We are thrilled to welcome your students to UCLA! This guide will help you and your students navigate registration, enrollment and immigration procedures. It can also be used as a quick reference to answer many questions that might arise throughout the summer.
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CALENDAR

SESSION A
MAY 01  I-20 Request deadline for International Students
JUN 17  iSTART Orientation due
JUN 20  Session A begins
JUN 20 - 21  Visa check-in
JUN 24  Impacted course drop deadline
JUL 01  Non-impacted course drop deadline
JUL 04  July 4th Observation (Campus Closure – No Classes)
JUL 29  Six-week session ends
AUG 12  Eight-week session ends
AUG 26  Ten-week session ends

SESSION C
JUN 01  I-20 Request deadline for International Students
JUL 29  iSTART Orientation due
AUG 01  Session C begins
AUG 01 - 02  Visa check-in
AUG 05  Impacted course drop deadline
AUG 12  Non-impacted course drop deadline
SEP 05  Labor Day Observation (Campus Closure – No Classes)
SEP 09  Session C ends
OVERVIEW

ELIGIBILITY

Adults of all ages, regardless of their student status are eligible for UCLA Summer Sessions. The minimum age of enrollment is 15; however, only students age 16 or older will be allowed to stay on-campus in the residence halls.

Younger students will either need to stay with a relative in Los Angeles or make arrangements for private accommodations.

Visiting international students will have access to over 700 UCLA courses as well as all campus resources, including libraries, recreational facilities, student housing and more. Upon arrival, they can obtain a Bruin Card that will grant access to all amenities.

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

2016 SESSION DATES

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

<table>
<thead>
<tr>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEPT</th>
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<tbody>
<tr>
<td>Session A: 6 weeks</td>
<td>JUN 20 – JUL 29</td>
<td></td>
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<tr>
<td>Session A: 8 weeks</td>
<td>JUN 20 – AUG 12</td>
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<tr>
<td>Session A: 10 weeks</td>
<td>JUN 20 – AUG 26</td>
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</tr>
<tr>
<td>Session C: 6 weeks</td>
<td>AUG 1 – SEPT 09</td>
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</table>

TUITION & FEES

The 2016 UCLA Summer Sessions reduced registration fee for Registration Center students will be USD $390.00. A processing fee of $400 will be charged in case of cancellation. This should be made clear to the student. The only exceptions considered are for visa denial or illness. In both cases, documentation validating these claims must be provided in English by the Registration Center, the Embassy/Consulate or a medical practitioner. If no documentation is provided, the fee will remain and be charged to the student via the Registration Center.

Registration Centers collecting the $400.00 commission fee will do so at source and retain this amount.

Registration Centers should never submit registrations for:
- Students admitted to UCLA.
- U.S. Citizens.
- Students enrolling in Summer Institutes.
- Students participating in the Travel Study program.

There will be no reduced registration fee for these cases.

<table>
<thead>
<tr>
<th>2016 SUMMER SESSIONS FEE</th>
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<tbody>
<tr>
<td>Tuition Unit Fee</td>
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<tr>
<td>Instructional Enhancement Initiative (IEI) Fee</td>
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<tr>
<td>Campus / Registration Fee</td>
</tr>
<tr>
<td>Document Fee</td>
</tr>
<tr>
<td>iStart@UCLA</td>
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<tr>
<td>Health Insurance</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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**REGISTRATION INSTRUCTIONS [STEP-BY-STEP]**

<table>
<thead>
<tr>
<th>INSTRUCTIONS FOR ENROLLMENT VIA GROUP REGISTRATION</th>
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<tbody>
<tr>
<td><strong>Accessing the Registration Form</strong></td>
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<tr>
<td>• If the Registration Center is completing the registration:</td>
</tr>
<tr>
<td>o Go to <a href="https://r.summer.ucla.edu/academiccourses/groups/regcentregister.cfm">https://r.summer.ucla.edu/academiccourses/groups/regcentregister.cfm</a></td>
</tr>
<tr>
<td>o Enter 9-digit password (Registration Center ID) to sign in.</td>
</tr>
<tr>
<td>• If the student is completing the registration:</td>
</tr>
<tr>
<td>o Go to <a href="https://r.summer.ucla.edu/academiccourses/groups/register.cfm">https://r.summer.ucla.edu/academiccourses/groups/register.cfm</a></td>
</tr>
<tr>
<td>o Enter 9-digit password (Registration Center ID ) to sign in.</td>
</tr>
<tr>
<td><strong>Section 1 - PERSONAL INFORMATION</strong></td>
</tr>
<tr>
<td>• Enter in the student’s name, date of birth, gender and email address (Please enter the student’s e-mail address, not the email for your organization).</td>
</tr>
<tr>
<td>• Enter the student’s country of citizenship, country of birth and city of birth (as they appear in the passport).</td>
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<tr>
<td>• Enter the student’s permanent (home) address (not the school’s address).</td>
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<tr>
<td><strong>Section 2 - ACADEMIC INFORMATION</strong></td>
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<tr>
<td>• Answer Yes or No questions.</td>
</tr>
<tr>
<td><strong>Section 3 - EMERGENCY CONTACT</strong></td>
</tr>
<tr>
<td>• List name and contact information for a parent, relative or guardian that can be contacted in case of emergency.</td>
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<tr>
<td><strong>Section 4 - COURSE SELECTION</strong></td>
</tr>
<tr>
<td>• Direct students to the schedule of classes at <a href="http://www.registrar.ucla.edu/schedule/schedulehome.aspx">http://www.registrar.ucla.edu/schedule/schedulehome.aspx</a> to select courses ID numbers.</td>
</tr>
<tr>
<td>o To search for courses select Summer 2016, then the subject, then click “Get Classes”.</td>
</tr>
<tr>
<td>o Click on a course title, then click “View Course” to see detailed information.</td>
</tr>
<tr>
<td>• Select a minimum of 2 courses and write down or copy the 9 digit ID number for each desired course.</td>
</tr>
<tr>
<td>• Enter course IDs on the registration form.</td>
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<tr>
<td><strong>Units</strong> - In most cases, the unit field can be left blank as most courses have a set number of units. However, variable unit courses are those which do not have a default unit setting. The student must therefore choose the number of units. An error will appear if the field is left blank for a variable unit course.</td>
</tr>
<tr>
<td><strong>Grade Option</strong> – L for Letter Grade of A,B, C, D, or F. P/NP for Passed/ Not Passed. If left blank, the default for the course will be applied and may be changed from MyUCLA. Some courses will have a default setting which cannot be changed.</td>
</tr>
<tr>
<td>• Verify all information is correct and click Continue.</td>
</tr>
<tr>
<td><strong>Confirmation and UID Assignment</strong></td>
</tr>
<tr>
<td>• After submission, verify all information is correct on the confirmation page.</td>
</tr>
<tr>
<td>• Check e-mail for registration confirmation and UID number.</td>
</tr>
<tr>
<td>• Communicate registration information to student.</td>
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</tbody>
</table>
Students can choose from over 1,000 UCLA undergraduate courses, including arts, engineering, film and tv, management, political science and more! Courses are offered in six, eight or 10-week intensive sessions. All UCLA Summer Sessions courses are university-level courses. Students are issued an official UCLA transcript upon completion.

A complete schedule of summer courses and descriptions is available online at registrar.ucla.edu/schedule.

UCLA charges a $50 Document Fee to each student for lifetime access to transcripts. Students must directly request transcripts via their MyUCLA accounts and have them sent to their university or to themselves. UCLA Summer Sessions DOES NOT issue or mail transcripts. It is against UCLA regulations for the Summer Sessions Office to request or handle transcripts.

Transcripts are issued immediately upon ordering so please advise your students to order the transcripts only after all grades are entered. Otherwise they will be issued an incomplete one and will have to order a new one. For more detailed information on how to order a transcript, please visit http://www.registrar.ucla.edu/faq/transcriptfaq.htm.

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

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

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

A complete list of impacted courses is available on the http://www.registrar.ucla.edu/soc/impact.htm

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

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

There is no English proficiency requirement for these courses.

COMM ST 1A – Public Speaking for Nonnative Speakers

COMM ST 1B – Learning American English and Culture from Movies

ENGLISH AS A SECOND LANGUAGE (ESL)

There is no TOEFL requirement for enrollment in ESL only courses, however the Summer ESL Program at UCLA expects students to have, at a minimum, intermediate English language proficiency. The program defines “intermediate” as having had two years of solid foundational English coursework, whereby students understand conversational and academic English beyond basic structures and vocabulary, read intermediate level texts, and are able to write cohesive paragraphs and essays. The ESL Program does not, unfortunately, accommodate beginners. All students will be required to take a placement examination on the first day of classes.

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

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

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

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

ENROLLMENT REPORT

https://r.summer.ucla.edu/academiccourses/groups/regcentregister.cfm

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

CORRECTIONS TO REGISTRATION

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

Wilsi Lieux
wlieux@ieo.ucla.edu

Catalina Hurtado
churtado@ieo.ucla.edu

CORRECTIONS TO ENROLLMENT

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

MyUCLA

Upon completion of the registration process, students must create a MyUCLA online account at www.my.ucla.edu. Registration Centers should NOT create MyUCLA accounts for the student. The student’s MyUCLA account should be private (per federal law) and no one other than the student should have access. However, the Registration Center should ensure that all students know their unique UID number and confirm that they have created a MyUCLA account.

MyUCLA accounts are used by UCLA students to manage all aspects of life on campus. This includes the ability to add or drop courses, to check their billing accounts, and to order transcripts.

Enrollment changes made by the student to their schedule via MyUCLA will be reflected in the Registration Center Enrollment Report.
**ADDNG / DROPPING COURSES**

**DURING THE FIRST WEEK OF THE SESSION**

No approval is required for adding/dropping courses until Friday of the first week of classes, unless noted in the Schedule of Classes.

**AFTER THE FIRST WEEK OF THE SESSION**

**ADDING COURSES**

After Friday of the first week of each session, the student will need consent from the instructor to add a class. They may add courses:

1. Through MyUCLA with a Permission to Enroll (PTE) authorization number from the instructor
2. Submitting a Student Update Form with an authorized signature to 1331 Murphy Hall

A late fee of $50 will be assessed for each course added beginning Monday of the third week of each session. **Deadlines to add a course without incurring the $50 late fee are:**

| SESSION A | JULY 1ST at 5:00PM |
| SESSION C | AUGUST 12TH at 5:00PM |

**DROPPING NON-IMPACTED COURSES**

Students may drop non-impacted courses from MyUCLA anytime until Friday of the third week of classes. Beginning Monday of the fourth week, all drops require a Student Update Form with the instructor’s signature. The form must then be submitted to the Summer Sessions Office in person. If the student drops a non-impacted course after the end of the second week, the student will not receive a refund.

**Students are not dropped from a course or relieved of financial responsibility if they fail to attend classes. Courses must be formally dropped by the specified deadlines. Please note that classes cannot be evenly exchanged after the refund deadline.**

**DROPPING IMPACTED COURSES**

Impacted courses may be dropped on or before Friday of the first week through MyUCLA with no transcript notation. If you are unsure if a course is impacted or not, a full list of impacted courses is available on [http://www.registrar.ucla.edu/soc/impact.htm](http://www.registrar.ucla.edu/soc/impact.htm).

After Friday of the first week of the course, students will need to submit a petition to drop an impacted course. Petitions for dropping impacted courses after the deadline are approved only under extraordinary circumstances. If the request is approved, the dropped course will appear on the student’s transcript with a notation indicating the date and week of the term in which the drop petition was filed. To petition for the drop, students must complete a Student Update Form and submit the request to the Summer Sessions Office, 1331 Murphy Hall.

**REFUNDS**

**LAST DAY TO DROP WITH A REFUND – IMPACTED COURSES**

| SESSION A | JUN 24TH at 5:00PM |
| SESSION C | AUGUST 5TH at 5:00PM |

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

| SESSION A | JULY 1ST at 5:00PM |
| SESSION C | AUGUST 12TH at 5:00PM |

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

Health insurance is a federal requirement for all international students – no exceptions. To protect students from the high cost of health care in the United States, UCLA automatically enrolls all registered students in a two-part health insurance plan. Please visit our website for more information: http://www.summer.ucla.edu/academiccourses/internationalstudent/insurance.

BRUINCARE

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

BLUE CROSS PPO

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

HEALTH INSURANCE ID CARDS & PROVIDERS

Insurance information will be sent directly to the student via e-mail prior to their session start date. After June 1st, students may also download a copy of their ID card directly from the insurance provider at the following website: www.renstudent.com.

HOUSING

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

Housing Services begin accepting applications around April 1st. Students may access the registration form either from their MyUCLA account or from the department website, http://www.housing.ucla.edu/summer.

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

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

The Housing Department has rigorous procedures for cancellation – please refer to the Housing Department’s website for details.

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

STUDENTS UNDER THE AGE OF 18

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

The Housing Office is not able to accommodate Summer Sessions students under the age of 16.
VISA REQUIREMENTS

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

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

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

I-20 REQUEST PROCESS

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

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

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

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

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

IMPORTANT: The I-20 request must be completed NO LATER than May 1st for Session A and June 1st for Session C. Requests made after the deadline cannot be processed in time for consular appointments and legal entry into the United States.

<table>
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<tr>
<th>I-20 REQUEST DEADLINE</th>
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<tbody>
<tr>
<td>SESSION A</td>
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<tr>
<td>SESSION C</td>
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I-20 REQUIREMENTS

<table>
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<tr>
<th>Proof of Financial Support will require these two documents:</th>
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<tbody>
<tr>
<td>• Confidential Financial Statement (CFS) - This form should be printed from the I-20 Request Portal, signed and uploaded when complete, AND</td>
</tr>
<tr>
<td>• Supporting Bank Statement – Bank statement or letter from the bank showing available funds. Financial verifications must state that at least US$7,200* will be available for each six weeks at UCLA.</td>
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</table>

* This amount is based on 8 units of enrollment. For students enrolled in more than 8 units, the minimum financial verification will go up by $339 per unit.

Proof of English Proficiency

<table>
<thead>
<tr>
<th>Proof of English Proficiency</th>
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<tbody>
<tr>
<td>• TOEFL minimum score of 550 for paper-based test; 213 for the computer-based test; 79 for the internet-based test</td>
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<tr>
<td>• IELTS minimum score of 6.5</td>
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<tr>
<td>• iTEP minimum score of 5</td>
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<tr>
<td>• CAE/CPE Level C1 Grades A, B, and C</td>
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</tbody>
</table>

In the absence of exam scores, registration center staff may provide a letter verifying that the student has been screened for English proficiency. A sample can be provided.

Citizens of Australia, Canada, Singapore and the United Kingdom are exempt from having to provide proof of English proficiency.

APPLYING FOR THE F-1 visa

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

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

The SEVIS ID number—printed on the top left hand corner of the I-20—is needed to process the payment, so students must wait until they have the I-20 form to complete this step.
iSTART@UCLA is an online orientation program sponsored by the Dashew Center for International Students and Scholars (DCISS). It will help students adjust to life at UCLA and in the U.S. The Pre-Arrival online modules cover a range of topics such as:

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

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

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

- Pre-Arrival Online Orientation
- Visa Check-In
- Access to our DCISS Social Programs
- iSTART Welcome Pack

### VISA CHECK-IN

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

- F-1 visa Stamp (Canadian Citizens are exempt)
- Passport Photo/ Biographical Page
- I-20 form
- I-94 form (This must be accessed online at [http://www.cbp.gov/i94](http://www.cbp.gov/i94) after arrival in the U.S.)

The U.S. government requires us to collect these documents no later than the Friday of the first week of classes.

Copies must be made after arrival in the US to reflect any stamps or comments made by US Customs officials and prior to Orientation. This is both a University and Immigration Requirement. Failure to do so may result in the cancellation of the student’s visa.

### VISA CHECK-IN SESSIONS

Students only need to attend one session. The visa check-in will take place during the first week of classes. Specific dates will be sent to the students before their arrival at UCLA.

### MAINTAINING LEGAL F-1 STATUS

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

- Complete the mandatory iSTART orientation the Visa check-in procedure.
- Maintain full-time enrollment (8 units per session) and earn a passing grade in all courses.
- Conform to regulations for travel outside of the U.S. and keep their passport valid for six months beyond the summer sessions program.
- Accept no off-campus employment without written permission from the Department of Homeland Security; work no more than twenty hours per week on campus while attending school on a full-time basis.
- Notify the DCISS before transferring to another U.S. school.
- Leave the U.S. or transfer to another U.S. school within sixty days of completion of program.

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

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

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

Students may be required to complete a mandatory orientation.

CAMPUS SAFETY & SECURITY
UCLA works hard to ensure the wellbeing of all its students through a professional police department. Services include an evening van service, walking escorts, bike lockers and emergency telephones placed throughout campus. Visit the UCLA Police Department website for information at https://www.ucpd.ucla.edu/

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

NO SMOKING POLICY
Creating a safe environment for our students, faculty and staff is our priority at UCLA.

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

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

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

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

**INVOICES**

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

- If needed, any additional reconciliation of accounts will take place in October. This includes reconciliation for any unpaid charges related to enrollment changes made by students during the summer session or any other activity that leads to additional charges to the students’ account such as charges for computer lab, library fines, health services, etc...

- Any payments sent to UCLA by the Registration Center must be made in US dollars. UCLA will not accept checks in foreign currency.

- UCLA’s financial systems will automatically place a hold on the student’s record if payment is not received by the deadlines noted here.

UCLA Summer Sessions reserves the right to suspend future contracts if payment is not received from the Registration Center by the deadlines.

**Payment is due 30 days from the invoice date.**

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

**AFTER THE STUDENT’S ARRIVAL AT UCLA**

- Additional tuition expenses will be transferred to the Registration Center’s account.

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

**PAYMENTS**

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

**CHECK/MONEY ORDER PAYMENTS**

- Checks should be made payable to: Regents of the University of California
- Checks should be mailed to: Wilsie Lieux
  UCLA Summer Sessions
  1331 Murphy Hall
  Box 951418
  Los Angeles, California 90095-1418

**ELECTRONIC WIRE TRANSFER PAYMENTS**

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

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

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

**UCLA Summer Sessions’ Bank Information:**

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Bank of America</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Address</td>
<td>Client Fulfillment &amp; Service</td>
</tr>
<tr>
<td></td>
<td>CA4-704-05-41, Building D</td>
</tr>
<tr>
<td></td>
<td>2000 Clayton Rd,</td>
</tr>
<tr>
<td></td>
<td>Concord, CA 94520</td>
</tr>
<tr>
<td>ABA Routing No.</td>
<td>026009593</td>
</tr>
<tr>
<td>Bank Account Name</td>
<td>UC Regents</td>
</tr>
<tr>
<td>Bank Account Number</td>
<td>1499650103</td>
</tr>
<tr>
<td>Swift Code (for international transfers):</td>
<td>BOFAUS3N</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>UCLA Department Name</th>
<th>UCLA Summer Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Contact</td>
<td>Wilsie Lieux (tel. 310.825.7707)</td>
</tr>
<tr>
<td>Registration Center Name &amp; UID Number</td>
<td>Example - Charles University 111-111-111</td>
</tr>
</tbody>
</table>
DIRECTORY

SUMMER SESSIONS
1331 Murphy Hall
www.summer.ucla.edu
international@summer.ucla.edu

BRUINCARD CENTER
123 Kerckhoff Hall
www.bruincard.ucla.edu
bruincard@finance.ucla.edu

CAMPUS DIRECTORY
www.directory.ucla.edu

DASHEW CENTER FOR INTERNATIONAL STUDENTS & SCHOLARS
417 Charles E. Young Drive West
www.internationalcenter.ucla.edu

HOUSING
www.housing.ucla.edu/summer

LIBRARIES
www.library.ucla.edu

PARKING & COMMUTER SERVICES
555 Westwood Plaza
www.transportation.ucla.edu

REGISTRAR’S OFFICE
Enrollment Verification and Transcripts
1113 Murphy Hall
www.registrar.ucla.edu
transcripts@registrar.ucla.edu

STUDENT ACCOUNTING
1121 Murphy Hall
www.sfs.finance.ucla.edu
stdacctg@finance.ucla.edu

STUDENT HEALTH SERVICES – ASHE CENTER
www.studenthealth.ucla.edu

MyUCLA
www.my.ucla.edu