



ucla summer  
high school  
student guide

## Welcome to UCLA!

Thank you for choosing to study at UCLA this summer! UCLA holds a unique position as a leading public university situated in a vibrant urban setting. The excellence of UCLA's academic programs, supported by its exceptional resources, gives students a well-rounded educational experience.

You should be commended on your choice to jump-start your college career by challenging yourself this summer. We are excited to be offering you a chance to take stimulating courses with world-renowned faculty and accomplished undergraduate students. Please remember that you will be held to the same academic and social standards as regular UCLA students. Meeting this challenge is the best possible preparation for your future academic career.

If, at any point during the summer, you encounter difficulty with the coursework, the administration, or any other aspect of campus life, we encourage you to contact the Summer Sessions staff. We are here to help and we want you to feel welcome.

We can all look forward to a summer that will be challenging, rewarding, and fun!

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## URSA

**(University Records System Access)**

URSA is UCLA's student record access system. When you enroll, you receive your UCLA ID in an e-mail. You use the UCLA ID to set up a UCLA logon and password on URSA ([www.ursa.ucla.edu](http://www.ursa.ucla.edu)). You will then use URSA to enroll in courses, view your course schedule, add or drop a course, make a payment, and check your course grades at the end of the term.

## ENROLLMENT CHANGES

*The deadlines in this section are based on regular six-week Session A and C classes. If you are participating in a program of a different length, your deadlines may be different.*

**How to Add a Course:****Week One:**

All course changes during Week One can be done via URSA.

**Weeks Two and Three:**

All course changes during Weeks Two and Three can be made via URSA or with a Student Update Form. Student Update

Forms can be obtained at 1147 Murphy Hall. To add a course at this time, students must ask the course instructor for a Permission to Enroll (PTE) number. This five-digit number will give you a space in the course.

**Deadlines:**

Students may add a course anytime before 5:00 p.m. Friday of Week Two. Please note that July 4th is an administrative holiday and no classes will be held. Beginning Monday of Week Three a \$100 Late Fee will be assessed when a course is added.

**How to Drop a Course:**

If a student drops a class before 5:00 p.m. Friday of Week Two, all fees will be refunded minus a \$100 processing fee. No refunds will be given for courses dropped after Week Two of classes.

**Weeks One through Four:**

Students may drop courses via URSA anytime during the first four weeks of the session.

*If you are not doing well in a class, we strongly suggest that you drop it or change to another course as soon as possible.*

*Students are not automatically dropped from a class if they do not attend or stop attending at a later date. There is no automatic drop policy at UCLA.*

**Week Five and Six:**

Beginning Week Five, all drops must be done using a Student Update Form that contains the instructor's signature certifying that the course was not completed. The student update form can be downloaded from the Summer Sessions Web site: [www.summer.ucla.edu](http://www.summer.ucla.edu). The form must be submitted to 1113 Murphy Hall.

**Grading Basis Changes:**

Students may change their grading basis from letter grade to P/NP (Pass/No Pass) on the URSA Web site.

**Wait Lists**

During Week One, if you are on a wait list for a class that is full, you may become enrolled as other students drop the class. But you may also ask the instructor for a PTE number. Enrollment does not happen automatically; you must add the course yourself via URSA or a Student Update Form by the appropriate deadlines.

## Transcripts

At the end of the term, you may request a transcript online through URSA at [www.ursa.ucla.edu](http://www.ursa.ucla.edu). For more information, please visit [www.registrar.ucla.edu](http://www.registrar.ucla.edu) forms or call (310) 825-3801.

## BRUINCARD

This multipurpose card serves as your official UCLA identification card, residence hall card, dining card, registration card, library card, recreation center card, security access card, debit card, and much more. Many local businesses offer a student discount to BruinCard holders.

Funds deposited to your BruinCard account may be used to make purchases at the UCLA Store, campuswide restaurants and bookstores, residential dining halls, the Information Technology Center, and other locations both on and off campus. There are no service fees for using your BruinCard. You can obtain a BruinCard at either 123 Kerckhoff Hall or 150A Sproul Hall. You do not need to get your BruinCard before the first day of class. For more information visit [www.bruincard.ucla.edu](http://www.bruincard.ucla.edu).

One special privilege for BruinCard holders is access to the Wooden Center. The UCLA Wooden Center offers many recreational

opportunities during the summer including intramural sports and Outdoor Adventures. It houses a gym with a large variety of workout equipment. The Sunset Canyon Recreation Center has a swimming pool open to students. Visit [www.recreation.ucla.edu](http://www.recreation.ucla.edu) for more information.

### Attention:

*All students will receive a grade for the coursework they complete. This grade will be reflected on an official UCLA transcript which will become a permanent part of your college record. This transcript will follow you throughout your undergraduate career and will need to be submitted every time you apply to a college or university.*

## STUDENT SERVICES

### Ackerman Union

Ackerman Union serves as the student center. It houses the UCLA bookstore, several restaurants, bank machines, a hair salon, and a post office.

### Textbooks

It is not necessary to have your textbook before the class begins. On the first day, your

professor will give you a syllabus with the list of books you will need to buy. Books can be purchased at the UCLA Store in Ackerman Union or online at [www.uclaestore.com](http://www.uclaestore.com).

### Powell Library

Located in the heart of campus, Powell Library is UCLA's main library. There are other libraries devoted to particular fields of study or types of research. Learn about all of UCLA's many libraries at [www.library.ucla.edu](http://www.library.ucla.edu).

### CLICC

The College Library Instructional Computing Commons (CLICC) is located in the historic Powell Library. The main lab is located at 145 Powell. Other labs are located on the third floor of Powell Library. The labs are available for drop-in use. The drop-in schedule varies from day to day so be sure to check the schedule posted weekly on the bulletin boards in the main lab. The schedule is also available online at [www.clicc.ucla.edu](http://www.clicc.ucla.edu).

### Laptop Lending

Laptops can be checked out for four hours at a time from various campus libraries. Wired network access is available in most of the libraries and wireless is available in some common campus areas.

To check out a laptop, users must present a valid BruinCard at the time of check-out and know their UCLA logon and password. No other identification will be accepted.

### Computer Labs

UCLA has many computer labs available to students. Visit [www.computerlabs.ucla.edu](http://www.computerlabs.ucla.edu) to learn about locations and available software.

### Tutoring

If you need extra help with your coursework, free tutoring may be available for your course in Covell Commons, room 228. The Composition/ESL lab phone number is (310) 206-1491; the Math/Science lab phone number is (310) 206-6965.

## TRANSPORTATION

### Transportation Services

555 Westwood Plaza  
Strathmore Building  
[www.transportation.ucla.edu](http://www.transportation.ucla.edu)

### Parking

You may purchase an on-campus parking permit for the summer term or pay for parking on a daily basis. A term permit is generally more cost-effective and convenient. Daily permit sales are sold on a space-available basis at

information kiosks located throughout the UCLA campus.

Motorcycles, mopeds, and motor scooters do not require parking permits but may be parked only in designated areas.

Summer parking permits will be available on a first-come, first-served basis. You may apply for a parking permit online at [www.transportation.ucla.edu](http://www.transportation.ucla.edu).

### Campus Express

The Campus Express shuttle runs throughout the UCLA campus. It operates from 7:30 a.m. until 6:00 p.m., Monday through Friday, excluding University holidays, and is free of charge. Buses arrive at stops every ten to twelve minutes. Each Campus Express stop is clearly marked with a sign. Please visit UCLA Transportation at [www.transportation.ucla.edu](http://www.transportation.ucla.edu) for a shuttle map and more details.

For information on bus service to UCLA, check [www.mta.net](http://www.mta.net).

## FOOD

The UCLA campus hosts many restaurants primarily in Ackerman Union, LuValle Commons, and the North Campus Student Center. There are also many restaurants to choose

from in Westwood and surrounding areas. Keep in mind that many places will accept your BruinCard as a debit card. Please visit [www.bruincard.ucla.edu](http://www.bruincard.ucla.edu) for more information.

## STUDENT HEALTH

Summer Sessions students are eligible for Arthur Ashe Student Health and Wellness Center services on a fee-for-service basis only during the summer term. It is located at 221 Westwood Plaza. For more information call (310) 825-4073 or visit [www.studenthealth.ucla.edu](http://www.studenthealth.ucla.edu).

Please check with your parents or guardian before using this facility. Your insurance may not cover the cost of services at the Ashe Center.

For emergencies, call 9-1-1. The emergency room is located at the Emergency Medical Center on LeConte Avenue.

## SAFETY AND SECURITY

UCLA works hard to ensure the well-being of all its students. The following programs contribute to campus safety:

### University of California Police Department (UCPD)

The University of California Police Department

patrols all UCLA-owned and -operated grounds. They enlist the help of Community Service Officers (CSOs), student workers who patrol the campus working to maintain a safe environment. The police department is located at 601 Westwood Plaza. For more information, visit [www.ucpd.ucla.edu](http://www.ucpd.ucla.edu).

### UCLA Evening Van Service

The Evening Van Service provides a safe means of transportation around campus during evening hours. The vans provide transportation between campus buildings, on-campus housing, and nearby residential areas. This service is free for UCLA students, employees, and visitors. For more information, please call (310) 825-9800.

### Escort Service

Community Service Officers (CSOs) are available for escorting UCLA students, employees, and visitors 365 days a year from dusk to 1:00 a.m. between campus buildings, local living areas, and Westwood Village. This service is also free of charge. For more information, please call (310) 794-WALK.

### Emergency Phones

Throughout the UCLA campus, you will see blue and yellow Emergency Phones that are directly linked to UCPD. If you cannot speak,

all you need to do is activate the line and the dispatcher will identify your location and send assistance.

**Please call 9-1-1 for any emergencies.**

## CONDUCT

In order to carry on its work of teaching, research, and public service, the University expects that each member of its community will assume responsibility for the successful functioning of the institution.

As members of our academic community for the summer you will be afforded the same rights and privileges as regular full-time UCLA students. With this comes the responsibility to behave in a way that is in compliance with the UCLA Student Conduct Code (Code).

You will be expected to familiarize yourself with the Code so that you are aware of the rules and regulations that exist to keep UCLA a safe and productive environment.

Since the rules and regulations at your high school may be different than those at UCLA, we hope that you will not only read the Code but also ask for clarification as needed. Certain behaviors that are acceptable at your high school may not be acceptable at UCLA.

Failure to comply with the Code can result in dismissal from UCLA Summer Sessions.

Please visit the Office of the Dean of Students in 1206 Murphy Hall or their Web site at [www.deanofstudents.ucla.edu](http://www.deanofstudents.ucla.edu) to obtain a copy of the Code.

### Did you know...?

UCLA is the only major research institution of higher education founded in the 20th century.

UCLA's first mascot was a cub.

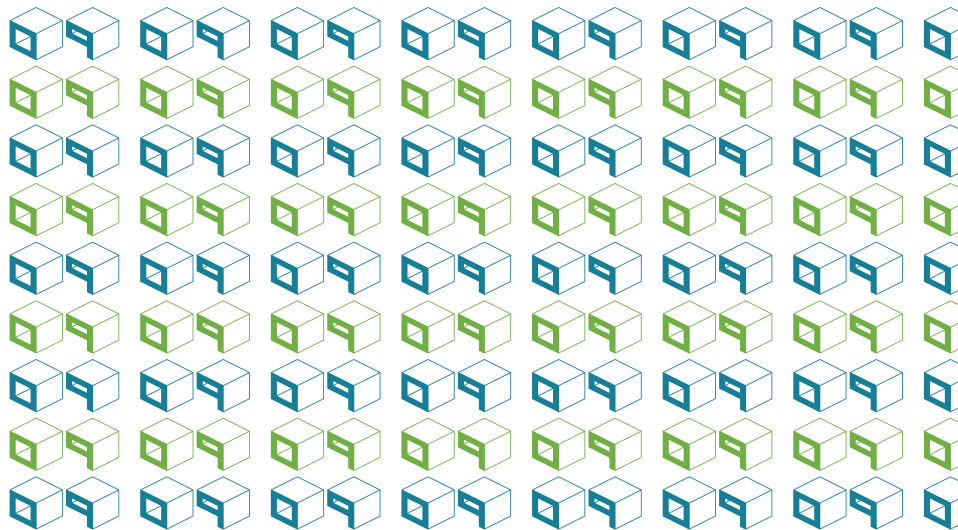
UCLA is the first university in the United States to win 100 NCAA championships.

Leonard Kleinrock, a UCLA professor who contributed significantly to the development of the Internet, was awarded a National Medal of Science in 2008.

Royce Hall is named for Josiah Royce, a California-born philosopher who taught at Harvard.







[www.summer.ucla.edu](http://www.summer.ucla.edu)