

**2011-2012**  
**Student-Athlete**  
**Handbook & Day Planner**



**UCLA Intercollegiate Athletic Department**  
**P.O. Box 24044**  
**Los Angeles, CA 90024-0044**  
**310-825-8699**  
**[www.uclabruins.com](http://www.uclabruins.com)**

**Name** \_\_\_\_\_

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## CAMPUS MAP

<http://www.ucla.edu/map/ucla-campus-map.pdf>

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## A MESSAGE FROM THE DIRECTOR OF ATHLETICS

Dear Bruins,

A few years ago, this department adopted a phrase that is as much a mantra as a slogan, as much a directive as a billboard, as much a mission as a label: CHAMPIONS MADE HERE.

Think for a moment about that first word, *Champions*. It just plain works for UCLA. It suits both team and individual achievement, and applies equally well looking back as it does forward. And while it underscores our unparalleled stock of trophies, *Champions* is, in its most elemental definition, a moniker that can be applied beyond athletics. And that is the most gratifying aspect to such a simple yet defining word, as it so aptly describes the many Bruins athletes, like you, who are and will become great people, civic leaders, and ambassadors of the UCLA essence. The second word, *Made*, represents a process, one that unites not only the student-athlete but everyone in this department, including me. While we recruit our athletes carefully and selectively, and seek those with existing character and talent, it is the *potential* our coaches see and *success* they project in you that makes the journey to accomplishment so rewarding. Each and every athletic department employee knows that is it job ONE to assist you, as best as we can, on that pilgrimage. With such support, we expect you to forge yourself into a champion with sportsmanship, responsibility, and all other tenets contained in the Pyramid of Success .

Sports Illustrated many years ago referred to UCLA as the “Athens of Athletics”. As I look across my office at the “First To 100” trophy that sits in the corner, and contemplate the magnetism - both concrete and intangible – of this place, *Here* does indeed represent a reverential place. You not only know it, you can *feel* it. If only the playing fields, the courts, the water, and the grass could speak, what tales they would tell of Bruins who wanted to be the best, accomplished their mission, and will forever be bonded by the teamwork, collusion, and cooperative effort that resulted in victory. You are now part of that tradition.

Please take the time to familiarize yourself with the information in the enclosed handbook. The contents include important information that you are responsible for knowing, along with descriptions of the many resources that are available to you. The day planner will assist you in your planning and notify you when your fellow Bruins compete.

I wish you great success in the classroom and in your competition this year. Go Bruins!



Dan Guerrero

# ATHLETIC DEPARTMENT DIRECTORY

UCLA Athletic Department Main Line: 310-825-8699

## ADMINISTRATION

Marc Dellins, Assoc. Athletic Director, Sports Information	310-206-8194
Bobby Field, Assoc. Athletic Director, Sports & Administration	310-206-6580
Dan Guerrero, Director of Athletics	310-206-6382
Mark Harlan, Sr. Assoc. Athletic Director, External Relations	310-206-6533
John Jentz, Sr. Assoc. Athletic Director, Business & Finance/CFO	310-206-6844
Petrina Long, Sr. Assoc. Athletic Director/Senior Woman Administrator	310-206-6149
Donald Morrison, Faculty Athletic Representative	310-825-7706
Michael Sondheimer, Assoc. AD, Academic Admissions Services	310-206-6190
Glenn Toth, Sr. Assoc. Athletic Director, Sports & Administration	310-206-6274
Ken Weiner, Sr. Assoc. Athletic Director, Business Operations	310-206-6129

## ACADEMIC & STUDENT SERVICES

Tim Anderson, Football Academic Coordinator	310-206-6618
Ashley Armstrong, Director of Student-Athlete Development	310-206-7121
Liz Cadigan, Coordinator of the Athletics Peer Learning Lab	310-206-8124
Mike Casillas, Director of Student-Athlete Counseling	310-206-6838
Kevin Chen, Staff Associate	310-825-7057
Ric Coy, Assistant Director of Student Services	310-825-6054
Ja'Nae Davis, Learning Specialist	310-206-3077
Kenny Donaldson, Assistant Director of Academic Services	310-794-7690
Aaron Giacosa, AS2 College Academic Counselor	310-206-6263
Jo Guest, Assistant Coordinator of the Athletics Peer Learning Lab	310-206-7526
Linda Lassiter, AS2 College Academic Counselor	310-206-6209
Dr. Christina Rivera, Assistant Athletic Director of AS2	310-206-6668
Joanne Suechika, AS2 College Academic Counselor	310-206-6499
Nick Thornton, Eligibility Coordinator	310-794-5459
Sabrina Youmans, Learning Specialist	310-909-9814

## NCAA COMPLIANCE & ELIGIBILITY

Rich Herczog, Director of Compliance	310-206-6099
Dan Goldberg, Associate Director of Compliance	310-794-8813
Amy Schluack, Assistant Director of Compliance	310-206-6634

## ATHLETIC DEPARTMENT CONTACTS

Agent Information & Advice (Bobby Field)	310-206-6580
Bruin Varsity Club	310-206-3302
Central Ticket Office	310-825-2101
Financial Aid (Michael Katz)	310-206-9319
Dietitian (Becci Twombly)	310-267-4787
Student-Athlete Housing (Leah Waller)	310-794-6443
Student-Athlete Parking (Tina Johnson)	310-206-2656
Sports Information (Main Office)	310-206-6831
Training Room, Acosta	310-206-6107
USHIP: Insurance (David Rodriguez)	310-206-6105
Weight Room, Acosta	310-206-6103

# CAMPUS RESOURCE DIRECTORY

**General Campus Information: 310-825-4321 [www.ucla.edu](http://www.ucla.edu)**

## Undergraduate Colleges & Schools

### College of Letters and Science

Molecular, Cell, & Developmental Biology	
Connie Firestone	825-7109
Economics: Julie Plotkin	825-5118
English: Janel Munguia	825-1389
Geography: Irina Tauber	825-1166
History: Paul Padilla	825-3720
International Development Studies	
Sandy Valdivieso	825-5187
Physiological Science:	
Inna Gergel	825-3892
Political Science:	
Kathy Escobedo	825-3862
Psychology: Melina Dorian	825-2730
Sociology: Simbi Mahlanza	825-1215

**\* See your AS2 College Academic Counselor for assistance with the College of Letters & Science**

<b>Arts &amp; Architecture</b>	825-3281
<b>Engineering &amp; Applied Sciences</b>	825-2826
<b>Nursing</b>	825-7181
<b>Theatre, Film, &amp; Television</b>	825-5761

### Campus Contacts

Academic Advancement Program	206-1550
Ackerman Union	825-6064
American Indian Studies Center	825-7315
Ashe Student Health/Wellness	825-4073
Asian American Studies Center	825-2974
Athletics Peer Learning Lab	206-7526
Bradley International Center	825-7021
Bruin Card Office	825-2336
Bruin Resource Center	825-3945
Bunche Center for African American Studies	825-7403
Bus Information	825-2101
Campus Police	825-1491
Career Center	206-1915
Center for Community Learning	825-7867
Center for Student Programs	825-7041
Central Ticket Office	825-2101

Chicano Studies Research Center	825-2363
Community Housing Office	825-4491
Counseling & Psychological Services (CAPS)	825-0768
Crime Prevention	825-7661
Dean of Students	825-3871
Degree Check/Evaluation	825-2754
Dorms: Hedrick Hall	825-2965
Reiber Hall	825-2275
Sproul Hall	825-2075
Dykstra Hall	825-5451
Escort Service	794-9255
Evening Van Info	825-9800
Financial Aid	206-0400
Fraternity & Sorority Relations	825-6322
Graduate Admissions Office	825-1711
Health Education Office	825-6385
Housing (on-campus)	825-4721
(off-campus)	825-4491
Internships & Study Abroad	206-1917
Intramural Sports	267-5416
International Students (Dashew)	825-1681
LGBT Campus Resource Center	206-3628
Libraries, <a href="http://www.library.ucla.edu">www.library.ucla.edu</a>	825-8301
Ombuds Office	825-7627
Parking Services	825-6702
Parking Tickets (24 hour info)	800-578-0799
Registrar's Office	825-1091
Residential Life	825-3401
Student Dental	206-3904
Student Health Services	825-4073
Student Legal Services	825-9894
Students with Disabilities	825-1501
Julie Morris, Program Coord.	794-5732
Students' Store @ Ackerman	206-0810
Suicide Prevention Hotline	391-1253
Transcripts	825-1091
Wooden Center (Recreation)	825-3701
Work Study Office	206-0446

**ON-CAMPUS EMERGENCIES CALL  
310-825-1491**

## **ATHLETIC DEPARTMENT MISSION STATEMENT**

UCLA is proud of its comprehensive athletic program and heritage. The collective accomplishments of Bruin teams and athletes are testimony to the efforts of many dedicated and talented individuals: the student-athletes themselves, as well as coaches, administrators, and support staff. The athletic department also benefits from the strong support of faculty, students, alumni, and fans. As intercollegiate sports have become increasingly popular, we recognize our expanding role in the cultural and social profile of the campus. It is our goal to represent the University with character while providing the student-athlete with a rewarding experience both academically and athletically. The UCLA Department of Intercollegiate Athletics is committed to fair and equitable opportunities and treatment for all students and staff, including women and minorities.

It is the objective of UCLA Athletics to have all its sports compete at the national level. This goal complements the institutional commitment to excellence, whether in the area of undergraduate or graduate education, research or community service. UCLA embraces the ideal of an amateur athletics program, and is pleased to have produced a considerable number of Olympians, many of whom have accepted medals on behalf of the USA and numerous other countries.

In order to have a broad-based, nationally competitive intercollegiate athletics program for men and women, UCLA attempts to recruit the finest student-athletes. It is campus policy to recruit only student-athletes who exhibit both an interest in the academic component of undergraduate life and the potential to succeed in the increasingly competitive academic environment of UCLA. An important element of the recruitment message is that UCLA offers so much more than a preeminent athletic experience. UCLA recognizes that to compete at the national level demands a commitment of time and energy from student-athletes not normally required of other students. Therefore, we provide a variety of support services and resources to assist student-athletes with their academic success, personal well being, individual development, and preparation for future endeavors.

## **GENDER EQUITY**

Title IX is the federal law that prohibits sex discrimination by Universities, such as UCLA, that receive federal funds. The prohibition covers all aspects of the campus' programs, including admissions, treatment of students, employment, and athletics. In athletics, Title IX requires equal access to the program for both men and women as well as overall equal treatment of male and female participants. The Office for Civil Rights (known as the "OCR") within the U.S. Department of Education enforces Title IX. It has described three tests pursuant to which an athletic program can establish that it is in compliance. A program that meets any one of the three tests is considered to be in compliance with Title IX's requirement of equal access.

To establish compliance under one of the three tests, an athletic program must show: (1) that male and female students are provided with intercollegiate participation opportunities at rates substantially proportionate to their respective rates of enrollment, or (2) that it has a history and continuing practice of program expansion for the underrepresented sex, or (3) that it has fully and effectively accommodated the interests and abilities of the underrepresented sex. Title IX does not require an athletic program to provide the same overall funding to men's and women's programs, the same funding to men's and women's teams in the same sport, the same specific benefits, specific numbers of teams, or the same sports for men and women. It does require equal opportunity for male and female student to participate in the program and equivalent treatment of participant in the overall women's program as compared to the overall men's program.

UCLA has a proud tradition in both men's and women's sports. That tradition cannot be tarnished by discrimination. If you have a question or concern about the campus' compliance, please feel free to raise it with your coach, Senior Associate Athletic Director, Petrina Long (310-206-6149), or Title IX Officer, Pamela

Thomason (310-206-3417). Remember too that discrimination is unlawful and that you can raise a complaint of discrimination with the OCR.

## **STUDENT-ATHLETE CODE OF CONDUCT**

UCLA student-athletes must abide by the rules and regulations of their teams, the Department of Intercollegiate Athletics, the University, and the NCAA, as well as federal, state, and city laws. Student-athletes are expected to conduct themselves in a manner befitting representatives of UCLA. The UCLA student-athlete must always exercise good sportsmanship and responsible behavior.

### **ACADEMIC DISHONESTY**

Cheating, plagiarism, fabrication, multiple submissions, and facilitating academic dishonesty are very serious forms of academic dishonesty. Any use of unauthorized assistance on exams, papers, homework assignments, or other course work constitutes cheating. Knowingly providing assistance during an exam or allowing other students to copy one's work is also a serious form of academic dishonesty.

Plagiarism consists of submitting written work that has been developed wholly or partially by someone else. Submitting written work in which the ideas of others have been duplicated or even paraphrased without proper reference to the author is also a form of plagiarism, as is the acquisition of term papers or other assignments from another source and the subsequent presentation of these materials as the student's own work. In addition, students may not use papers in more than one course without the permission of both instructors.

Student-athletes guilty of any form of academic dishonesty will be subject to disciplinary action set forth by the University and/or Athletic Department. Refer to page 18 for additional information on academic integrity and University dishonesty procedures.

### **ALCOHOL & DRUG USE**

Student-athletes at UCLA must abide by practices that enhance their personal health as well as their skills in their sports. Student-athletes shall not use or be under the influence of drugs not prescribed by an authorized medical doctor. Student-athletes must abide by the drug testing policies and procedures as determined by NCAA and the UCLA Athletic Department.

Student-athletes shall not drink, be under the influence of, or be in personal possession of alcohol during any intercollegiate event or athletic practice. Unauthorized use, possession, or dissemination of alcohol on University premises or on road trips associated with athletic events will result in disciplinary action.

State and local laws, and University Policies require that no one under the legal drinking age of 21 may be sold, served or allowed to consume alcohol.

### **TOBACCO**

The UCLA Athletic Department and the NCAA (Bylaw 17.1.8) prohibits the use of tobacco in any form (smoking, smokeless, "dipping", "chewing") by student-athletes, coaches and staff in and around all meetings, practices and competitions. Violation of the tobacco policy will not be tolerated and may result in penalties ranging from suspension from practice or competition to termination from the team.

### **APPEARANCE**

Student-athletes are highly visible representatives of the University. As a result, student-athletes must be concerned with their appearance in public settings, particularly when traveling with their teams. Appropriate clothing should be worn on these occasions, and student-athletes should maintain a well-groomed appearance in terms of their hair, facial hair, and makeup. Student-athletes appearance on-campus and in the classroom is equally important.

## **ON-CAMPUS HOUSING**

Standards of behavior have been established to promote cooperation, respect and orderliness within the UCLA On-Campus Housing community. These standards of behavior apply to all On-Campus Housing residents, community members, and guests while in the On-Campus Housing community and surrounding properties.

All student-athletes who become members of the on-campus residence community are voluntarily choosing to become members of this community and therefore are bound by the responsibilities and rights of this membership. Student-athletes are responsible for making themselves aware of and abide by the On-Campus Housing regulations. These regulations have been developed to create and maintain safe, supportive, and inclusive living-learning communities that engage residents in order to foster their academic success, personal growth and responsible citizenship.

Residents are considered to be maturing adults, capable of making their own decisions, as well as accepting the consequences for those decisions. If there are any allegations of violating on-campus standards, student-athletes may receive a written summons that they must respond to in a timely manner. Failure to do so may result in disciplinary action including, but not limited to, a hold being placed on a student-athletes record. If you have questions regarding the standards of behavior for the On-Campus Housing community, please contact your Resident Director or the ORL Judicial Affairs Coordinator. Additionally, student-athletes may contact Mike Casillas, Director of Student-Athlete Counseling, at 310-206-6838 with questions.

## **DISCRIMINATION, HARASSMENT, & ABUSIVE BEHAVIOR**

As a student-athlete, you are a part of a community that supports both individual ethical integrity and community diversity. UCLA does not condone harassment directed toward any person or group, students, employees, or visitors. As a member of the University community, you are to refrain from actions that intimidate, humiliate, or demean persons or groups, or that undermine their security or self-esteem. This includes behavior that denigrates others because of their race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, physical or mental disabilities, mental retardation, and past/present history of a mental disorder.

The University of California is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free from all forms of harassment, exploitation, or intimidation. Every member of the University community should be aware that the University is strongly opposed to sexual harassment, and that such behavior is prohibited both by law and by University policy. The University will respond promptly and effectively to reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy. The Sexual Harassment Prevention Office website, [www.sexualharassment.ucla.edu/resources.html](http://www.sexualharassment.ucla.edu/resources.html) has additional information for students.

In the case of a student-athlete who is alleged to have committed or been disciplined for an act of abusive behavior, discrimination, or harassment, or violation of team rules, the assigned sports supervisor will meet with the student-athlete as the first step of appeal. If it is determined that the appeal request has merit, a three-person committee of sports supervisors will convene for a second interview. If student-athletes have questions they should contact Petrina Long, Sr. Associate Athletic Director, 310-206-6149, or the Dean of Students Office, 310-825-3871.

## **FILE SHARING**

File sharing technology are not in themselves illegal, but *what* you share and *how* you share it may be. When you upload or distribute copies you make of copyrighted works, or when you download or acquire unlicensed copies of copyrighted works, you may be infringing upon someone else's rights. This is true regardless of where the sharing occurs – e.g., UCLA's residential hall network, the campus's wired or wireless networks or

your own off-campus broadband connection – and it does not matter if it is with just with a few friends or the whole Internet. If you are infringing – even unwittingly – you can be subject to civil damages of between \$750 and \$150,000 per infringement and even criminal jail time.

When deciding whether content is legal to copy or share, a good rule of thumb to follow is if the item is sold online or in a store it is likely ILLEGAL to make a copy or make available (share) without permission of the copyright holder. UCLA implements an active program for responding to copyright infringement notices. A first-time recipient of a infringement claim is required to attend a workshop covering all aspects of file sharing and alternatives led by the Office of the Dean of Students. A second-time recipient of an infringement claim requires an in-person interview with a representative of the Office of the Dean of Students, with different possible outcomes for required action or sanctions following University guidelines, depending on the situation (the latter ranging from probation to loss of privileges, to suspension and potentially dismissal from the University). Repeat offenders are blocked from using the network for a period of time. Before you load up file sharing software and start downloading, get the facts. Go to [www.GetLegal.ucla.edu](http://www.GetLegal.ucla.edu) or contact Kenn Heller, Assistant Dean of Students, at [kheller@ucla.edu](mailto:kheller@ucla.edu)

## **GAMBLING**

A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (i.e., “point shaving”) or who solicits or accepts a bet or participates in any gambling activity through bookmakers, a parlay card or any other method employed by organized gambling that involves wagering on the student-athlete’s institution shall permanently lose all remaining regular-season and postseason eligibility in all sports.

Student-athletes must not engage in gambling on any professional or intercollegiate sponsored sports. This is a violation of both NCAA and state regulations. In addition, student-athletes must also be aware of the possibility that they may be approached by outside interests and asked to alter the results of an athletic contest in exchange for money or gifts. Incidents of this kind must be reported immediately to the Compliance office, 310-206-6099. Refer to page 63 for additional information on NCAA gambling rules.

## **HAZING**

UCLA students take pride in being part of a community in which all members treat each other with dignity and respect. Activities which detract from the goal of fostering the personal and intellectual development of our students have no place on our campus. Hazing in any form by any student in the process of joining any organization poses a serious threat to the health and safety of our students and will not be tolerated.

The California Education Code defines hazing as, “any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger or physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university, or other educational institution in this state.

Hazing may also include: “Any action taken or situation created, intentionally, or unintentionally, whether on or off [University] premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; line-ups; creation of any excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, kidnapping, or any other such activities; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy, or the regulation and policies of the educational institution, or applicable state law.”

All members of the UCLA community are responsible for ensuring that UCLA remains free from hazing. You can help by doing the following:

- 1) Before joining any group/organization at UCLA, be certain that you and the organization's leadership have signed a statement in support of maintaining the dignity and respect of all community members, pledging not to accept or engage in hazing.
- 2) If you believe that you have been asked to participate in an activity that may be considered hazing, please contact the UCLA administrator responsible for the organization (coach, advisor, coordinator, staff, faculty member). A careful evaluation of the activity can be made to ensure its appropriateness.
- 3) To make an anonymous report of hazing, contact the Center for Student Programming at [csp@ucla.edu](mailto:csp@ucla.edu).

All student-athletes are required to sign a statement pledging not to accept or engage in hazing at the beginning of the academic year. If student-athletes have concerns or questions about team activities or hazing they should contact Ashley Armstrong, 310-206-7121.

### **PERSONAL CONDUCT**

Student-athletes are expected to conduct themselves, both on and off campus, in a manner which brings credit to the University and their teams. Student-athletes must be concerned with any behavior which might embarrass themselves, their teams, and/or the University. All incident reports for on-campus residents will be forwarded to the Athletic Department for appropriate action. Student-athletes must be especially concerned with the following areas of student misconduct:

- Lying and/or fraud
- Abuse of property
- Disturbing the peace
- Stealing, or being an accessory to theft
- Forgery, alteration, or the misuse of documents or records
- Unauthorized entry to or use of University or private property
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities
- Physical abuse, threats of violence, or conduct that threatens the health or safety of another individual
- Sexual harassment
- Sale of tickets to UCLA athletic events and/or the sale of athletic equipment, issued by the Athletic Department or provided by commercial sponsors, to other students or outside buyers
- Participation in initiations or the hazing of team members
- Posting inappropriate information, pictures, or video on Social Networking websites (i.e., Facebook, MySpace, Twitter, YouTube, etc.) that damages or embarrasses individuals, teams, the Athletic Department or the University.

### **READING & RESPONDING TO E-MAIL**

All student-athletes are responsible for reading and responding to their e-mail in a timely manner. Student-athletes are encouraged to use their Bruin Online account; however, if you choose to use another e-mail address, please know that you are responsible for checking that e-mail addresses that you provide to the Athletic Department and University. Additionally, you are responsible for informing the Athletic Department and the University when you have changed your e-mail address. Email is the primary method of communication between the Athletic Department and the University, so make sure to check your account regularly. Important notices and information will be sent to your e-mail from your coaches, staff (e.g., Academic & Student Services, Athletic Performance, Student-Athlete Development, Sports Medicine, Dietician and Sports Information), professors, the UCLA College, Dean of Students and other departments on campus.

## **SOCIAL NETWORKING**

The Athletic Department supports its student-athletes' rights to freedom of speech, expression, and association, including the use of social networks. However, playing and competing for UCLA is a privilege, not a right.

As a UCLA student-athlete, you are a representative of the University and are always in the public eye. The Athletic Department advises student-athletes to exercise extreme caution in their use of social networking websites (i.e., Facebook, Twitter, MySpace, YouTube, etc.). Student-athletes should not post inappropriate information or pictures on Social Networking websites that damage or embarrass individuals, teams, the Athletic Department or the University. Student-athletes should keep the following information in mind before participating on social networking websites:

- Once any text, photo, tweets, or video is placed online it is completely out of your control, regardless of whether you limit access to your page. Anything posted online is available to anyone in the world.
- Profiles should be set as private.
- Do not post information, photos, tweets or other items online that could embarrass you, your family, your team, the athletic department or UCLA. This includes information, photos, tweets and items that may be posted by others on their page or on your webpage.
- Do not post disrespectful comments or engage in inappropriate behavior such as:
  - Derogatory or defamatory language;
  - Derogatory or defamatory comments about coaches, officials, opponents, UCLA Athletics, UCLA, the Pac-12 Conference, or the NCAA.
  - Comments that constitute a credible threat of physical or emotional injury to another person;
  - Comments or photos that describe unlawful assault, abuse, hazing, harassment, or discrimination; possessing, or using controlled substances; or any other illegal behavior;
  - Comments that disclose confidential, sensitive, or private information such as athlete injuries, rosters, playbooks, officiating, etc.
- Do not post your personal information: addresses, phone number(s), date of birth, class schedules, your whereabouts or daily activities. You could be opening yourself up to online predators.
- Coaches, Athletic Department administrators, faculty, staff, residential life, employers, alumni, and UCLA Police Department can and do monitor these websites regularly.
- Many potential employers, internship supervisors, graduate programs and scholarship committees search these sites to screen applicants.
- Media frequently monitor these sites and may report on inappropriate actions of student-athletes.
- Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes or to be affiliated with student-athletes and teams, or to obtain information for the purposes of sports gambling or negative publicity.
- Student-athletes could face discipline and even dismissal for violation of University, team or Athletic Department policies, and/or NCAA rules.

Postings that appear on student-athlete profiles must comply with the Code of Conduct, and can be addressed through education and/or counseling, and/or punishable through suspension or expulsion, with the reduction or cancellation of financial aid.

## **SPORTSMANSHIP**

As ambassadors of UCLA, student-athletes and coaches should strive to represent the very best spirit and tradition of intercollegiate athletics. Remember that you not only represent yourself, but your teammates, fellow coaches, the entire athletic department, the University and all of the student-athletes and coaches who have competed at UCLA. Student-athletes shall exemplify good sportsmanship on and off the field of play, during pre and post game comments to the media, and when traveling and participating at other institutions. Profanity, derogatory comments or other intimidating actions directed at officials, student-athletes, coaches, or

team representatives will not be tolerated and are grounds for discipline and/or removal from the site of competition.

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

The Family Educational Rights & Privacy Act (FERPA) or Buckley Amendment is a federal law that protects the privacy of student education records. Therefore, UCLA, including the Athletics Department, must have written permission from the student in order to release any information from a student's education record. This privacy act and permission requirement applies not only to parents and guardians, but also to the NCAA and the Pac-12 Conference.

Each year, student-athletes will be informed of their privacy rights and will be provided the opportunity to give their consent to disclose their educational records to authorized representatives of UCLA, the Pac-12 Conference, the NCAA and other outside parties. Per NCAA rules, a student-athlete may not be able to participate in intercollegiate competition unless they agree to disclose their educational records for the purpose of determining eligibility for intercollegiate athletics, eligibility for athletically related financial aid, for evaluation of school and team academic success, for awards and recognition programs highlighting student-athlete academic success, for purposes of inclusion in summary institutional information reported to the NCAA (and which may be publicly released by it), for NCAA longitudinal research studies, and for activities related to NCAA compliance reviews and athletics certification. Student-athlete will not be identified by name by the NCAA in any such published or distributed information.

FERPA does allow UCLA to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State Law

Additionally, UCLA, in accordance with Federal and State Laws and the University Policies, has designated the following categories of personally identifiable information as "public information" which UCLA may release and publish without the student's prior consent: Name, address (local/ mailing, permanent, and/or email), telephone numbers, major, dates of attendance, number of units in which enrolled, as well as other information. Students who do not wish certain items of this "public information" released and published may so indicate through URSA online at [www.ursa.ucla.edu](http://www.ursa.ucla.edu). For questions or concerns please contact Dr. Christina Rivera, Director of Academic & Student Services, 310-206-6668, [crivera@athletics.ucla.edu](mailto:crivera@athletics.ucla.edu).

## **UCLA MISSION STATEMENT**

UCLA's primary purpose as a public research university is the creation, dissemination, preservation, and application of knowledge for the betterment of our global society. To fulfill this mission, UCLA is committed to academic freedom in its fullest terms: we value open access to information, free and lively debate conducted with mutual respect for individuals, and freedom from intolerance. In all of our pursuits, we strive at once for excellence and diversity, recognizing that openness and inclusion produce true quality. These values underlie our three institutional responsibilities.

**Learning and teaching** at UCLA are guided by the belief that undergraduate, graduate and professional school students and their teachers belong to a community of scholars. This community is dedicated to providing students with a foundational understanding of a broad range of disciplines followed by the opportunity for in-depth study of a chosen discipline. All members of the community are engaged together in discovering and advancing knowledge and practice. Learning occurs not only in the classroom but also through engagement in campus life and in communities and organizations beyond the university.

**Discovery, creativity and innovation** are hallmarks of UCLA. As one of the world's great research universities, we are committed to assuring excellence within a wide range of disciplines, professions and arts, while also encouraging investigation across disciplinary boundaries. In so doing, UCLA advances knowledge, addresses pressing societal needs and creates a university enriched by diverse perspectives in which all individuals can flourish.

**Civic engagement** is fundamental to our mission as a public university. Located on the Pacific Rim in one of the world's most diverse and vibrant cities, UCLA reaches beyond campus boundaries to establish partnerships locally and globally. We seek to serve society through both teaching and scholarship, to educate successive generations of leaders, and to pass on to students a renewable set of skills and commitment to social engagement. UCLA endeavors to integrate education, research and service, so that each enriches and extends the others. This integration promotes academic excellence and nurtures innovation and scholarly development.

## UCLA PRINCIPLES OF COMMUNITY

The University of California, Los Angeles (UCLA) is an institution that is firmly rooted in its land-grant mission of teaching, research, and public service. The campus community is committed to discovery and innovation, creative and collaborative achievements, debate and critical inquiry, in an open and inclusive environment that nurtures the growth and development of all faculty, students, administration and staff. These Principles of Community are vital for ensuring a welcoming and inclusive environment for all members of the campus community and for serving as a guide for our personal and collective behavior.

- We believe that diversity is critical to maintaining excellence in all of our endeavors.
- We seek to foster open-mindedness, understanding, compassion and inclusiveness among individuals and groups.
- We are committed to ensuring freedom of expression and dialogue, in a respectful and civil manner, on the spectrum of views held by our varied and diverse campus communities.
- We value differences as well as commonalities and promote respect in personal interactions.
- We affirm our responsibility for creating and fostering a respectful, cooperative, equitable and civil campus environment for our diverse campus communities.
- We strive to build a community of learning and fairness marked by mutual respect.
- We do not tolerate acts of discrimination, harassment, profiling or other conduct causing harm to individuals on the basis of expression of race, color, ethnicity, gender, age, disability, religious beliefs, political preference, sexual orientation, gender identity, citizenship, or national origin among other personal characteristics. Such conduct violates UCLA's Principles of Community and may result in imposition of sanctions according to campus policies governing the conduct of students, staff and faculty.
- We acknowledge that modern societies carry historical and divisive biases based on race, ethnicity, gender, age, disability, sexual orientation, and religion, and we seek to promote awareness and understanding through education and research and to mediate and resolve conflicts that arise from these biases in our communities.

*The "Principles of Community" statement was developed by the Chancellor's Advisory Group on Diversity, since renamed the UCLA Council on Diversity & Inclusion, which is comprised of representatives from administration, faculty, staff, students and alumni. For more information, please see [www.diversity.ucla.edu](http://www.diversity.ucla.edu).*

## ACADEMIC & STUDENT SERVICES (AS2)

### MISSION STATEMENT

#### ***“Student-Athletes Understand that Character Creates Educational Self-Sufficiency”***

The mission of the UCLA Academic & Student Services Office (AS2) and its S.U.C.C.E.S.S. Program is to provide an interactive learning environment that emphasizes life-long learning habits, goal setting, teamwork, leadership and character. Centered on the idea of the self-sufficient, independent learner, the S.U.C.C.E.S.S. Program features academic counseling, academic and student support services, and student-athlete development programs that support and encourage student-athletes to reach their full potential academically and personally. The AS2 team promotes a healthy balance between academics and athletics, and embraces UCLA’s “True Bruin” philosophy setting forth the ethical standards of integrity, excellence, accountability, respect and service. Our commitment is to assist student-athletes in their transition to the university, earn their UCLA degree and develop their skills and confidence to be champions in life.

### AS2 STAFF DIRECTORY

Tim Anderson, Football Academic Coordinator	310-206-6618
Ashley Armstrong, Director of Student-Athlete Development	310-206-7121
Liz Cadigan, Coordinator of the Athletics Peer Learning Lab	310-206-8124
Mike Casillas, Director of Student-Athlete Counseling	310-206-6838
Kevin Chen, Staff Associate	310-825-7057
Ric Coy, Assistant Director of Student Services	310-825-6054
Ja’Nae Davis, Learning Specialist	310-206-3077
Kenny Donaldson, Assistant Director of Academic Services	310-794-7690
Aaron Giacosa, AS2 College Academic Counselor	310-206-6263
Jo Guest, Assistant Coordinator of the Athletics Peer Learning Lab	310-206-7526
Linda Lassiter, AS2 College Academic Counselor	310-206-6209
Dr. Christina Rivera, Assistant Athletic Director of AS2	310-206-6668
Joanne Suechika, AS2 College Academic Counselor	310-206-6499
Nick Thornton, Eligibility Coordinator	310-794-5459
Sabrina Youmans, Learning Specialist	310-909-9814

For all UCLA phone numbers not listed, please consult the UCLA Directory at [www.directory.ucla.edu](http://www.directory.ucla.edu)

### GEORGE KNELLER ACADEMIC CENTER

The George Kneller Academic Center (J.D. Morgan Center, Suites 121 & 127) houses the AS2 Office and the Rose Gilbert Learning Center. Access to the J.D. Morgan Center is limited after 5:00pm; therefore, student-athletes may gain access to the AS2 Office and Rose Gilbert Learning Center through the North doors that face Bruin Walk.

**Rose Gilbert Learning Center (Suite 121):** The Rose Gilbert Learning Center is open during the following hours:

#### **Fall/Winter/Spring Quarters:**

Monday – Thursday: 8:00am - 8:00pm  
Friday: 8:00am - 5:00pm  
Saturday: Closed  
Sunday: 3:00pm - 8:00pm

#### **Summer Session A/C:**

Monday - Friday: 8:00am - 5:00pm  
Saturday: Closed  
Sunday: Closed

**The Rose Gilbert Learning Center will be closed during all university recognized holidays.**

**AS2 Office (Suite 127):** The AS2 Office is open Monday through Friday from 8am-6pm and houses the AS2 staff, which includes the AS2 College Academic Counselors, Academic Coordinators, Learning Specialists, Academic Mentors, and Directors.

Student-athletes must make it a habit of reading the TV Monitor for all important information pertaining to academic and student support services as well as all student development information. In order to use the computers in the Rose Gilbert Learning Center, student-athletes will need to use their UCLA Logon ID. Student-athletes who forget their password will need to see Ric Coy, Assistant Director of Student Services or take their Bruin ID to Morgan Center, Room 120 to regain access to the computer lab.

### LEARNING CENTER GUIDELINES

- The Learning Center is an academic learning environment.
- Please respect your fellow student-athletes and staff by keeping conversations to a minimum.
- Cellular phones should be set to silent mode. Calls should be taken outside of the Learning Center.
- Computers should be used for academic purposes only. If there are student-athletes waiting to use the computer for academic purposes, priority will be given to them.
- Social Networking websites (Facebook, MySpace, Twitter, Bebo, Xanga, YouTube, etc.) are prohibited in the Learning Center. If you are found to be on any of these social networking or video sites, you will be excused from the Learning Center.
- Food and drinks are **NOT ALLOWED** in the Learning Center. Computers and their peripheral equipment can be easily damaged.
- Throw away all trash in the appropriate trash bin and keep the computer stations clean.
- Recycle all paper in the appropriate recycle bin.
- Inappropriate behavior or offensive language will not be tolerated.
- **PRINTING: Printing is for academic use only.** Student-athletes will be provided with a \$10.00 printing allotment each quarter. If your printing allotment runs out, please see Ric Coy or Nick Thornton for assistance. The printers are monitored by AS2 staff to identify student-athletes who abuse printing privileges. Remember to log off to avoid someone else printing on a computer you had logged on to.

### ACADEMIC INTEGRITY

*(Referenced from the UCLA Dean of Students' office)*

As a student and member of the University community, you are here to get an education and are, therefore, expected to demonstrate integrity in all of your academic endeavors. You are evaluated on your own merits and must protect academic integrity at UCLA.

**Forms of Academic Dishonesty:** As specified by University policy, violations or attempted violations of academic dishonesty include but are not limited to: cheating, fabrication, plagiarism, multiple submissions or facilitating academic dishonesty.

**Cheating** - Failure to observe the expressed procedures of an academic exercise, including but not limited to:

- Unauthorized acquisition of knowledge of an examination or part of an examination
- Allowing another person to take a quiz, exam, or similar evaluation for you
- Using unauthorized materials, information, or study aids in any academic exercise or examination textbook, notes, formula list, calculator, etc
- Unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise
- Unauthorized use of another person's data in completing a computer exercise
- Altering a graded exam or assignment and requesting it be regraded

**Fabrication** - Falsification or invention of any information in an academic exercise, including but not limited to:

- Altering data to support research
- Presenting results from research that was not performed
- Crediting source material that was not used for research

**Plagiarism** - Presentation of another's words or ideas as if they were one's own, including but not limited to:

- Submitting, as your own, through purchase or otherwise, part of an entire work produced verbatim by someone else
- Paraphrasing ideas, data, or writing without properly acknowledging the source
- Unauthorized transfer and use of another person's computer file as your own
- Unauthorized use of another person's data in completing a computer exercise

**Facilitating Academic Dishonesty** - Participating in any action that compromises the integrity of the academic standards of the University; assisting another to commit an act of academic dishonesty; including but not limited to:

- Taking a quiz, exam or similar evaluation in place of another person
- Allowing another student to copy from you
- Providing material or other information to another student with knowledge that such assistance could be used in any of the violations stated above.

**Multiple Submissions** - Resubmission of a work that has already received credit with identical or similar content in another course without the consent of the present instructor or submission of work with identical or similar content in concurrent courses without consent of instructors.

## **PROCEDURES WHEN ACADEMIC DISHONESTY IS SUSPECTED**

When a student is suspected of being involved in academic dishonesty, the Academic Senate requires that the instructor report the allegation to the Dean of Students' Office. The Dean of Students' Office will in turn notify the Director of Student-Athlete Counseling of the allegation. The instructor will file a report and provide supporting evidence, such as a copy of the exam or paper in question.

If it is alleged that you engaged in academic dishonesty, don't panic! Read the allegations carefully. You may consider talking to your professor to clarify the situation and/or pursue clarification during your interview(s) with the Dean. If you receive a written summons, **DO NOT ignore it**. Immediately contact the assigned Dean and follow the instructions stated in the summons. If you have procedural questions, you may contact Mike Casillas at 310-206-6838. You may also consult with UCLA Student Legal Services at 310-825-9894.

If you admit culpability and if the Dean concludes that there is sufficient evidence to sustain a finding of culpability, the Dean may impose one or more of the sanctions listed in the UCLA Student Conduct Code. Sanctions for the violation of University policies regarding academic dishonesty may include suspension or dismissal. If the matter cannot be resolved between the Dean and the student, the Dean may refer the case to the Student Conduct Committee for a hearing.

## PROMOTING ACADEMIC INTEGRITY: PROACTIVE STRATEGIES

- Take the time to produce quality work that you can be proud of, and be thoroughly prepared for examinations.
- During an exam, **DO NOT SIT NEXT TO TEAMMATE(S) OR SOMEONE WITH WHOM YOU STUDIED**, in case your exams end up looking "too similar."
- Discourage academic misconduct among other students.
- During examinations, focus on your work, and do not look in the direction of other students. Take the initiative to shield your work to prevent other students from copying.
- Don't allow others to use your computer, user ID, or password.
- Resist the temptation to share rough drafts and participate in peer editing without the consent of your instructor.
- When using class notes for an assignment, ask yourself: Did the information come from me? Always document where and from whom you got your information. If you are unsure how to appropriately cite information and resources, please refer to the resources pages in your Student-Athlete Handbook for MLA and APA citation guidelines.
- What can you do if you are unsure whether it is unauthorized collaboration or whether it is okay to work together? When in doubt ASK! Check your course syllabus or ask your instructor.

### **SUBMITTED WORK IS ROUTINELY CHECKED FOR PLAGIARISM**

The University has access to programs and online resources that can be used to check the originality of your assignments and subsequently, detect plagiarism. Websites such as Wikipedia.com and Turnitin.com are routinely used and in some courses mandated by instructors, to verify the authenticity of student work. Be sure to always properly cite all information that is not your original work including ideas, data and writing.

## ACADEMIC COUNSELING

### AS2 COLLEGE ACADEMIC COUNSELORS

Mike Casillas - *Football & Men's Basketball*; [mcasillas@athletics.ucla.edu](mailto:mcasillas@athletics.ucla.edu)

Aaron Giacosa - *Baseball, Women's Basketball, Women's Gymnastics, Men's & Women's Soccer, Men's & Women's Water Polo*; [agiacosa@athletics.ucla.edu](mailto:agiacosa@athletics.ucla.edu)

Linda Lassiter - *Men's & Women's Golf, Women's Rowing, Women's Swimming & Diving, Men's & Women's Tennis, Men's & Women's Volleyball*; [llassiter@athletics.ucla.edu](mailto:llassiter@athletics.ucla.edu)

Joanne Suechika - *Men's & Women's Cross Country, Women's Rowing, Softball, Men's & Women's Track & Field*; [jsuechika@athletics.ucla.edu](mailto:jsuechika@athletics.ucla.edu)

### ROLE OF YOUR AS2 COLLEGE ACADEMIC COUNSELOR

Each team is assigned an AS2 College Academic Counselor whose role is to provide academic advice and direction for assigned student-athletes. AS2 College Academic Counselors have expertise in the areas of program planning, academic difficulty counseling, petitioning degree requirements, and major selection. AS2 College Academic Counselors are representatives of the university who serve as advocates for student-athletes and a voice of realism in discussing student expectations.

The goal of the Academic Counseling Program is to help student-athletes develop their decision-making skills so that they can make appropriate academic choices and take responsibility for those choices. Through our

academic counseling program, student-athletes will also learn to interpret academic requirements and develop suitable educational plans that meet their needs, are consistent with the goals of the institution and take advantage of the many educational resources available to all students at UCLA.

## **PROGRAM PLANNING & COURSE SELECTION**

Program planning and course selection is an important task for all UCLA students; however, because student-athletes are required to meet certain NCAA academic eligibility rules, it is extremely important that student-athletes plan their academic program to address their academic interests and strengths while adhering to a thoughtful graduation plan. As such, student-athletes should always review their Degree Progress Report (DPR) prior to meeting with their AS2 College Academic Counselor to ensure that their course selection options follow their degree plan and satisfy graduation requirements. Additionally, quarterly program planning meetings are **mandatory** for all student-athletes, including exhausted eligibility student-athletes and injured retired student-athletes. Your coach will inform you each quarter when these mandatory program planning sessions will be held.

### ***Student Expectations for Program Planning:***

- Must be aware of academic strengths and weaknesses
- Must be an active participant in educational planning & take ownership in the courses that you choose
- Must remove all holds **PRIOR** to priority enrollment
- Must utilize exact priority enrollment time
- Must choose classes that **DO NOT** interfere with athletic schedule
- Must enroll in classes you intend to keep and actively complete

## **PRIORITY ENROLLMENT**

After a student-athlete's initial enrollment at UCLA, they may receive priority enrollment. Priority enrollment is granted to student-athletes so that they may have the best opportunity to select courses that best fit their academic and athletic responsibilities. It is extremely important for student-athletes to take advantage of priority enrollment because it is the University's main attempt to accommodate the time and day limitations of student-athletes because of practice and competition. Waiting to enroll in courses after the priority enrollment window may prohibit a student-athlete from enrolling in their preferred courses and the AS2 staff does not have the authority to override class size limitations, restrictions, or enrollment. Student-athletes are responsible for enrolling themselves in classes through URSA online.

## **STUDY LISTS**

Student-athletes are responsible for making sure their study lists are accurate. Student-athletes can obtain this information online by logging onto URSA Online at [www.ursa.ucla.edu](http://www.ursa.ucla.edu). Check that you do not have any time or exam conflicts. If there are any problems, make sure to take care of them immediately. If you are on a waitlist, you must resolve this by Friday of Week 2 or you will be dropped from the class.

If you forget your UCLA logon and password, you will need to go to 124 Kerckhoff Hall or it can be reset online at [www.ursa.ucla.edu](http://www.ursa.ucla.edu) if you have provided a challenge question.

\* **IMPORTANT NOTE:** Study lists are locked **5 days after the Second Pass begins** to prevent schedule changes that could affect a student-athlete's NCAA eligibility status. All drops must be made through your AS2 College Academic Counselor once schedules are locked. NCAA rules require that you are enrolled in at least 12 units each quarter in order to practice and compete. Dropping below full-time at any point in the quarter may deem you immediately ineligible, so please make sure to always consult with your AS2 College Academic Counselor when you plan to make a change to your study list.

## IMPORTANT DATES & INFORMATION REGARDING ENROLLMENT PROCEDURES

	WHEN	WHERE & HOW	FEE	EFFECT ON TRANSCRIPT
ADDING	Weeks 1-2	URSA by 5pm	None	None
	Week 3	Add open class on URSA <b>OR</b> use PTE# on URSA	\$5 per transaction on BruinBill	None
	Weeks 4-10 or thereafter	<ul style="list-style-type: none"> <li>▪ Obtain late/retro add request form from your AS2 College Academic Counselor.</li> <li>▪ Turn it back into your counselor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Weeks 4-10 = \$20 per transaction on BruinBill (if approved)</li> <li>▪ After Week 10 = \$35 per transaction on BruinBill (if approved)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Weeks 1-10 = None</li> <li>▪ After Week 10 = "RETRO/ADD" notation (if approved)</li> </ul>
GRADING BASIS (PASS/NO PASS)	Weeks 1-6	URSA by 5pm	\$5 per transaction on BruinBill	None
	Weeks 7-10 or thereafter <i>* Rarely Approved</i>	<ul style="list-style-type: none"> <li>▪ Obtain petition form from your AS2 College Academic Counselor.</li> <li>▪ Turn it back into your counselor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Weeks 7-10 = \$20 per transaction on BruinBill (if approved)</li> <li>▪ After Week 10 = \$35 per transaction on BruinBill (if approved)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Weeks 1-10 = None</li> <li>▪ After Week 10 = Date notation (if approved)</li> </ul>

**\* IMPORTANT NOTE: Fees are subject to change and are NOT covered by athletic scholarships.**

### RETROACTIVE DROP POLICY – DROPPING AFTER FRIDAY OF WEEK 4

It is the expectation of UCLA and the Athletics Department that all student-athletes make every attempt to successfully complete all classes in which they are enrolled each quarter. Extensive time, energy, and forethought are put into the careful program planning of our student-athletes in order to maximize their opportunity for the successful completion of their undergraduate degrees while taking into account their sport-related time commitments. It is also imperative that we remain in line with the College of Letters and Science policies regarding retroactive drops in order to be in compliance with university and NCAA rules.

A retroactive drop is a class that is dropped after the quarter has been completed or after the tenth week of the quarter. Retroactive drops are only authorized under extreme and verifiable circumstances and must be approved by the UCLA College. You must not have completed the course in any way (e.g., turning in a final paper or taking the final exam), which must be verified by the instructor of the course. All approved retroactive drops will appear as a retroactive drop notification on a student's transcript and a fee will be assessed for any drop occurring after the second week of the quarter.

To guard against abuse of retroactive drops by student-athletes, a policy has been established to evaluate the merit of each retroactive drop case. This policy matches the drop policies of the UCLA College while allowing for some flexibility as circumstances warrant. The policy provides consistency among cases approved while enforcing our expectations that our student-athletes put forth their best efforts and do not "quit" on a class. Every drop will be carefully evaluated and **THERE ARE NO GUARANTEES THAT YOUR DROP WILL BE APPROVED, INCLUDING YOUR FIRST DROP.** Therefore, please make sure you discuss all of your academic options with your AS2 College Academic Counselor, including the drop request process and deadlines, **BEFORE** you stop attending the course and your peer learning sessions and before you stop completing the work for the course.

\* **IMPORTANT NOTE:** Impacted courses cannot be dropped after the second Friday of each quarter without the professor's approval. Approval is not guaranteed and students may be required to stay in the course. A fee will be assessed, if approved.

\* **FOR INTERNATIONAL STUDENTS ONLY:** U.S. Citizenship and Immigration Services (USCIS) regulations require all F-1 students to register and complete a full-time course load (12 units for undergraduate students & 8-12 units for graduate students) every quarter during their authorized period of study at UCLA.

***Retroactive Drop Request Process:***

In order to request to retroactively drop a course, you must first consult with your AS2 College Academic Counselor to discuss whether the drop is an appropriate academic decision. If after consulting with your AS2 College Academic Counselor you would like to pursue a retroactive drop, you must do the following:

1. Complete the Student-Athlete Retroactive Drop Request Form –
  - You must attach a typed, detailed, written statement outlining why you are specifically requesting to drop the course.
  - You must obtain a signature from your Head Coach acknowledging the drop request
  - **REQUEST FORM DEADLINE – MONDAY OF WEEK 10 FOR EACH QUARTER**
2. Submit the Request Form to your AS2 College Academic Counselor for an evaluation by the Academic Review Committee
  - **IMPORTANT: The evaluation process may take a number of business days and there are NO guarantees that your request will be approved.**
3. If the Academic Review Committee approves your request, you must complete the appropriate UCLA College of Letters and Science petition (if applicable), including all appropriate documentation and instructor signature
  - **Weeks 5-7: No petition required**
  - **Weeks 8-10: “Green Drop” petition required**
  - **After Week 10: “Red Drop” petition required**
  - **ALL DOCUMENTATION MUST BE SUBMITTED TO YOUR AS2 COLLEGE ACADEMIC COUNSELOR NO LATER THAN FRIDAY OF WEEK 10 FOR EACH QUARTER.**
4. If the Academic Review Committee does NOT approve your request, you must continue to complete the course. Because approvals are not guaranteed, it is imperative that you continue to attend and stay on top of the course requirements so that if a drop is not approved, you are still able to be successful in the course.

Retroactive drops will only be considered for student-athletes who have made a concerted effort to successfully complete the class and who have demonstrated extreme and verifiable circumstances that warrant a drop. The Academic Review Committee will take into account the following factors when evaluating the retroactive drop request. These factors include, but are not limited to:

- Class attendance – The Review Committee may request attendance records from the professor before a decision is rendered.
- Communication throughout the quarter with your professor and/or TA
- Utilization of academic support resources provided through AS2 (academic advising, peer learning sessions) – Attendance records and appointment evaluations will be evaluated.
- NCAA academic eligibility status – You must be CERTAIN that you will pass at least six other units during the quarter or you will be ineligible to compete the following quarter due to NCAA academic eligibility rules. You are encouraged to meet with Nick Thornton, Eligibility Coordinator, if you have any questions about your academic eligibility status.

- Repeated course – Have you taken this course before? Or is one of your other courses a repeat?
- UCLA academic standing (e.g., Probation, STD, Dismissible)
- Academic progress in other courses – The Review Committee may request grade verification from your other courses before a decision is rendered.
- Athletics aid status
- Reason for requesting to drop

## ACADEMIC STATUS

**Academic Probation:** If your term GPA falls below 2.0 but remains higher than or equal to 1.5, you will be placed on academic probation. You will receive a letter from your AS2 College Academic Counselor alerting you of this status. Your coaches will also be notified.

**Subject To Dismissal:** There are three ways a student can become subject to dismissal (STD):

1. When a student's term GPA falls below 1.50; or
2. If after two quarters on academic probation, the student has not achieved a cumulative GPA of 2.0; or
3. If while on probation, the student's term GPA for work undertaken the next quarter falls below a 2.0 again.

STD is more serious and you will be put on an individual contract that will be reviewed on a case-by-case basis. If you increase your grade point balance deficit at any time while you are STD or you do not clear your status by the end of your contract, you will become Dismissible.

If a student-athlete renders him/herself academically ineligible by University or NCAA standards, the Athletics Department reserves the right to make this information available to the media.

## GRADING SYSTEM *(Referenced from the UCLA General Catalog)*

Grade points per unit are assigned by the Registrar as follows:

A+ 4.0	B+ 3.3	C+ 2.3	D+ 1.3	F 0.0
A 4.0	B 3.0	C 2.0	D 1.0	NP 0.0
A- 3.7	B- 2.7	C- 1.7	D- 0.7	U 0.0

As indicated, a plus (+) or minus (-) suffix added to a grade raises or lowers the grade-point value, except in the case of A+, which carries the same number of points as the A grade. Courses in which students receive a P or S grade may count toward satisfaction of degree requirements, but these grades, as well as DR, I, IP, NP and NR, are disregarded in determining the grade point average. If an "I" grade is later removed and a letter grade assigned, units and grade points are included in subsequent cumulative GPAs. NR indicates that no grade was received from the instructor.

## DETERMINING GRADE POINT AVERAGE

The grade point average is determined by dividing the number of grade points earned by the number of units attempted. The total grade points earned for a course equals the number of grade points assigned times the number of course units. For example, if a student takes three four unit courses and receives grades of A-, B-, and C+, then the GPA for the term equals the total grade points (34.8) divided by the total course units (12). The term GPA is 2.9. For satisfactory standing, undergraduate students must maintain a C average (2.0 GPA) in all courses taken at UCLA. Grades earned at non-UC institutions do not affect the GPA.

## PLACEMENT EXAMS

- Spanish Placement Exam – Contact the Spanish Department at 310-825-8289 or visit their office at 5314 Rolfe Hall
- French Placement Exam – Contact the French Department at 310-825-1147 or visit their office at 212 Royce Hall
- Math Diagnostic Test – Contact the Math Department at 310-206-1286 or visit their office at 6356 Math Sciences Bldg.

For all other placement exams, please contact the respective department. You can find their contact information by visiting the UCLA Directory at [www.directory.ucla.edu](http://www.directory.ucla.edu) or [www.ucla.edu/academic.html](http://www.ucla.edu/academic.html). Then go to “Quick Links” and click on Academic Departments and Programs.

## DEPARTMENTAL COUNSELORS

Every UCLA major and minor has a departmental counselor who is the primary resource and specialist regarding explaining the major. They are housed within the different academic departments and can explain its application and scope in society, as well as the requirements for entering/applying, declaration and completion. The departmental counselors are available to provide academic advice related to the major-declaration process, course sequencing and updates or changes to major requirements. They are able to make substitutions and exemptions to the major requirements and apply them to the Degree Progress Report. The departmental counselors often offer informational sessions or open houses about the major for all interested students. They know the faculty and are also responsible for the scheduling of courses for their given department. Departmental counselors also verify completion of major requirements at the time of graduation.

AS2 College Academic Counselors will make referrals to the departmental counselors as soon as they become aware that a student-athlete has an interest in any given major. It is strongly encouraged that student-athletes meet with the departmental counselor to seek further information about their desired major and the most up-to-date changes to the degree requirements. They will also know if the student is eligible for the major. Please consult the UCLA website ([www.ucla.edu](http://www.ucla.edu)) for contact information regarding your major of interest.

## SETTING YOUR DEGREE EXPECTED TERM

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

In order to graduate, you must declare your degree expected term by **DECEMBER 1<sup>ST</sup> OF YOUR SENIOR YEAR**. If you do not set your degree expected term by this deadline, you may not be able to participate in commencement activities and the Athletics Department’s student-athlete graduation ceremony.

To set your degree expected term, first check your Degree Progress Report (DPR) to see if you have already done so. This is located just above your major information. If you have not declared your degree expected term or it is inaccurate, you may add or correct it through your URSA account by clicking on the “Academic/Degree Expected Term”. Alternatively, you may complete a degree candidacy form available online at [www.registrar.ucla.edu/forms/absentia.pdf](http://www.registrar.ucla.edu/forms/absentia.pdf). Paper forms must be filed with the Registrar’s Office at 1113 Murphy Hall. There is a \$20 fee to declare your candidacy after you have completed 160 units (172 for Engineering students) and a \$50 fee to declare the current quarter. Please be aware that changes made during specific time periods could jeopardize ticketing and the printing of your name in the Commencement Program.

## SUMMER SCHOOL ATHLETICS AID PROGRAM

*Dr. Christina Rivera, Director of AS2, 310-206-6668, [crivera@athletics.ucla.edu](mailto:crivera@athletics.ucla.edu)*

The purpose of the Summer School Athletics Aid Program is to provide student-athletes receiving athletics aid an opportunity to maintain progress toward their degree. The application deadline for summer athletics aid is

the **LAST FRIDAY IN APRIL. NO LATE APPLICATIONS WILL BE RECEIVED**, so make sure to turn your application in on time.

**GUIDELINES:**

1. Student-athletes are eligible to receive **up to a maximum of 15 segments** of athletics aid while they pursue their degree. Each summer session counts as one-half of a segment, while each quarter in the academic year (Fall, Winter, Spring) counts as one segment. Transfer student-athletes will be issued a prorated number of segments dependent on the number of full-time terms completed prior to UCLA.
2. NCAA rules mandate that summer athletics aid **cannot exceed** the equivalency received during the prior academic year. NCAA rules also do not allow student-athletes to receive athletics aid for classes taken at other institutions.
3. Student-athletes receiving athletics aid must enroll in a **minimum of two courses or 8 units**. Exceptions may be allowed for students enrolling in one six-unit course or if approved by the Summer School Committee.
4. Student managers are **NOT** eligible to receive summer athletics aid.
5. Student-athletes who are medically retired and who no longer compete may **NOT** receive a summer housing stipend nor may they receive athletics aid for the summer following their fourth academic year.
6. Room and board for student-athletes participating in an equivalency scholarship sport is not guaranteed and will be granted on a case-by-case basis by the Summer School Committee.
7. Student-athletes must develop a summer school program with their AS2 Academic Counselor, complete all required paperwork and have their AS2 Academic Counselor sign off on the application. Incomplete applications will not be considered.
8. Athletics aid may not be used to pay for any summer class where the student-athlete received a failing grade or retroactively dropped a class during the academic year because of failure to attend class on a regular basis or failure to complete all required work.

**APPLICATION EVALUATION:**

The Summer School Committee will heavily consider the following factors when evaluating summer school athletics aid applications:

- Year in school (e.g., freshman, senior)
- Number of seasons of competition remaining
- Graduation requirement completion
- Class conflicts with practice or competition during the academic year
- Academic deficiencies
- Admissions requirements for new students
- Eligibility concerns
- Class attendance and level of academic engagement during the academic year
- Previous summer school academic performance
- Number of retroactive drops during the academic year
- Personal and team conduct (e.g., citizenship issues)

**SUMMER SCHOOL RULES:**

Summer school athletics aid is a privilege; therefore, student-athletes receiving athletics aid will be responsible for **REPAYMENT of course fees, housing and/or books** if they:

1. Do not meet the **grade qualifier** for each class. This may include earning a C- or lower, F's or No Pass. Please consult with your AS2 Academic Counselor and/or Eligibility Coordinator for specific information regarding grade qualifiers.
2. Withdraw from a class after the drop deadline.
3. Earn an Incomplete and the Incomplete lapses to an F after Fall quarter.

**\*\* Important Note for Student-Athletes Scheduled to Graduate in the Summer:**

If a student-athlete is scheduled to graduate in the summer and does not meet the required grade qualifier or drops the course(s) needed to graduate, the student may not be eligible for fifth year aid following the summer session.

**APPEALING SUMMER SCHOOL REPAYMENT PENALTY:**

Student-athletes who do not meet the summer school rules and are subject to a repayment have the opportunity to appeal. Student-athletes who wish to appeal will be required to submit a letter of appeal and may be required to meet with the Summer School Committee to present their case. More specific penalty and appeal information will be sent to the student-athletes subject to a repayment penalty after official summer grades have posted.

**REPAYMENT PROCESS & CONSEQUENCES FOR NOT PAYING SUMMER SCHOOL PENALTY:**

If a student-athlete does not appeal the repayment penalty or if the appeal is denied, the repayment process will be one of the following:

- If the student-athlete receives a monthly housing stipend, the applicable penalty will be automatically deducted from their scholarship check. Payment may be spread over several months or may be deducted from one check. The decision will be made by the Summer School Committee.
- If the student-athlete lives on-campus or does not receive a monthly housing stipend, the student-athlete must make other repayment plans by the designated deadline set forth in the penalty notice.

**Failure to meet all repayment deadlines may result in one or all of the following:**

1. Ineligible for future summer school athletics aid - This may include a one summer session suspension or a multiple summer session suspension.
2. Learning Center computer and printer access suspended immediately - This may include a one quarter or multiple quarter suspension.
3. Loss of complimentary tickets for the upcoming season.
4. Ineligible to receive letterwinner awards (i.e., letterman's jacket, blanket, ring).
5. Ineligible to receive postseason competition gift.
6. Ineligible to attend the Scholar-Athlete Banquet for the upcoming year.
7. Other consequences may be applied as determined by the Head Coach and/or Sport Supervisor.

**GENERAL GUIDELINES FOR MAJORS IN THE COLLEGE OF LETTERS & SCIENCE**

The College of Letters and Science has over 100 majors from which to choose. The structure of each major can differ widely and has a 2-tiered structure:

- 1) A series of preparatory courses which build the skills necessary to understand the upper-division coursework (referred to as the "prep")
- 2) The upper-division courses themselves (referred to as the "major")

The preparation for each major varies in length, requirements and restrictions, such as:

- the minimum grade for each prep course
- the minimum GPA required on all or some of the prep courses for the major
- a limit on the number of times a prep course may be repeated
- a unit or time limit within which the prep requirements or part of the prep requirements must be completed

Listed below are several majors of interests. For majors not listed, please consult the General Catalog, department website and departmental counselor. ***The preparatory requirements listed are subject to change at any time and students should consult with the department website or counselor for information regarding the major.*** Students in majors outside of the College of Letters and Science should

consult with the appropriate school's academic counselor (e.g., Theater, Film and Television, Art and Architecture, Engineering, Nursing) for degree requirements.

### **BUSINESS-ECONOMICS:**

For students to be eligible for the major, you must have completed all of the pre-major requirements with a minimum 3.0 GPA and a "C" or better in each course. Please note that your grade in the Writing II course is not calculated into your pre-major GPA, however, you must earn a minimum grade of a "C" in it. You are allowed a maximum of one course repeat in the pre-major (the first grade must be C- or lower) and you can repeat that one course one time only. Repetition of more than one pre-major course or of one pre-major course more than once will result in automatic denial of admission to the major. All pre-major and the major courses must be taken for a letter grade.

You must be in good standing at UCLA at the time you apply in order to be considered for admission. This means that you cannot be on Probation or Subject to Dismissal status. Applications are sent out via Econ-Alert only and are accepted within the first three weeks of each quarter, including Summer Session A. You can sign up for Econ-Alert at the department website. Students must have a minimum Primary Score of 3.3 to be eligible for the major. You can determine your eligibility for the major by visiting the [Primary Score Calculator](#) on the department website and inputting your grades.

### **Preparation for the Major:**

Economics 1, Economics 2, Economics 41, Math 31A, Math 31B, Management 1A, Management 1B, Economics 11, Economics 101, Any L&S Writing II Requirement

\* For more detailed information regarding the major and a list of core classes, please visit the department website: <http://www.econ.ucla.edu/undergraduate/index.html>

### **COMMUNICATION STUDIES:**

Students pursuing the major in Communication Studies must complete the required lower- and upper-division courses. Only regularly enrolled UCLA students may apply for admission to the Communication Studies major. Students must have at least 45 letter-graded units completed at UCLA by the close of Summer Session C. It is not necessary to complete all of the lower-division courses before applying. However, students must have completed at least 2 of the courses included in the major, either lower- or upper-division. All work pertaining to the major must be taken for a letter grade. There is no minimum grade point average required for admission; however in order to be competitive for admission, it is recommended that you have a high cumulative grade point average. Admission decisions are based solely on the current year's pool of applicants. The Admission Committee's criteria for acceptance are overall academic proficiency and courses relevant to the major. Enrollment in the major is limited. Admission to the major is by application to the committee in charge. Applications are available to UCLA students online during the Spring quarter. Students not admitted at the sophomore or junior level may reapply the following year.

### **Preparation for the Major:**

- CS 1 and CS 10
- Anthro 33 or CS M70 or Ling 1 or Soc 24
- Stats 10 or Stats 11 or Econ 41

And select three (3) additional courses from: Econ 1, Econ 2, Econ 5, Pol Sci 30, Pol Sci 40, Psych 10, Soc 1

\* For more detailed information regarding the major and a list of core classes, please visit the department website: <http://commstudies.ucla.edu/undergraduate>

### **ECONOMICS:**

Complete all pre-major courses with a minimum 2.5 grade point average and a "C" or better in each course. Note that your grade in the Writing II course is not calculated into the pre-major GPA, but you must earn a minimum grade of "C" in it. Applications to enter the major are accepted year-round. You must apply for the

major between 72 and 135 units. (AP units will not be included if they bring your total over 135.) All courses for both the pre-major and the major must be taken for a letter grade. You are allowed a maximum of one course repeat in the pre-major and you can repeat that one course one time only. You must be in good standing at UCLA at the time you apply in order to be considered for admission. This means that you cannot be on Probation or Subject to Dismissal status.

You are permitted to enroll in upper-division Economics courses prior to being admitted to the major (except for courses restricted to Business-Economics majors (Economics 106's)) provided you have fulfilled the prerequisites for the courses. Most upper-division Economics courses require completion of at least Economics 11 and many also require completion of Economics 101 and/or 102. Prerequisites will be enforced by URSA and no exceptions will be granted.

Please note that you are subject to any requirement changes in both the pre-major and the major until you are officially admitted to the major. You are not "protected" for the major requirements under the catalog in which you were admitted to UCLA. Your "protection" applies only to General Education and other University and College requirements (e.g., English Composition and Quantitative Reasoning). Subscribe to Econ-Alert for requirement updates.

**Preparation for the Major:**

Economics 1, Economics 2, Economics 41, Math 31A, Math 31B, Economics 11, Economics 101, Economics 102, Any L&S Writing II Requirement

\* For more detailed information regarding the major and a list of core classes, please visit the department website: <http://www.econ.ucla.edu/undergraduate/index.html>

**INTERNATIONAL DEVELOPMENT STUDIES (IDS):**

UCLA students interested in the IDS major are required to submit an online application anytime between **November 11, 2011 through December 2, 2011**. Admission to the IDS major is on a competitive basis, using the preparation requirements as a minimum standard for consideration. Note that meeting minimum qualifications does not guarantee admission to the International Development Studies major. In order to apply students should:

- Complete all Preparation Requirements by the end of Fall 2011 with a minimum of a 2.0 in these courses
- Complete at least level 3 of a foreign language. Level 6 of the foreign language is required to complete all preparation requirements, but can be done once accepted to the major.

**Preparation for the Major:**

- Two courses, selected from Economics 1, Economics 2, Geography 4
- One course, selected from Economics 41, Political Science 6(R), Statistics 10(H), Statistics 12
- Three courses, each from a different category, selected from: Anthropology 9, Geography 3, 5, or 6, Global Studies 1, History 8A, 8B, 8C, 9A, 9D, 9E, 10B(W), 11B, or 22, Latin American Studies 97A, Southeast Asian Studies 1, Political Science 20, 50(R), Sociology 1, Women's Studies 10
- Completion of the sixth quarter (Intermediate Level) of any modern foreign language. *The language requirement can also be fulfilled in part or in total via a placement exam given through the appropriate language department.*

\* For more detailed information regarding the major and a list of core classes, please visit the department website: <http://www.international.ucla.edu/idps/ids/>

**INTEGRATIVE BIOLOGY & PHYSIOLOGY (FORMERLY PHYSIOLOGICAL SCIENCES):**

**Preparation for the Major:**

- Life Science 1, 2, 3, 4
- Chemistry 14A, 14B, 14BL, 14C, 14CL, 14D OR

- Chemistry 20A, 20B, 20L, 30A, 30AL, 30B, 30BL\*
- Math 3A, 3B, 3C OR 31A, 31B, 32A
- Physics 1A, 1B, 1C, 4AL, 4BL OR 6A, 6B, 6C OR 6AH, 6BH, 6CH\*\*

\* Chemistry 30C is strongly recommended for students completing the Chemistry 20/30 series who are also preparing for graduate school in the health sciences, but 30CL is NOT required.

\*\* Physics 6AH, 6BH and 6CH are designed for students that have had physics and calculus in high school, or have a very strong interest in this area.

All core curriculum courses must be passed with a grade of C or better and must be completed with an overall grade point average of a 2.3 or better. If you receive a grade of D or F in two core curriculum courses, either in separate courses or repetitions of the same course, you are subject to dismissal from the major. Upon completion of the third repeated course, the Undergraduate Affairs Committee will review your file.

\* For more detailed information regarding the major and a list of core classes, please visit the department website: <http://www.ibp.ucla.edu/undergraduate.php>

### **PSYCHOLOGY:**

Students may declare the Pre-Psychology major once they have established a prep GPA by taking at least one prep course for a letter grade at UCLA and have an average prep GPA of 2.5 or higher.

#### **Preparation for the Major:**

- Life Sciences 1 or 15\* or Physiological Science 3
- Statistics 10\* or Math 2 or Computer Science 2 or Program In Computing 10A or One quarter of calculus
- Physics 1A or 6A or 10\* or Chemistry 2\* or Chemistry 14A or Chemistry 20A
- Philosophy 1\* or 2 or 3 or 4\* or 5 or 6 or 7\* or 8 or 9\* or 21 or 22 or 22W or 31
- Psychology 10
- Psychology 100A\*\*
- Psychology 100B\*\*

Once the final preparations for the major courses are in-progress, a student may submit an application to declare the Psychology major. The earliest students are allowed to apply for entry into the major is at the end of Spring quarter of their 1st year. The latest students are allowed to apply for entry is Fall quarter of their 3rd year.

All of the following procedures and requirements are strictly enforced:

- A C or better is required in Psychology 10, Psychology 100A and Psychology 100B. A C- or better is required in the other preparation courses. All courses must be taken for a letter grade.
- Repetition of any preparation course more than once results in automatic denial of admission to the major.
- Repetition of more than any two preparation courses results in automatic denial of admission to the major.

Applications will become available online June 1st. You can submit an application when you are still in-progress with your last prep course(s). Acceptance into the major is based solely on grades in the seven preparation courses. Students must have a minimum of a 2.5 prep GPA to be eligible to apply.

\* For more detailed information regarding the major and a list of core classes, please visit the department website: <http://www.psych.ucla.edu/undergraduate/advising/majors-minors/psychfreshmen06>

### **NCAA ACADEMIC ELIGIBILITY RULES... WHAT DO I NEED TO KNOW?**

*Rich Herczog, Director of Compliance, 310-206-6099, [rherczog@athletics.ucla.edu](mailto:rherczog@athletics.ucla.edu)*

*Dr. Christina Rivera, Director of AS2, 310-206-6668, [crivera@athletics.ucla.edu](mailto:crivera@athletics.ucla.edu)*

*Nick Thornton, Eligibility Coordinator, 310-794-5459, [nthornton@athletics.ucla.edu](mailto:nthornton@athletics.ucla.edu)*

## WHAT ARE DEGREE APPLICABLE UNITS?

- **During the first two years** – All units acceptable toward any of UCLA's degree programs are considered degree applicable for the purposes of satisfying the 6, 27, and 36-unit rules.
- **By the beginning of a student-athlete's third year** – Only units applied towards a student's designated degree are considered degree applicable for the purposes of satisfying the 6- and 27-unit rules and 40/60/80 degree percentage rule. Units that exceed a student's elective count are not considered degree applicable once a student enters their third year.
- **Last three terms of enrollment** – Like the first two years, all units acceptable toward **any** of UCLA's degree programs are considered degree applicable for the purposes of satisfying the 6-unit rule as long as UCLA certifies that the student is enrolled in the courses needed to graduate. If the student does not complete all their requirements by the end of the estimated last term of enrollment, the student shall forfeit eligibility in all sports.

## QUARTERLY RULES (6-UNIT & CUM GPA)

In order to be eligible for competition, a student-athlete must successfully meet the following academic eligibility rules:

- **6-Unit Rule**
  - Each quarter, a student-athlete must pass at least six (6) degree applicable units in order to compete the following quarter.
- **Cumulative GPA Rule**
  - At the start of a student-athlete's **Sophomore Year** (Completed 3 full-time terms) = Must have at least a 1.80 cumulative GPA each quarter to be eligible.
  - At the start of a student-athlete's **Junior Year** (Completed 6 full-time terms) = Must have at least a 1.90 cumulative GPA each quarter to be eligible.
  - At the start of a student-athlete's **Senior Year** (Completed 9 full-time terms) = Must have at least a 2.0 cumulative GPA each quarter to be eligible.

## ACADEMIC YEAR RULE (27-UNIT RULE)

In order to be eligible for competition, a student-athlete must successfully meet the following academic eligibility rule:

- During the academic year (Fall, Winter & Spring), a student-athlete must pass at least 27 degree applicable units in order to compete the following Fall quarter. **A student-athlete cannot use any units passed in the summer to satisfy this rule.**
- If a student-athlete does not satisfy this rule at the end of the Spring quarter, the student will be ineligible to compete in the Fall, but can regain their eligibility for the Winter quarter by making up their deficient units.
- **For Mid-Year Enrollees** – During a mid-year enrollee's first year at UCLA, the 27-unit certification calendar may deviate from the Fall-Winter-Spring calendar. Please consult with Nick Thornton, Eligibility Coordinator, Christina Rivera, Director of Academic & Student Services or Rich Herczog, Director of Compliance for further clarification.

## PROGRESS-TOWARD-DEGREE RULES (36-UNIT & 40/60/80)

In order to be eligible for competition, a student-athlete must successfully meet the following academic eligibility rules:

- At the start of a student-athlete's **Sophomore Year** (Completed 3 full-time terms) = Must have completed 36 degree applicable units.
  - Student-athletes must declare their major by **February 1<sup>st</sup>** of their Sophomore Year
- At the start of a student-athlete's **Junior Year** (Completed 6 full-time terms) = Must have completed **40%** of their degree in their designated major.

- At the start of a student-athlete's **Senior Year (4<sup>th</sup> Year)** (Completed 9 full-time terms) = Must have completed **60%** of their degree in their designated major.
- At the start of a student-athlete's **Senior Year (5<sup>th</sup> Year)** (Completed 12 full-time terms) = Must have completed **80%** of their degree in their designated major.

## DECLARING YOUR MAJOR

You must officially declare a major by **February 1<sup>st</sup>** of your sophomore year or by your **5<sup>th</sup> full-time quarter** in college. Please see your AS2 College Academic Counselor to discuss specifics.

### *Declaring your major is a 2-step process:*

1. Fill out a NCAA Declaration of Major Form with your AS2 College Academic Counselor. This NCAA Declaration of Major Form is for NCAA academic eligibility purposes only. You will still be required to follow Step 2 in order for you to officially declare your major at UCLA.
  - a. If declaring **Political Science, English, Comm Studies, French or Environmental Science**, you will also be required to declare your concentration to ensure your academic eligibility status is evaluated accurately.
2. You must officially declare your major with the appropriate departmental office by the **10<sup>th</sup> Friday of Spring quarter**. Your official declaration with the department may either be full admission into the major or acceptance into the "pre-major" program (e.g., Pre-Sociology, Pre-Political Science). If you are not eligible to declare either status with the department, please contact the AS2 Eligibility Coordinator before the deadline.

\* **IMPORTANT NOTE:** Student-athletes who decide to change their major at any time after officially declaring a major **MUST** repeat Steps 1 and 2.

## IMPORTANT NOTE REGARDING GRADE QUALIFIERS

In order to satisfy certain university, general education and major requirements, a student-athlete may be required to pass a class with a specific grade that is higher than an F. For example, to satisfy the Writing I requirement (i.e., English Comp A, 2 & 3), the student must pass the class with a C or higher. If the class requirement has a "**grade qualifier**" associated with it, the student may be required to meet this grade qualifier in order to use this class to satisfy their NCAA academic eligibility requirements. It is the responsibility of the student-athlete to check the UCLA General Catalog every quarter to see if the courses they are enrolled in have grade qualifiers associated with them.

Examples of classes with a grade qualifier of a C or higher:

- Econ 1, 2, 11, 41
- Writing I (English Comp A, 2, 3) & Writing II (Courses that end with a W)
- English 10A, 10B, 10C
- Math 2 or Stats 10
- Psychology 10, 100A, 100B
- Sociology 1, 20, 101, 102

## INCOMPLETE COURSES

Because UCLA generally posts removals of incompletes only to the term when the work is completed, an incomplete grade (in the term the course was first attempted) **CANNOT** be used to satisfy the 6-unit requirement. Only a grade change of incompletes can be used to satisfy the 6-unit requirement.

## PASS/NO PASS COURSES

Student-athletes who take courses for Pass/No Pass credit will only receive credit towards eligibility if a "C" or better is earned assuming P/NP grading can be used to satisfy the requirement.

## REPEATED COURSES

Student-athletes may have the opportunity to repeat a course previously taken at UCLA, but must always consult with their AS2 College Academic Counselor and Eligibility Coordinator before doing so to ensure that both UCLA and NCAA rules are adhered to. You may only repeat courses in which you received a C- or below, including NP grades. Upon completion of a repeated course, your first grade will be removed from your GPA. The second grade will automatically be re-calculated into your GPA, regardless of whether it is better or worse. Both grades will still appear on your official transcript.

If you do repeat a course, also remember that a course can only count for NCAA academic eligibility purposes one time. Usually once units have been earned (D- or higher), a repeated course cannot be used a second time for eligibility purposes. In some cases (most notably English Comp A, 2 and 3 and prerequisites for some majors), a course may have to be repeated and a grade qualifier met before units can be applied towards eligibility. In the instances when a grade qualifier is required, a C-, D+, D or D- grade **WILL NOT** or **MAY NOT** count toward the 6, 27 or 36-unit rules, but a successful grade on the subsequent attempt WILL count toward all of the eligibility rules.

## GRADUATION CHECKLIST

- DEGREE EXPECTED TERM:** In order to graduate, you must declare your degree expected term by **DECEMBER 1<sup>ST</sup> OF YOUR SENIOR YEAR**. If you do not set your degree expected term by this deadline, you may not be able to participate in commencement activities and the Athletics Department's student-athlete graduation ceremony.

To set your degree expected term, first check your Degree Progress Report (DPR) to see if you have already done so. This is located just above your major information. If you have not declared your degree expected term or it is inaccurate, you may add or correct it through your URSA account by clicking on the "Academic/Degree Expected Term". Alternatively, you may complete a degree candidacy form available online [www.registrar.ucla.edu/forms/absentia.pdf](http://www.registrar.ucla.edu/forms/absentia.pdf). Paper forms must be filed with the Registrar's Office at 1113 Murphy Hall. There is a \$20 fee to declare your candidacy after you have completed 160 units (172 for Engineering students) and a \$50 fee to declare the current quarter. Please be aware that changes made during specific time periods could jeopardize ticketing and the printing of your name in the Commencement Program.

- CORRECT SPELLING OF NAME:** Confirm the spelling of your name on your DPR and on your [www.my.ucla.edu](http://www.my.ucla.edu). If you have capitalization, punctuation, accent mark or spacing in your name that you wish to include on your official diploma, but cannot be accommodated on your DPR, you must file a "Correction or Change of Name" with the Registrar's Office at 1113 Murphy Hall. (<http://www.registrar.ucla.edu/forms/namechange.pdf>) In order to ensure that name changes are included in the Commencement Program, corrections should be made by **May 1, 2012**.
- PRIVACY RESTRICTIONS:** If you see "Do Not Release Any Information" at the top of your DPR, you have a privacy restriction. Selecting a privacy restriction on your UCLA record may block your name from being printed in the program, and prevent the University from providing degree confirmation to future employers. You may change your privacy status online through

URSA. However, privacy restrictions placed in person at 1113 Murphy Hall can only be released in person at 1113 Murphy Hall. In order for your name to be printed in the Commencement Program, privacy restrictions need to be released by **May 1, 2012**.

- ❑ **CONSULT WITH YOUR AS2 COLLEGE ACADEMIC COUNSELOR:** Visit your AS2 College Academic Counselor and review any outstanding College requirements. If you intend to complete any coursework outside of UCLA in order to complete your degree, you must consult with your AS2 College Academic Counselor to discuss your proposed coursework.
- ❑ **CONSULT WITH YOUR DEPARTMENTAL COUNSELOR:** Visit your departmental counselor and review your major requirements. Be sure to confirm that any “in progress coursework” will satisfy your remaining major requirements.
- ❑ **CAREER CENTER & BRUIN ONLINE ACCOUNT:** After graduation, you can extend most UCLA Career Services for a fee. However, full access to most services end upon graduation, so arrange for them now before you graduate at [www.career.ucla.edu](http://www.career.ucla.edu). You can keep your [@ucla.edu](mailto:@ucla.edu) email address forever by using the Lifetime Email Forwarding service. To set up email forwarding, log into your BOL account and provide the email account to which you would like to forward your mail; then select “Apply When My Account is Deactivated”. Please do this within 6-8 weeks after your degree expected term to avoid having your BOL email account deactivated. If you have any questions about your BOL account, please contact the BOL Help Desk at Kerckhoff Hall, Suite 124, or call (310) 267-4357.
- ❑ **SPECIAL INCLUSION PETITION (SIP):** If you are NOT declared for Fall 2011, Winter 2012, Spring 2012, or Summer 2012, but still want to participate in Commencement events, you must file a “Special Inclusion Petition” (SIP) in order to have access to Commencement ticket ordering. **At the end of March**, students with 148 units completed by the end of Winter 2012 and declared for Fall 2012 may file a SIP online through [my.ucla.edu](http://my.ucla.edu). Students with less than 148 units must file a paper SIP available at all counseling units. **SIP filing deadline is the first week of May (check the commencement website for specific deadline) for name inclusion in the Commencement program.**
- ❑ **STUDENT-ATHLETE GRADUATION CEREMONY:** RSVP to confirm your attendance with Ric Coy, Assistant Director of Student Services, at [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu)
- ❑ **SENIOR NIGHT:** In April of Spring Quarter 2012 (date and time to be determined), AS2 will host a Senior Night workshop for graduating seniors preparing for commencement. If you are graduating or planning to walk during the June 2012 commencement, please see Ric Coy to sign up for this informational workshop.
- ❑ **QUESTIONS – COMMENCEMENT INFORMATION:** For more information regarding the graduation process and a schedule of Commencement weekend events including department and special celebrations visit: [www.commencement.ucla.edu](http://www.commencement.ucla.edu) or contact the Commencement Office at (310) 206-3535.

## ACADEMIC SUPPORT SERVICES

### ACADEMIC ACCOUNTABILITY PROGRAM

*Dr. Christina Rivera, Director of AS2, 310-206-6668, [crivera@athletics.ucla.edu](mailto:crivera@athletics.ucla.edu)*

To ensure that our student-athletes are in an environment that encourages academic achievement, we maintain an academic culture that holds each individual student-athlete accountable for their academic responsibilities. This is done through an Academic Accountability Program that monitors the academic behaviors of our student-athletes. Any student-athlete who fails to attend academic support sessions will be held accountable for such unexcused absences. A student-athlete may also accumulate an unexcused absence for failing to come fully prepared (e.g., books, class notes, course materials, paper drafts) to their academic support sessions.

**100% attendance is required at all peer learning, mentoring and directed learning sessions, class and discussion sessions, academic counseling, academic coordinator and learning specialist meetings, production sessions, program planning meetings and academic team meetings.** This applies to student-athletes who are both mandated to attend academic support sessions and those who volunteer to participate in the academic support programs. Rescheduling appointments is not permitted, except when a student-athlete will miss their appointment due to competition travel or university holidays. Cancellation of academic support sessions is also not permitted, except in a case of an emergency with documentation.

**When a student-athlete has an unexcused absence, this is reported directly to the coaching staff. After a student-athlete accumulates multiple unexcused absences, the following will occur:**

#### **Three (3) Unexcused Absences:**

When a student-athlete accumulates three (3) unexcused absences, the student-athlete will be required to meet with a member of the Coaching staff and a representative of the AS2 Office. At this meeting, the coach and AS2 staff member may impose academic and athletic consequences (e.g., penalty runs, suspension from practice, partial game suspension, mandatory attendance at academic workshops, loss of academic support privileges, and/or suspension of Learning Center access).

#### **Five (5) Unexcused Absences:**

When a student-athlete accumulates five (5) unexcused absences, the student-athlete will be required to meet with their Head Coach and Sport Supervisor. At this meeting, the Head Coach and Sport Supervisor may impose academic and athletic consequences (e.g., penalty runs, full game suspension, removal from starting line-up, mandatory attendance at academic workshops, loss of academic support privileges, and/or suspension of Learning Center access). Any additional unexcused absences will be directly reported to the Sport Supervisor and immediate sanctions will occur.

### ACADEMIC SUPPORT PLANS

*Dr. Christina Rivera, Director of AS2, 310-206-6668, [crivera@athletics.ucla.edu](mailto:crivera@athletics.ucla.edu)*

The goal of the AS2 Academic Support Services is to guide student-athletes in their learning process so that they may gain the skills necessary to become self-sufficient, independent learners. In order to do so, an academic support plan may be developed to meet the individual academic needs of the student-athletes based on class schedules and past academic performance. Academic support plans may include peer learning sessions, academic mentoring, participation in the Directed Learning Program and/or weekly production sessions. However, access to academic support services is **a privilege and not a right**, so we cannot guarantee that all your requests for academic support will be fulfilled. We strongly encourage all student-athletes to immediately take advantage of professor and TA office hours and to form study groups with classmates to support student-athletes in their learning process.

## **ATHLETICS PEER LEARNING LAB**

*Kenny Donaldson, Assistant Director of Academic Services, 310-794-7690, [kdonaldson@athletics.ucla.edu](mailto:kdonaldson@athletics.ucla.edu)*

### **Overview & Philosophy:**

The Athletics Peer Learning Lab was established in the Fall of 1984 under the College of Letters and Sciences to best serve the unique needs of student-athletes with the mission of supporting effective and self-reliant learners. Peer learning facilitators foster student independence, active learning and motivation in the learning process by utilizing techniques which encourage students to analyze course content on their own. Moreover, peer learning facilitators aim to help students understand their individual learning needs, develop the skills necessary to meet faculty expectations and achieve their educational goals.

### **Student-Athlete Expectations:**

- Only attend sessions in which they are officially enrolled through the Athletics Peer Learning Lab.
- Show up on time (early!) for each peer learning session. Evaluations are completed at the end of each session and are shared with the coaches so they are aware of the student's attendance, preparation and level of academic engagement.
- Turn off and put away cell phones for the entirety of the appointment.
- Use computers and other technology in consultation with the facilitator and only as a learning tool related to the appointment tasks.
- Follow the attendance and cancellation policies.
- Arrive at appointments prepared, with all relevant materials for the class and with questions. Peer learning is most effective when students make an active contribution to the session.
- Not use peer learning sessions as a substitute for regular class attendance. Sessions are based on concepts introduced in lecture; students must attend class to get the most out of peer learning.
- Not use facilitators as a replacement for meeting with course instructors or studying on their own or in groups. Peer learning is a supplement to, not a substitute for, other good academic practices.
- Communicate their learning needs and goals to peer learning staff. Facilitators will not cover every topic in the course, so students should inform facilitators of the topics they would like to discuss.
- Contribute to a productive learning environment based on mutual respect and demonstrate professionalism in your interactions with your peer learning facilitators. Therefore, acts and behavior that will not be tolerated include, but are not limited to, requesting private and personal information from any peer learning facilitator or lab staff member, using offensive or explicit language or comments, and asking peer learning facilitators or lab staff members to participate in social events outside of the lab.
- Refrain from side conversations or distracting other students.
- Participate actively during each peer learning appointment.

### **Peer Learning Facilitator Role:**

Facilitators will...

- Promote collaborative learning, in which students and facilitators work together to maximize understanding.
- Listen more than they talk and keep students actively involved in the session.
- Share helpful learning strategies.
- Reinforce students' understanding of course concepts through discuss and practice.
- Clarify difficult topics and expand on key ideas.
- Demonstrate important applications of material.
- Challenge students' thinking about course themes.
- Offer honest, practical encouragement and constructive criticism.
- Supply students with materials which foster interest in the subject, provide additional practice for important concepts and processes and promote learning independence.
- Admit when they cannot answer a question and direct students to the proper resources.
- Maintain an atmosphere that promotes educational growth and respect amongst all students.

- Use available resources, such as books, handouts and other peer learning staff, to supplement their peer learning sessions.
- Establish specific goals for each session, prepare activities which assist students in attaining these goals and actively guide the session so that each meeting is a positive learning experience for each student.

Facilitators will not...

- Do the work for students.
- Edit papers or solve specific homework problems.
- Provide answers to problems without discussion or explanation.
- Predict students' grades, either for assignments or a class, or criticize a grade an instructor gives.
- Offer flattery and unrealistic predictions of success.
- Act as a substitute for students' regular class attendance.
- Assist students with take-home exams.
- Provide students with texts, old exams, summaries of class readings, class notes, extensive outlines, or other class materials not otherwise distributed by the professor or TA.
- Discuss any course assignments by way of email or phone.
- Work with students outside of the lab, outside of lab hours, or outside of the facilitator's scheduled work hours.
- Impose ideas or personal beliefs on students.
- Provide peer learning support for online courses.

#### **IMPORTANT DEADLINES FOR ATHLETICS PEER LEARNING LAB**

Registration for Peer Learning Sessions Begins:	Week 1 of each quarter
Peer Learning Sessions Begin:	Monday of Week 2 of each quarter
Last Day to Make a Peer Learning Request: (e.g., facilitator search, individual sessions, time changes, drop, etc.)	Friday of Week 3 of each quarter

**\* IMPORTANT NOTE: On a case-by-case basis, some requests or accommodations may be approved after the above deadlines.**

#### **PEER LEARNING REGISTRATION PROCESS**

Students will be assigned a peer learning registration time each quarter. Please consult your coach or Kenny Donaldson, Assistant Director of Academic Services, regarding the peer learning registration process at the beginning of each quarter.

#### ***Writing Appointments:***

During the **FIRST TWO WEEKS** of the peer learning registration, only student-athletes who have mandated peer learning sessions are allowed to sign up for a standing weekly writing session. Student-athletes who are not mandated to have a writing session may contact Kenny Donaldson, Assistant Director of Academic Services on the Monday following the conclusion of the registration process to request a writing session.

## **DROP REQUEST POLICY FOR PEER LEARNING SESSIONS**

*Kenny Donaldson, Assistant Director of Academic Services, 310-794-7690, [kdonaldson@athletics.ucla.edu](mailto:kdonaldson@athletics.ucla.edu)*

If a student-athlete wishes to drop their weekly peer learning session, they must **REQUEST** to do so by the **3rd Friday of each quarter**. Requests must be submitted via email to [PLFRequests@athletics.ucla.edu](mailto:PLFRequests@athletics.ucla.edu). Request must include class, day and time of the peer learning session and reason for requesting to drop. All requests will be reviewed and a decision will be based on a discussion with the AS2 staff, coaches and the Athletics Peer Learning Lab staff. Not all requests will be approved, so student-athletes must make sure to fully articulate their reason for requesting to drop their peer learning session.

## **RESCHEDULING & CANCELLATION POLICY – ATHLETICS PEER LEARNING**

1. **Rescheduling Appointments** – Rescheduling of peer learning sessions is **NOT** permitted, except for University holidays or athletic competition. If a student-athlete needs to reschedule their appointment for either of these reasons, they must inform their Peer Learning Facilitator as soon as possible.
2. **Cancellations** – Cancelling of peer learning sessions is **NOT** permitted, except in a case of emergency with documentation.

### **MISSING YOUR PEER LEARNING SESSION?**

**100% attendance is required at all peer learning sessions!** If you are going to miss your peer learning session for **ANY** reason, **INCLUDING ATHLETIC COMPETITION**, you must do the following email the AS2 staff at [PLFRequests@athletics.ucla.edu](mailto:PLFRequests@athletics.ucla.edu). Your email must include class and day and time of the session, plus reason for missing.

#### **\*\* EXCUSED VS. UNEXCUSED ABSENCE \*\***

Following the two steps above **DOES NOT GUARANTEE** that your peer learning absence will be excused. As the Academic Accountability Program states, rescheduling is only permitted for University holidays and athletic competition and cancellations are only permitted under rare circumstances. Attendance records for all academic support sessions are maintained and evaluated by Dr. Christina Rivera, Director of AS2, and are regularly provided to the coaches so **ALWAYS MAKE SURE TO COMMUNICATE IN ADVANCE** if a peer learning session must be missed.

## **ACADEMIC MENTORING PROGRAM**

*Dr. Christina Rivera, Director of AS2, 310-206-6668, [rivera@athletics.ucla.edu](mailto:rivera@athletics.ucla.edu)*

Academic mentors meet regularly with student-athletes to discuss academic concerns and transition issues. Many academic mentors have been collegiate student-athletes themselves so they understand the rigors of balancing academic and athletic demands. Academic mentors are trained to provide guidance, resources, and structure for student-athletes, while monitoring academic progress and performance.

Mentors and mentees meet weekly for fifteen minutes to an hour to discuss learning strategies, time management techniques, and organizational skills. In addition, academic mentors provide ongoing motivation and encouragement for student-athletes and assist them in taking initiative in their own academic affairs.

Student-athletes are assigned to academic mentors based on need and academic profile. Assigned student-athletes will be contacted by their academic mentors during the **first week of class each quarter** to establish a regular meeting day, time and location.

**When participating in the Academic Mentoring Program, you are expected to:**

- Show up on time (early!) for each academic mentoring session. Evaluations are completed at the end of each session and are shared with the coaches so they are aware of the student's attendance, preparation and level of academic engagement.
- Come to sessions prepared to work and stay for the entire allotted time. Bring all books, syllabi, notes and assignments.
- Complete all projects or work the academic mentor assigns each session. Failure to come prepared will be reported to both the AS2 and coaching staffs.
- Be focused, attentive and engaged throughout each session. Academic mentoring sessions are interactive and collaborative and are most effective when you make active contributions to the mentoring session.

**RESCHEDULING & CANCELLATION POLICY – ACADEMIC MENTORING PROGRAM**

1. **Rescheduling Appointments** – Rescheduling of mentoring sessions is **NOT** permitted, except for University holidays or athletic competition. If a student-athlete needs to reschedule their appointment for either of these reasons, they must inform their academic mentor as soon as possible.
2. **Cancellations** – Cancelling of mentoring sessions is **NOT** permitted, except in a case of emergency with documentation.

**MISSING YOUR MENTORING SESSION?**

**100% attendance is required at all academic mentoring sessions.** If you are going to miss your mentoring session for **ANY** reason, **INCLUDING ATHLETIC COMPETITION**, you must contact your Academic Mentor prior to your session to inform them of your absence.

**\*\* EXCUSED VS. UNEXCUSED ABSENCE \*\***

Following the above process **DOES NOT GUARANTEE** that your mentor absence will be excused. As the Academic Accountability Program states, rescheduling is only permitted for University holidays and athletic competition and cancellations are only permitted under rare circumstances. Attendance records for all academic support sessions are maintained and evaluated by Dr. Christina Rivera, Director of AS2 and are regularly provided to the coaches so **ALWAYS MAKE SURE TO COMMUNICATE IN ADVANCE** if a mentoring session must be missed.

**AS2 LEARNING SPECIALISTS**

*Ja'Nae Davis, AS2 Learning Specialist, 310-206-3077, [jndavis@athletics.ucla.edu](mailto:jndavis@athletics.ucla.edu)*

*Sabrina Youmans, AS2 Learning Specialist, 310-909-9814, [syoumans@athletics.ucla.edu](mailto:syoumans@athletics.ucla.edu)*

The AS2 Learning Specialists help create a focused learning environment in which student-athletes develop an awareness of individual learning styles and strengths to foster independent and meaningful learning. The AS2 Learning Specialists educate student-athletes and academic mentors on how to improve university-level organization, time management, reading comprehension, test taking, critical thinking and problem solving skills. The AS2 Learning Specialists conduct regular mentor trainings and learning strategies meetings, help coordinate and participate in the peer learning facilitator trainings and are available for individual student sessions.

The AS2 Learning Specialists also help to identify educational concerns proactively and serve as a liaison to university resources, such as the Office for Students with Disabilities (OSD) and Counseling & Psychological Services (CAPS). We encourage student-athletes with learning concerns or with focus, attention, motivation or emotional concerns to work with the AS2 Learning Specialists for referrals to the appropriate campus resources. The AS2 Learning Specialists are located in the AS2 Suite.

\* Student-athletes who have surgery or an injury that affects their mobility or ability to take notes can request temporary services from the Office for Students with Disabilities (OSD). See page 57 for the Temporary Disability Request Protocol .

### **DIRECTED LEARNING PROGRAM**

Ja'Nae Davis, AS2 Learning Specialist, 310-206-3077, [jndavis@athletics.ucla.edu](mailto:jndavis@athletics.ucla.edu)

Sabrina Youmans, AS2 Learning Specialist, 310-909-9814, [syoumans@athletics.ucla.edu](mailto:syoumans@athletics.ucla.edu)

The Directed Learning Program (DLP) is an intensive, one-on-one strategic academic support program designed by AS2 Learning Specialists to enhance learning. The program aims to enrich the student-athlete collegiate experience through services that help each student-athlete identify their strengths and weaknesses and develop skills to improve academic performance.

DLP is facilitated by Learning Specialists and Academic Mentors trained to work collaboratively with campus resources to create a holistic learning environment focused on autonomy, self-efficacy, accountability, health and wellness. This enhanced learning environment provides an opportunity for student-athletes to perform at their highest ability. Through directed guidance, student-athletes will learn how to set and monitor learning objectives, develop and execute learning plans, and build academic skills in time management, close reading, critical thinking, note taking and information literacy.

#### ***When participating in the Directed Learning Program, you are expected to:***

- Be on time (early!) for each directed learning session.
- Come to sessions prepared to work with all syllabi, time management system, books, assignments and notes.
- Be focused, attentive and engaged throughout the session.
- Show due diligence by attending class, completing all assigned work and exhibiting effort to master course material.
- Complete all directed learning assignments by the expected due date.
- Acknowledge when you experience difficulty and agree to explore additional resources to progress toward your goals.
- Accept the guidance, encouragement and support of the Directed Learning Program staff in the pursuance of your personal and academic development.

Evaluations are completed at the end of each session and are shared with coaches to inform them of attendance, preparation and academic engagement. Failure to come prepared is the equivalent of an unexcused absence.

### **RESCHEDULING & CANCELLATION POLICY – DIRECTED LEARNING PROGRAM**

1. **Rescheduling Appointments** – Rescheduling of directed learning sessions is **NOT** permitted, except for University holidays or athletic competition. If a student-athlete needs to reschedule their appointment for either of these reasons, they must inform their AS2 Learning Specialist as soon as possible.
2. **Cancellations** – Cancelling of directed learning sessions is **NOT** permitted, except in a case of emergency with documentation.

#### **MISSING YOUR DIRECTED LEARNING SESSION?**

**100% attendance is required at all directed learning sessions.** If you are going to miss your directed learning session for **ANY** reason, **INCLUDING ATHLETIC COMPETITION**, you must contact your AS2 Learning Specialist or Academic Mentor prior to your session to inform them of your absence.

**\*\* EXCUSED VS. UNEXCUSED ABSENCE \*\***

Following the above process **DOES NOT GUARANTEE** that your directed learning absence will be excused. As the Academic Accountability Program states, rescheduling is only permitted for University holidays and athletic competition and cancellations are only permitted under rare circumstances. Attendance records for all academic support sessions are maintained and evaluated by Dr. Christina Rivera, Director of AS2 and are regularly provided to the coaches so **ALWAYS MAKE SURE TO COMMUNICATE IN ADVANCE** if a directed learning session must be missed.

**TIPS ON “HOW TO LEARN”**

While students learn in their own unique way, below are some key aspects to the learning process that we believe will be beneficial to your journey to becoming a self-sufficient, independent learner.

- **BE THERE!** ... Go to class.
  - Be early
  - Sit front and center poised and ready to learn
  - Turn off cell phone, ipods and all electronic devices
- **BE PREPARED!** ... Bring what you need.
  - Check to see if slides or notes are posted online before class
  - Print them out and review them
  - Start reading the textbook; skim subtitles to be aware of what will be discussed in class
  - Have an organized notebook, pen or pencil and highlighter
- **CREATE POSITIVE ENERGY!** ... Engage yourself.
  - Stay focused and listen
  - Take notes and summarize main ideas
  - Challenge yourself to ask questions
- **GET ORGANIZED!** ... Prioritize things to do.
  - Use a planner
  - Write down important dates and deadlines (color coordinate, post-its)
  - Set goals each day and make a list of what needs to get done
- **NETWORK!** ... Office hours.
  - Set appointments to meet your professors and/or TAs and keep them
  - Come prepared with questions and/or feedback
  - Ask your professors and TAs for tips for doing well in the class
- **BE AN EFFICIENT LEARNER!** ... Review notes:
  - Take 10 minutes after class to review your notes (it's more efficient than cramming for 4 hours before a test)
  - Ask yourself: How does this idea link to other course concepts?
  - Add examples, practice sample questions or problems, predict exam questions
  - Circle or highlight things you have questions about or don't fully understand and see the professor or TA to clarify
- **WHAT'S YOUR STYLE!** ... Learning style.
  - Discover how you learn best – auditory, visual, kinesthetic
  - Find new ways to learn based on your learning style
  - Add visuals, make up a song, create a model
  - Play to your strengths, apply your best learning approaches when studying

- **LEARN IN A GROUP!** ... Study groups.
  - Create a study group – They can motivate you to learn and are a reliable source of information
  - Teaching others can help you learn better
  
- **TAKE ADVANTAGE!** ... Find resources.
  - Utilize the services and support offered through the Athletics Peer Learning Lab
  - Take advantage of professor and TA office hours
  - Participate in a workshop offered by CAPS or the Career Center

## STUDENT SUPPORT SERVICES

### BRUINBILL ACCOUNTS & CHARGES

All students are assigned a BruinBill account. A BruinBill account records all charges and payments (excluding housing) associated with registration, along with other service charges that are assessed to students. Accounts are administered electronically (eBill) through URSA ([www.ursa.ucla.edu](http://www.ursa.ucla.edu)) and paper statements are issued only on request at 1121 Murphy Hall. Be sure to keep your UCLA email address current as monthly email reminders are sent to you prior to payment deadlines.

Students must pay all charges in full by the 20th of the month following the posting date of the charge. If the 20th falls on a weekend or holiday, the due date is the last business day prior to the 20th. After the payment deadline, students are assessed a **\$20 delinquent fee**. If registration fees are not paid in full by the payment deadline, a **\$50 late registration fee** is assessed and classes are dropped in accordance with the drop class deadline (see the "Calendar" section in the online Schedule of Classes).

**\* IMPORTANT NOTE:** The University Student Health Insurance Plan (SHIP) fee is a part of registration fees and is due and payable at the time registration fees are paid. Refer to page 71 for information about SHIP.

Failure to settle financial obligations with the University may result in a hold being placed on the students' record. Such a hold could affect registration, priority enrollment, financial aid, campus services, the release of academic transcripts and receipt of diploma. Holds not cleared in a timely manner may go to collections.

### ACCOUNT HOLDS

Students may have holds placed on their student records which could affect registration, priority enrollment, financial aid, campus services, and/or release of academic transcripts for the following reasons:

- Failure to comply with admission or academic provisions.
- Failure to settle financial obligations with the University.
- Failure to respond to official notices.
- Failure to respond to administrative or disciplinary issues with on-campus housing.

Each student who becomes subject to a hold action is given advance notice via e-mail and ample time to respond. The hold must be released by the initiating office before a student may enroll in classes or receive various campus services. Information on holds can be found at <http://www.ursa.ucla.edu>.

## TEXTBOOK & READER POLICY FOR STUDENT-ATHLETES ON BOOKS SCHOLARSHIP

Questions regarding this policy should be directed to Kenny Donaldson,  
Assistant Director of Academic Services, 310-794-7690, [kdonaldson@athletics.ucla.edu](mailto:kdonaldson@athletics.ucla.edu)

1. Student-athletes on a books scholarship are allowed to receive **REQUIRED TEXTBOOKS AND READERS** at the ASUCLA bookstore and **MUST RETURN ALL TEXTBOOKS AND READERS** to the Athletics Department's Copy Room (Morgan Center, 1<sup>st</sup> Floor) by **Friday of Finals Week**.

### Pick-Up Process:

- a. Get your stamped study list from the Copy Room on the first floor of the Morgan Center. You will not be able to pick up your books unless you have returned all textbooks and readers from the previous quarter.
  - b. Print out your book list from the computers outside the bookstore and then go to the Textbook Buyback to pick up your bagged books.
  - c. Prior to leaving Textbook Buyback, make sure that you have the correct textbooks needed for all of your classes.
2. Textbooks listed as "Optional" or "Suggested" and ASUCLA Lecture Notes are **NOT** covered by an athletics books scholarship per NCAA Rules.
  3. Textbooks will be provided by the ASUCLA Bookstore **ONLY** upon presentation of a current Study List **with the RED "Athletic Department" stamp**.
  4. Any required readers purchased off-campus will be reimbursed promptly once the proper form is completed and turned into Kenny Donaldson's office.
  5. Failure to return books promptly can result in suspension of books scholarship privileges.
  6. Student-athletes who lose a book, fail to return all textbooks for a specific quarter, or wish to keep any of their books will be charged the posted buy-back price(s) and must submit that amount to the Business and Finance Office in the Athletics Department in order to be included on the next quarter's book list.
  7. Students whose books are stolen **MUST** file a police report in order to request replacements and/or a waiver of the return requirements. Students are allowed to request replacement books once during their career.

## TRAVEL LETTERS & EXAM CONFLICTS WITH COMPETITION TRAVEL

Ric Coy, Assistant Director of Student Services, 310-825-6054, [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu)

Team travel letters are located on the wall in the Rose Gilbert Learning Center. Student-athletes are responsible for taking the travel letter to their professors and TAs **no later than the first week of class each quarter**. Failing to do so can result in unexcused absences or not being able to compete. Student-athletes are also responsible for checking their class syllabus to see if they have any exam conflicts with travel. Student-athletes must meet with their professors within the **first week of class** to receive approval for alternate testing dates/times, which may include before or after the competition or while on the road. Having exams proctored on the road should be seen as a LAST resort and used only when all other options have been exhausted; however, the decision is based solely on the professor's discretion and not the student-athlete. If there are conflicts, student-athletes must fill out an **EXAM INFORMATION SHEET** that can be found on the wall in the Rose Gilbert Learning Center. This form must be turned into Ric Coy immediately after you have spoken with the professor. Last minute exam conflicts may not be granted due to a student-athlete's failure to make prior

arrangements, so it is imperative that student-athletes communicate with their professor as soon as possible about any exam conflicts.

When professors allow assigned team proctors to administer exams on the road, they trust that these exams are administered in accordance with University policy and are free of violations of academic integrity. Therefore, it is vital for the integrity of the Athletics Department as well as the protection of student-athletes that exams be proctored according to the established guidelines and instructions given by the professor. Every attempt should be made to administer the exam in similar, if not exact, conditions under which other students are taking the exam back on campus. If you have any questions, please contact your AS2 College Academic Counselor or Ric Coy before you travel or while traveling for clarification. Below is the step-by-step procedure for proctoring exams:

1. By the end of the first week of classes, you must notify your professors (via travel letter available in the Rose Gilbert Learning Center) that you will be traveling and need to make other arrangements for the exam to be taken. Professors may prefer that other arrangements be made in lieu of an exam being proctored on the trip. This is the professor's decision. There is **NO** university policy that mandates that professors allow student-athletes to take exams on the road.
2. After speaking with your professor/TA, you must fill out an Exam Information Sheet (located on the wall in the Rose Gilbert Learning Center). A sheet for each exam must be completed. Ric Coy will not contact your professor/TA until the completed exam information sheet is turned in.
3. It is the student-athlete's responsibility to have everything required for proctoring of exams (e.g., pens, pencils, blue books, scantron, calculator, etc.).
4. University protocol for academic dishonesty will be followed if it is determined that academic integrity has been violated.
5. Students should **NEVER** return the exam directly to the professor. It is the responsibility of the proctor to deliver the exam to the team's AS2 College Academic Counselor or Ric Coy.

### **Student-Athlete Competition Travel Checklist**

#### **Before you leave for a trip, check to see that you have the following items:**

- ✓ All textbooks, notebooks/notes for each class, and laptop computer (if needed)
- ✓ Syllabus for each class
- ✓ Phone numbers of professors/TAs and their office hours
- ✓ Pencils, pens, calculator, bluebook, and scantron (if needed)

#### **Did you remember to...**

- ✓ Communicate with professors/TAs about missing class, assignments, rescheduling exams and/or getting an exam proctored on the road?
- ✓ Arrange for notes/missing assignments while you are gone?
- ✓ Fill out an Exam Information Sheet and check with Ric Coy to make arrangements for any exams that need to be proctored before or after you travel for competition?
- ✓ Check with Ric Coy to make arrangements for any exams that need to be proctored on the road?
- ✓ Email the Athletics Peer Learning Lab at [PLFRequests@athletics.ucla.edu](mailto:PLFRequests@athletics.ucla.edu) BEFORE you leave to inform them of any peer learning session misses?
- ✓ Notify your learning specialist or academic mentor (if applicable) BEFORE you leave to reschedule any missed sessions?

## **NCAA STUDENT-ATHLETE ASSISTANCE FUNDS**

*Ric Coy, Assistant Director of Student Services, 310-825-6054, [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu)*

The NCAA provides two funds to assist student-athletes with special financial needs. You may be eligible to receive money from one of these funds if you are:

- A Pell Grant Recipient, including students who have exhausted their eligibility or cannot participate in athletics because of medical reasons.
- A foreign student-athlete who demonstrates a financial need. The International Office will certify in writing if a foreign student has sufficient need. Please contact Ric Coy, 310-825-6054, to fill out the required forms.
- A student-athlete with demonstrated financial need

If you are eligible, the NCAA Student Assistance Funds can be used for:

- Essential purchases, such as clothing, shoes, or emergency travel expenses home (entertainment is not included).
- Medical and dental treatments not covered by another insurance program (premiums for optional medical insurance, hearing aids, vision therapy, and psychological counseling).
- Costs associated with student-athlete or family emergencies.
- Essential academic supplies

**All USHIP reimbursements must be submitted by the END OF WEEK 2 of each quarter for reimbursement.** Any late requests will be held to the end of the year and paid out dependent on the remaining balance of the funds.

**All school supplies will be distributed during the FIRST 2 WEEKS OF EACH QUARTER.**

The \$500 clothing/shoe stipend (for those eligible) will be distributed on a quarter-by-quarter basis. The money will be divided as follows:

- Fall Quarter = \$200 – Deadline December 2<sup>nd</sup>
- Winter Quarter = \$200 – Deadline March 2<sup>nd</sup>
- Spring Quarter \$100 or dependent on the remaining balance of the funds – Deadline June 1<sup>st</sup>

Receipts and a Student-Athlete Assistance form must be submitted to Ric Coy, Assistant Director of Student Services (Morgan Center, 121-A). All receipts must be original, itemized and dated no earlier than July 1, 2012.

All student-athletes will have the opportunity to apply to use either of these funds, but YOU MUST FIRST FILL OUT THE FAFSA form to see if you qualify. For additional information, contact Ric Coy, 310-825-6054.

## **INTERNATIONAL STUDENT-ATHLETES**

*Ric Coy, Assistant Director of Student Services, 310-825-6054, [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu)*

The Athletic Department hosts an International Student-Athlete Orientation for all international student-athletes during the first week of fall classes. Representatives from the Dashew Center for International Students and Scholars (DCISS) are present to answer any questions related to their transition to UCLA.

**REMINDER: ALL NEW INTERNATIONAL STUDENT-ATHLETES need to bring their passport, I-20, and I-94 to the DCISS as soon as they arrive on campus. International students who wish to travel need to make arrangements to bring their I-20 to DCISS as early as possible, but no later than one week before you will depart.**

## **GLACIER**

*Ric Coy, Assistant Director of Student Services, 310-825-6054, [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu)*

As part of the University's efforts to facilitate the process of determining the tax residency status of foreign nationals (student/staff/faculty) receiving payments from the campus, UCLA has launched the implementation of an online non-resident tax compliance system known as Glacier. Glacier is a highly secure, user friendly, web-based application that simplifies the steps necessary for foreign nationals to provide all pertinent tax-related information.

Glacier users are required to have a login ID and password that can only be issued by a campus Glacier administrator. To expedite the process of obtaining your access to Glacier, please send your full name, university ID number and valid email address to the Financial Aid Office ([rvaldez@saonet.ucla.edu](mailto:rvaldez@saonet.ucla.edu) – Rose Ann Valdez). The Financial Aid Office will set up your Glacier user profile and you will receive an email from [support@online-tax.net](mailto:support@online-tax.net) with your password. Please make sure to confirm that the email is not filtered out of your inbox.

Once you have visited Glacier and completed the process, you must print, review and sign all forms as instructed (e.g., attach the necessary supporting documents) and submit your Glacier paperwork to – Attention: Rose Ann Valdez, Financial Aid Office, Murphy Hall A-215.

## **SUMMER WORK OPPORTUNITY PROGRAM (SWOP)**

*Ric Coy, Assistant Director of Student Services, 310-825-6054, [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu)*

The Summer Work Opportunity Program provides student-athletes an opportunity to work during the summer months. SWOP starts in mid-June and goes through mid-September. The program offers flexible hours Monday-Friday and work schedules will be organized around your class and workout schedules.

**Examples of Jobs in Athletics:** Facilities, Receptionist, Academic Assistant, Learning Specialist Assistant, Learning Center Monitor, Business & Finance Assistant, Sports Information Assistant, Recruiting.

**Examples of Jobs with On-Campus Partners:** Transportation Services, Career Center, Graduate Division, Alumni Center and more added daily.

Applications are available April 1<sup>st</sup>. For more information, contact Pat Scism at 310-206-6663.

## **UCLA AWARDS & RECOGNITION**

*Ric Coy, Assistant Director of Student Services, 310-825-6054, [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu)*

### **UCLA ALL-ACADEMIC TEAM – ACADEMIC RECOGNITION**

The student-athlete with the highest cumulative GPA for each team (must have completed 60units at UCLA to qualify) are recognized annually as a part of the UCLA All-Academic Team. The picture of the recipients are hung in the Rose Gilbert Learning Center for the full academic year.

### **DIRECTOR'S HONOR ROLL – ACADEMIC RECOGNITION**

Student-athletes who earn a 3.00 or higher term GPA (in 12 graded units or more) are recognized as a part of the Director's Honor Roll. Student-athlete names are posted by sport each quarter outside the AS2 Suite in the Morgan Center and remain there for the entire academic year. Special recognition is given to those student-athletes who earn a 4.00 quarterly grade point average.

### **SCHOLAR-ATHLETE BANQUET**

Each spring, the UCLA Athletics Department hosts the Scholar-Athlete Banquet sponsored by Rose Gilbert, in memory of Maggie Gilbert. The banquet is in recognition of our student-athletes who put the time and effort into maintaining their high academic standing. The banquet is by invitation only. In order to be invited to the

banquet, you must have completed at least 60 units at UCLA and have a cumulative grade point average (cum GPA) of at least 3.0. Other academic awards will be presented at the banquet, such as the UCLA All-Academic Team (student-athlete with the highest cum GPA from each team) and the Scholar-Athlete of the Year Award.

### **ACADEMIC MEDALS**

Thanks to a generous donation from UCLA alumna, Rose Gilbert, graduating seniors receive an academic medal at the annual Bruin Athletics Graduation Reception. Student-athletes are asked to wear these medals during their commencement ceremony. Medals are presented to graduating students based on their cumulative grade point average. Graduates who have earned an overall GPA of 2.00 - 2.99 will receive a *Student-Athlete* medal, and those with an overall GPA of 3.00 - 4.00 will receive a *Scholar-Athlete* medal. The graduating male and female student-athlete with the highest overall GPA will receive *The Rose Gilbert UCLA Scholar Athlete Award* and have their names added to a special plaque displayed outside the Kneller Academic Center.

### **DONALD R. SHEPHARD AWARD – Applications due in May**

This award is granted annually to senior student-athletes who have exhausted their athletic eligibility and are pursuing a graduate degree. Candidates for this award must be in their last quarter or have completed requirements for a baccalaureate degree, have a declared degree path for their postgraduate degree, and receive a letter of recommendation from his/her coach. The award is also based on financial need and/or service to the Department of Athletics and UCLA community. Two awards may be provided each year and the final award amount will be determined by the donor. The award amount will be directed first toward the recipient's tuition, up to \$10,000 annually. Depending on financial need, it may also be applied to other educational expenses or to necessary living expenses that will be incurred while pursuing a graduate degree.

### **THE ROSE & SAM GILBERT FELLOWSHIP – Applications due in December**

Student-athletes who have been admitted to a graduate program at UCLA can apply for the Gilbert Fellowship. Two awards of up to \$10,000, from which fees are paid, are awarded to students who attended UCLA as undergraduates for at least two years and participated on a men's or women's intercollegiate athletic team(s). Per NCAA rules, this fellowship must be awarded in the 6 year window for athletic financial aid.

### **JOHN MCLENDON MEMORIAL MINORITY POSTGRADUATE SCHOLARSHIP PROGRAM – Applications due in April**

NACDA is pleased to offer, through the John McLendon Memorial Minority Scholarship Foundation, five \$10,000 postgraduate scholarships to minority nominees who are planning to pursue a graduate degree in athletics administration. There are two options available: (1) For nominees who are current full-time seniors or who have graduated but have less than two years experience in an athletics administration position; and (2) For nominees who have graduated and have a minimum of two years experience in an athletics administration position. Nominees must meet the federal guidelines for definition as a minority, minimum GPA of 3.0 (based on a 4.0 scale), planning to pursue a postgraduate course of study in athletics administration within five years of receipt of the award and demonstrated leadership qualities on a college/university or community level.

### **NCAA POSTGRADUATE SCHOLARSHIPS & INTERNSHIPS**

*Ric Coy, Assistant Director of Student Services, 310-825-6054, [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu)*

*Please be aware of application due dates and allow yourself time to submit information.*

### **NCAA POSTGRADUATE SCHOLARSHIP PROGRAM – Applications due in January (Fall Sports), due in March (Winter Sports) and due in May (Spring Sports)**

The NCAA awards up to 174 postgraduate scholarships annually, 87 for men and 87 for women. The scholarships are awarded to student-athletes who excel academically and athletically and who are in their final year of intercollegiate athletics competition. The one-time grants of \$7,500 each are awarded for fall sports,

winter sports and spring sports. Eligibility is restricted to student-athletes at NCAA member institutions who, in their final year of eligibility, have performed with distinction as members of varsity teams in the sport for which they were nominated. Nominees must have a minimum grade point average of 3.200 (based on a 4.000 scale), be nominated by the Faculty Athletics Representative or designee, and intend to continue academic work beyond the baccalaureate degree as a part-time or full-time graduate student. You must meet with Dr. Donald Morrison, Faculty Athletics Representative, before you begin the application process. Email him at [donald.morrison@anderson.ucla.edu](mailto:donald.morrison@anderson.ucla.edu).

### **NCAA ETHNIC MINORITY AND WOMEN'S ENHANCEMENT POSTGRADUATE SCHOLARSHIP PROGRAMS – Applications due in November**

Sixteen scholarships for ethnic minorities and 17 scholarships for women are available annually to college graduates who will be entering into the first year of their initial postgraduate studies. The applicant must be seeking admission or have been accepted into a sports-administration or related program that will assist the applicant in obtaining a career in intercollegiate athletics (athletics administrator, coach, athletic trainer or other career that provides a direct service to intercollegiate athletics). Each award is valued at \$6,000.

### **WALTER BYERS POSTGRADUATE SCHOLARSHIP PROGRAM – Applications due in January**

The Walter Byers Postgraduate Scholarship Program recognizes the excellence in academic performance by student-athletes. One male and one female student-athlete are annually awarded a postgraduate scholarship in recognition of outstanding academic achievement and potential for success in postgraduate study. It is intended that an individual named a Byers Scholar will be recognized as one who has combined the best elements of mind and body to achieve national distinction for his or her achievements, and promises to be a future leader in his or her chosen field of career service.

The Walter Byers Postgraduate Scholarship Program is separate and distinct from the NCAA Postgraduate Scholarship Program, which provides numerous annual awards with smaller stipends. The stipend for each Byers Scholarship is \$21,500 for an academic year. If the graduate school where the Byers Scholar is enrolled provides evidence of satisfactory performance and progress, the grant may be renewed for a second year. Therefore, in any single year, \$86,000 worth of scholarships are awarded (\$43,000 to the current year's recipients and \$43,000 to the previous year's awardees for their second year of graduate school).

Final award is contingent upon acceptance and attendance at an accredited, nonprofit educational institution; stipends are paid through the institution in which the Byers Scholar is enrolled for graduate study. Evidence of acceptance into a graduate degree program or a post baccalaureate professional degree program may be submitted after the notification of an award, but must be supplied by the institution in which the Byers Scholar enrolls for graduate work before the funding of the scholarship. If the initial awardee is not admitted to an appropriate graduate program, the award will be withdrawn and an alternate will receive the award. Financial need shall not be a factor in the granting of these scholarships. Awards from other sources will not disqualify an applicant, except that an awardee may not use more than one NCAA postgraduate scholarship.

To be eligible for consideration, nominees shall:

1. Have an overall undergraduate cumulative grade-point average of 3.500 or better (based on a maximum 4.000), or the equivalent in other recognized grading systems;
2. Have competed in intercollegiate athletics as a member of a varsity team at an NCAA member institution;
3. Be a graduating senior or be enrolled in graduate study at an NCAA member institution;
4. Have intentions of applying for admission into a graduate degree program at a properly accredited, nonprofit educational institution or into a post baccalaureate professional degree program at a professionally accredited law school, medical school, or the equivalent, without restriction as to the national site of the institution;

5. Be committed to work on a full-time basis toward a graduate degree or toward a post baccalaureate professional degree;
6. Have evidenced superior character and leadership;
7. Have demonstrated that participation in athletics has been a positive influence on the nominee's personal and intellectual development. Relative success in athletics is important but not of overriding significance; and
8. Enroll into a graduate degree program within 5 years of being named a Byers Scholar.

### **NCAA INTERNSHIP PROGRAM**

The NCAA offers one-year internships at its national office in Indianapolis, Indiana, providing on-the-job learning experiences for **college graduates** from a four-year NCAA member institution who express an interest in pursuing a career in the administration of intercollegiate athletics. These are paid, 12-month positions. The areas of the NCAA that offer intern positions are administrative services, branding and communications, championships, corporate and broadcast alliances, Division I men's and women's basketball, diversity and inclusion, education services, enforcement services, governance, membership services/student-athlete reinstatement and the NCAA Eligibility Center. Applicants are able to request their top three areas of interest in which they prefer to serve. For more information log on to [www.ncaa.org](http://www.ncaa.org) and click on Scholarships and Internships.

### **PAC-12 AWARDS & POSTGRADUATE SCHOLARSHIPS**

*Ric Coy, Assistant Director of Student Services, 310-825-6054, [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu)*

#### **PAC-12 LEADERSHIP AWARD – Applications due in June**

The Pac-12 Leadership Award is a \$3000 postgraduate scholarship designed to recognize student-athletes who have served on their institutional Student-Athlete Advisory Committees (SAAC) and demonstrated leadership. To be eligible for the award, nominees must be in their final year of intercollegiate athletics eligibility, and on track to graduate (may be a fourth or fifth year senior, or already in graduate school).

#### **PAC-12 POSTGRADUATE SCHOLARSHIP – Applications due in May**

The Pacific-12 Conference created a postgraduate scholarship program to honor outstanding student-athletes from its member institutions who also are outstanding scholars. The Conference each year will award 40 scholarships of \$3,000 each to student-athletes who have excelled academically and athletically and are in their last year of intercollegiate athletics competition. Each Pac-12 institution will select four student-athlete recipients, two men and two women, through its institutional selection process.

To be selected for a Pac-12 postgraduate scholarship, a student-athlete must:

1. Have an overall undergraduate minimum cumulative grade-point average of 3.000 (based on a 4.000 scale) or its equivalent;
2. Be in his or her final season of intercollegiate athletics eligibility and competition under Pac-12 legislation. The student-athlete will be evaluated on the basis of all academic work completed at time of selection;
3. Have performed with distinction as a member of the varsity team in the sport in which the student-athlete has been nominated. The degree of the student-athlete's athletic achievement will be weighed at least equally with the degree of academic performance;
4. Intend to continue academic work beyond the baccalaureate degree as a full-time graduate student. The major professor, academic advisor or dean of the college in which the student-athlete is enrolled must judge the student-athlete capable of graduate study. The Pac-12 expects a scholarship recipient to enroll as a full-time graduate student in a graduate or professional school of an academically accredited institution within three years from the date of the award letter. If a recipient does not intend to enroll immediately after completion of the undergraduate degree, the recipient

- must send a letter to the Pac-12 Conference office stating the reason for deferment of the scholarship, and the planned date of enrollment must be provided; and
5. Have behaved, both on and off the field, in a manner that has brought credit to the student-athlete, the institution and intercollegiate athletics.

If the student-athlete meets the above requirements, participation in campus and/or community service activities will be considered when choosing recipients. Institutions will consider participation in activities in which the student-athlete serves as an example to other students and a demonstration of leadership qualities.

The Pac-12 Postgraduate Scholarships are one-time grants and are not renewable. Need is not a factor in granting these scholarships. Receiving awards from other sources does not make a selected recipient ineligible for a Pac-12 postgraduate scholarship. The application process is in the spring of each year, with the names of the award winners reported to the Conference office in mid-April. The Conference office will provide a "Verification of Enrollment Form" which must be completed and returned to the Conference office, after which payment will be made directly to the graduate institution.

### **PAC-12 SPORTSMANSHIP AWARD – Applications due in March**

Each Pac-12 member institution is asked to submit one male and one female student-athlete for the Pac-12 Sportsmanship Award. To be eligible for this award, the student-athlete must:

1. Have demonstrated consistently good sportsmanship and ethical behavior in his/her daily participation in intercollegiate athletics;
2. Have demonstrated good citizenship outside of the sports-competition setting;
3. Be in good academic standing; and
4. Be a member of an intercollegiate athletics team during that academic year.

The Pac-12 Conference Student-Athlete Advisory Committee selects the winners of the Pac-12 Sportsmanship Award each year from nominations submitted by member institutions. One male and one female are selected annually, and those winners are forwarded to the NCAA for consideration for the NCAA Sportsmanship Award.

## QUARTER-BY-QUARTER DEGREE PLANNER

YEAR	FALL QUARTER	WINTER QUARTER	SPRING QUARTER	SUMMER SESSION
1				
	Units =    /	Units =    /	Units =    /	Units =    /
2				
	Units =    /	Units =    /	Units =    /	Units =    /
3				
	Units =    /	Units =    /	Units =    /	Units =    /
4				
	Units =    /	Units =    /	Units =    /	Units =    /
5				
	Units =    /	Units =    /	Units =    /	Units =    /

## STUDENT-ATHLETE DEVELOPMENT

<http://www.uclabruins.com/academics/ucla-sa-development.html>

### THE BRUIN LIFE SKILLS PROGRAM

*Ashley Armstrong, Director of Student-Athlete Development, 310-206-7121, [aarmstrong@athletics.ucla.edu](mailto:aarmstrong@athletics.ucla.edu)*

The Bruin Life Skills Program strives to enhance the student-athlete experience within the University setting by coordinating educational programs that address personal growth, leadership, professional development, and community service. Our goal is to assist student-athletes with their transition to college, provide opportunities to enhance their college experience, support the development of a well-balanced lifestyle, and prepare student-athletes to be champions in life.

### BRUIN ATHLETIC COUNCIL (BAC)

The Bruin Athletic Council (BAC) is a leadership group that consists of representatives from all 24 Bruin teams. They meet every three weeks throughout the academic year. This select group provides an important voice to the athletic administration, and serves as a forum to offer input regarding the student-athlete experience, programming ideas/needs, community outreach projects, Pac-10 and NCAA legislation. The BAC is responsible for communicating information on upcoming events to their teams and coaches, while working to create unity among all athletic teams. Student-athletes who are interested in representing their team should talk with their head coach or contact Ashley Armstrong, 310-206-7121.

### THE WOODEN ACADEMY: TEAMWORK, LEADERSHIP & CHARACTER

The Wooden Academy is a comprehensive leadership development program designed to educate and support the standards of leadership for Bruin student-athletes. The pillars of the Wooden Academy are teamwork, leadership and character. The program is named after legendary Coach John Wooden, and strives to teach the values and principles of his Pyramid of Success. We believe that these skills will assist student-athletes in their pursuit to be successful leaders and teammates at UCLA, and as they prepare to be champions in life. Student-athletes will have the opportunity to participate in the Wooden Academy each year by attending seminars and learning practical leadership lessons from coaches, administrators and Bruin alumni.

- **Wooden Academy Seminars:** These seminars bring back Bruin alums to share their stories and experiences with our student-athletes. Each speaker is asked to focus on a block of the Pyramid, and share how that particular skill helped them be successful as a student-athlete and in their transition into life after sports. All student-athletes are required to attend two Wooden Academy Seminars per academic year.
- **Leadership Development Program (LDP):** This program is designed to teach freshman and transfers the skills they need to lead themselves and effectively work with others. Our goal is to create a strong network of future Bruin leaders. Bruin coaches and staff members present interactive workshops on leadership topics throughout the year. Freshman and transfers are required to attend a certain number of the Leadership Development Programs each year.

### TEAM WORKSHOPS/STUDENT-ATHLETE EDUCATION

Life skills workshops are provided to student-athletes on topics such as interpersonal communication (DiSC Assessments), leadership, teambuilding, substance use and misuse, nutrition, etiquette, social networking, time and stress management. These workshops are conducted by Athletic Department staff, UCLA staff or faculty, or community professionals.

### STUDENT-ATHLETE MENTORS (SAMS)

The Student-Athlete Mentor Program (SAMS) was reintroduced in the winter of 2010. The purpose of this group is to provide each team with a representative(s) that will be trained and able to serve as a role model and resource to his or her teammates and other student-athletes. SAMS will deal with a variety of issues,

including but not limited to: alcohol and drug abuse, nutrition and eating disorders, basic counseling and referral skills, safety, stress, sexual harassment and misconduct. The members of SAMs are committed to displaying a positive image to fellow athletes by providing help and support through education, awareness, and the promotion of healthy lifestyles. For more information about current members, or to find out how to join the program, contact Ashley Armstrong, Lorita Granger (310-825-4441), or Dr. Bob Corb (310-825-0768).

### **COMMUNITY OUTREACH**

Bruin student-athletes, coaches and staff have the opportunity to participate in community outreach activities on campus and throughout the Los Angeles area. These opportunities include: food and clothing drives, Marathon Kids, Dribble for the Cure, participation in elementary school activities and reading days, and visits to Mattel Children's Hospital. Bruins also have the opportunity to volunteer for individual speaking engagements and events, participate in sports clinics, the "I'm Going to College" program, and Adopt-a-Classroom (pen pal program). These service opportunities give student-athletes a chance to mentor youth, give back to the community and serve as ambassadors for UCLA Athletics.

***NOTE: All student-athletes and coaches must receive prior written approval to participate in any charitable or non-profit activities. Contact Ashley Armstrong, (310-206-7121) or Dan Goldberg, Associate Director of Compliance (310-794-8813) for more information.***

### **PROFESSIONAL DEVELOPMENT**

UCLA Athletics encourages student-athletes to start their career development once they arrive on campus. Student-athletes should visit the career center and meet with a career coach for assistance with career choices. In addition to the numerous career planning workshops that are offered through the Career Center, the Athletic Department hosts professional development opportunities for student-athletes. Our goal is to provide opportunities for students to identify their transferable skills and prepare for the transition from their athletic career to the professional world. Career information is also posted in the Kneller Academic Center. For assistance with professional development contact Ashley Armstrong, 310-206-7121.

### **WORKSHOPS/PANELS/NETWORKING NIGHTS**

Throughout each academic year, the Athletic Department hosts professional development events, such as: Graduate and Professional School Panels, Alumni Career Panels, Dining and Professional Etiquette and Life After Sports Workshops. The Bruin Varsity Club also hosts Bruin Networking Nights that give current student-athletes the opportunity to network and get career tips from Bruin alums.

### **CAREER DEVELOPMENT RESOURCES**

#### **Athletes to Business- [www.athletestobusiness.com](http://www.athletestobusiness.com)**

*Athletes to Business (A2B)* provides one-on-one career planning, resume development, and assistance with interviewing skills. A2B assists student-athletes, who have exhausted their athletic eligibility, in arranging interviews with several Fortune 500 Companies. They are dedicated to coaching, counseling and placing highly talented student-athletes into the corporate world. For more information, contact Ross Lerner, 818-802-1156 or Ashley Armstrong, 310-206-7121.

#### **Career Athletes- [www.careerathletes.com](http://www.careerathletes.com)**

Career Athletes provides current and former student-athletes the opportunity to build a professional network with current/alumni student-athletes and business organizations that are interested in hiring student-athletes. They provide numerous on-line career development resources and post-graduate job opportunities to assist student-athletes in their transition from competitive athletics to the work place.

## UCLA CAREER CENTER COACHES

501 Westwood Plaza (at Strathmore), Floors 2 & 3, 310-206-1915, [www.career.ucla.edu](http://www.career.ucla.edu)

UCLA's Career Center assigns a specific career counselor to each sport to help student-athletes work towards career plans after college. Student-athletes can schedule an appointment with their assigned career counselor to discuss career-related questions or concerns.

Team	Career Coach	Phone Number	Email Address
Baseball	John Coate	310-206-1967	<a href="mailto:jcoate@career.ucla.edu">jcoate@career.ucla.edu</a>
M Basketball	Jordan Maness	310-206-1920	<a href="mailto:jmaness@career.ucla.edu">jmaness@career.ucla.edu</a>
W Basketball	Sheila Benko	310-206-1940	<a href="mailto:sbenko@career.ucla.edu">sbenko@career.ucla.edu</a>
W Diving	Jordan Maness	310-206-1920	<a href="mailto:jmaness@career.ucla.edu">jmaness@career.ucla.edu</a>
M Football	John Coate	310-206-1967	<a href="mailto:jcoate@career.ucla.edu">jcoate@career.ucla.edu</a>
M & W Golf	John Coate	310-206-1967	<a href="mailto:jcoate@career.ucla.edu">jcoate@career.ucla.edu</a>
W Gymnastics	Roni Lavi	310-206-1910	<a href="mailto:rlavi@career.ucla.edu">rlavi@career.ucla.edu</a>
W Rowing	Sanaz Nabati	310-206-1936	<a href="mailto:snabati@career.ucla.edu">snabati@career.ucla.edu</a>
M Soccer	Sanaz Nabati	310-206-1936	<a href="mailto:snabati@career.ucla.edu">snabati@career.ucla.edu</a>
W Soccer	Sheila Benko	310-206-1940	<a href="mailto:sbenko@career.ucla.edu">sbenko@career.ucla.edu</a>
Softball	Grace Park	310-206-1906	<a href="mailto:gpark@career.ucla.edu">gpark@career.ucla.edu</a>
W Swimming	Jordan Maness	310-206-1920	<a href="mailto:jmaness@career.ucla.edu">jmaness@career.ucla.edu</a>
M & W Tennis	Markell Steele	310-825-1624	<a href="mailto:msteele@career.ucla.edu">msteele@career.ucla.edu</a>
W Track/Cross	Precious Robinson	310-206-1932	<a href="mailto:probinson@career.ucla.edu">probinson@career.ucla.edu</a>
M Track/Cross	John Taborn	310-206-1025	<a href="mailto:jtaborn@career.ucla.edu">jtaborn@career.ucla.edu</a>
M Volleyball	Karol Johansen	310-206-1934	<a href="mailto:kjohanse@career.ucla.edu">kjohanse@career.ucla.edu</a>
W Volleyball	Grace Park	310-206-1906	<a href="mailto:gpark@career.ucla.edu">gpark@career.ucla.edu</a>
M Water Polo	Roni Lavi	310-206-1910	<a href="mailto:rlavi@career.ucla.edu">rlavi@career.ucla.edu</a>
W Water Polo	Jordan Maness	310-206-1920	<a href="mailto:jmaness@career.ucla.edu">jmaness@career.ucla.edu</a>

## MEDIA RELATIONS/SPORTS INFORMATION

UCLA Athletic teams receive an incredible amount of attention from the media. Interacting with the media gives student-athletes the opportunity to share their stories and promote their team and the Bruin family. These experiences will help students perfect their communication and interpersonal skills that will transfer into life after their college experience.

UCLA's Sports Information Office helps to prepare student-athletes for the various media opportunities they will encounter through the visibility of the Bruin program. Student-athletes have a responsibility to their coaches and teammates to cooperate with the news media. UCLA student-athletes represent themselves, their teammates, coaches, and the entire Athletic Department when interacting with members of the news media. Student-athletes are asked to never give out their home or cell phone number to any media member. All media requests should be arranged by the Sports Information office. Contact the sports information director for your sport with questions about interviewing or dealing with the media.

## COACHES EVALUATIONS

Ashley Armstrong, Director of Student-Athlete Development, 310-206-7121, [aarmstrong@athletics.ucla.edu](mailto:aarmstrong@athletics.ucla.edu)

At the end of each sport season, student-athletes will be asked to complete Student-Athlete Evaluations. These surveys give student-athletes the chance to provide anonymous feedback about their coaches and overall experience, as well as suggestions for improvement and beneficial adjustments.

## **EXIT INTERVIEWS**

Ashley Armstrong, Director of Student-Athlete Development, 310-206-7121, [aarmstrong@athletics.ucla.edu](mailto:aarmstrong@athletics.ucla.edu)

At the conclusion of a student-athletes athletic eligibility, seniors are asked to complete a comprehensive exit survey. The survey evaluates issues and areas related to the student-athletes overall experience. Student-athletes who leave the program for other reasons (i.e., transfer, quit the team, etc.) are also asked to complete the exit interview survey.

A select number of student-athletes are chosen to participate in a face-to-face interview with their Sport Supervisor and/or Director of Student-Athlete Development. Questions asked in the face-to-face interview refer to the student-athletes' overall experience, for example, facilities, equipment, academic services, career planning, time demands, facilities, and coaches. Results from the exit surveys and face-to-face interviews are shared with the Sport Supervisors. Specific issues that are raised in the exit interviews are addressed by the sport supervisors with the appropriate support units and/or sport.

## **BRUIN VARSITY CLUB**

The UCLA Bruin Varsity Club (BVC) is coordinated through the Athletic Development Office for all former Bruin student-athletes. The mission of the Bruin Varsity Club is to reconnect all former student-athletes with UCLA and provide special event and reunion opportunities to unite the current program with the great history of UCLA Athletics. Another goal of the Bruin Varsity Club is to educate current student-athletes on the importance of participating in UCLA Athletics long after completing their career at UCLA. Many programs and opportunities will be established so that current student-athletes feel the connection and history of UCLA Athletics. Senior student-athletes will be automatically enrolled in the Bruin Varsity Club as Active members and will receive a BVC membership card for admission to all UCLA regular season home sporting event (with the exception of men's basketball) at their end-of-the-year banquets. The Bruin Varsity Club also manages the distribution of varsity rings which have been designed exclusively for UCLA student-athletes and are awarded to four-year letterwinners in their respective sports. For more information please contact, 310-206-3302.

# **CAMPUS RESOURCES**

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

## **CAREER CENTER**

501 Westwood Plaza (at Strathmore), Floors 2 & 3, 310-206-1915, [www.career.ucla.edu](http://www.career.ucla.edu)

The UCLA Career Center is dedicated to offering UCLA students and alumni opportunities to make thoughtful and deliberate career choices. They provide progressive services and resources to help students choose and prepare for their careers, prepare and apply to graduate or professional school, learn job search skills, and find employment opportunities. The center offers various workshops (writing a resume, interview techniques), career fairs, internships, and study abroad programs. Students are also encouraged to register for **Bruin View**, which provides exclusive access to hundreds of online job and internship postings, campus interviews, and information sessions at the UCLA Career Center. Student-athletes can use the drop in hours (Monday-Friday 10AM - 4PM), or schedule an appointment with their assigned career counselor (Refer to pg. 54) to discuss career-related questions.

## **COUNSELING & PSYCHOLOGICAL SERVICES (CAPS)**

John Wooden Center West, 310- 825-0768, [www.caps.ucla.edu](http://www.caps.ucla.edu)

Counseling and Psychological Services (CAPS) assists students as they face the challenges of the university experience. CAPS provides a safe place for any student to talk with a professional about concerns or problems which may interfere with personal growth and academic achievement. These concerns or problems may include depression, anxiety, roommate disputes, relationships, sexuality, family health challenges, bereavement, and substance use and abuse. CAPS also has psychologists who specialize in sport

psychology who can help student-athletes identify ways to maximize academic and athletic performance. CAPS offers individual and group counseling, psychotherapy, crisis intervention, consultation, outreach, prevention, and education programs. CAPS 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.

Each quarter CAPS offers a variety of wellness classes and seminars including one-hour Wednesday Wellness Workshops on topics like "Procrastination and Perfectionism" and Wellness Skills Groups such as "Public Speaking Confidence" and Therapy Groups like "Finding Focus." Contact CAPS or visit their website for more information.

Student-athletes with SHIP receive CAPS counseling services at no charge. A \$15 service fee is charged for students who waive SHIP. In order to schedule an intake directly, please call CAPS at 310-825-0768. Student-athletes without SHIP coverage may contact David Rodriguez at 310-206-6105 for more information regarding Athletics coverage for CAPS fees.

CAPS also offers a Sport Psychology Clinic in the Acosta Athletic Training Center. Check with the Athletic Training staff for current clinic hours. Student-athletes, coaches, and other Athletic Department staff can drop into the Sport Psychology Clinic for an informal consultation with Dr. Bob Corb, Sport Psychology Program Director.

### **OFFICE FOR STUDENTS WITH DISABILITIES (OSD)**

*A-255 Murphy Hall, 310-825-1501 (voice), 310-206-6083 (TTY), [www.osd.ucla.edu](http://www.osd.ucla.edu)*

The Office for Students with Disabilities (OSD) provides a wide range of academic support services to regularly enrolled students with documented permanent or temporary disabilities in compliance with federal and state laws and University policies. Academic support services are determined for each student according to specific disability-based requirements. Students with documented learning disabilities, Attention-Deficit/Hyperactivity Disorder, psychological disabilities, mobility impairments (temporary or permanent), visual impairments, hearing impairments, and other health conditions may be eligible for services.

The range of services includes readers, notetakers, sign language interpreters/captioning, proctor and test-taking arrangements, on-campus transportation, registration assistance, priority enrollment, special parking assistance, housing assistance, processing of California Department of Rehabilitation authorizations, campus orientation, adaptive equipment, referral to the Disabilities and Computing Program, and support groups and workshops. OSD services are free to students and all contacts and assistance are handled confidentially.

Student-athletes with learning concerns or other documented disabilities are encouraged to work with AS2 Learning Specialists Ja'Nae Davis, 310-206-3077; [jndavis@athletics.ucla.edu](mailto:jndavis@athletics.ucla.edu), or Sabrina Youmans, 310-909-9814; [syoumans@athletics.ucla.edu](mailto:syoumans@athletics.ucla.edu), who serve as liaisons to OSD. Contact Julie Morris, Learning Disabilities Program Coordinator in the Office for Students with Disabilities at 310-794-5732 with questions.

### **IMPORTANT NOTICE FOR STUDENTS WITH ADHD**

**Student-athletes diagnosed with ADHD who take medication are mandated to provide medical documentation, which must be on file with the UCLA Sports Medicine Office *prior to the first practice session*. Failure to do so will prohibit the student-athlete from practicing and competing. For more information, please refer to page 72. Student-athletes with questions or concerns should contact the Director of Sports Medicine at 310-794-1547 and can work with the AS2 Learning Specialists to coordinate medical documentation and educational support and accommodations.**

## TEMPORARY DISABILITY REQUEST PROTOCOL

*Ja'Nae Davis, AS2 Learning Specialist, 310-206-3077, [jndavis@athletics.ucla.edu](mailto:jndavis@athletics.ucla.edu)*

*Sabrina Youmans, AS2 Learning Specialist, 310-909-9814, [syoumans@athletics.ucla.edu](mailto:syoumans@athletics.ucla.edu)*

When a student-athlete has surgery or an injury that affects their mobility or ability to take notes, the student-athlete, with appropriate medical documentation, can request temporary Office for Students with Disabilities (OSD) services for transportation, a notetaker, and/or disability parking. Below is the step-by-step protocol student-athletes must follow in conjunction with their Team Physician, Athletic Trainer and/or AS2 Learning Specialist to request temporary OSD services. Also included below are the recommended Academic & Wellness and Athletic Training Room Pre-Operation checklists.

### A.) OSD Services Request for Notes & Transportation

- Prior to surgery, complete Office for Students with Disabilities (OSD) Verification of Disability Form and/or Parking Disability Verification Form at <http://www.osd.ucla.edu/Forms.htm>. AS2 Learning Specialists or Athletic Trainers also have the form
- Work with your Athletic Trainer to have your Team Physician complete and sign the form(s)
- Print out class schedule for the quarter
- Provide your AS2 Learning Specialist with completed OSD Verification of Disability Form and class schedule
- Call OSD, 310-825-1501, to complete intake appointment and set up the temporary accommodations

### B.) Disability Parking – With DMV Placard

- Get DMV Temporary Placard application from DMV website (<http://dmv.ca.gov>), OSD website (<http://www.osd.ucla.edu/Forms.htm>) or Team Physician
  - Complete your portion of the form
  - Team Physician completes rest of the form
  - Go to DMV (or AAA, if member) for placard
  - Take receipt of placard to OSD for processing
- \*\* Important Note: To park on campus, you will need a UCLA parking permit

### C.) Disability Parking – Without DMV Placard

- Get OSD Parking Verification Form from OSD website (<http://www.osd.ucla.edu/Forms.htm>), at OSD Office, in the Training Room or from your AS2 Learning Specialist
  - Complete top portion of the form
  - Team Physician completes rest of the form
  - Contact OSD, 310-825-1501, to finish processing
- \*\* Important Note: To park on campus, you will need a UCLA parking permit

### D.) Academic & Wellness

- Contact professor and/or TA to inform them about your medical situation and the dates you will be missing class. Request the opportunity to make up missed lectures, class assignments, or exams
- Contact your AS2 College Academic Counselor to inform them of the situation
- Work with Ric Coy to coordinate missed exams: 310-825-6054, [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu)
- If applicable, contact your Academic Mentor to inform them of your situation and to reschedule appointments.
- For missed peer learning sessions, email class information and why you are missing to:
  - i. Dr. Christina Rivera, Director of AS2 at [crivera@athletics.ucla.edu](mailto:crivera@athletics.ucla.edu)
  - ii. Athletics Peer Learning Lab Coordinator at [AthleticsTutorials@college.ucla.edu](mailto:AthleticsTutorials@college.ucla.edu)
- Consider working with Counseling and Psychological Services (CAPS) and/or Dr. Bob Corb to address the personal and social aspects of the injury and its implications: 310-825-0768

### E.) Pre-Operation Checklist

- Schedule pre-operation appointment with Team Physician
- Provide David Rodriguez with availability or let him know you want first available time slot for surgery. Leave him your cell phone number
- Schedule a pre-op visit with your Athletic Trainer/PT
- Speak to your Athletic Trainer about having a student athletic trainer observe your surgery (we will need a few days to take care of the paperwork)
- Pick up your pre-op instruction sheet from David Rodriguez the day before your surgery to see if there is a change in your report time
- Schedule a post-op visit with your Athletic Trainer/PT

### FINANCIAL AID OFFICE

*Murphy Hall A129J, 310-206-0400, [www.fao.ucla.edu](http://www.fao.ucla.edu)*

The mission of the Financial Aid Office is to help remove financial barriers and to assist students in meeting the rising cost of attendance at UCLA. The role of the Financial Aid Office is to fill the gap that exists between the cost of attendance and funds available from your family, savings and other resources. The office will assist you with completing your application for financial aid, determining your level of need and offering financial aid to meet your educational expenses. The staff is available to answer any questions you may have regarding financial aid to address your eligibility concerns.

#### General Financial Aid Tips:

- The website for completing the Free Application for Federal Student Aid (FAFSA) is [www.fafsa.ed.gov](http://www.fafsa.ed.gov), NOT [www.fafsa.com](http://www.fafsa.com). Fafsa.com is a private company that charges a fee.
- The deadline for University and Cal Grants is at the beginning of each March (date varies). You can still fill out a FAFSA after the deadline, but you may not be eligible for some grants.
- If you are completing a FAFSA for the first time and do not have a pin number, you need to allow for 2 days to receive your pin number.
- To apply for summer aid through the Financial Aid Office, you have to fill out the Summer Supplemental Aid Form and must be enrolled in at least 6 units.
- If you have a cumulative GPA of a 3.5 or higher and you are not receiving athletics aid, you may qualify for university scholarships.
- If you are interested in scholarship information, stop by the Scholarship Resource Center on the 2<sup>nd</sup> Floor of Covell Commons.

**IMPORTANT NOTE:** The biggest mistake students make is not completing their FAFSA on time because their parents have not filed their income taxes. **YOU DO NOT HAVE TO WAIT.** You can put in an estimated amount, use last year's information or simply enter zero. The important thing is that the application is completed before the March deadline. Awards will not be given until they have the correct income for that year, but at least the application is received.

### OFFICE OF OMBUDS SERVICES

*Strathmore Building, 501 Westwood Plaza, Suite 105, 310-825-7627*

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.

The Office of Ombuds Services works to ensure that all members of the University community receive fair and equitable treatment in matters of concern or complaint. The Ombudspersons facilitate communication and assist parties in reaching their own mutually acceptable agreements when conflicts arise. Acting as neutrals and committed to confidentiality, the Ombudspersons may gather information on complaints, clarify issues,

expedite processes or, when appropriate, initiate mediation. The response of the Office is tailored to the dynamics of the situation and the informed consent of the visitor. The Ombudspersons are respectfully impartial with all parties to a conflict. The Office operates within University policy and reports to the Chancellor's Office for administrative and budgetary purposes. Ombudspersons may make recommendations for review or change when policies or procedures of the University generate trends or patterns in conflicts and concerns.

### **LESBIAN GAY BISEXUAL TRANSGENDER CAMPUS RESOURCE CENTER (LGBT CENTER)**

*B36 Student Activities Center, 310-206-3628, [www.lgbt.ucla.edu](http://www.lgbt.ucla.edu)*

The Lesbian Gay Bisexual Transgender Campus Resource Center (LGBT Center) provides a comprehensive range of education, information and advocacy services and works to create and maintain an open, safe and inclusive environment for the entire campus community. Each week the center hosts LGBT student organizations meetings as well as outreach and educational seminars moderated by experienced facilitators.

Free student counseling services are provided by drop-in or scheduled appointment. Privacy is valued and all correspondence and assistance are handled confidentially. To speak with the counselor or schedule an appointment, student-athletes are encouraged to call the LGBT Center.

The center also houses two resources: 1) The David Bohnett Cyber Center, which is equipped with new computers, scanners and printers; and 2) The Rae Lee Siporin LGBT Library, which allows students to access over 4,000 books and periodicals.

### **ACADEMIC ADVANCEMENT PROGRAM (AAP)**

*1211 Campbell Hall, 310-206-1563, <http://www.ugeducation.ucla.edu/aap>*

The Academic Advancement Program (AAP) is the nation's largest university-based student diversity program. AAP has enjoyed a tradition of academic excellence at UCLA for over 35 years. AAP is available to more than 6,000 UCLA undergraduates from diverse populations who have been historically underserved by higher education. These groups include first-generation college students, students from low-income families and students from underrepresented populations. AAP promotes academic achievement and excellence through academic advising, collaborative learning workshops, mentoring to prepare for graduate studies and professional schools, summer bridge programs for entering freshmen and transfer students, and scholarships for students.

### **GRADUATE MENTOR PROGRAM (GMP)**

*1202 Campbell Hall, 310-794-4186, <http://www.ugeducation.ucla.edu/aap/mentoring/overview.html>*

Are you thinking about applying to graduate or professional school? If so, the AAP Graduate Mentor Program offers AAP students the opportunity to obtain valuable research-oriented academic preparation in the social sciences and the arts and humanities. Free services include: 1) one-on-mentoring with a currently enrolled UCLA graduate student; 2) workshops and information sessions; 3) review of statements of purpose and other professional school admissions essays; and 4) a resource library.

### **ETHNIC STUDIES CENTERS, [www.eschnet.ucla.edu](http://www.eschnet.ucla.edu)**

UCLA is home to four ethnic studies research centers, among the very first organizations of their kind in the country. The Centers conduct original research and build community partnerships, earning international acclaim for their accomplishments. The Centers also work together, modeling the interethnic cooperation that is so necessary in today's society.

**American Indian Studies Center** – 3220 Campbell Hall, 310-825-7315, [www.aisc.ucla.edu](http://www.aisc.ucla.edu)

**Asian American Studies Center** – 3230 Campbell Hall, 310-825-2974, [www.aasc.ucla.edu](http://www.aasc.ucla.edu)

**Chicano Studies Research Center** – 193 Haines Hall, 310-825-2363, [www.chicano.ucla.edu](http://www.chicano.ucla.edu)

## **RALPH J. BUNCHE CENTER FOR AFRICAN AMERICAN STUDIES AT UCLA**

160 Haines Hall, 310-825-7403, <http://www.bunche.ucla.edu/newsite/#>

The Bunche Center was established as an Organized Research Unit (ORU), with the mission to develop and strengthen African American Studies through five primary organizational branches: research, academic programs, library and media center, special projects, and publications. The Center supports research that expands the knowledge of the history, lifestyles, and sociocultural systems of people of African descent and investigates problems that have bearing on the psychological, social, and economic well being of persons of African descent. Research sponsored and conducted by the Bunche Center is multidisciplinary in scope and spans the humanities, social sciences, fine arts and several professional schools.

## **INTERNATIONAL STUDENTS – DASHEW CENTER**

Jimmie White, 106 Bradley Hall, 310-825-1681, [www.internationalcenter.ucla.edu](http://www.internationalcenter.ucla.edu)

Ric Coy, Assistant Director of Student Services, 310-825-6054, [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu)

The Dashew Center for International Students and Scholars (DCISS) is a campus resource for international students that assists students in areas such as interpreting immigration regulations, understanding employment options, and making cultural, educational, and personal adjustments to the campus and the community. The goal of DCISS is to enhance the UCLA experience for international students and scholars through their programs and services. As a resource and learning center, DCISS hosts cultural and entertainment programs and activities throughout the year, and for the entire UCLA community, to promote global connection, international understanding and cultural sensitivity.

**ALL NEW INTERNATIONAL STUDENT-ATHLETES need to bring their passport, I-20, and I-94 to the DCISS as soon as they arrive on campus. International students who wish to travel need to make arrangements to bring their I-20 to DCISS as early as possible, but no later than one week before you will depart.**

## **STUDENT LEGAL SERVICES**

A239 Murphy Hall, 310-825-9894, [www.studentlegal.ucla.edu](http://www.studentlegal.ucla.edu)

Student Legal Services (SLGS) provides confidential legal counseling and assistance regarding a wide range of legal issues to all currently registered and enrolled UCLA students. SLGS is able to help students with a variety of problems, including: landlord/tenant relations; accident and injury problems; domestic violence and harassment; criminal matters; divorces and other family law matters; automobile purchase, repair, and insurance problems; credit, collections, and financial issues; employment matters; and health care and consumer problems. The office also frequently assists students with issues they have with other UCLA departments in such areas as housing, financial aid, harassment, discrimination, ADA compliance, student discipline, and faculty misconduct. SLGS 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.

## **BRUIN RESOURCE CENTER (BRC)**

Student Activities Center, Suite B44, 310-825-3945, [www.brc.ucla.edu](http://www.brc.ucla.edu)

BRC aims to help students make the most of their UCLA experience by providing information, referrals, and support to navigate the university. BRC also provides specialized services and programs to address the concerns of Bruins who are transfers, veterans, former foster youth, parenting students, or AB 540 students. BRC offers a wide array of academic courses, programs, volunteer opportunities, and paid internships to help students develop practical life skills to succeed academically, and reach their full potential.

## **UCLA VOLUNTEER CENTER [www.volunteer.ucla.edu](http://www.volunteer.ucla.edu)**

Volunteer participation is a core value at UCLA, and in order to integrate the volunteer spirit into daily life, the UCLA Volunteer Center was established in 2009. The Center is dedicated to creating innovative events and programs to inspire all members of the Bruin family to play an active part in their community. By becoming

actively involved in improving the lives of fellow citizens by assisting disadvantaged children, the elderly, the homeless, and protecting the environment, we can make a difference.

#### **IMPORTANT WEBSITES**

UCLA Homepage: [www.ucla.edu](http://www.ucla.edu)

Schedule of Classes & UCLA Catalog: [www.registrar.ucla.edu](http://www.registrar.ucla.edu)

Individual Class & Accounting Info: [www.my.ucla.edu](http://www.my.ucla.edu)

URSA - Enrollment, Bills, Class Changes: [www.ursa.ucla.edu](http://www.ursa.ucla.edu)

Searching Papers for Plagiarism: [www.turnitin.com](http://www.turnitin.com)

## **NCAA COMPLIANCE & ELIGIBILITY**

### **Compliance Office, 310-206-6099**

Prior to the first day of practice each year, the Compliance office will meet with each team to discuss NCAA rules and UCLA Athletic Department procedures. At this time, every student-athlete must complete and sign forms related to NCAA eligibility and NCAA regulations. Student-athletes are not permitted to participate in intercollegiate competition unless he/she has participated in his/her team meeting or met individually with the Compliance office.

UCLA student-athletes are strongly encouraged to visit the Compliance Office with any questions or concerns regarding their eligibility, athletically related financial aid, extra benefits or any of the topics listed in this section. The Compliance Office is always available to discuss the rights and obligations of UCLA student-athletes under NCAA and Pac-10 rules.

#### **AMATEURISM**

Only an amateur student-athlete is eligible for intercollegiate athletics participation in a particular sport. An individual loses amateur status and shall not be eligible for intercollegiate competition in a particular sport if the individual:

- Uses his or her athletic skill (directly or indirectly) for pay in any form in that sport;
- Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics competition;
- Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
- Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based upon athletics skill or participation, except as permitted by NCAA regulations;
- Competes on any professional athletics team, even if no pay or remuneration for expenses was received;
- Subsequent to initial full-time collegiate enrollment, enters into a professional draft;
- Enters into an agreement with an agent.

#### **EXTRA BENEFITS**

An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. You could lose your eligibility, scholarship, and your right to compete in

intercollegiate athletics if you accept extra benefits from any source. Student-athletes are only allowed to receive benefits that also are offered to the general student population. Be extremely careful of "free" or "special" benefits that you may be offered.

**Examples of "extra benefits" which result in loss of a student's eligibility include but are not limited to:**

- Special discounts on products or services;
- Gifts or loans of clothing, stereo equipment, compact discs, food, beverages, airline tickets;
- Transportation (including borrowing cars or getting rides from agents or boosters);
- Receipt of a free meal: from a local merchant for reasons related to sports ability or celebrity OR at any restaurant when a representative of UCLA's athletics interests pays the bill;
- Reduced or free lodging provided by a representative of our athletic interests, which is not available to the general public;
- Special payment arrangements on personal purchases;
- Money from selling complimentary tickets;
- Use of Athletic Department copiers, staff computers, telephones, access codes or calling cards;
- Money from selling athletics-issued equipment or championship memorabilia;
- Athletics equipment, supplies or clothing (e.g., tennis racquets, golf clubs, balls, shirts) directly from a manufacturer or commercial business.

If any of these items or services has been offered to you by someone other than a family member, notify the Compliance Office immediately. If you have questions about whether something might be considered an extra benefit, contact the Compliance Office.

**ATHLETIC BOOSTERS**

In accordance with NCAA rules and regulations, UCLA is responsible for the control and conduct of its intercollegiate athletics program. This responsibility includes accountability for the acts of "athletic representatives."

**The NCAA defines representatives of our athletics interests as anyone who:**

- Participates in or is a member of an agency or organization promoting the UCLA athletic program;
- Contributes money to the athletic department or to a UCLA athletics booster group;
- Assists or who has been asked to assist (by athletics department staff) in the recruiting of prospects;
- Provides or has assisted in providing benefits to enrolled student-athletes or their families;
- Has been involved otherwise in promoting UCLA's athletics programs.

Once an individual has been identified as an "athletic representative" he or she retains that identity forever and is governed by the same NCAA and University rules and regulations as athletic staff members. Any violation of these rules could result in loss of eligibility.

**Athletic representatives are not permitted to provide you or your family/friends with any of the following:**

- A special discount, payment arrangement, or credit on purchases or services;
- A loan of money in any amount or a guarantee of bond;
- The purchase of a meal or service at commercial establishments;
- Regular (as opposed to occasional) meals at the representative's home;
- Transportation to or from a summer job;
- A benefit connection with off-campus housing;
- Signing or co-signing a note with an outside agency to arrange a loan;
- Selling or giving you tickets to athletic, university or town events;
- The use of personal property.

## **GAMBLING**

NCAA rules prohibit sports wagering. Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which there is an opportunity to win a prize.

### **GAMBLING FACTS THAT STUDENT-ATHLETES NEED TO KNOW**

- Student-athletes may not place or accept a bet on any college or professional sporting event.
- Student-athletes may not give information to anyone who does place bets on college or professional sports.

#### **This means...**

- No wagers on ANY professional or college sports event, even those that do not involve UCLA.
- No sports "pools" or fantasy leagues even those run by your friends, if there is an entry fee and the opportunity to win anything of value.
- No internet gambling on sports events.
- No sports wagering using toll free numbers.
- No sports wagering even if it is legal in that state or country (i.e. Las Vegas).
- No exchange of information about your team with ANYONE who gambles. In other words, no information about injuries, team plays, team morale, discipline problems or anything else!

#### **Consequences...**

- Once you accept or place a bet on any college or professional team or sport, or provide information to someone who does gamble, you are declared ineligible to compete.
- If you accept or place a bet on any team at UCLA you will be permanently ineligible.
- If you accept or place a bet on any other college or professional team you will automatically be suspended a minimum of one year (365 days).
- You also run the risk of losing your scholarship, being expelled from school, being banned from other college and professional sports, and/or being arrested and charged with a state or federal crime.

## **MODELING**

Student-athletes may not permit the use of their name or picture to promote any commercial product or service. The only exception to this rule relates to those with prior (before college) modeling experience who might be able to continue that activity. However, specific criteria that must be followed and you **MUST** clear the activity with the compliance office before making any commitments.

## **OUTSIDE COMPETITION**

Student-athletes are not permitted to participate on teams other than those fielded by UCLA during the academic year (for Basketball the rule is year-round except for approved summer leagues and National Teams) unless it is approved by the Compliance Office. This includes the academic year vacation periods, as

some teams' playing seasons are still ongoing during those dates, so outside competition must *always* be approved by the compliance office in advance.

### **AGENTS**

Student-athletes are not permitted to agree, either orally or in writing, to be represented by an agent for the purpose of marketing athletic ability or reputation in any sport. This includes accepting transportation, cash loans, meals, telephone cards, clothing or any other benefits from an agent or their representative or a runner.

### **12 HOUR RULE**

In order to practice and compete, student-athletes must be enrolled in at least 12 units each quarter. At no time shall a student-athlete drop below 12 units unless their AS2 College Academic Counselor can certify that the student-athlete is in their last term of enrollment and enrolled in the proper units for graduation. Student-athletes must receive prior approval from the Compliance Office to avoid jeopardizing eligibility.

### **CONTINUING ELIGIBILITY & DEGREE PROGRESS REQUIREMENTS**

Please refer to pages 30-32 for a complete overview of the NCAA academic eligibility rules and requirements.

### **SUMMER SCHOOL**

Summer school may be used to fulfill some eligibility requirements. If you plan to take summer school courses at **another** institution, you must check with your AS2 Academic Counselor to make sure the course(s) is/are transferable for eligibility purposes.

### **5 YEAR RULE**

Student-athletes may compete a maximum of 4 seasons during the 5 year period starting from the date you first enter college fulltime.

### **TRANSFERRING FROM UCLA**

If you are interested in transferring to another institution, you must inform your coach. Before you are permitted to discuss transferring to a new school, you must first obtain written permission from UCLA's Athletic Director. If you or your parents contact another institution prior to receiving written notice, the other institution is obligated to contact UCLA. The new school must receive written permission from the Athletic Director before having further discussion with a student-athlete.

NCAA regulations require transfers to meet one year of residency at the new institution prior to participating, unless you meet requirements for an NCAA transfer exception. The most common transfer exception is the one-time transfer; however, this exception cannot be used in the sports of football, baseball and basketball unless you were not recruited by the original four-year institution and never received institutional athletically related financial aid.

### **NCAA ONE-TIME TRANSFER EXCEPTION**

It is possible under NCAA rules to receive a one-time exception to the one-year residency requirement under certain circumstances. In other words, you may be immediately eligible if all of the following conditions are met:

- You are a participant in a sport other than baseball, football, basketball, or men's ice hockey or were a participant in those sports but was not originally recruited and did not receive institutional athletically related financial aid;
- You have not transferred previously from another four-year institution;
- You are in good academic standing and would be eligible if you returned to the University;
- The University certifies in writing that there is no objection to the granting of an exception to the transfer residence requirement.

If you are not granted permission to discuss transfer possibilities with another institution, and are denied a "release" to waive the residence requirement, you can still transfer. However, you will be ineligible to compete or receive athletic aid in your first academic year of residence at the new institution. Note: Student-athletes have the right to a hearing, by a committee of non-athletics personnel, if denied either permission to speak with another institution or a waiver of the residence requirement.

### **TRANSFER APPEALS AND PROCEDURE**

If the UCLA Department of Intercollegiate Athletics decides to deny a student-athlete's request to either 1) permit any other institution to contact the student-athlete about transferring, or 2) be granted an exception to the transfer-residence requirement (one-time transfer exception), UCLA shall inform the student-athlete in writing that he or she, upon request, shall be provided an appeals hearing conducted by a committee outside of the UCLA Athletic Department.

The student-athlete shall contact the faculty athletic representative, in writing, within 15 days of the denial, to request a hearing to appeal UCLA's decision (**Student-Athlete may visit the Compliance Office for assistance in starting the appeals process**). If a hearing is requested, an appeals committee shall be formed, composed of the faculty athletics representative, student-athletes and non-athletics faculty/staff members.

The appeals committee shall conduct a hearing within 15 days of receiving a written request for such a hearing unless all parties agree to a delay. The student-athlete and coach or director of athletics/sport supervisor are to be notified of the time and place of the hearing. At the hearing, each side may present its arguments to the appeals committee. The student-athlete may bring along another person to the hearing for support.

The appeals committee shall notify the student-athlete in writing of its majority decision within ten (10) days of the hearing. Their decision is final and there is no appeal beyond the appeals committee. However, if the student-athlete wishes to discuss the result of the appeal, a meeting with a designated member of the appeals committee shall be arranged.

### **ATHLETIC SCHOLARSHIPS/GRANT-IN-AID LIMITATIONS**

A full athletic scholarship covers the following three areas. A partial scholarship can cover any portion of these three areas.

- 1) Educational expenses - Fees for in-state residents and tuition & fees for out-of-state students
- 2) Required textbooks and course readers
- 3) Room and board - Cost of living at the UCLA residence halls or 9 months of checks to live off-campus at approximately \$1,450/mo or \$400/mo if the student-athlete is commuting from their parent or guardian's home.

Per UCLA policy, scholarship student-athletes are eligible to receive **up to a maximum of 15 Segments** of athletically-related financial aid. Each quarter in the academic year (Fall, Winter & Spring) counts as one segment, while each summer session counts as one-half of a segment. Transfer student-athletes will be issued a prorated number of segments dependent of the number of full-time terms completed prior to UCLA; summer session prior to a student-athlete's initial full-time enrollment at UCLA will not count against the student-athlete's segment allocation. Athletic scholarships are awarded and renewable on an annual basis for student-athletes with eligibility remaining and on an annual or term-by-term basis for student-athletes who have exhausted their eligibility or are injured retired. Renewal and non-renewal notices will be provided to each student-athlete at the end of the academic year. For 4th year, exhausted eligibility and injured retired student-athletes, the renewal letter will be accompanied by a graduation plan that will project the number of quarters needed for the student-athlete to earn their degree. Based on the graduation plan, the renewal may be issued only for the remaining quarters necessary for the student-athlete to finish their degree despite the number of segments remaining. Student-athletes who receive a reduction or non-renewal of scholarship will be notified in writing, and have the option to apply for a university hearing, per NCAA rules, to review the case.

## **ATHLETIC AID APPEALS PROCEDURE**

The appeals procedure below applies to all current or former student-athletes on athletics financial aid. The purpose of this procedure is to provide student-athletes with an opportunity to appeal decisions where grant-in-aid has been canceled, reduced or otherwise not renewed in accordance with provisions of NCAA Bylaw 15.3.4. If UCLA decides to cancel or reduce a student-athlete's financial aid during the award period, UCLA shall inform the student-athlete in writing of this decision and that he or she, upon written request, shall be provided an opportunity for a hearing before the UCLA Athletic Financial Aid Appeals Committee ("Appeals Committee").

### **Procedure**

A student-athlete who wishes to appeal a decision related to his or her financial aid shall submit a written request to the UCLA Financial Aid Office for a hearing before the Appeals Committee. The request shall be made within 15 days from the date the student-athlete receives notification that the aid is being reduced or canceled, and shall include the following information:

- The student-athlete's name, student ID number, year in school and sport;
- Type and amount of previous financial aid;
- Reasons for believing that the decision was unfair, including names of UCLA staff (e.g. coach, financial aid officer) with whom the student has discussed the aid; and
- Copies of any relevant documents (e.g., letter regarding initial award of athletic aid)

### **Hearing**

The Appeals Committee shall conduct a hearing within 21 days of receiving a written request for such a hearing unless all parties agree to a delay. The student-athlete and coach or director of athletics/sport supervisor shall be notified of the time and place of the hearing. At the hearing, each side presents its arguments to the Appeals Committee. The student-athlete may bring along another person to the hearing for support.

Information on the current membership of the Appeals committee is available through the Faculty Athletics Representative or the Compliance Office.

The Appeals Committee shall notify the student-athlete in writing of its decision within ten (10) days of the hearing. The recommendation to rescind, modify or support the decision to reduce or cancel financial aid is left to a majority decision of the Appeals Committee. Their decision is final and there is no appeal beyond the Appeals Committee. However, if the student-athlete wishes to discuss the result of the appeal, a meeting with a designated member of the Appeals Committee shall be arranged.

## **WALK-ONS**

UCLA students who "walk-on" to athletic teams are entitled to the same benefits as scholarship athletes, except athletic grant-in-aid awards. These benefits may include, but are not limited to: athletic academic counseling, tutoring, training room, weight room, pre and post game meals, equipment, preferential pre-enrollment and even athletic awards. Walk-ons must meet all NCAA academic requirements to be eligible for practice and competition, including a physical and providing proof of insurance before participating in conditioning or preseason workouts.

## **FINANCIAL AID**

*Manny Fojas, 310-825-6985, [efojas@saonet.ucla.edu](mailto:efojas@saonet.ucla.edu)*

All new and continuing students are eligible to apply for financial aid. Federal Student Financial Aid means Federal grant, loan, and work-study money is available for your education. There is also State and College student financial aid that is administered through UCLA. These include both Cal Grants and University Grants. You can complete a free FAFSA application online to determine whether you may be eligible for financial aid.

Note that NCAA rules limit the forms of financial aid a student-athlete can accept if they are on an athletic scholarship without affecting the sport's scholarship limits. Pell Grants and Cal Grant Awards can be accepted without affecting the limits of your sport.

Student-athletes on partial athletic scholarships who receive any institutional aid (university grants, work study, etc.) count against team limits. Students would be permitted to keep the aid if their sport did not exceed scholarship limits. Student-athletes must list all forms of aid to the Compliance staff at the NCAA team rules meeting in the fall. Questions regarding aid should be addressed with the Compliance Staff. The Financial Aid office contact, Manny Fojas, is located in Murphy Hall, A129.

## **EMPLOYMENT**

All student-athletes are permitted to work on or off campus at any time. All employment compensation must be only for work actually performed, at a rate commensurate with the going rate for that locality for similar services, and not include any remuneration for value or utility that the student-athlete may have for the employer because of publicity, reputation, or personal following that he or she has obtained due to his or her athletics ability.

A student-athlete may receive compensation for teaching or coaching sports skills or techniques in his/her sport on a fee-for-lesson basis, under the following conditions:

- a) institutional facilities are not used;
- b) playing lessons shall not be permitted;
- c) institution obtains and keeps on file documentation of the lesson(s) and fee charged during any time of the year; and
- d) compensation is paid by the lesson recipient (or family) and not another individual or entity.

UCLA Athletic Department policy requires all student-athletes to complete a "Student-Athlete Agreement" PRIOR to commencing any employment or fee-for-lesson instruction. Forms are available in the Compliance Office and in the Rose Gilbert Learning Center.

## **STUDENT-ATHLETE COMMUNITY SERVICE/ PROMOTIONAL ACTIVITY**

Per NCAA Bylaw 12.5.1.1, student-athletes must receive written approval prior to participating in any charitable or non-profit activities considered incidental to participation in intercollegiate athletics. UCLA student-athletes can participate in charitable/ non-profit activities only under the following conditions:

- the student-athlete does not miss class.
- the student-athlete receives written approval from the Director of Student-Athlete Development or Compliance office.
- all monies derived from the activity will go directly to the charitable/non-profit agency.
- the specific activity in which the student-athlete participates does not involve co-sponsorship, advertisement, or promotion by a commercial agency.
- the student-athlete may only accept legitimate and normal expenses (i.e., meals and travel).
- from the institution or charitable/non-profit agency.
- the student-athlete signs this release statement prior to the activity.
- the student-athlete's name, picture, or appearance is not utilized to promote the commercial ventures of the agency.

Contact Ashley Armstrong (310-206-7121) or Dan Goldberg (310-794-8813 for more information.

## **TICKET POLICIES**

**Football:** Student-Athletes will be admitted free to all home football games. Head coaches will provide a roster of all student-athletes, managers, trainers and any fifth year or retired student-athletes currently in their program to the on-campus recruiting office prior to football season. These lists will be provided to the Central Ticket Office. A student-athlete who wishes to attend a game should go to the student-athlete floodgate

located adjacent to Gate C of the Rose Bowl on game day for admission. They will sign a roster list in order to gain admission to the bowl. All seats will be in the UCLA student section which is unreserved and available on a first-come, first-seated basis (except for the USC game).

For the USC game (at home), student-athletes must go through the same priority number process as any other student. This game is a reserved seat event. Students can request to sit together through this process. Details on the USC game ticket process will be available to all students via email and the Daily Bruin. Student-Athletes are required to **pick up their game tickets** at a student-athlete floodgate located adjacent to Gate C of the Rose Bowl on game day for admission.

**Men's Basketball:** Based on the same list as above, student-athletes have the opportunity to be admitted free to all regular season "home" basketball games (non-tournament). All students will be required to reserve a game ticket for each game by signing up in advance at the Central Ticket Office. There are a limited number of tickets available to the student-athletes for each game. If you sign up for a ticket for a game, you will be admitted to the arena via a first-come, first-seated process. All students will enter the arena from a designated student-athlete gate. A limited number of spots will be available on the floor for the first student-athletes WHO ARE CONFIRMED for game tickets. Once the floor is full, all other students will be seated in the upper level.

**Olympic Sports:** For all Olympic Sport regular season events, UCLA student-athletes will be admitted free to the event at any venue entrance by showing their Bruin Card. Seating for students will be on a first-come, first-seated basis for all Olympic Sports.

## STUDENT HOSTS

UCLA Student-Athletes must abide by the rules and regulations of their teams, the Department of Intercollegiate Athletics, the University, Pac-10 and the NCAA, as well as Federal, and State Laws when acting as a student host in recruiting. Further, student-athletes are expected to conduct themselves, both on and off campus, in a manner which brings credit to the University and their teams. Student-athletes must avoid any behavior (themselves, teammates, friends or recruits), which might embarrass themselves, their teams, and/or the University, including, but not limited to the use of alcohol, gambling, illegal drugs or adult entertainment.

Student-athletes who serve as hosts are required to sign an agreement that specifies the following:

- ✓ I agree in my role as a student host, that it is an important service to the institution and the department of athletics. Appropriate conduct is required by me, my teammates, the recruit and members of my institution in conforming to University & NCAA standards.
- ✓ I understand I am subject to University, Pac-12 or NCAA penalties for violations of the UCLA/NCAA recruiting policies.
- ✓ I am enrolled at this institution, which is a requirement, to serve as a host. If I am a freshman student hosting at a Division I school, then I must be a NCAA high school qualifier to perform this function for the university and the athletic department.
- ✓ I am the only student-athlete who is being provided money with which to entertain myself, the prospect, the prospect's parents (legal guardians) or spouse. Other students may assist me with hosting the prospect listed, but shall pay for their own entertainment.
- ✓ A maximum of \$30 per day may be provided to me to cover the entertainment expenses of both me and the prospect. I may be provided with an additional \$15 per day for each additional prospect who I entertain.

- ✓ I understand that cash may not be given to the visiting recruiting prospect or anyone else connected with that prospect.
- ✓ I understand that I may not use entertainment funds to purchase, or otherwise provide the prospect with, gifts of value (e.g., souvenirs or clothing) during the official visit.
- ✓ I may not use vehicles provided or arranged for by an institution staff member or booster of the athletics department interests.
- ✓ I may not transport the prospect or anyone accompanying the prospect more than 30 miles from the campus.
- ✓ I should not allow recruiting conversations to occur, on or off campus between the prospect and a booster of the athletics program. If an unplanned meeting occurs, only an exchange of greetings is permissible under NCAA rules.
- ✓ I will not allow the prospect to participate in any athletics activity involving or related to the sport for which the prospect is being recruited, unless no coaches are present and the activity is not arranged by a coach or staff member.
- ✓ I may receive a complimentary admission, but no hard tickets, when accompanying a prospect to a campus athletics event.

Potential penalties for violation of these policies could include loss of eligibility, scholarship or additional sanctions from the NCAA, Pac-12 or the University.

## **ATHLETIC PERFORMANCE DEPARTMENT**

### **Acosta Athletic Training Center, 310-206-6103**

#### **HOURS OF OPERATION**

During Academic Year:	Monday – Friday: 6:00am – 6:00pm
Holidays/Winter/Spring Break/Finals Week:	Determined on team by team basis
Summer:	Monday, Tuesday, Thursday and Friday: 7:00am – 5:00pm

#### **WEIGHT ROOM RULES**

1. **Training schedule:** Team training schedules are set one year in advance in collaboration with sport coaches. Adjustments to training schedules will be made for academic reasons only. Athletes are required to discuss schedule changes with their Athletic Performance Coach.
2. **Training Apparel:** Proper attire is required during all training sessions.
3. **Illness:** In the unlikely event you are to become ill at anytime, the following steps will need to be taken:
  - a. Call your Athletic Performance Coach before scheduled training time.
  - b. Call your Athletic Trainer immediately after.
  - c. Visit the training room that day.
4. **Communication:** Failure to communicate your training related issues (i.e. illness, rescheduling, etc.) directly to your Athletic Performance Coach will be addressed on a team by team basis.
5. **Injured Athletes:** Injured athletes are required to attend all training sessions on time. An alternative training program will be provided.

6. **Post Workout Caloric Replacement:** Cytosport (Muscle Milk) supplements are for the sole use of current UCLA athletes. **Muscle Milk-Ready to Drink** products are available after training sessions. Athletic Performance Coaches will distribute product immediately following the workout.
7. **Permissible Facility Usage:** The UCLA Acosta Center for Athletic Performance is for the sole usage of current UCLA intercollegiate athletes.  
**Exceptions are as follows:**
  1. Former UCLA varsity athletes who are in good standing with the university
  2. Current collegiate varsity athletes from other institutions
  3. Active professional athletes
  4. Amateur athletes training for sanctioned competition
  5. Individuals approved by the UCLA Athletic Performance staff

**\*The Athletic Performance staff reserves the right to deny permission to any non UCLA varsity athlete.**

### **ADDITIONAL WEIGHT ROOM POLICES**

- Cell phones are not permitted on training floor
- Athletes are not permitted to use personal music players, except on cardio equipment.
- Athletes and visitors are not permitted in coaches' offices unless authorized.
- Weights, bars, belts, straps and all other training equipment will be returned to proper location in accordance with the rack maintenance sheet.
- Food and Drink are not permitted on the training floor, except for those supplements distributed by the athletic performance staff.
- Report any injury to your Athletic Performance Coach immediately.

## **ATHLETIC TRAINING/SPORTS MEDICINE**

### **Acosta Athletic Training Center, 310-206-6107**

### **HOURS OF OPERATION**

During Academic Year:	Monday – Friday: 7:00am - 6:30pm Weekends as per in-season sport
Holidays/Winter/Spring Break:	Determined by in-season sport practice and competition
Summer:	Monday – Friday: 7:00am - 3:00pm

In case of emergency outside of posted hours, either report to the UCLA Emergency Room or call 911. Then notify your team athletic trainer.

### **INJURY/ILLNESS POLICY**

Report all injuries to your Athletic Trainer as soon as possible. This is important so that we may relay your status to your coaches and weight room staff and initiate referral to our physicians if necessary. If your athletic trainer is not in, please seek assistance from any athletic trainer. UCLA has a comprehensive medical system in place for you. You must access this system through your athletic trainer. Costs incurred from athletic participation in this system will be paid for by your personal insurance with UCLA Athletic Department insurance paying any deductible or non-covered items. Non-approved costs incurred by you inside or outside our system will become your responsibility. Second opinions must be submitted to the Director of Sports Medicine and approved by the sports supervisors. Student/athletes have one year from the date of their separation from the team (quit, transfer, graduation, medically retire) to take care of documented injury issues.

## WHAT IS HIPPA?

HIPPA (Health Insurance Portability and Privacy Act) is a federal law regarding, among other things, the right to privacy of certain medical information. You may have signed forms informing you of these rights by your personal physician or dentist. In athletics the need sometimes arises to share your medical information with individuals not normally covered by the statute. As a result, the University of California has made it mandatory for every athlete to sign an "Authorization for Release of Health Information". This allows UCLA athletic trainers and physicians to release medical information concerning any illness/injury relative to your participation in athletics to UCLA coaches, administrators and sports information.

## MANDATORY HEALTH INSURANCE- SHIP

Health insurance is mandatory for all UCLA students. A fee for the Student Health Insurance Plan (SHIP Basic) will be assessed each academic term as part of registration fees. Students may waive out of SHIP Basic by providing proof of adequate insurance that meets the University's minimum requirements. SHIP Basic must be waived online by the fee payment deadline for each term. No late waivers are accepted. Please note that submitting your health insurance information to the UCLA Athletic Department DOES NOT waive student-athletes out of SHIP Basic. Read the following information to determine if you are eligible to waive SHIP Basic.

- The 2011-12 SHIP Basic fee is \$408.17 per quarter (\$1224.51 annually). (Coverage includes the Summer period when insured for Spring.)
- SHIP Basic coverage includes medical and vision benefits, but does not include dental benefits. SHIP Plus provides this service for an additional \$64.00 per quarter. Upgrading to SHIP Plus must be made by the student via an online registration form at [www.studenthealth.ucla.edu](http://www.studenthealth.ucla.edu).
- Due to NCAA rules, UCLA Athletics may not pay these fees.
- Students who have health insurance from another source may opt out of the SHIP program provided it meets the following criteria:
  - Plan provides a minimum of \$250,000 in lifetime benefits.
  - Plan provides a total out-of-pocket expense (including deductible and co-insurance) that does not exceed \$5000 per year for hospitalization, surgery and emergency care.
  - Plan was purchased in the United States from a domestically owned and operated insurance company.
  - Plan is not a travel insurance policy or a reimbursement program.
  - Plan provides a health care facility within 25 miles of UCLA that the student is eligible to use. (For example, HMO patients from outside the Los Angeles area must transfer to a local provider.)
- Student is enrolled and eligible for benefits from the first day of the academic term throughout the academic year.
- Students on a J-1 or J-2 visa must be insured with a U.S. based company that includes a benefit of \$10,000 for medical evacuation and \$7,500 for repatriation.
- If your insurance coverage meets the above criteria you may waive out of SHIP Basic (i.e. waive the \$408.17 per quarter fee) via an online registration form at [www.studenthealth.ucla.edu](http://www.studenthealth.ucla.edu) between 6/6/11 and 9/16/11.
- Students are solely responsible for waiving out of SHIP Basic (the Athletic Department cannot do it for them).
- Student-athletes who can provide proof of financial need (i.e. Pell Grant recipients) may qualify for aid via Athletic Department resources. For more information regarding these funds please contact Ric Coy, Assistant Director of AS2, 310-825-6054.

## **MANDATORY HEPATITIS B REQUIREMENT**

New UCLA students who are under the age of 19 are required to provide proof of immunity to Hepatitis B prior to enrollment. Information on how to meet the requirement is provided online at the Ashe Center website, [www.studenthealth.ucla.edu](http://www.studenthealth.ucla.edu)

There are 4 ways to meet the requirement:

1. Having received the Hepatitis B vaccine series (3 vaccines given over 6 months),
2. A blood test called a Hepatitis B antibody titer that proves antibodies exist that make you immune,
3. A medical reason why you cannot have the vaccine, or
4. A statement of 'non-belief' in vaccines.

For students who are in process of receiving the Hepatitis B vaccine series, you must start the series prior to your enrollment and enter your information on the Ashe Center website. You will then be given an extension to complete the series. Contact Johanna Canlapan, 310-825-7693 with any questions.

## **STUDENT-ATHLETES WITH ATTENTION-DEFECIT/HYPERACTIVITY DISORDER (ADHD)**

The NCAA bans classes of drugs because they may harm student-athletes and may create an unfair advantage in competition. Some legitimate medications contain NCAA banned substances, and student-athletes may need to use these medicines to support their academics and general health. The NCAA has a procedure to review and approve legitimate use of medications that contain NCAA banned substances through a Medical Exceptions Procedure.

Adequate medical records must be on file with UCLA Sports Medicine in order to request an exception in the event the student-athlete tests positive for a stimulant medication utilized in the treatment of ADHD. The following documentation **must be on file with UCLA Sports Medicine prior to the first practice session.** **Failure to do so will prohibit the student-athlete from practicing/competing.** The treating physician should be contacted to write a letter on behalf of the student-athlete documenting the diagnosis and treatment plan. The letter **must** contain the following information:

- Student-athlete name
- Student-athlete date of birth
- Date of clinical evaluation
- History of ADHD treatment (previous/ongoing)
- Summary of comprehensive clinical evaluation (referencing DSM-IV criteria) –attach supporting documentation
- Blood pressure and pulse readings with comments
- Statement that alternative non-banned medications have been considered, and comments
- Diagnosis
- Medications and dosage
- Follow-up orders
- Physician name (printed)
- Office address and contact information
- Specialty
- Physician signature and date

This information will be needed on an annual basis as long as the student-athlete is on ADHD medication that contains a banned substance.

Student-athletes currently receiving stimulant medication prescribed by an outside physician for ADHD treatment can obtain the appropriate form to be signed by their physician from the Director of Sports Medicine in Acosta. For student-athletes receiving their medication through CAPS at UCLA, their prescribing physician will have the form available. Student-athletes with questions or concerns should contact the Director of Sports Medicine at 310-794-1547 and can work with the AS2 Learning Specialists to coordinate medical documentation and educational support and accommodations.

## **DRUG EDUCATION & TESTING PROGRAM**

**Objectives:** The goal of the drug education and testing program for UCLA student-athletes is to promote a drug-free environment for the intercollegiate athletics program. Its purposes are to prevent an unfair competitive advantage for those who abuse certain chemical substances, to protect the health and safety of all competitors, to educate student-athletes, to provide assistance for those who are found to engage in substance abuse and to maintain appropriate standards of behavior in intercollegiate athletics at UCLA. Education and counseling are the cornerstones of the program. These program components are designed to alert student-athletes and their coaches to the potential harm from substance abuse.

A systematic method for the testing of student-athletes constitutes one element of the program. Procedures used are to be fair, assure reliability of tests and protect the privacy of the participants. The program provides for appropriate sanctions for student-athletes who are not in compliance with the terms and conditions described in this policy statement.

To the extent permitted by law, information obtained in the operation of the program is confidential. The UCLA Program will be consistent with applicable NCAA regulations. UCLA will provide student-athletes and coaches with all relevant information regarding NCAA drug-testing policies or programs.

**Educational Component:** Each team and coaching staff is to meet as often as necessary (at minimum once per academic year) with a qualified member of the University staff to discuss the dangers of substance abuse. These sessions are to include information regarding the use of illegal substances, misuse of alcohol and the danger of using performance-enhancing substances, including anabolic steroids and amphetamines. The requirements of the UCLA and the NCAA drug-testing programs will also be discussed. Although the list of banned substances may be the same or similar, the NCAA drug-testing program and the UCLA Program will remain separate and not related in any way.

The Program draws on the unique and specialized skills of University personnel, including faculty and staff from the School of Medicine, the Student Psychological Services and the Student Health Service. These people serve as discussion group leaders, sources of information about substance abuse and, as appropriate, as counselors and therapists.

**Counseling Component:** The University identifies trained counselors to assist in the Program. The services of these counselors are made available to student-athletes and coaches as further information and/or treatment is required. To the extent permitted by law, all counseling is confidential. However, consultation with other health care professionals can occur after obtaining expressed written consent from the student-athlete, or in the case of an emergency. Referrals to professionals in Student Psychological Services, the Neuropsychiatric Institute and other University departments are made as appropriate. Student-athletes and coaches are made aware of these resources and methods of obtaining these services in pre-season team meetings and other educational programs administered by the Athletic Department. Consistent with California

law, individual counseling with licensed medical or psychological personnel is privileged under the patient-physician or patient-therapist privilege. Since some student-athletes are minors, parental consent and knowledge may be necessary in some instances. In other appropriate cases, attempts are made to encourage student-athletes to permit involvement of parents and/or spouses in the treatment program. Student-athletes who sign the consent form agree to allow athletic department personnel to verify compliance with mandatory counseling sessions.

**Testing Component:** The testing program is confidential and utilizes methodology with appropriate sensitivity to minimize the likelihood of inaccuracy. The substances for which testing is done may include, but is not limited to, anabolic steroids, central nervous system stimulants, narcotic analgesics and psychomotor stimulants. The testing program is as follows:

1. Notification - A complete description of UCLA's Drug Education and Testing Program is given to each student-athlete and coach annually.
2. Banned Substances - A list of substances for which testing will be done for that year including the generic names of substances, as applicable, is available in the Athletic Training Office and at each annual team meeting where this drug-testing program is reviewed.
3. Consent - A consent form for student-athletes acknowledging receipt of notification and that he/she agrees to participate in the program is to be completed and returned to the University prior to a pre-participation physical examination. The consent form requires the student-athlete to submit relevant information if he/she is taking one or more of the listed substances under medical supervision. This signed consent form is a precondition for participation in UCLA intercollegiate athletics. Parental consent is necessary for minors.
4. Testing Protocol -
  - a. A series of random tests is administered throughout the year. Generally, student-athletes are notified in writing that they have been selected for drug testing and are required to confirm this notification in writing. However, random team testing may occur without prior written notification. The results of the tests are provided to the physician assigned responsibility for managing the drug-testing program, who notifies the appropriate individuals, as specified by this program, of positive test results.
  - b. Any attempt to alter or manipulate the integrity or validity of the urine specimen and/or collection process (for example, by dilution or substitution) will be treated as a positive result for a banned substance. If a student-athlete provides such a sample(s), that student-athlete may be subject to random individual testing.
  - c. Student-athletes who test positive for the first time are required to have a minimum of one evaluative counseling session by Student Psychological Services.
  - d. Any positive test in a student-athlete's career will count cumulatively with respect to the provisions of this program. Positive tests need not be on consecutive testing dates, or in the same academic year in order to be so counted on a student-athlete's record.
  - e. All student-athletes with previous positive samples, plus additional student-athletes selected on a random basis, may be tested. A "no-show" is defined as a student-athlete not reporting for a scheduled drug test at the time specified on the notification. No-shows are treated as positive tests. Testing may continue as long as a student-athlete receives financial aid from the Department of Intercollegiate Athletics.
  - f. If a student-athlete tests positive for the first time, the physician with responsibility for managing the drug-testing program, the Associate Athletic Director responsible for the drug testing program, and the student-athlete's head coach will be notified. The physician responsible for the drug-testing program will advise the student-athlete of the test results. A mandatory counseling session is required when a positive test result is received. No other sanctions will be imposed

by either the athletics department or the coaching staff. If a student-athlete fails to schedule or attend any mandatory counseling session, the Associate Athletic Director with administrative responsibility for the drug-testing program will be notified. Notification of a positive test result is not required prior to a student-athlete being selected for future testing.

- g. If a student-athlete tests positive, a retest of that specimen, at the student-athlete's written request, may be performed. If the retest results in a negative finding, the student-athlete may be subject to further testing, but is not required to attend counseling sessions.
- h. If positive results are sustained for a second time in a student-athlete's career, the student-athlete is referred to Student Psychological Services for a minimum of three counseling sessions. Following a second positive test result, the Head Coach and Associate Athletic Director with administrative responsibility for the drug-testing program are notified. The Associate Athletic Director with administrative responsibility for the student-athlete's sport, if that person is not the Associate Athletic Director responsible for the drug testing program, will also be notified. Parents, a spouse or guardian(s) may be notified with the consent of the student-athlete or as otherwise permitted by law.
- i. A third positive test will result in notification to the Head Coach, the Associate Athletic Director with responsibility for the drug-testing program and the Associate Athletic Director with administrative responsibility for the student-athlete's sport, and immediate suspension from the next competition in which the student-athlete is eligible to participate. Three counseling sessions in Student Psychological Services are required as well as an in-person meeting with the aforementioned athletics department personnel and appropriate medical professionals. The student-athlete's grant-in-aid may, at the discretion of the Department of Intercollegiate Athletics, not be renewed for the next academic year. Factors to be considered by the Department in determining whether to renew the grant-in-aid will include, but not be limited to the type of drug involved, the amount of drug used/consumed, whether use of the drug was in season or outside of the traditional competition season, and the record of cooperation of the student-athlete with the drug-testing program.
- j. Failure to comply with counseling requirements may result in suspension.
- k. A fourth positive test will result in immediate suspension from participation in intercollegiate athletics, including practices and conditioning. The student-athlete's athletic grant-in-aid will not be renewed for the following academic year.

In addition to notification when a positive test is received, student-athletes will be notified in writing prior to August 1 each year of their cumulative drug testing record on file with the athletics department.

**Self-Disclosure:** At any point in a student-athlete's intercollegiate career prior to him/her testing positive, the counseling services of the Student Psychological Services will be made available to a student-athlete on a priority basis if the student-athlete voluntarily discloses that he/she may have a substance abuse problem. Self-disclosure must occur prior to a student-athlete being notified of a testing. When a student-athlete avails him/herself of this opportunity, he/she will be exempt from having a test designated as a positive test for his/her cumulative record until scheduled counseling sessions are completed. In no case will this exemption from testing exceed 60 calendar days from the date of disclosure. This self-disclosure opportunity can be initiated by the student-athlete contacting the team physician.

**Hearings, Appeals and Reinstatement:** Student-athletes subject to a sanction under the terms of the program are entitled to a hearing with the Associate Athletic Director prior to the imposition of the sanction. A written request for such a hearing must be made by the student-athlete within 48 weekday hours of notification that a sanction is being considered. The hearing is to be no later than 48 weekday hours after the student-athlete so requests. An extension of time for the hearing may be granted upon a showing of good cause.

Depending on the duration of the extension requested, a student-athlete requesting such an extension may be suspended from practice and competition during the extension.

Determinations made by the Associate Athletic Director at a hearing may be appealed to a committee appointed by the Director of Athletics. Such appeals must be made within five week days of the determination in question. A student-athlete sanctioned as described within the Testing Protocol above may be reinstated by the Athletics Director upon recommendation of medical personnel, the team physician, and the Head Coach when the Athletics Director determines in his sole discretion that extraordinary, compelling and unique circumstances exist. Reinstatement may be subject to specific conditions, including periodic testing to ensure compliance. A student-athlete who has tested positive in the testing program and voluntarily leaves his/her team could be subject to similar specific conditions if that student-athlete later expresses interest in rejoining an intercollegiate athletics team.

***Other University and Civil Action:*** The student-athlete will not be subject to University student disciplinary action as a result of a positive drug test. The University will not voluntarily supply personally identifiable test data or results of a test to any law enforcement agency and has developed procedures to assure that only information necessary to the purposes of this Program is retained and all other information concerning test results is destroyed. Requirements of the Higher Education Act Amendment related to the conviction for possession or sale of illegal drugs will be handled separately by the University from the administration of the athletic department's drug testing program.

### **Summary of Drug Testing Protocol**

#### **First Positive Test Result**

- Medical Director, Team Physician, Head Athletic Trainer, Associate Athletic Director responsible for the drug-testing program and the Head Coach are notified of test results
- No other athletics department or team sanctions will be imposed as a result of the first positive test
- Mandatory counseling session with Student Psychological Services (SPS) therapist
- Participation in future testing

#### **Second Positive Test Result**

- Medical Director, Team Physician, Head Athletic Trainer, Head Coach, Associate Athletic Director responsible for the sports program and the Associate Athletic Director responsible for the drug testing program notified of test results
- Participation in future testing
- Three mandatory counseling sessions with SPS therapist

#### **Third Positive Test Result**

- Medical Director, Team Physician, Head Athletic Trainer, Head Coach, Associate Athletic Director responsible for the sports program and the Associate Athletic Director responsible for the drug testing program notified of test results
- Suspension from the next scheduled athletic contest in which the student-athlete is eligible to participate
- Mandatory in-person meeting with the aforementioned athletics department personnel and appropriate medical professionals
- Three additional mandatory counseling sessions with SPS therapist
- Participation in future testing
- Scholarship may not be renewed for the next academic year

#### **Fourth Positive Test Result**

- Medical Director, Team Physician, Head Athletic Trainer, Head Coach, Associate Athletic Director responsible for the sports program, Associate Athletic Director responsible for the drug testing program and the Director of Athletics notified of test results
- Immediate suspension from participation in intercollegiate athletics
- Scholarship may be terminated at the end of the quarter and will not be renewed the following year

### **\*\*WARNING\*\***

**DO NOT SHARE PRESCRIPTION MEDICATIONS**  
The sharing of prescription medications (such as ADHD medications) is an unsafe health practice. The ramifications could include: allergic reactions (including death), positive UCLA and NCAA drug tests, and possible legal issues.

#### **NCAA BANNED DRUGS**

The NCAA list of banned-drug classes (NCAA Bylaw 31.2.3.4) is subject to change by the NCAA Executive Committee. The term "related compounds" comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example. Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete's own risk. Student-athletes should contact their institution's team physician or athletic trainer for further information. Updates to the banned substance list can be found at [www.ncaa.org/health-safety](http://www.ncaa.org/health-safety).

#### **The NCAA bans the following classes of drugs:**

- a. Stimulants
- b. Anabolic Agents
- c. Alcohol and Beta Blockers (banned for rifle only)
- d. Diuretics and Other Masking Agents
- e. Street Drugs
- f. Peptide Hormones and Analogues
- g. Anti-estrogens
- h. Beta-2 Agonists

**Note: Any substance chemically related to these classes is also banned.** The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

#### **Drugs and Procedures Subject to Restrictions:**

- a. Blood Doping.
- b. Local Anesthetics (under some conditions).
- c. Manipulation of Urine Samples.
- d. Beta-2 Agonists permitted only by prescription and inhalation.
- e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

**NCAA Nutritional/Dietary Supplements Warning: Before consuming any nutritional/dietary supplement product, review the product with your athletic trainer.**

- Dietary supplements are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- **Any product containing a dietary supplement ingredient is taken at your own risk.**

**\* Student-athletes are responsible for check with their athletic trainer before using any substance.**

**The following are examples of NCAA Banned Substances in Each Drug Class.**

NOTE: There is no complete list of banned drug examples!!

**Check with your athletics department staff before you consume any medication or supplement.**

**Stimulants** - amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); etc.  
*exceptions:* phenylephrine and pseudoephedrine are not banned.

**Anabolic Agents** – (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione) boldenone; clenbuterol; DHEA; nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

**Alcohol and Beta Blockers** (banned for rifle only): alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

**Diuretics (water pills) and Other Masking Agents:** bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

**Street Drugs:** heroin; marijuana; tetrahydrocannabinol (THC) – no other substances are classified as NCAA street drugs.

**Peptide Hormones and Analogues:** growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

**Anti-Estrogens** : anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD), etc.

**Beta-2 Agonists:** bambuterol; formoterol; salbutamol; salmeterol; etc.

**Any substance that is chemically related to the class of banned drugs is also banned! (unless otherwise noted)**

NOTE: Information about ingredients in medications and nutritional/dietary supplements can be obtained at [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec).

**\* Student-athletes are responsible for checking with their athletic trainer before using any substance.**

## **SUPPLEMENTS**

Nutritional supplements are not strictly regulated by the Food and Drug Administration and may contain substances banned by the NCAA. There are limited approved supplements that the UCLA Athletic Department supplies. Athletes are strongly encouraged not to ingest any other nutritional supplements, herbs or botanicals unless they are supplied by and/or reviewed by the Staff Athletic Trainer, Team Physician and/or Staff Nutritionist. The purity of supplements purchased over the counter or internet cannot be guaranteed and may result in a positive drug test. The student-athlete is responsible for all things they ingest. If you have any questions, concerns or would like further information see your athletic trainer or the sports nutritionist.

### **NUTRITION SERVICES**

UCLA has a dietitian on staff to aid the athletes in optimizing performance. Good nutrition allows your body to fully benefit from the intense training and recovery that is required to compete at a high level. Illness, overuse injuries and fatigue can be decreased by following a balanced diet. Busy schedules often prevent athletes from fueling at proper intervals throughout the day. Our dietitian can work with you to create a meal plan specific to your class schedule, practice schedule and goals. For appointments, call Becci Twombly, RD CSSD at 310-267-4787 or email [btwombly@athletics.ucla.edu](mailto:btwombly@athletics.ucla.edu).

### **CHECK OUT THE FUELING BRUINS BLOG**

<http://fuelingbruins.blogspot.com/>

The Fueling Bruins blog provides nutrition information and helpful tools. This blog has been created as a resource to be used by the student-athlete in conjunction with advice and recommendations from the medical team. For questions or individual concerns, contact Becci Twombly or your Athletic Trainer.

# FUELING FOR PERFORMANCE

## PRE PRACTICE FOOD SUGGESTIONS:

Ideally, you should eat a balanced meal (whole grains, lean protein, fruits and veggies) about 3 hours before practice, followed by a carbohydrate containing snack about an hour before practice. While it is not always possible to have a meal before practice (early morning practices for instance), it is vital to your performance and recovery that you eat prior to training or competing. Here are some suggestions for pre practice snacks:

- 4oz Applesauce (Mott's Original)
- 1 packet of instant oatmeal
- ½ peanut butter and jelly sandwich
- Granola bar (whole grain)
- Trail mix (1/4 c.)
- Fresh Fruit

## POST PRACTICE FOOD SUGGESTIONS:

After a hard workout, it is important to give your muscles time to recover. By eating a high carbohydrate snack with some protein, the recovery process will begin much more quickly. Try to bring a snack to practice with you so that it can be eaten within 30 minutes of your workouts conclusion.

- 8-10oz Fat Free Chocolate Milk
- Lowfat yogurt with fruit
- Muscle Milk Collegiate
- 1 small tortilla (corn or flour) rolled with 2oz sliced turkey and 1 slice cheese
- One Handful Trail Mix (nuts and dried fruit)

## ANTI INFLAMMATION FOODS:

New research is showing that foods high in Omega-3 fatty acids can help in reducing inflammation... helping sore shoulders, knees and backs! To benefit from this effect, include some of the following foods into your diet:

- Fish (salmon, halibut, tuna, scallops)
- Walnuts
- Flax seeds (or flax seed oil)
- Edamame
- Kidney/navy beans
- Olive oil

## IMMUNE BOOSTING SUPER FOODS:

Dorm living and team sports coupled with lack of sleep and intense workouts can leave your immune system working over time! Be sure to include some foods with antioxidant power each day to enhance your immunity. Post season play often occurs during the most stressful times of year... finals! Colds and other illnesses can be prevented during these critical times by increasing your intake of fruits and vegetables. Try to include at least 3 of these foods in your diet everyday!

- Blueberries
- Grapes
- Broccoli
- Carrots
- Raspberries
- Green Tea
- Tart Cherries/Cherry juice
- Garlic
- Onion
- Spinach

# Weekly Shopping List

## Bread, Cereal and Grains:

- Bread (whole wheat)  
bagels, english muffins, rolls,  
sliced sandwich bread, pita,  
tortilla
- Crackers (whole grain)
- Cold Cereal  
Special K, Total, Raisin Bran,  
Cheerios, Kashi, Kix, Mini  
Wheats, Cornflakes
- Granola Bars
- Oatmeal, Cream of Wheat, Grits
- Rice (white or brown)
- Pasta (wheat, white, all shapes)
- Potatoes
- Pizza Crust (whole wheat)
- Popcorn (fat free microwave popcorn  
or kernels)

## Fruits:

- Apples or applesauce
- Bananas (yellow and green)
- Dried fruit/trail mix
- Frozen Fruit
- Whole Fruit popsicles
- Seasonal Fruit
- Canned Fruit – In water

## Milk and Milk Products:

- Cheese (string, lowfat, part-skim)
- Cottage Cheese (nonfat/lowfat)
- Cream Cheese (lowfat/whipped)
- Milk (Nonfat, 1% or chocolate)
- Yogurt (nonfat, low sugar)

## Protein Foods

- Beans (fat free refried, garbanzo,  
kidney, white, black)
- Beef (Lean or very lean)
- Chicken (sliced or breast)
- Eggs (whole or liquid)
- Fish (canned or fresh)
- Hummus
- Nuts (whole, butters)
- Seeds (pumpkin, sunflower, sesame)
- Soy products (tofu, vegetarian  
burgers/deli meat, soy milk, soy  
yogurt, soy cheese)
- Turkey (sliced, ground, breast)

## Vegetables (fresh, canned or frozen)

- Broccoli
- Carrots (cleaned and bagged) whole,  
sliced or shredded
- Corn
- Cucumber
- Green Beans
- Jicama
- Lettuce (cleaned and bagged)  
Romaine, Arugula, Radicchio
- Peas
- Salsa
- Spinach (cleaned and bagged or  
frozen)
- Tomato (fresh, canned, marinara  
sauce)
- Zucchini

## Other Foods

- Avocado
- Fruit spreads (jam/jelly)
- Condiments (ketchup, mustard, salad  
dressing, spices)
- Nonfat dried milk