Shoshi Kanokohata

ceramics

Rm. 1275C Broad Art Center

310-825-8235

skano@arts.ucla.edu

www.art.ucla.edu/ceramics

Eric Vrymoed

sculpture

Rm. 1256A Broad Art Center

310-206-6972

evrymoed@g.ucla.edu

<http://www.art.ucla.edu/sculpture/>

Each of the lab areas houses and maintains equipment for use by classes and students, in conjunction with studio projects. Area Lab Supervisors will distribute and/or post policies—including training and fees—for use of equipment, equipment available for check-out, as well as policies and permission for use of spaces. **Non-compliance with UCLA, Department of Art, or area rules, policies, and codes of conduct will result in disciplinary action and may impact your grade.**

REGISTRATION AND ENROLLMENT

From the [UCLA General Catalog](#):

It is the responsibility of students to keep informed of and to comply with the rules, regulations, and policies affecting their academic standing. Meeting academic deadlines, monitoring the Study List for accuracy, completing requisites, and fulfilling degree requirements are all part of their academic duties as students.

Please refer to the *UCLA General Catalog*, <http://catalog.registrar.ucla.edu/>, for additional information and details concerning University and School policies. For the [UCLA Schedule of Classes](#), please go to <https://sa.ucla.edu/ro/public/soc>.

BruinCard

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

The BruinCard can be used to check out books from libraries, for use of recreational facilities, and to receive student rates at museums, movie theaters, and on tickets for cultural events, among other services. The BruinCard office is located at 123 Kerckhoff Hall, 310-825-2336.

www.bruincard.ucla.edu

[My.UCLA](#)

My.UCLA (www.my.ucla.edu) provides a portal to individual student information. Features include a personalized Study List showing classes and class information such as grades; a notifications section for important announcements; a subscriptions section to access online information from newspapers, journals, or magazines or from University departments, clubs, and organizations; a personal calendar; links to many other UCLA online resources; the [Schedule of Classes](#), and [UCLA General Catalog](#). WebMail features provide access to private e-mail accounts from any computer via My.UCLA.

Via My.UCLA, UCLA students can acquire academic, financial, and personal information from their University academic records and enroll in classes. My.UCLA allows students to check their billing accounts, change address information, view and print Study Lists or Degree Audit Reports (DARs), or see term grades. My.UCLA also provides a convenient way to enroll in classes, to verify enrollment appointment times, and to view real-time enrollment counts.

Registration

Paying fees and enrolling for classes are two separate processes at UCLA. Your fees are due generally on the 20th of the month prior to the start of the quarter. If fees are not paid by the deadline published in the [UCLA Schedule of Classes](#), your classes will be dropped.

Students' BruinBill accounts are administered electronically (eBill) through My.UCLA.

Students must keep their UCLA mailing and email addresses up to date and may change them online via My.UCLA (<https://my.ucla.edu/>) or in person at Enrollment and Degree Services, 1113 Murphy Hall. For students employed by UCLA (TA, Workstudy, etc.), updating My.UCLA does not also update the UCLA Employee Data Base. **You must log in to UCPATH to update your own mailing address.** UCLA staff are unable to do this on your behalf.

If you are paying fees through student loans, make sure all of the proper documentation has been submitted to Student Financial Aid. Students must be enrolled in at least 4 units to receive financial aid disbursements, and must be enrolled in at least 12 units in order to receive other, merit-based funding. If you have any questions about your student loans, call 310-206-0400, or consult the Financial Aid Office online at www.financialaid.ucla.edu or in person, A129 Murphy Hall.

Enrollment

Students should enroll in classes as early as possible, and must enroll in classes by the end of the second week of classes. Failure to comply with the deadlines published in the [UCLA Schedule of Classes](#) will result in late fees, and late enrollment is subject to approval.

Students may request enrollment in Graduate-level Art classes in person via the Department's "Grad Run" process or online via Enrollment Request forms. Enrollment in graduate art classes is by consent of instructor, only.

To enroll in courses in *other* departments, consult the *Schedule of Classes* for enrollment restrictions. If the instructor's permission is not required and a course is still open, then you can enroll via My.UCLA during your enrollment appointment. If the class is restricted to instructor consent or is closed, you may request to enroll in the course by asking permission from the instructor on or before the first day of the class. If you receive permission to enroll, then the instructor will give you a Permission to Enroll (PTE) number which will allow you to enroll through My.UCLA.

Keep in mind that graduate courses are numbered 200 or above. Upper-division undergraduate courses are numbered 100 to 199. Graduate students may use graduate level and upper-division undergraduate courses toward degree requirements, but lower division courses (numbered 1 to 99) may not be applied toward graduate program requirements

Deadlines

The official deadlines for registration, enrollment, advancement to candidacy, etc. are published online in the [UCLA Schedule of Classes](#). If you have any questions about the deadlines, ask the graduate advisor.

Courseload

The Graduate Division requires that graduate students be enrolled in a minimum of **12 units** per quarter. MFA students in the Department of Art may take up to three “tutorials” each quarter. Enrollment in a fourth “tutorial” may be allowed (with instructor consent) only if space is available to accommodate additional enrollment without displacing other students.

Teaching Apprentice Practicum (Art 375)

All students holding academic teaching assistant appointments are required to enroll in the Department of Art’s Teaching Apprentice Practicum (Art 375) during each term of appointment. The graduate advisor will enroll TAs in the corresponding 375 section at the start of the quarter.

TA Training (Art 495)

Each first-year graduate student must enroll in and satisfy the requirements for Art 495: TA Training Seminar. This course is offered in the fall of each year. The course is taught seminar-style by the TA Consultant, under the supervision of the TA Faculty Advisor.

Useful links

Registrar’s office: www.registrar.ucla.edu

Schedule of Classes: <https://sa.ucla.edu/ro/public/soc>

Residency:
<http://www.registrar.ucla.edu/Fees-Residence/Residence-Requirements>

Graduate Division: www.grad.ucla.edu

BruinCard: www.bruincard.ucla.edu

FINANCIAL ASSISTANCE

Awards and Fellowships

All graduate students meeting minimum academic standards are automatically considered for limited merit-based support, which may include a combination of Teaching Assistantship (TA) assignments, Graduate Division allocation funding, and/or “named awards.”

Each year, the Graduate Division allocates funds to departments to be applied toward registration fees or non-resident tuition for its graduate students. Determination of these awards is made by the Faculty, taking into account availability of funding, as well as the creative work and general abilities of each student. Need may also be taken into consideration. The Department notifies the Graduate Division regarding its award decisions; the Graduate Student Support office, in turn, sends contracts to the award recipients, usually during the summer for the following academic year. In most cases, incoming graduate students are awarded funding from this source.

Additional award support is provided to the Department through financial gifts from donors. These “named” awards also are distributed to eligible students by faculty recommendation, taking into account the availability of funding, creative work and general abilities of each student, as well as the expressed wishes and restrictions of the donor. Most awards are initiated by Department of Art faculty nomination, and not by application.

Some of the available Departmental awards are determined by the Faculty following the Fall/Winter reviews (see page 17), for distribution in the academic year that follows. Additional “named” award recommendations are made by faculty for students in their respective areas of specialization; these award recommendations are usually determined in the summer to be disbursed in the academic year that follows.

Following is a list of Department of Art “named” scholarships, awarded to students based upon faculty nomination and recommendation:

John Baldessari Family Foundation Scholarship
Samuel Booth Art Scholarship
Centennial Scholars Award
Martha Matthias Denny Scholarship
Department of Art Faculty and Alumni Award
Department of Art Scholarship
D’Arcy Hayman Scholarship
Hoyt Scholarship
Lilian Levinson Foundation Scholarship
Nancy Tokar Miller Memorial Art Scholarship Fund
Barbara and Joseph T. Naar Scholarship (undergraduate only)
Alfredo Orselli Memorial Scholarship

Aubrey Penny Scholarship
Edward J. and Alice Mae Smith Scholarship
Mrs. Sydney A. Temple Art Council Award
UCLA Art Council Endowed Student Aid Fund

The following awards are administered and determined by the School of the Arts and Architecture, and are made available to Arts students by Faculty nomination and recommendation, as funds allow:

Edna and Yu-Shan Han Award
Emma B. Keller Fine Arts Scholarship
Moss Scholarship
Evelyn and Mo Ostin Performing Arts Award
Dr. Hyman Eugene Oxman Scholarship
Placita Salais Scholarship Fund
Charles Speroni Memorial Scholarship
Judith and Milton Stark Scholarship
Clifton Webb Fine Arts Scholarship
Harold M. Williams Endowed Scholarship

The following awards are medium-specific in purpose, and award recommendations are made by faculty in the respective studio areas:

Laura Andreson Scholarship (Ceramics)
Lorser Feitelson and Helen Lundeberg Feitelson Arts Foundation Award (Painting/Drawing)
Frankenthaler Scholarship (Painting/Drawing)
Julius Bernard Kester Fellowship in Ceramics
Elizabeth Heller Mandell Memorial Scholarship (Ceramics)
Weiser Family Foundation Scholarship (Ceramics)

And finally, the following are competitive award opportunities, for which students may submit applications for award consideration:

Fine Arts Trust Award (for student travel)
UCLA Department of Art Student Travel Fund (for student travel)
Werner Z. Hirsch Award in Drawing
Elaine Krown Klein Fine Arts Scholarship
Andrea and Joe Straus Fund for Conservation (for undergraduate students only)
Undergraduate Project Awards (Art Council awards)

Award deadlines vary; application procedures and deadlines are posted in the Departmental office, and announced via Departmental email Listserv.

Individual award amounts vary, and typically range from \$500 to \$10,000. In 2019-20, 100% of enrolled MFA students received merit-based support; the average, combined award (including “named” awards, Graduate Division allocation awards, and Teaching Assistantship positions) totaled over \$30,000 per student. Complete descriptions and eligibility criteria for Departmental

awards are available for review in the Department of Art office; please see the Graduate Advisor for the printed descriptions.

To the extent possible, over the summer the Graduate Advisor prepares Estimated Funding Summaries which outline estimated merit-based departmental support for students for the academic year that follows.

Extramural Funding

Extramural funding originates from non-UCLA sources, such as federal agencies and private organizations. For more information, please contact the Fellowships Services office in 1228 Murphy Hall, 310-825-1025, or visit the Graduate Division's searchable database of extramural funds:

<https://grad.ucla.edu/funding/>

In some cases, students may not hold two major awards at the same time.

Please note: when a student receives extramural funding it usually reduces their UCLA support, including financial aid (need-based) awards.

To receive notices regarding award opportunities, please be sure that the department has your most current contact information, including your email address. The department makes every effort to inform students of relevant award opportunities through email announcements.

Office of Financial Aid

The UCLA Financial Aid Office administers financial support for eligible students based upon need. In order to determine eligibility, US Citizens and Permanent Residents must file a [FAFSA](#) form; students who meet AB540 criteria should file a [California DREAM application](#). For graduate students, need-based financial aid is awarded in the form of loans and work-study.

www.financialaid.ucla.edu

310-206-0400

A129 Murphy Hall

Teaching Assistant Positions

Department of Art Teaching Assistant (TA) position assignments are determined by the faculty based upon availability of TA funding, as well as special abilities and capacities of individual students to provide teaching assistance to undergraduates, with faculty supervision. TAs are eligible for fee deferrals, fee remissions, and health insurance. Students must enroll in course Art 375 during the quarters that they are a TA. All graduate students are required to enroll in Art 495 prior to their TA appointment.

Graduate students interested in searching for Teaching Assistantship (TA) vacancies outside of their home academic department (Art) are encouraged to subscribe to the TA Positions Group (see page 32):

<https://grad.ucla.edu/funding/working-at-ucla/teaching-assistantship-positions/>

GRADUATE ADVISING

Graduate Advisor

For general academic advising, contact Caron Cronin by email at ccronin@arts.ucla.edu, *by phone at 310-206-7363*, or in person in room 2275 Broad.

A summary of remaining degree/course requirements is prepared for each student individually at the start of each academic year. The Graduate Advisor can provide students with updated summaries as needed during the academic year, upon request.

The Graduate Advisor informs students of relevant degree requirements and deadlines throughout the academic year via email. A timeline of degree progress "milestones" is included on page 18 this handbook.

Additional Advising

Erin Kermanikian (erin.kermanikian@arts.ucla.edu) works closely with Caron and is also available for Student Services support.

Additionally, the School of the Arts and Architecture's [Office of Student Services](#), 2200 Broad Art Center, is available to assist graduate students with printing of unofficial transcripts, processing of some enrollment procedures, as well as counseling on issues not concerning course requirements. The Interim Director of Student Services, Shantel Daniels, can be reached at shantel.daniels@arts.ucla.edu.

Faculty Advisor

During the first year at UCLA and until formation of the MFA committee, the designated Faculty Advisor is the head of the area of specialization:

Ceramics	Anna Sew Hoy	asewhoy@arts.ucla.edu
ID Studio	Andrea Fraser	afraser@ucla.edu
New Genres	Vishal Jugdeo	vjugdeo@art.ucla.edu
Painting and Drawing	Silke Otto-Knapp	silkeok@arts.ucla.edu
Photography	Rodrigo Valenzuela	rodrigov@ucla.edu
Sculpture	Hirsch Perlman	hirschperlman@sbcglobal.net

Appointments should be made directly with the faculty member. Your course of study should be planned each quarter in consultation with your faculty advisor.

The Chair of the Department of Art may also be consulted, as needed: Andrea Fraser, afraser@ucla.edu

Please do not hesitate to consult any of the above advisors if you have a question or problem.

GRADUATE DIVISION

The UCLA Graduate Division (www.grad.ucla.edu) is the governing organization for all of the graduate programs at UCLA. The Division administers policy, oversees graduate recruitment and admissions, fellowships, teaching and research assistantships, and student support.

The “[Standards and Procedures for Graduate Study at UCLA](https://grad.ucla.edu/gasaa/library/spfgs.pdf)” handbook contains detailed information on general policies, degree requirements, master’s committees, and examinations. The handbook is available online at <https://grad.ucla.edu/gasaa/library/spfgs.pdf>.

Refer also to the Graduate Division’s [New Students’ Orientation Handbook](https://grad.ucla.edu/academics/graduate-study/new-students-orientation/) (published online), for helpful information:
<https://grad.ucla.edu/academics/graduate-study/new-students-orientation/>

Graduate Division Offices

Diversity, Inclusion & Admissions

<https://grad.ucla.edu/admissions/>

1248 Murphy Hall

310-206-3411

outreach@grad.ucla.edu

Academic Services

<https://grad.ucla.edu/academics/>

1255 Murphy Hall

310-825-3819

academicservices@grad.ucla.edu

Fellowships & Financial Services

<https://grad.ucla.edu/funding/financial-aid/>

1228 Murphy Hall

310-825-1025

gdsupport@grad.ucla.edu

Graduate Council

<https://grad.ucla.edu/about-us/graduate-council/>

1215 Murphy Hall

310-825-1162

STANDARDS AND PROCEDURES

The following is introductory information regarding graduate degree programs. For a complete, official outline of degree requirements and graduate standards and procedures, please refer to the published documents at the Graduate Division Web page (www.grad.ucla.edu).

Master of Fine Arts

Areas of Study

Painting and drawing, sculpture, photography, ceramics, new genres, and interdisciplinary studio. No limit to the variations, extent, or value of these designations is intended.

Course Requirements

A minimum of 72 units in the department in upper-division and graduate level courses is required, with a B average or better. Within those 72 units, a minimum of 40 quarter units in the 200 series must be taken, including at least four units (one course) per academic year of Art 276 until completion of the degree, a minimum of 24 quarter units in the field of specialization, and eight units of Art c280.

A total of 12 units of Art 596 may be applied toward the 72 units required for the degree; four units may be applied toward the graduate course requirement.

Art History Requirement

A minimum total of 12 quarter units of art history and an additional 28 quarter units of art history or history, theory and criticism coursework offered by related departments such as Architecture and Urban Design; Comparative Literature; Design | Media Arts; Film, Television and Digital Media; and World Arts and Cultures in undergraduate or graduate study are also required (including Art c280). Studio-based courses cannot count as substitutions for this requirement. Art history, theory and criticism courses completed as an undergraduate count toward fulfilling the department's combined 40-unit "art history" requirement but do not count toward the 72 units required for the degree. Students with few or no art history, theory or criticism courses in undergraduate study may take art history, theory or criticism upper division or graduate courses at UCLA as electives to be counted toward the 40-unit "art history" requirement and toward the total units required for the degree. Subjects related to the special interests of the student may be substituted by petition.

Foreign Language Requirement

None.

Graduate Reviews

All graduate students must participate in the reviews that are held twice yearly, in the late fall/early winter and again in the spring. These reviews provide an opportunity for the faculty (as well as the students) to observe the progress of each graduate student. A portion of the review days is devoted to scheduled individual meetings between students and faculty. These meetings are prioritized in order to facilitate dialogue between students and faculty who have not had opportunities to work together in the 200 series of graduate studio coursework during the academic year. Faculty continue visiting students' studios during the unscheduled portion of the review days.

Following each review, a faculty meeting is held to discuss student progress, and faculty address concerns with students on an individual basis.

Capstone Plan

In addition to the completion of the required coursework, each degree is awarded on the basis of the quality of the student's work as demonstrated in the exhibition which is part of the comprehensive examination. The examination includes a formal exhibition and faculty review, in addition to the submission of a curriculum vitae, documentation of artwork, and a statement by the artist. The document becomes the property of and is retained by the University.

MFA Comprehensive Examination Committee

Students must work under the general supervision of a faculty committee for at least three quarters before the submission of the Comprehensive Exam. The committee must consist of 4 (four) art faculty members. The chairperson of the committee must be a senate faculty member, and the student must work with the committee chairperson during the last year of study. The other three members may be senate faculty, lecturers, or visiting faculty teaching graduate level courses.

In place of one of the four faculty members, one additional member from outside of the Department of Art may be included on the committee. The inclusion of an "outside" (non-Art Department faculty) person on your committee is optional. Traditionally, the "outside" person is a faculty person from another department on campus with whom you have had a mentoring relationship over the course of your studies. Faculty from other schools or the professional art community may be included as "outside" members, but the following criteria should be met:

- The "outside" person should be somebody with whom you have had a mentoring relationship over the course of your studies (at UCLA or otherwise).
- The "outside" person should be somebody with whom you have been working or with whom you have had ongoing discussions related to the work you are doing in preparation for the MFA Exhibition.

- The “outside” member must participate in committee meetings held prior to the final oral examination, and participate in the final committee meeting.

There is no financial compensation offered to the “outside” committee member for their participation

Time-to-Degree

The time from graduate admission to award of the degree is normally six to nine quarters, depending on development and quality of work as determined by the faculty advisor.

For students in Photography and Sculpture, the expected time-to-degree is six quarters (two years); for students in Ceramics, Interdisciplinary Studio, New Genres (effective Fall 2021), and Painting and Drawing, the expected time-to-degree is nine quarters (three years).

Requesting Changes to Expected Time-to-Degree

Prior to the start of their second year, ALL students must complete and submit the **“Time to Degree”** statement, in consultation with their area head/faculty advisor. This statement is reviewed by faculty at the first faculty meeting of the academic year. It is important that students discuss time-to-degree with their faculty advisors throughout their first year, and especially in Spring, and at the start of their second year, as changes to the expected time-to-degree will not be considered after the first month of students’ second year.

Students in two-year areas may request a third year and students in three-year areas may request to complete their degree in two years.

Requests from students in three-year areas to graduate in two-years will be considered from students who demonstrate significant development during their first year of study and present a realistic plan to complete their degrees in two years.

Requests from students in two-year areas for a third-year will be considered from:

- students who were not art majors as undergraduates;
- students who were art majors as undergraduates but focused on disciplines or media significantly different from their current focus;
- students whose research requires interdisciplinary study in other departments at the university or work with other university units;
- students with health, family, or other significant life circumstances that prevented them from making full use of their first year of study.

Termination of Graduate Study and Appeal of Termination

University policy states that a student who fails to meet the program 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

A student may be placed on probation by a majority vote of the faculty or by their MFA committee after a bi-annual graduate review if there is concern about the student's ability to progress toward completion of the MFA degree. Within two weeks of the review, the student will be informed of this action in writing by the faculty area head or the MFA committee chair and advised to submit more work for review by faculty at the end of the quarter following the quarter in which the review occurred, or at the end of the summer for those students informed of their probationary status following the Spring review. At this subsequent review, the faculty will re-evaluate the student's work and progress with regard to the student's continuing status, and within two weeks of the review, by majority vote of the faculty, a recommendation for termination may be made. The student will be notified of this recommendation in writing.

TIMELINE FOR COMPLETION OF DEGREE REQUIREMENTS

The following timeline reflects an outline of degree requirements that are ***in addition*** to all required MFA coursework described under *Course Requirements* and *Art History Requirements*. Deadlines vary year by year; detailed instructions and deadline dates are announced to students via email.

In addition to these degree requirements, faculty may advise students of additional expectations as determined on a case-by-case basis.

Individually prepared summaries of course requirements are updated and distributed to each MFA student at the start of every Fall quarter; please see the Graduate Advisor should you have any questions regarding course, or degree, requirements.

FIRST YEAR:

Fall Quarter:

- Required course: Art 495, TA Training Practicum

Late Fall/Early Winter Quarter:

- Winter Reviews

Spring Quarter:

- Spring Reviews
- Discuss Time to Degree with faculty advisor; prepare to submit Time to Degree form prior to start of Fall term.

SECOND YEAR (Ceramics, ID Studio, Painting and Drawing):

Prior to start of Fall term:

- Submit Time to Degree Statement form

Late Fall/Early Winter Quarter:

- Winter Reviews

Spring Quarter:

- Spring Reviews

FINAL YEAR (for all students):

Fall Quarter:

- Formation of MFA Committee (contracts due at the start of the quarter)
- Finalize dates/groups for final MFA Exhibitions
- Group MFA Exhibition

Late Fall/Early Winter Quarter:

- Winter Reviews

Winter Quarter:

In addition to ongoing meetings with MFA committee members:

- Advancement to Candidacy Petitions submitted to Department
- MFA Exhibitions/Comprehensive Examinations begin
- Four weeks prior to MFA Exhibition opening:
 - Written component of Comprehensive Examination and exhibition plan submitted to MFA Committee Chair;
 - required meeting with MFA committee chair to review exhibition installation plans.
- Two weeks prior to MFA Exhibition:
 - Meeting with committee chair to review final exhibition installation plan.
 - Final draft of written component of Comp Exam due to MFA Committee.
- During MFA Exhibitions: MFA Committee review of work

Spring Quarter:

- MFA Exhibitions/Comprehensive Examinations continue
- Four weeks prior to MFA Exhibition opening:
 - Written component of Comprehensive Examination and exhibition plan submitted to MFA Committee Chair;
 - required meeting with MFA committee chair to review exhibition installation plans.
- Two weeks prior to MFA Exhibition:
 - Meeting with committee chair to review final exhibition installation plan.
 - Final draft of written component of Comp Exam due to MFA Committee
- During MFA Exhibitions: MFA Committee review of work
- Two copies of the final Comprehensive Examination Document (including written components and records of the creative work) submitted to the Department.

ART DEPARTMENT / SCHOOL OF THE ARTS AND ARCHITECTURE RESOURCES

Please visit the Department of Art Web site for updated information and resources for Art students. Go to www.art.ucla.edu and click on "[Current Students](#)" for announcements, additional resources including grant opportunities and residencies, and other useful links.

For online announcements regarding arts-related employment, please visit www.art.ucla.edu/jobs.

Digital Lab Resources

Department of Art Digital Studio - Located in room 2100B, the Digital Studio is the primary digital workspace for the UCLA Department of Art, supporting the use of digital technology across media. The studio is composed of Macintosh workstations with high-speed Internet connections. A broad range of software is available, including video editing, photographic, 3d, sound, page layout and DVD authoring applications. Available printers include an Epson Stylus 11880 inkjet printer (up to 64" wide), Epson SureColor P800 inkjet printers (up to 17" x 22"), and a HP M750dn color laser printer (up to 11" x 17"). Flatbed scanners handle reflective media up to 12.2" x 17.2" and transparencies up to 12.2" x 16.5". A knowledgeable lab technician is available during open hours to answer questions, and occasional workshops are offered to provide a working foundation with selected applications. The studio is open Monday through Saturday, with extended hours Monday through Thursday. Hours may change at any time depending on staff availability. For the current schedule please go to:

<http://www.art.ucla.edu/digitalstudio/>

2100B Broad Art Center

310-206-8398

Animation Room - The New Genres Animation Room is available for students to create stop-motion animations. The room is set up with a camera and records directly into a computer using iStopMotion software. Students who would like to use the room need to complete a tutorial with the New Genres Lab Supervisor.

New Genres office, room 2124

deannaerdmann@arts.ucla.edu

UCLA Margo Leavin Graduate Studios

Newly renovated off-campus studio facilities for MFA Art students.

3600 Hayden Avenue (at Warner Drive)

Culver City, CA 90232

310-753-0623 (Ed Beller)

Student use of the UCLA Margo Leavin Graduate Art Studios is a privilege, not a right. The Department of Art reserves the right to revoke this privilege from students who abuse it. Grounds for revoking studio facility privileges include violating building policies and procedures; threatening the safety of other students, faculty or staff; jeopardizing building security; or otherwise negatively impacting the facility community and the instructional environment.

Alice and Nahum Lainer Family Gallery

The Alice and Nahum Lainer Family Gallery is located at the UCLA Margo Leavin Graduate Art Studios. Programing plans are currently in development.

New Wight Gallery

The New Wight Gallery is the primary exhibition space for the departments of Art and Design Media Arts. The Chair of the Department, in consultation with faculty and students, coordinates an annual schedule of undergraduate and graduate exhibitions. The gallery is located in the Broad Art Center.

Student Representatives

Every year, undergraduate and graduate student representatives are appointed to participate on the Dean's Student Council and Faculty Executive Committee (FEC), and to represent the interests of the program and its students in discussions regarding programming, curricula and other issues.

Additionally, MFA students in each of the six areas of study select a student to serve as the Grad Rep for their respective area. Grad Reps will interface with the Department on issues of concern to students in individual areas as well as the graduate program as a whole.

Video Resource and Viewing Rooms

The New Genres Video Resource Database has over 800 DVDs and tapes available for students to view on campus in the "Video Viewing Room." The expanding collection contains video art tapes, artist documentaries, films, art documentation videos, and New Genres-related books. You can view a catalog of titles on the computer in the Video Resource Room, room 2124 Broad Art Center. The Video Viewing Room is open 9am-5:30pm Monday through Thursday.

Visiting Artist Lecture Series

The Department organizes a series of visiting artist lectures throughout the year. Schedules are posted at the departmental Web site, www.art.ucla.edu/events. In addition, the Warner Visiting Artists Lectures are coordinated by designated MFA students, and schedules are also posted on the department events page as well as Instagram.

School of the Arts and Architecture

One of 12 prestigious professional schools at the University, the School of the Arts and Architecture offers leading programs in four degree-granting departments: Architecture and Urban Design, Art, Design | Media Arts, and World Arts and Cultures/Dance. Our commitment to innovative education, pioneering research, dynamic public service, and community engagement is fueled by our unwavering belief in the fundamental value of creativity and the artist's unique ability to change the world and shape the future.

To hear more about the essential role of the arts in society from the unique voices that distinguish the UCLA Arts community, visit arts.ucla.edu/an-imaginative-offer.

Don't miss your chance to engage with the larger School of the Arts and Architecture community and take advantage of all that it has to offer. Opportunities to engage include our [school-wide, studio-based course series](#), our quarterly [school-wide event series](#), and our diverse [public events offerings](#). To make sure you receive updates about these and other opportunities, please visit arts.ucla.edu, follow @uclaarts on [Facebook](#), [Instagram](#), and [Twitter](#), and subscribe to our [weekly news and event updates](#), and [monthly e-newsletter](#).

Brett Steele, Dean

Michael Chung, Assistant Dean, Administration

Victoria Marks, Associate Dean, Academic Affairs

Lauren Lee McCarthy, Interim Associate Dean, Equity, Diversity, and Inclusion

Suite 8260 Broad Art Center

310-206-6465

www.arts.ucla.edu

School of the Arts and Architecture Anti-Racism, Equity, Diversity, and Inclusion (AEDI) Commission

The AEDI Commission was formed on the basis of nominations and volunteers from the school's four academic departments, three public arts units, the Dean's office, and the Visual and Performing Arts Education (VAPAE) program. The Commission, consisting of students, faculty, and staff, is formulating a series of changes to the policies and procedures at the UCLA School of the Arts and Architecture. The Commission's overarching goal is to create a culture that supports and incorporates AEDI work as a cornerstone of the school's mission. The commission has focused its initial work on four priority areas:

Training and Professional Development

Curriculum

Structure, Accountability, Restoration, and Recruitment

Development and Communications

The AEDI Commission seeks to incorporate a wide range of experiences, perspectives, and expertise from across the school's community, and all interested members are encouraged to participate.

Contact: aedi@arts.ucla.edu

[UCLA Arts Happenings Events Calendar](#)

For more information regarding the Arts at UCLA, including the Center for the Art of Performance, the Fowler Museum, Freud Playhouse, Geffen Playhouse, and the Macgowan Little Theater, please go to <http://happenings.ucla.edu/arts/>.

CAMPUS RESOURCES - HEALTH, WELLNESS SAFETY

Arthur Ashe Student Health and Wellness Center

The UCLA Arthur Ashe Student Health and Wellness Center is an out-patient health clinic offering a full range of clinical and support services geared for students. Most services are subsidized by registration fees, and a current BruinCard is required for service. Core (prepaid) services include visits, most procedures, X rays, and some laboratory procedures. Noncore (fee) services, such as pharmaceuticals, injections, orthopedic devices, and some laboratory procedures, are less costly than elsewhere.

221 Westwood Plaza

310-825-4073

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

Counseling and Psychological Services

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.

John Wooden Center West

221 Westwood Plaza

310-825-0768

<https://www.counseling.ucla.edu/>

CARE (Campus Assault Resources and Education)

CARE (Campus Assault Resources and Education) at CAPS is a safe place for survivors of sexual assault, dating and domestic violence, and stalking to get support, consultation, and to have a confidential place to talk. Visit www.careprogram.ucla.edu for information, or contact a CARE Advocate at advocate@careprogram.ucla.edu.

John Wooden Center West, 1st Floor

310-206-2465

www.sexualviolence.ucla.edu

Resources, Options, and Support for Survivors of Sexual Violence (PDF)

Resilience in your Student Experience (RISE) Center - RISE serves as CAPS' holistic wellness hub and provides an array of programs, classes, trainings, and self-directed resources to foster and support resilience, connection, and well-being. This wellness oasis offers meditation, yoga, peer coaching, and other mind-body modalities. <https://www.counseling.ucla.edu/rise-program>

Additional Health, Wellness and Safety Resources:

Basic Needs Website

The [UCLA Basic Needs Website](https://www.basicneeds.ucla.edu/) provides a plethora of resources and services on- and off-campus that you may utilize, learn about on-going research that impacts students across California, and be up-to-date on new initiatives, programs, and events around campus to make sure the UCLA community is food and basic needs secure!

<https://www.basicneeds.ucla.edu/>

Consultation and Response Team and Case Managers

UCLA's Consultation & Response Team (CRT) is a group of professional staff members charged with responding to reports of students who may be in distress. CRT members meet regularly to assess distressed students' needs and develop a plan of care, which may include student outreach or referrals to campus and community resources.

Depending on the nature of the situation, team members may also consult with the UCLA offices impacted by the crisis. CRT members will balance FERPA, HIPAA, and California State Privacy Law when communicating with UCLA constituents.

Kaitlyn Loughran, LCSW, is a Graduate Student & Postdoctoral Scholar Case Manager, working within the UCLA Graduate Division. As part of the Consultation and Response Team, Kaitlyn is available to work with students individually and to connect students to campus resources as needed.

Kaitlyn's contact information: 310-794-7033 and kloughgran@grad.ucla.edu

Consultation & Response Team (CRT): <https://www.studentincrisis.ucla.edu/>

Case Managers: <https://www.studentincrisis.ucla.edu/Who-can-Help>

Center for Accessible Education

The Center for Accessible Education (CAE, formerly OSD) offers services to meet the educational needs of regularly enrolled students with documented permanent and temporary disabilities. The mission of the program is to encourage independence, assist students in realizing their academic potential, and to facilitate the elimination of physical, programmatic, and attitudinal barriers. If you wish to request an accommodation due to a suspected or documented disability, please inform your instructor and contact the Center for Accessible Education.

A255 Murphy Hall

310-825-1501

www.cae.ucla.edu

Economic Crisis Response Team

The Economic Crisis Response Team (ECR TEAM) provides support and guidance to students who have self-identified, or are identified by UCLA faculty or staff, as experiencing a financial crisis that impacts their academic success at UCLA.

310-206-1189 or 310-794-4146

<https://www.studentincrisis.ucla.edu/Economic-Crisis-Response>

Equity, Diversity, and Inclusion (See also page 28) <https://equity.ucla.edu>

Evening Escorts and Evening Van Service

The [Evening Van Service](#) provides transportation between campus buildings, on-campus housing and nearby residential areas during the evening hours. The service is free and available to all UCLA students, staff, faculty and visitors. The vans are driven by Community Service Officers (CSOs) and are available Fall, Winter and Spring quarters, Monday through Thursday, 7pm - midnight.

CSO [Evening Escorts](#) are also available to walk with students, faculty, staff or visitors 365 days a year from dusk until 1 a.m. 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. Call 310-794-**WALK** approximately 15 minutes before you need to leave and a CSO will escort you to your destination.

<https://www.police.ucla.edu/cso/about-cso>.

Guidance, Resilience, Integrity, and Transformation (GRIT) Coaching

(See also page 28) www.grit.ucla.edu

Sexual Harassment Prevention/Title IX Office

Title IX prohibits sex or gender discrimination in any education program or activity receiving federal financial assistance. The Title IX office takes reports of gender discrimination, including allegations of sexual harassment and sexual violence. All reports, inquiries and questions can be directed to the Title IX Office. The Title IX Office is available to consult and provide advice to anyone in the UCLA community regarding rights and responsibilities under Title IX as well as policies and procedures. Inquiries may also be directed at the Department of Education's Office for Civil Rights,

OCR@ed.gov.

310-206-3417

titleix@conet.ucla.edu

www.sexualharassment.ucla.edu

CAMPUS RESOURCES - ACADEMIC, FINANCIAL, STUDENT LIFE

Bruin Resource Center

The Bruin Resource Center (BRC) in the Student Activities Center helps students navigate the campus and its many services by providing information, referrals, and support. BRC also specializes in supporting former foster youth, undocumented students, transfer students, veterans, active military, and students with dependents. The BRC offers programs and academic courses with a focus on student development, practical life skills, health education, and dialogue between diverse groups to promote emotional intellectual and social wellbeing.

Black Resource Center

Set to launch Fall 2020, the new Black Resource Center will have full-time professional staff and will provide resources to support the high caliber of Black student learning, development and scholarship at UCLA. The center will offer services remotely this term while the physical space is developed. Student Affairs is collaborating closely with students on the center's programmatic design.

Student Activities Center, Suite B44
310-825-3945
www.brc.ucla.edu

Campus Library Instructional Computing Commons (CLICC)

The Campus Library Instructional Computing Commons (CLICC) offers technology and support for UCLA students, faculty, and staff. CLICC provides services such as laptop lending, printing, study room reservations, projector loans, video kits, computer stations, and a wide variety of instructional software. Most importantly, CLICC's student consultants can help find you the computing resources you're looking for and help you get started using the technology. Laptop lending locations and hours can be found on the CLICC website: <https://www.library.ucla.edu/clicc>

Career Center

The UCLA Career Center provides information about career opportunities, full- and part-time job opportunities, and internships as well as offers workshops on resumes, interviewing, and related topics. Students are encouraged to take advantage of the Career Center early in their studies.
501 Westwood Plaza
310-206-1915
www.career.ucla.edu

Center for the Advancement of Teaching

The Center for the Advancement of Teaching (CAT), formerly the Office of Instructional Development, fosters and champions effective teaching, grounded in sound pedagogy and enhanced by innovation, to promote successful learning for our diverse student population. The CAT collaborates with faculty and other campus partners, drawing on our wide range of expertise in pedagogy, educational technology, assessment, learning

spaces, and curricular research. For graduate students, these programs include training for teaching assistants.

310-825-9149

<https://www.teaching.ucla.edu/>

Central Ticket Office

Students can purchase discount tickets to UCLA cultural and sporting events, and movies at the Central Ticket Office (CTO), located in the James West Alumni Association building, across from Pauley Pavilion. Discounted passes are also for sale.

310-825-2101

www.tickets.ucla.edu

Collegium of University Teaching Fellows

Through the Collegium of University Teaching Fellows (CUTF) program, advanced graduate students have the opportunity to develop and teach a lower division seminar in their field of specialization. This serves as a "capstone" to the teaching apprenticeship, preparing students for the academic job market and their role as future faculty. For more information, including eligibility guidelines, please visit the Center for the Advancement of Teaching Web site.

310-206-8998

<https://www.teaching.ucla.edu/cutf/apply>

Community Programs Office (CPO)

The mission of the Community Programs Office, UCLA's cross-cultural center, is to build and nurture an inclusive and diverse community of scholars and leaders who are committed to giving back to historically marginalized communities by engaging, educating, and empowering students to develop and execute student-initiated, student-run outreach, service and retention programs.

310-825-5969

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

Dashew Center for International Students and Scholars

The Dashew Center serves the international community at UCLA as the central hub for resources, support and advocacy for international students and scholars.

310-825-1681

www.internationalcenter.ucla.edu

Dean of Students Office (Student Conduct and Academic Integrity)

The purpose of UCLA's Office of the Dean of Students is to create a climate which promotes the personal and intellectual development of students. The Office holds students accountable for their actions and assists them in developing problem-solving skills. The Office serves as a primary link between students, faculty, and the administration of the University. The Dean of Students' office publishes and enforces the Student Code of Conduct, as well as guidelines related to Academic Integrity, available online at <http://www.deanofstudents.ucla.edu/Student-Conduct-Code> . All students are responsible for abiding by the policies outlined in these publications.

www.deanofstudents.ucla.edu

1104 Murphy Hall

310-825-3871

Equity, Diversity, and Inclusion

The Office of Equity, Diversity and Inclusion is committed to fostering an inclusive campus community and advocating for equitable programs and resources — to provide pathways of success and dignity for all. Its teams include Title IX, Discrimination Prevention, BruinX – the Research and Development arm of EDI, Equity Advisors, and a Student Advisory Board who “leverage their unique perspectives to tackle issues of Equity, Diversity, and Inclusion.” EDI encompasses a range of functions from discrimination prevention and investigation to advising and collaborating with regard to the business of the University that touches upon equity, diversity, and inclusion.

<https://equity.ucla.edu>

<https://equity.ucla.edu/programs-resources/>

2255 Murphy Hall

310-825-3935

WeListen@equity.ucla.edu

Film and Television Archive

The Archive is one of the largest collections of media materials in the United States and presents over 400 films and videos a year. Screenings take place at the Billy Wilder Theater, Courtyard level, Hammer Museum.

www.cinema.ucla.edu

Financial Aid Office (see also page 11)

310-206-0400

www.financialaid.ucla.edu

Financial Wellness Program

The mission of UCLA's Financial Wellness Program (FWP) is to empower all Bruins to confidently navigate their finances in a way that supports their overall well-being. This program fosters financial literacy skills through workshops, coaching and online educational efforts.

<https://www.financialwellness.ucla.edu/>

General Catalog and Additional Registrar Resources

<http://catalog.registrar.ucla.edu/>

Graduate Division

See page 13 of this handbook for additional information.

Graduate Division: www.grad.ucla.edu

Orientation Handbook: www.grad.ucla.edu/orientation.html

Graduate Program Requirements:

<https://grad.ucla.edu/programs/school-of-arts-and-architecture/art/>

1237 Murphy Hall

310-825-3819

Guidance, Resilience, Integrity, and Transformation (GRIT) Coaching

One-on-one peer coaching - topics of focus during individualized coaching sessions include stress/time management, effective communication skills,

meditation/mindfulness, cultural humility, goal setting, comprehensive campus resource referrals and much more.

www.grit.ucla.edu

Graduate Student Association

The Graduate Students Association promotes graduate students' interests on campus and within the University of California. Grants can be made from a small annual budget to support graduate student sponsored events, workshops, conferences, etc. Funds for departmental grad activities and expenses are available through the Arts and Architecture Council. Departmental graduate reps should regularly attend Council meetings in order to avoid missing deadlines for funding applications, allocations meetings and other important events.

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

<http://gsa.asucla.ucla.edu/forum.html>

Kerckhoff Hall, Room 316

310-206-8512

Graduate Student Resource Center and Graduate Writing Center

The GSRC is a one-stop resource, referral and information center for graduate students, offering 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. The GSRC is also the home of the [Graduate Writing Center](#). All graduate and professional students are welcome.

www.gsrc.ucla.edu

www.gsrc.ucla.edu/gwc

B11 Student Activities Center

310-267-4805

International Education Office

The International Education Office (IEO) serves as the campus-wide gateway to international education by developing, publicizing, and administering study abroad and student exchange programs. The programs include the Education Abroad Program (EAP), Travel Study, Quarter Abroad, and various student exchange agreements.

www.ieo.ucla.edu

1332 Murphy Hall

310-825-4995

Student 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. Student Legal Services gives students the information they need to assess their options and, in appropriate cases, will negotiate on behalf of the student, as well as draft letters and legal documents for the student. Students may make an appointment by telephone or in person, and there is a \$10 fee for the initial one-hour consultation with an experienced attorney.

A239 Murphy Hall

310-825-9894

www.studentlegal.ucla.edu

LGBTQ Campus Resource Center

Provides a comprehensive range of education and advocacy services supporting intersectional identity development as well as fostering unity, wellness, and an open, safe, and inclusive environment for UCLA's LGBTQ community. The LGBTQ CRC affirms folks of all sexual and gender identities and serves the entire UCLA community – undergraduate students, graduate students, faculty, staff, and alumni. The website also maintains a campus [gender-inclusive restroom map](#).

310-206-3628

www.lgbt.ucla.edu

Libraries

[The Arts Library](#) is located in 1400 Public Affairs building, just north of LuValle Commons. It houses books and periodicals on art, design, architecture, as well as theater, film, and television. [The Charles E. Young Research Library](#) (formerly URL) and the [Powell Library](#) house books and periodicals for general research. For campus library and catalogue information, please go to www.library.ucla.edu

Museums

UCLA is affiliated with two museums: the **Hammer Museum** (www.hammer.ucla.edu, 10899 Wilshire Blvd.) which also houses the Grunwald Center for the Graphic Arts, and the **Fowler Museum at UCLA** (www.fowler.ucla.edu, 308 Charles E. Young Drive North). Admission is free for UCLA students, faculty and staff with ID. Both museums host numerous exhibitions, lectures, and events throughout the year. Students are strongly encouraged to familiarize themselves with these resources.

In addition, there are a number of museums in the Los Angeles area, including:

- [The Broad Museum](#), 221 S. Grand Ave, Los Angeles
- [The California African American Museum \(CAAM\)](#), 600 State Dr, Los Angeles
- [The Getty Center](#), 1200 Getty Center Drive, Los Angeles; [The Getty Villa](#), 17985 Pacific Coast Highway, Pacific Palisades
- [The Huntington](#), 1151 Oxford Rd, San Marino.
- [The Institute of Contemporary Art \(ICA\) Los Angeles](#), 1717 E 7th St, Los Angeles
- [Los Angeles County Museum of Art \(LACMA\)](#), 5905 Wilshire Blvd, Los Angeles
- [Museum of Contemporary Art \(MOCA\)](#), MOCA Grand 250 S. Grand Ave; MOCA Geffen 152 N. Central Ave, Los Angeles
- [Norton Simon Museum](#), 411 West Colorado Blvd, Pasadena
- [The Underground Museum](#), 3508 W Washington Blvd, Los Angeles

Hammer Museum Student Opportunities - The Hammer Museum at UCLA offers students free access to [exhibitions and collections](#), and [digital archives](#) spanning the Renaissance to contemporary art, as well as [nearly free 300 programs](#) annually that spark meaningful encounters with art and ideas. Groups of 10 or more students (or student orgs) can book free guided [online tours](#) to engage in in-depth conversations about works of art with Hammer Student Educators, UCLA students from diverse disciplines. The Hammer also hosts several events created for students by students. For more information about upcoming events, sign up for the [Hammer student newsletter](#). For those interested in getting more involved, the Hammer offers a range of [employment](#), research, internship, and professional development opportunities. Paid positions include the following:

Frontline Ambassadors – create a welcoming experience for visitors.

Gallery Associates - monitor gallery spaces and engage with the public.

Student Educators - lead guided tours of the Hammer for all audiences.

Student Assistants - work alongside professional staff in almost every department of the museum.

[Yearlong and summer internships](#) develop students' capacity for professional-level museum service, and interns receive academic credit for yearlong appointments. Finally, the Hammer also publishes the student-run interdisciplinary arts journal and blog [GRAPHITE](#). For more information about the Hammer's many student programs, visit <https://hammer.ucla.edu/edu/students/>.

Office of Ombuds Services

The Office of Ombuds Services is a place where members of the UCLA community—students, faculty, staff and administrators—can go for assistance in resolving conflicts, disputes or complaints on an informal basis. In order to afford visitors the greatest freedom in using its services, the Office is independent, neutral and confidential.

310-825-7627

www.ombuds.ucla.edu

Parking and Transportation

Campus Parking Permits (Lot 3) - The allocation of student parking permits is managed by Parking Services. Student permits may be obtained on a quarterly basis, check the [Student Application and Payment Dates and Deadlines](#) for more information. All campus parking permits are purchased online through the ePermit Portal. Please note that Graduate students wishing to obtain a campus parking permit must [apply](#) during the student parking application window, then purchase - once allocated - through the [ePermit Portal](#), during the payment window:

- 1) <https://www.transportation.ucla.edu/campus-parking/students/student-parking-dates-and-deadlines>
- 2) <https://flexport.ts.ucla.edu/FlexPort/Account/Portal>

Alternatively, students may park in the pay-by-space section of Lot 3, and purchase a ticket to display on your dashboard for \$13/day.

[Parking Services](#)

310-794-7433

Public Transportation - Information regarding public transportation in and around Los Angeles is available at the following websites:

- BruinBus (free campus shuttle): <https://www.transportation.ucla.edu/getting-around-campus/bruinbus>
- Los Angeles Metropolitan Transportation Authority (MTA): www.metro.net
- Santa Monica Big Blue Bus: www.bigbluebus.com
- Culver City Bus: <https://www.culvercity.org/how-do-i/find/culver-city-bus/>

Student Organizations, Leadership & Engagement (SOLE)

Provides a number of resources for student groups, including assistance with forming new campus organizations and funding opportunities for student group events.

105 Kerckhoff

310-825-7041

www.sole.ucla.edu

TA Marketplace (Teaching Assistantship Positions Group)

Graduate students interested in searching for Teaching Assistantship (TA) vacancies outside of their home academic department are encouraged to subscribe to the TA Marketplace Group. Departments that need to fill TA vacancies will post job announcements along with required qualifications and application instructions to the group.

<https://grad.ucla.edu/funding/working-at-ucla/teaching-assistantship-positions/>

APPENDICES

COVID-19 STUDENT RESOURCES, Fall 2020

[UCLA GRADUATE DIVISION COVID-19 Resources and Support](#)

Comprehensive guide and information for graduate and professional students, visiting graduate researchers, and postdoctoral scholars.

[UCLA STUDENT AFFAIRS: Planning for the year ahead](#)

A Guide for Graduate and Undergraduate Students 2020-21

[STUDENT RESOURCES for REMOTE LEARNING](#)

Provided by UCLA Center for the Advancement of Teaching

[DEPARTMENT of ART STUDENT REMOTE RESOURCES \(Google Doc\):](#)

Check here for current remote learning resources, including information on equipment loans, discounted or free temporary internet service, Zoom tutorials, and software downloads.

If a lack of access to technology will impact your ability to participate in courses that have been modified to online technology, please fill out a [MyUCLA](#) Ask A Question online form.

COVID-19 CRISIS RESOURCES

Health & Wellness: If you are not feeling well, have developed flu-like symptoms (fever, cough, difficulty breathing), believe you may have come into contact with a person diagnosed with COVID-19, or are awaiting test results for the virus, please contact the UCLA Arthur Ashe Center Infection Control Line at 310-206-6217. You will be able to speak with a registered nurse who will determine the need for testing and treatment.

[UCLA Arthur Ashe Student Health & Wellness Center](#) remains open for students, but please always call before visiting. The Ashe Center [website](#) provides a wealth of important information and resources related to COVID-19.

UCLA Arthur Ashe Student Health & Wellness Center
221 Westwood Plaza
Los Angeles, CA 90095
Ashe Main Line: 310-825-4073
<https://www.studenthealth.ucla.edu/covid19>

CAPS: Counseling and Psychological Services is aware of the significant impacts COVID-19 may have student emotional well-being and mental health. CAPS remains fully-committed to serving students during this unprecedented time. In an effort to limit the spread of COVID-19 in our communities, the majority of CAPS services will be conducted remotely. In-person services will be provided on an urgent basis only. Crisis support is always available by phone to any student 24/7 at 310-825-0768.

MENTAL HEALTH RESOURCES

The [Healthy Campus Initiative Center's March 17 message](#) provided information about mental health and social well-being resources.

[Resilience in your Student Experience Center \(RISE\)](#) is also available to support you with virtual mindfulness, yoga and other stress management resources.

BASIC NEEDS RESOURCES

<https://www.basicneeds.ucla.edu/>

[UCLA Basic Needs Resource Guide \(Google doc\)](#)

The [UCLA Community Programs Office \(CPO\) Food Closet](#), will be temporarily transitioning to the CPO Online Food Closet following the "Safer at Home" order from Governor Newsom and Mayor Garcetti. The main resource that will be offered through the CPO Online Food Closet will be the CPO Basic Needs Gift Card Program.

Students interested in applying may be eligible to receive gift cards amounting up to \$75 that can be used towards purchasing food and other basic necessities at any Target or Ralph's location. Similar to the CPO Food Closet, this program is intended to supplement students' sources of Financial Aid and CalFresh benefits. However, space is limited. Participants will be selected based on past participation in UCLA basic needs services. Students may access the application at: www.cpo.ucla.edu/bngiftcards

[The Economic Crisis Response Team \(ECR TEAM\)](#) provides support and guidance to students who have self-identified, or are identified by UCLA faculty or staff, as experiencing a financial crisis that impacts their academic success at UCLA. To begin a conversation with them, please fill out their intake form:

<https://www.studentincrisis.ucla.edu/Economic-Crisis-Response>

They can be reached by email at ecr@saonet.ucla.edu or by phone at 310-206-1189 or 310-794-4146 and are available to answer your questions or provide additional guidance.

Fees & Registration: The registrar's office has created a [COVID-19 FAQ page](#) that provides answers to frequently asked questions about fees and registration.

Legal Services/Off-campus Landlords: Students with questions about how to work with an off-campus landlord, can receive legal assistance from UCLA Student Legal Services. You can request a Zoom appointment by filling out [this online form](#). Answers to frequently asked questions regarding COVID-19 and terminating an apartment lease are available on the [Student Legal Services website](#).

International Students: The Dashew Center for International Students and Scholars has published [answers to frequently asked questions for F-1 and J-1 visa holders](#) in regards to the Covid-19 pandemic.

Ownership of Creative Work Submitted by Students

According to UCLA Policy number 965: "Creative work (other than examination papers) submitted by a student, in satisfaction of course requirements, legally belongs to the student submitting it, unless a contrary understanding exists in advance between the University and the student. Faculty members who wish to use student submittals for future purposes, such as publication or exhibition, must announce this to students in advance. The announcement may appear in the course description, in a class handout, or may be made orally in an early class meeting. A department may publish a uniform policy of this nature, or these announcements may be made by individual faculty members."

According to the [UCLA General Catalog listing for the Department of Art](#):

"The Art Department reserves the right to use documentation and reproductions of student art work from studio courses, student exhibitions, and other records of creative work in publications including, but not limited to, the undergraduate and graduate brochures and publications, department and school websites, and presentations and events related to student recruitment and outreach."

SMOKING

Use of all tobacco products, including but not limited to cigarettes, cigars, pipes, smokeless tobacco and electronic cigarettes, is prohibited on all UCLA owned or leased. This refers to all parts of the UCLA Campus, including campus buildings, private residential facilities, parking areas, and grounds areas. This also includes all other University owned or leased property or facilities operated by UCLA staff or faculty in support of UCLA administrative, teaching, research, medical care or other public service functions or to provide private residential facilities for UCLA students, faculty and staff.

Anyone on UCLA property is subject to the policy, including students, employees and visitors. You may review the University policy in its entirety at:

<http://www.adminpolicies.ucla.edu/APP/Number/810>

ANIMALS ON CAMPUS

An individual who is either visiting or residing on campus and who wants to bring an animal to campus, is to be mindful that the animal may constitute a hazard to others, especially in confined or closed spaces.

- A Pet dog is allowed on most *outdoor* public areas of University Property only if the Pet dog is under the control of a competent person and restrained by a substantial chain or leash not exceeding six feet in length.
- A *Service Animal* is typically permitted in areas where *Pets* and *Assistance Animals* are not otherwise allowed (e.g. classrooms, University housing, restaurants, and other public buildings), as long as the animal is under the control of their owner at

all times. Students with disabilities utilizing a Service Animal or Assistance Animal may contact the Center for Accessible Education (CAE) for assistance, and submit a request through the CAE's [Apply for Accommodations](#) and/or [Housing Accommodations](#) sites. For further inquiries, visit CAE or contact 310-825-1501.

For additional information, refer to the complete policy regarding Animals on University Property, <http://www.adminpolicies.ucla.edu/APP/Number/135> .

CAMPUS EMERGENCY RESOURCES

Police, Fire, Ambulance, Hazardous Material Spill:

- | | |
|-----------------------|--|
| 911 (24 hours) | Give your name, location, and phone number; describe what happened. Do not hang up until asked to do so. |
| 310-825-1491 | when calling from a cellular phone from campus or adjacent locations; Dial 911 from campus phones |

Broadcast Instructions During Campus Emergencies

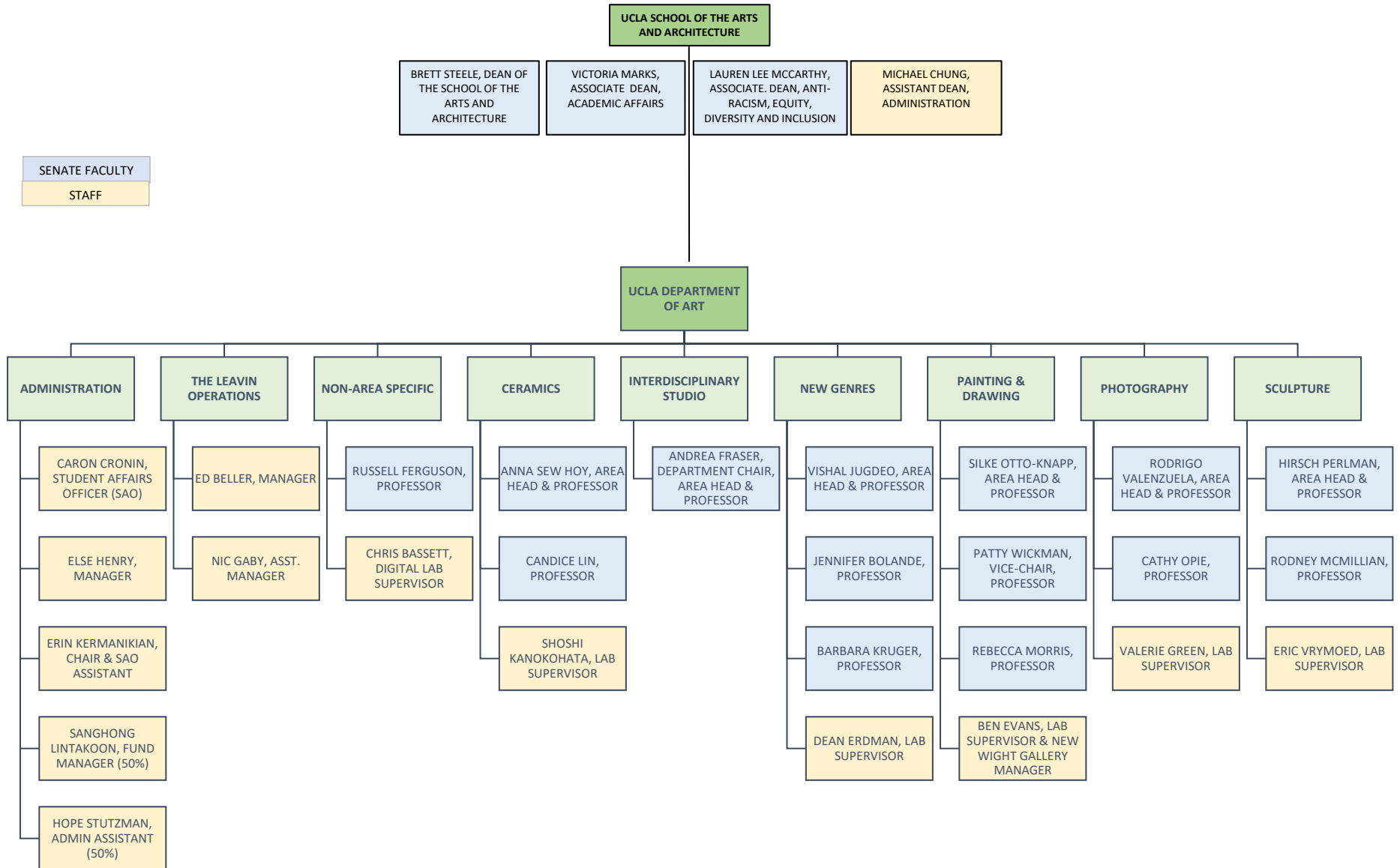
- | | |
|-------------------------------|--|
| Emergency Information Hotline | 800-900-UCLA
or 310-825-1234 (off campus) |
| UCLA Emergency Radio | AM 1630 (on or near campus only) |

Other Emergency Phone Numbers

- | | |
|--|--|
| Environment, Health & Safety | 310-825-5689
310-825-9797 hotline |
| Building & Utilities Repair (Facilities) | 310-825-9236 |
| Police Business | 310-825-1491 |
| Medical Center Emergency Room | 310-825-2111
<i>The Emergency Room is located at the rear of the Ronald Reagan UCLA Medical Center, at the corner of Gayley Avenue and Charles E. Young Drive</i> |
| Escort Service | 310-794-WALK |

- | | |
|--|--------------|
| Report Potential Safety Hazards | 310-206-7994 |
|--|--------------|

**UCLA DEPARTMENT OF ART - ORGANIZATIONAL STRUCTURE
WINTER 2021**



CONFIDENTIAL RESOURCES

CARE ADVOCATE
Advocacy Office for Sexual and Gender-Based Violence and Misconduct
John Wooden Center West, 1st Floor
advocate@careprogram.ucla.edu
(310) 206-2465
www.careprogram.ucla.edu
www.sexualviolence.ucla.edu

CAPS (COUNSELING AND PSYCHOLOGICAL SERVICES)
John Wooden Center West
Office Hours: Mon-Thurs 8am-7pm; Fri 9am-5pm
(310) 825-0768 (Counselors are available by phone 24 hrs/day)
www.counseling.ucla.edu

**RAPE TREATMENT CENTER
AT SANTA MONICA – UCLA MEDICAL CENTER**
1250 Sixteenth Street
Santa Monica, California 90404
(424) 259-7208 (Counselors are available by phone 24 hrs/day)
www.rapetreatmentcenter.org

STUDENT LEGAL SERVICES
A239 Murphy Hall
(310) 825-9894
www.studentlegal.ucla.edu
Assistance exploring your legal options.

STAFF AND FACULTY COUNSELING CENTER
10920 Wilshire Boulevard, Suite 380
(310) 794-0245
www.chr.ucla.edu/employee-counseling

OFFICE OF OMBUDS SERVICES
Strathmore Building, 501 Westwood Plaza, Suite 105
(310) 825-7627
www.ombuds.ucla.edu

REPORTING OPTIONS

UC POLICE DEPARTMENT (UCPD)
601 Westwood Plaza
(310) 825-1491
www.ucpd.ucla.edu
To file a criminal complaint or request a protective order.

TITLE IX OFFICE
2241 Murphy Hall
titleix@conet.ucla.edu
(310) 206-3417
www.sexualharassment.ucla.edu
The Title IX Coordinator is responsible for implementing policies and procedures to prevent and respond to sexual harassment and sexual violence. The Title IX Office takes reports of sexual harassment or sexual violence involving any member of the campus community.

ADDITIONAL RESOURCES

If you are seeking academic support, housing options, or referrals to resources:
CASE MANAGERS
(310) 825-7291
CRTeam@ucla.edu
www.studentincrisis.ucla.edu

If you are traveling alone on campus or surrounding area and would like a safety escort:
COMMUNITY SERVICE OFFICER EVENING ESCORT PROGRAM
For walking escorts call (310) 794-WALK (every day, dusk – 1 am) 15 minutes before you need to leave.
For van services call (310) 825-1493 (Mon – Thurs, 6 pm – 11 pm)

If you are looking for information regarding visas or immigration:
DASHEW CENTER FOR INTERNATIONAL STUDENTS & SCHOLARS
106 Bradley Hall/417 Charles E. Young Drive West
(310) 825-1681
www.internationalcenter.ucla.edu

If you are seeking medical attention:
ARTHUR ASHE STUDENT HEALTH AND WELLNESS CENTER
(310) 825-4073
www.studenthealth.ucla.edu
*Note: Evidence collection is not offered here. For this service, contact the Rape Treatment Center at Santa Monica.

If you are looking for LGBTQ specific resources:
LGBT CAMPUS RESOURCE CENTER
220 Westwood Plaza – Student Activities Center
(310) 206-3628
www.lgbt.ucla.edu

If you are seeking assistance for permanent and/or temporary disabilities:
CENTER FOR ACCESSIBLE EDUCATION
A255 Murphy Hall/410 Charles E. Young Drive East
(310) 825-1501
(310) 206-6083 (Telephone Device for the Deaf)
www.cae.ucla.edu

Sexual violence (including sexual assault, relationship violence, and stalking) and sexual harassment violate the law and UC Policy.

CARE

Campus Assault Resources & Education

CARE (CAMPUS ASSAULT RESOURCES & EDUCATION) is a safe place for students who are victims or survivors of sexual assault, dating and domestic violence, stalking, and sexual harassment to get support, consultation, and counseling services.

ADVOCACY

CARE Advocates are available to support and advocate for UCLA student victims or survivors. They can assist students in finding resources and navigating reporting options. CARE Advocates can also assist students in receiving campus accommodations. **You can get help from CARE Advocates without formally reporting an assault regardless of when or where the assault occurred.**

- A CONFIDENTIAL CARE Advocate can provide information on:**
- Your rights as a survivor
 - Reporting options
 - Assistance when navigating the university conduct system and/or the criminal justice system
 - Obtaining emergency protective orders, restraining orders or university no contact orders
 - Counseling or medical referrals through UCLA or outside community agencies
 - Academic accommodations
 - Change in living arrangements
 - Change in transportation arrangements
 - Change in working situation

To contact a CARE Advocate:
(310) 206-2465
advocate@careprogram.ucla.edu

OTHER CARE SERVICES

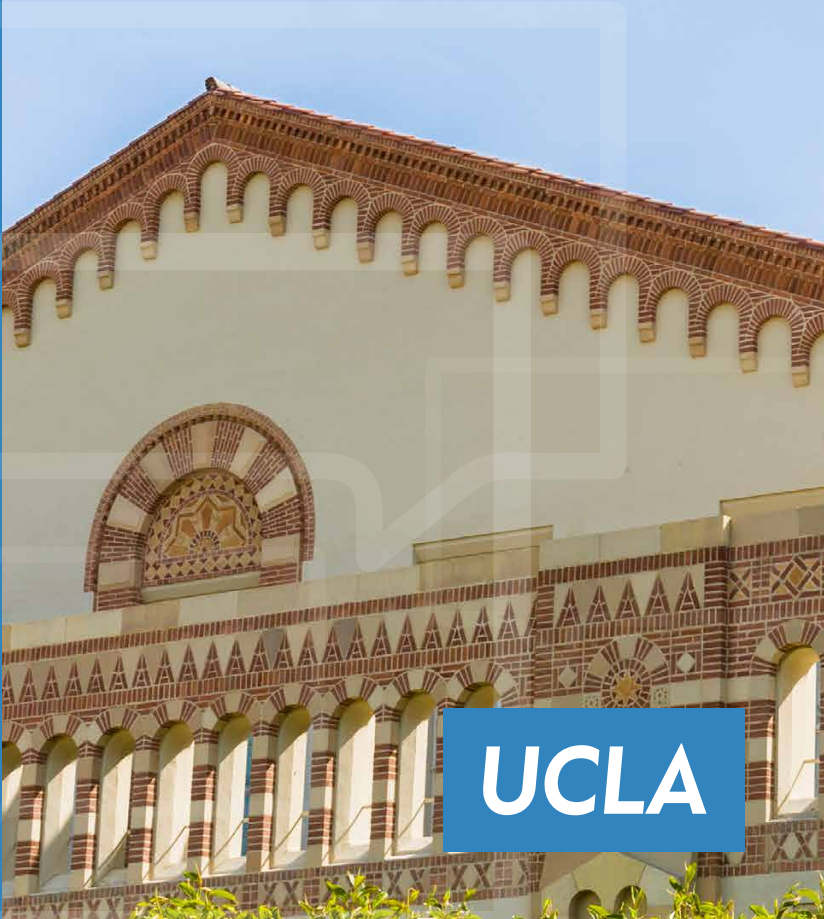
ALTERNATIVE HEALING
The impact that trauma has on the body's physiology is far-reaching and CARE is committed to providing alternative programming for survivors to support them in various stages of healing. CARE offers programs specifically tailored to survivors, including: trauma-informed yoga, art, drumming & music, journaling, and dance. For more information on these programs, please contact admin@careprogram.ucla.edu.

EDUCATION, OUTREACH, and PREVENTION
CARE workshops and trainings are offered to students, staff, and faculty to educate the community about sexual violence prevention and response.
www.careprogram.ucla.edu

www.sexualviolence.ucla.edu

RESOURCES & OPTIONS

for **Survivors** of Sexual Violence
and Sexual Harassment



WHAT IS CONSENT?

CONSENT IS AFFIRMATIVE. Consent is an informed and conscious decision by each person, to engage in mutually agreed-upon sexual activity.

CONSENT IS VOLUNTARY. Consent means a willing and positive cooperation in an act, or expressing a desire to engage in an act. A person can only give their true consent if there is no force, threats, or intimidation. Silence does not mean consent.

CONSENT IS REVOCABLE. Consent to sexual activity, on one occasion, does not mean consent has been given to any form of sexual activity, on any occasion. A past dating experience or sexual relationship, by itself, is not enough to assume consent. Even in the context of a relationship, there always has to be mutual consent to engage in any sexual activity at any time. Consent is ongoing; meaning at any point during a sexual encounter consent has to be given, and can be withdrawn. Once consent is withdrawn, the sexual activity must stop immediately.

CONSENT CANNOT BE GIVEN WHEN A PERSON IS INCAPACITATED. Incapacitation is the physical, and/or mental inability to make informed, rational judgments. States of incapacitation may include, but are not limited to, unconsciousness, sleep, and blackouts. Incapacitation may be caused by alcohol, drugs, or other medications.

A person cannot consent if they are unable to understand the act because of a physical or mental impairment.

Perpetrators are responsible for their own behaviors even if they are under the influence. Being assaulted, stalked, or harassed is not your fault.

WHAT IS SEXUAL HARASSMENT?

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal, nonverbal, or physical conduct of a sexual nature that interferes with a person’s employment or education, and creates an environment which a reasonable person would find to be intimidating, hostile or offensive.

Sexual harassment can occur in all types of relationships: hierarchical, between peers, or between individuals of the same sex or opposite sex. The University will respond to reports of any such conduct between any such members of the University community.

WHAT IS SEXUAL VIOLENCE?

Sexual violence is conduct of a sexual nature engaged in without the consent of the other person, or when the other person is unable to consent. Sexual violence includes any of the following: sexual assault, domestic violence, dating violence, and stalking.

Sexual assault occurs when physical, sexual activity is engaged without the consent of the other person, or when the other person is unable to consent to the activity. The activity or conduct may include the following: physical force, violence, threat, intimidation, ignoring the objections of the other person, causing the other person’s intoxication or incapacitation (through the use of drugs or alcohol), or taking advantage of the other person’s incapacitation (including voluntary intoxication).

Seeking medical attention is always recommended, no matter when the assault occurred. Seeking help within the first 120 hours allows the best outcome for evidence collection and HIV, STD/STI, and pregnancy prevention.

SEXUAL ASSAULT SAFETY MEASURES

- **TRY TO FIND A SAFE PLACE OR CALL 911 IF YOU ARE IN DANGER.**
- **CALL A CRISIS COUNSELOR AT CAPS (310) 825-0768 OR THE RAPE TREATMENT CENTER (424) 259-6700.** Counselors are available by phone 24 hrs/day. UCPD can provide transportation to the Rape Treatment Center without taking a report. The Rape Treatment Center will pay for a taxi.
- Preserve all physical evidence of the assault until you have considered whether or not to file a report.
- Try to save all the clothing you were wearing at the time of the assault in a paper bag. Paper bags are best for preserving evidence; plastic bags have been found to damage evidence.
- Showering, bathing, douching, or brushing your teeth can impact evidence.
- If the assault took place in your home, do not rearrange or clean up anything.
- Whether or not you intend to file a police report, seek medical attention to receive a rape exam, emergency contraception, and/or tests for STIs and pregnancy. If you suspect that you may have been drugged, ask for a urine test.
- Although it may be challenging, write down as much as you can remember about the circumstances of the assault, including a description of the assailant. This may be helpful if you decide to report.

WHAT IS RELATIONSHIP VIOLENCE?

Relationship violence includes dating and domestic violence.

Dating violence includes abuse committed by a person who is, or has been, in a romantic or intimate relationship with the victim.

Domestic violence includes abuse committed against a current or former spouse, intimate partner, or cohabitant, or someone with whom the abuser has a child.

SIGNS OF DATING AND DOMESTIC VIOLENCE

Economic Abuse: Making or attempting to make an individual financially dependent by maintaining control over financial resources, or forbidding attendance at school or employment.

Emotional Abuse: Undermining an individual’s sense of self-worth and self-esteem. This may include, but is not limited to, constant criticism, diminishing one’s abilities, name-calling, and damaging one’s relationship with his or her children.

Physical Abuse: Includes, but is not limited to, hitting, slapping, shoving, grabbing, pinching, biting, and hair pulling. This type of abuse also includes denying medical care and forcing alcohol or drug use.

Psychological Abuse: Includes, but is not limited to, causing fear by intimidation; threatening physical harm to self or loved ones; harming pets and property; and forcing isolation from family, friends, school or work.

Sexual Abuse: Coercing or attempting to coerce sexual contact or behavior without consent. Sexual abuse includes, but is not limited to, marital rape, attacks on sexual parts of the body, and treating one in a sexually demeaning manner.

Threats: Using words, gestures, or weapons to communicate the intent to cause death, disability or injury.

Leaving an abusive relationship is the most dangerous time for a survivor. Creating a safety plan may reduce the risk that the violence will escalate.

DATING AND DOMESTIC VIOLENCE SAFETY MEASURES

- **CALL 911 IF YOU ARE IN IMMEDIATE DANGER.**
- Stay away from isolated places and try not to walk alone.
- Avoid speaking to the abuser; if it is unavoidable, meet in a public place during the middle of the day with people around.
- No matter where you go, ensure that there is a plan for how to leave safely in case of an emergency.
- Change the privacy settings and passwords of social media accounts to restrict access.
- Predesignate a friend or family member with whom you can stay during emergencies.
- Create easy access to keys, money, and important documents.
- Consider obtaining a restraining order or No Contact Order on campus against the abuser.

WHAT IS STALKING?

Stalking is repeated conduct directed at a specific person of a sexual or romantic nature or motivation, that would cause a reasonable person to fear for their safety, or the safety of others, or to suffer substantial emotional distress.

SIGNS OF STALKING

A stalker may:

- Follow or watch you wherever you are.
- Send unwanted gifts, letters, cards, or e-mails.
- Damage your home, car, or other property.
- Monitor your phone calls or computer use.
- Use technology, like hidden cameras or GPS, to track you.
- Drive by or hang out at your home, school, or work.
- Threaten to hurt you, your family, friends, or pets.
- Find out about you by using public records or online search services; hiring investigators; going through your garbage; or contacting friends, family, neighbors, or co-workers.
- Post information or spread rumors about you on the Internet, in a public place, or by word of mouth.
- Control, track, or frighten you by other means.

STALKING SAFETY MEASURES

- Trust your instincts. **IF YOU DO NOT FEEL SAFE IN A SITUATION, LEAVE OR CALL 911 IF YOU FEEL YOU ARE IN IMMEDIATE DANGER.**
- Do not interact with the person stalking or harassing you. Responding to a stalker’s actions may reinforce their behavior.
- Keep a journal or log of all the stalking incidents
- If possible, have a phone nearby at all times, preferably one to which the stalker has never had access. Memorize emergency numbers and make sure that 911 and helpful family or friends are on speed dial.
- Treat all threats, direct and indirect, as legitimate. Inform law enforcement immediately
- Vary daily routines. Change routes to work, school, the grocery store, and other places regularly frequented.
- Try not to travel alone and stay in public areas.
- Get a new, unlisted phone number. Leave the old number active and connected to an answering machine or voicemail. Messages from the stalker can be critical evidence for law enforcement.
- Consider obtaining a restraining order or a campus No Contact Order.

Keep a journal or log of stalking-related incidents and behavior. Recording this information will help document the behavior for restraining orders, court proceedings and criminal investigation.

YOUR RIGHTS UNDER 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.

UCLA Will Respond Promptly and Effectively to Reports of Sexual Violence

You have the right to report incidents of sexual violence to UCLA, have UCLA investigate what happened, and have your complaint resolved promptly and equitably.

Reports of sexual violence may be made to:

- The Title IX Office (310-206-3417, titleix@conet.ucla.edu)
- UCLA Police Department (310-825-1491)

UCLA Will Provide Interim Measures as Necessary

Once you report an incident of sexual violence, you have the right to receive immediate help. This help can include changing classes, dorms or transportation. Even if you choose not to file a formal complaint, UCLA can take steps to protect you.

Please consult the [Resources & Options Brochure](#) for sexual assault resources, referral information, and reporting options.

You Have the Right to Be Free from Retaliation

You have the right to report retaliation from school employees, the perpetrator and other students, and have UCLA take strong responsive action.

UCLA Will Conduct an Adequate, Reliable and Impartial Investigation

The investigation and resolution of a complaint will be conducted by officials trained in how to protect the safety of victims and promote accountability.

The investigation and resolution process will afford both parties (complainant and respondent) the same opportunities to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.

In addition, the process will afford the complainant and the respondent equal rights to:

- present witnesses and information;
- obtain notification of the timeframes for all major stages of the investigation;
- receive simultaneous written notification of the result of any institutional disciplinary proceedings; and
- have equal rights of appeal, if any.

UCLA will resolve the complaint based on what its fact-finder thinks is more likely than not to have happened (this is called a preponderance-of-evidence standard of proof).

UCLA Will Provide Remedies as Necessary

If an investigation determines that sexual violence occurred, UCLA will take prompt and effective steps reasonably calculated to end the sexual violence, eliminate the hostile environment, prevent its recurrence and, as appropriate, remedy its effects.

A student found responsible for sexual violence can face a range of sanctions, including suspension or dismissal.

These remedies may include remedies to help you get your education back on track (like academic support, retaking a class without penalty, and counseling).

APPLICABLE UCLA POLICIES AND PROCEDURES

UC Policy on Sexual Harassment and Sexual Violence: <http://policy.ucop.edu/doc/4000385/SVSH>

Procedures for Handling Allegations of Discrimination, Harassment, or Retaliation:
<https://ucla.box.com/s/hi4pbuzjch8a0aiaafj2pxix7bu36e85>

UCLA Student Conduct Procedures for Allegations of Prohibited Conduct under the UC Policy on Sexual Violence and Sexual Harassment:
<https://ucla.box.com/s/6swigtvdn4ktdt7s11nmg93t9mz95vqc>

Inquiries regarding the application of Title IX may be directed to:

Mohammed Cato, UCLA's Title IX Coordinator, 2241 Murphy Hall, (310) 206-3417, titleix@conet.ucla.edu, or the U.S. Department of Education, Office for Civil Rights, OCR@ed.gov.



Weapons are Prohibited on Campus

University of California Police Department
601 Westwood Plaza, Los Angeles, CA 90095
310.825-1491 ■ 310.206.2550 Fax
www.ucpd.ucla.edu

EMERGENCY: CALL 911



Weapons are prohibited on campus. In addition to the traditional penal code sections, the educational code and UCLA Policy 131 adds restrictions with respect to campus communities. The following brochure provides information on campus weapons policy and an overview of applicable laws.

What is a weapon?

A weapon is anything that can be used to hurt or injure someone. Weapons could be any of the following:

- A knife
- A gun
- Pepper spray
- Your hands
- Your feet
- Any available object that could be used to hurt somebody else

What weapons are not permitted on campus?

Most weapons are not permitted on campus. This list is just a few examples to give you an idea:

- Any knife including a belt buckle knife, dirk, dagger, cane sword, pen knife, lipstick knife, switchblade, butterfly knife or any knife that has a blade longer than 2-1/2 inches, opens automatically or has more than one sharp edge
- Any gun without written permission and in accordance with California Penal Code
- Nunchaku
- Metal knuckles

- Airsoft, pellet, or BB guns
- Any concealed weapon (hidden from plain sight)

When can I have a weapon?

Some self-defense weapons can be carried on campus within legal limits:

- You can have pepper spray as long as it is for self-defense, not larger than 2.5 oz. and has a "Warning" label.

What about if I have a knife?

You can have a knife, like a pocket knife, as long as the blade is not more than 2-1/2 inches long, it does not open automatically and has only one sharp edge.

What happens if I am found in possession of weapons on campus?

The punishment for having a weapon on campus varies depending on the type of weapon. Punishments can be fines, imprisonment, and student judicial sanctions.

Notice on Airsoft guns

Airsoft guns, often marketed as "toys," are nearly identical to the actual firearms and often contain interchangeable parts. As such, they are **indistinguishable from actual firearms** and **should never be displayed in public places**. Possession of Airsoft guns on campus is

considered a violation of university policy and may violate applicable laws.

WEAPONS RELATED LAWS

626.9 (h) PC – Gun Free School Zone

Any person who brings a loaded firearm upon the grounds of a University of California campus without written permission is subject to arrest and prosecution for a felony crime.

12020 PC – Unlawful Carrying and Possession of Weapons

The manufacture, import, sale, supply or possession of certain weapons and explosives are arrestable offenses. These weapons include, but are not limited to: a concealed firearm, cane or wallet gun, zip gun, belt buckle knife, blackjack, billy or a concealed dagger. Conviction for any offense under this code is punishable by imprisonment in county jail or state prison.

653 (k) – Possession of a Switch Blade Knife

Every person who possesses in the passenger or driver's area of a motor vehicle or carries on his or her person a switchblade knife having a blade exceeding two inches is guilty of a misdemeanor.

417 PC – Brandishing of a Deadly Weapon

Any person who exhibits a firearm or any deadly weapon in a rude, angry, or threatening manner, or who in any manner, unlawfully uses the same in any fight or quarrel is subject to prosecution and imprisonment in accordance with the specific subsections of this law.

417.4 PC – Imitation Firearm

It is a misdemeanor for a person to draw or exhibit an imitation firearm in a threatening manner against another in a way which would cause a reasonable person apprehension or fear of bodily harm. An imitation firearm is described as being similar in coloration and overall appearance to an existing firearm which leads a reasonable person to conclude that the replica is a firearm.

California Senate Bill 1828 – Public Display of an Imitation Firearm

Any person who openly displays or exposes an imitation firearm (including a BB or pellet device) in a public place is guilty of an infraction for a first or second offense and a misdemeanor for a third or subsequent offense. Certain exceptions apply to manufacturers/importers/distributors and theatrical productions.

245 PC – Assault with Deadly Weapon

Any person who commits an assault upon another person with a firearm or other deadly weapon or instrument likely to produce great bodily harm is subject to prosecution and imprisonment in accordance with the specific subsection of this law.

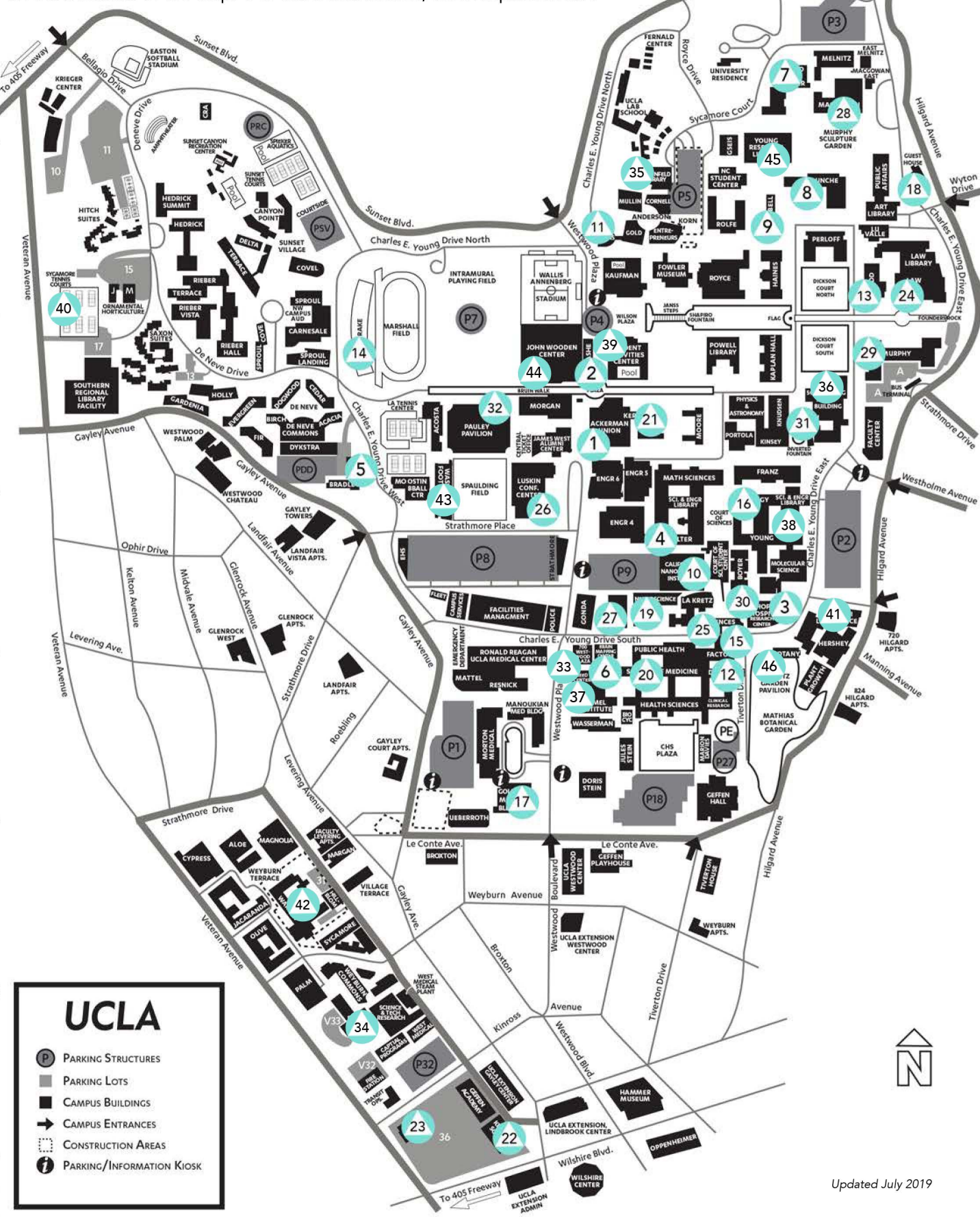
NOTE: There are special circumstances when certain weapons may be authorized on campus. Some examples include for use by ROTC, theatrical performances, movie shoots, class instruction, etc. Prior to the event, written authorization to possess a firearm/weapon on campus must be obtained through the UCLA Police Department. Contact the Watch Commander at (310) 825-1526 for further information.

For further information regarding weapons on campus, contact Crime Prevention at: (310) 825-6111

**UCLA Police Department
601 Westwood Plaza
Los Angeles, CA 90095
(310) 825-1491
www.ucpd.ucla.edu**

Gender-Inclusive Restroom Map

The number in the icon denotes the corresponding building and room number on the backside of the map. For more information, visit: map.ucla.edu/.



BUILDING	ROOM NUMBER		
1. Ackerman Union	A264		
2. Ashe Center	100A	413	RR421
	160	415	
3. Biomedical Sciences Research Building	175	375	
	275	475	
4. Boelter Hall	9268A		
5. Tom Bradley International Hall	108		109
6. Brain Research Institute	13396	48110	A3394
	18110	53396	A3396
	23396	58110	B3394
	28110	63396	B3396
	33396	68110	C8108
	38110	73396	C8110
	43396	78110	
7. Broad Art Center	C8110		
8. Bunche Hall	1252	4251	
	2268	4350	
	3253	8253	
	3257		
9. Campbell Hall	1108	1114	3112
10. California NanoSystems Institute	3151		
11. *Collins Center for Excecutive Education	A401		A402
12. UCLA School of Dentistry	A0119A		B0161
	A0119B		B0163
	A3022		B3015
	A3024		B3017
13. Dodd Hall	387		
14. Drake Stadium	100		
15. Factor Building	1963		8666A
	1963A		14640
16. Geology Building	1670		
17. Wendy and Leonard Goldberg Medical Building	B120		B149
	B122		B151

***Restrooms with an asterisk have limited accessibility**
For the most updated list, please visit: <https://map.ucla.edu>

Do you know of a gender-inclusive bathroom not on this list?
Please email the building and room number to lgbt@lgbt.ucla.edu

MORE RESOURCES:

UCLA Police Department | 310.825.1491/24 hr | police.ucla.edu
UCPD Anonymous Message/Tip Line | 310.794.5824/24 hr
UCLA Counseling and Psychological Services | 310.825.0768/24 hr | counseling.ucla.edu
UCLA Office of the Dean of Students | 310.825.3871 | deanofstudents.ucla.edu
UCLA Consultation & Response Team | 310.825.0628 | studentincrisis.ucla.edu
True Bruin Respect - Report Hostile Climate Incidents | reportincidents.ucla.edu
UCLA Staff and Faculty Counseling Center | 310.794.0245
UCLA Office of Equity, Diversity and Inclusion | equity.ucla.edu
UCLA Title IX Office | 310.206.3417 | sexualharassment.ucla.edu/
LGBT Campus Resource Center at Student Activities Center, Room B36 | 310.206.3628 | lgbt.ucla.edu

BUILDING	ROOM NUMBER		
18. Gonda Neuroscience and Genetic Research Center	1314	3314	5350
	2314	3350	6314
	2350	3549	6350
	2515	4549	6513
	2549	5350	6549
19. UCLA Guest House	156		158
20. Center for the Health Sciences	A4206	A4208	B3144
21. Kerckhoff Hall	413A		416A
22. Kinross South	S166		S168
23. Kinross Recreation Replacement Facility	S168		
24. UCLA School of Law	2487		2489
25. Life Sciences Building	4341A		5341A
26. UCLA Luskin Conference Center	R1420C		
27. MacDonald Research Laboratories	B758		
28. MacGowan Hall	2324		3318A
29. Murphy Hall	3124		
30. Orthopaedic Hospital Research Center	223		523
	323		275
	423		375
	523		475
31. Evelyn & Mo Ostin Music Center	133		235
	139		239
32. *Pauley Pavillion	2324		3318A
33. Reed Neurological Research Center	4220		C163
	4220		C165
34. UCLA Rehabilitation Center	1119	3204	3279
	1555	3233	A764
	2245	3235	A764
	2285	3268A	
	2513	3275	
35. Rosenfeld Library	ER115		ER116
36. Schoenberg Music Building	1128		1134
37. Semel Institute for Neuroscience and Human Behavior	17377A		48-110
	17377C		43-396
	38162		C7411A
	48269		C8207A
38. Slichter Hall	2838	3844A	5838A
39. *Student Activities Center	B08		
40. Sycamore Tennis Courts	100		101
41. Terasaki Life Sciences Building	1110	3034	5034
	2034	4034	
42. Warren Hall	11167		
43. *Wasserman Football Center	103		
44. John Wooden Center	1282E		
45. Young Research Library	11368B	11938	11940
46. La Kretz Garden Pavillion	300J		300K