

2009-2010
Student-Athlete
Handbook & Day Planner



UCLA Intercollegiate Athletic Department
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Name _____

Phone _____

E-mail _____

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Day Planner

Resource Section

The Mighty Bruins

We are the Mighty Bruins,
the best team in the West,
we're marching on to victory,
to conquer all the rest.

We are the Mighty Bruins,
triumphant evermore,
and you can hear, from far and
near, the Mighty Bruin roar!

U rah rah rah rah!

C rah rah rah rah!

L rah rah rah rah!

A rah rah rah rah!

UCLA FIGHT FIGHT FIGHT!

A MESSAGE FROM THE DIRECTOR OF ATHLETICS

Dear Bruins,

When people see or hear our slogan "Champions Made Here", I sometimes wonder if they realize the spectrum it was intended to cover. Sure, we win individual and team titles with frequency at the conference, regional, and national level - that's what we do. But our application of the word *champion* extends much further than the field of play. In terms of the character, leadership, social conscience and academics of our student athletes, we expect championship performances as well. That's what you do. It's a wonderful formula, and we are proud of you for making it work so successfully.

As always, we will make every effort and employ every measure to help you achieve your potential. Our world-class coaches and excellent support staff stand at the ready.

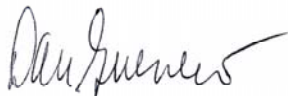
There's something else you should always bear in mind, which I'm sure you've heard many times previously. As a student athlete, you are in the spotlight. Not only on campus, as viewed by fellow students and teachers, but in public as well. That distinctive blue backpack and team practice gear you wear serve as beacons of identification and due respect. Treat that privilege and honor with a humility and pride commensurate with your athletic ability.

2008-09 was another excellent year. We earned our 104th NCAA team championship, and Bruin athletic achievements were in the news every week at every level. That's a reflection on your dedication and spirit, something we trust you will build upon as you begin this year.

Please utilize 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 second half contains a calendar to assist in your planning and to notify you when your fellow Bruin athletes compete.

Some of the greatest college athletes to ever play their sport were and are Bruins. Now is the time to make your mark. I wish you great success in all your endeavors, and know you are up to the task. Good luck!

Go Bruins!



Dan Guerrero

ATHLETIC DEPARTMENT DIRECTORY
UCLA Athletic Department Main Line: 310-825-8699
All numbers listed are 310 area code

Administration

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

Academic & Student Services

Dr. Christina Rivera, Assistant Athletic Director	206-6668
Ashley Armstrong, Director of Student-Athlete Development	206-7121
Mike Casillas, Director of Student-Athlete Counseling	206-6838
Ric Coy, Assistant Director of Academic & Student Services	825-6054
Tim Anderson, Football Academic Coordinator	206-6618
Kenny Donaldson, Basketball Academic Coordinator	794-7690
Aaron Giacosa, Academic Counselor	206-6263
Linda Lassiter, Academic Counselor	206-6209
Joanne Suechika, Academic Counselor	206-6499
Nick Thornton, Eligibility Coordinator	794-5459
Sabrina Youmans, Learning Specialist	794-7798

NCAA Compliance & Eligibility

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

Athletic Department Contacts

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

CAMPUS RESOURCE DIRECTORY
www.ucla.edu
General Campus Information 310-825-4321

Undergraduate Colleges & Schools

College of Letters and Science

Biology: Mark Gray	825-1680
Economics: Julie Plotkin	825-5118
English: Janel Munguia	825-1389
Geography: Irina Tauber	825-1166
History: Paul Padilla	825-3720
International Dev./Global Studies	
Gaby Solomon	206-2806
Physiological Science:	
Inna Gergel	825-3892
Political Science:	
Kathy Escobedo	825-3862
Psychology: Melina Dorian	825-2730
Sociology: Wendy Fujinami	825-1215

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

Arts & Architecture	825-3281
Engineering & Applied Sciences	825-2826
Nursing	825-7181
Theatre, Film, & Television	825-5761

Campus Contacts

Academic Advancement Program	206-1805
Ackerman Union	206-0894
Ashe Student Health/Wellness	825-4073
Athletics Tutorial Program	206-7526
Bradley International Center	825-1681
Bruin Card Office	825-2336
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
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	206-0831
Intramural Sports	206-8699
International Students & Scholars	825-1681
LGBT Campus Resource Center	206-3628
Libraries, www.library.ucla.edu	825-8301
Ombuds Office	825-7627
Parking Services	825-9871
Parking Tickets (24 hour info)	800-578-0799
Peer Helpline	825-HELP
Registrar's Office	825-1091
Residential Life	825-3401
Student Dental	825-9295
Student Health Services	825-4073
Student Legal Services	825-9894
Students with Disabilities	825-1501
Julie Morris, Program Coord.	794-5732
Students' Store	206-0810
Suicide Prevention Hotline	391-1253
Transcripts	825-4983
Wooden Center (Recreation)	825-3701
Work Study Office	206-0446

**FOR 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 compete in as many sports as possible 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

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 19 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 requires 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. It is your responsibility to make yourself 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, you may receive a written summons that you 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 your records.

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

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, has additional information for students. 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

As a member of the UCLA Community, you have many electronic resources available to you. All students need to know the following information while using campus computing services:

- File Sharing of Movies, Television, and Music is a breach of Federal Law and the Student Conduct Code and is actionable:
 - Over the last two academic years, 100 students received notices from the Recording Industry Association of America requiring them to pay \$3,000 to avoid being sued.
- The majority of students identified for file sharing didn't know that they were sharing.
 - Many did not know that they were doing anything illegal.
 - Most took no action after they were first notified.
 - Most had no technical knowledge and got advice on how to use the software from friends, family, roommates, and other people who could not be held responsible if the student was suspended.
 - Most had no idea how to uninstall the file sharing software or turn it off.
- Most students didn't think they would get caught nor how it would affect their academic careers:
 - The chances of getting caught for file sharing seem to be equal between those who do it all the time and those who just started.
 - With certain file sharing software, you are automatically sharing while you're downloading movies, television, and music.
 - Students who were identified for file sharing for the 2nd time:
 - Lost their in room internet for an average of 2 weeks
 - Were either suspended for at least a quarter or placed on Disciplinary Probation for 1 year.

Before you load up file sharing software and start downloading, get the facts. Go to WWW.GetLegal.UCLA.EDU or contact Kenn Heller, Assistant Dean of Students, at klheller@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 54 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; but the term 'hazing' does not include customary athletic events or other similar contests or competitions."^[1]

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."^[2]

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.

For questions or concerns related to team activities or hazing, contact Ashley Armstrong, 310-206-7121.

^[1] West's Ann.Cal.Educ.Code § 32050

^[2] UCLA Hazing Policies, Statutes, Statement Understanding and Position

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 or pictures on Social Networking websites (i.e., MySpace, Facebook, etc.) that damages or embarrasses individuals, teams, the Athletic Department or the University.

SOCIAL NETWORKING

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, MySpace, Twitter, etc.). Student-athletes should not post inappropriate information or pictures on Social Networking websites that damages or embarrasses individuals, teams, the Athletic Department or the University. Please keep the following information in mind before participating on social networking websites:

- Once any text or photo 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.
- You should not post information, photos, or other items online that could embarrass you, your family, your team, the athletic department or UCLA. This includes information, photos and items that may be posted by others on their page or on your webpage.
- 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 now 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.
- 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 (FERPA or the Buckley Amendment)

The Family Educational Rights & Privacy Act (FERPA) 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-10 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-10 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.

For questions or concerns please contact Dr. Christina Rivera, Director of Academic & Student Services, 310-206-6668, crivera@athletics.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

Dr. Christina Rivera, Assistant Athletic Director for AS2	310-206-6668
Tim Anderson, Football Academic Coordinator	310-206-6618
Ashley Armstrong, Director of Student-Athlete Development	310-206-7121
Ric Coy, Assistant Director of Academic & Student Services	310-825-6054
Kenny Donaldson, Basketball Academic Coordinator	310-794-7690
Nick Thornton, Eligibility Coordinator	310-794-5459
Sabrina Youmans, Learning Specialist	310-909-9814
Mike Casillas, Director of Student-Athlete Counseling <i>Football & Men's Basketball</i>	310-206-6838
Aaron Giacosa, AS2 College Academic Counselor <i>Baseball, Women's Basketball, Women's Gymnastics, Men's & Women's Soccer, Men's & Women's Water Polo</i>	310-206-6263
Linda Lassiter, AS2 College Academic Counselor <i>Men's & Women's Golf, Women's Rowing, Women's Swimming & Diving, Men's & Women's Tennis, Men's & Women's Volleyball</i>	310-206-6209
Joanne Suechika, AS2 College Academic Counselor <i>Men's & Women's Cross Country, Women's Rowing, Softball, Men's & Women's Track & Field</i>	310-206-6499
Athletics Peer Learning Lab (AthleticsTutorials@college.ucla.edu)	310-206-7526

The Academic & Student Services (AS2) Office consists of four main areas:

<p><u>Academic Counseling:</u></p> <ul style="list-style-type: none"> ▪ Program Planning & Course Selection ▪ Degree Progress Report (DPR) Checking ▪ Priority Enrollment ▪ Major Exploration ▪ Graduate & Professional School Referrals ▪ Academic Difficulty Counseling 	<p><u>Academic Support Services:</u></p> <ul style="list-style-type: none"> ▪ Academic Mentoring ▪ Peer Learning Sessions ▪ Community of Learners Program ▪ Directed Learning Program ▪ Learning Specialists ▪ Midterm Progress Reports ▪ Learning Strategies & Educational Assessments
<p><u>Student Support Services:</u></p> <ul style="list-style-type: none"> ▪ Orientation Programs ▪ Academic Travel Coordinator ▪ Learning Center Computer Lab ▪ Laptop Lending Program ▪ Scholar-Athlete Banquet ▪ Bruin Athletics Graduation Reception ▪ Awards & Postgraduate Scholarships 	<p><u>Student-Athlete Development:</u></p> <ul style="list-style-type: none"> ▪ Community Service ▪ Personal Development (Health Education, Life Skills Workshops & Team Building) ▪ Professional Development (Career Exploration, Internships, Resume & Interviewing Skills) ▪ Wooden Academy: Teamwork, Leadership & Character ▪ Bruin Athletic Council (BAC) ▪ Student-Athlete Ambassadors

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.

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.

Rose Gilbert Learning Center (Suite 121): During the academic year, the Rose Gilbert Learning Center is open during the following hours:

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

During the summer, the Rose Gilbert Learning Center is open Monday-Friday from 8:00am-5:00pm. In order to use the computers in the Rose Gilbert Learning Center, student-athletes will need to use their UCLA Logon ID. Further information about the UCLA Logon ID can be found at www.bol.ucla.edu. Student-athletes who forget their password will need to see Ric Coy, Assistant Director of AS2 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, such as Facebook, MySpace, Friendster, Bebo, Xanga, and video websites, such as YouTube, 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

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.

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.

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.

If you admit culpability and if the Dean concludes that there is sufficient evidence to sustain a finding of culpability, the Dean may impose or impose and suspend one or more of the sanctions listed in the UCLA Student Conduct Code. Sanctions for the violation of University policies regarding academic dishonesty

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 & 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

Online sources of information such as **wikipedia.com** can be used to search paper content for plagiarism. There are software programs and other websites, such as **turnitin.com**, that can be used to check the originality of papers. Be sure to properly cite all information that is not your own work.

ACADEMIC COUNSELING

AS2 COLLEGE ACADEMIC COUNSELORS

Mike Casillas - *Football & Men's Basketball*; 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

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

Joanne Suechika - *Men's & Women's Cross Country, Women's Rowing, Softball, Men's & Women's Track & Field*; 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 to enroll in
- 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.

STUDY LISTS

Student-athletes are responsible for making sure their study lists are accurate. Check that you do not have any time or exam conflicts. If there are any problems, make sure to take care of them immediately.

* **IMPORTANT NOTE:** Study lists are locked as of Monday of 9th Week of the prior term 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.

If you have a Bruin Online account, you may access your study list on the web at www.my.ucla.edu.

URSA & SECURITY CODES

Student-athletes are responsible for making sure they are enrolled in a minimum of 12 units at all times! Student-athletes may only be enrolled in less than 12 units if that is all they need to graduate that quarter. Student-athletes can obtain this information online by logging onto URSA Online at www.ursa.ucla.edu.

If a student-athlete forgets their four digit security code, they will need to go to 1113 Murphy Hall to obtain the security code or it may be reset online at www.ursa.ucla.edu if a student-athlete has provided a challenge question.

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 OR use PTE# on URSA	\$5 per transaction on BAR	None
	Weeks 4-10 or thereafter	<ul style="list-style-type: none"> ▪ Obtain late/retro add request form from your AS2 College Academic Counselor. ▪ Turn it back into your counselor 	<ul style="list-style-type: none"> ▪ Weeks 4-10 = \$20 per transaction on BAR (if approved) ▪ After Week 10 = \$35 per transaction on BAR (if approved) 	<ul style="list-style-type: none"> ▪ Weeks 1-10 = None ▪ After Week 10 = "RETRO/ADD" notation (if approved)
GRADING BASIS (PASS/NO PASS)	Weeks 1-6	URSA by 5pm	None	None
	Weeks 7-10 or thereafter	<ul style="list-style-type: none"> ▪ Obtain petition form from your AS2 College Academic Counselor. ▪ Turn it back into your counselor 	<ul style="list-style-type: none"> ▪ Weeks 7-10 = \$20 per transaction on BAR (if approved) ▪ After Week 10 = \$35 per transaction on BAR (if approved) 	<ul style="list-style-type: none"> ▪ Weeks 1-10 = None ▪ After Week 10 = Date notation (if approved)

** 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 usually 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 (i.e., turning in a final

paper or taking the final exam). 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. *In most cases, students are able to request up to three (3) retroactive drops throughout their entire UCLA academic career. Please make sure you discuss all of your academic options with your AS2 College Academic Counselor, including the drop request process and deadlines. Individual exceptions to the number of drops or deadlines MAY be considered on a case-by-case basis if warranted.*

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

* **FOR INTERNATIONAL STUDENTS ONLY:** An international student may not drop below 12 units at anytime during a quarter due to Visa requirements. Please see your AS2 College Academic Counselor if you have any questions.

Retroactive Drop Request Process:

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

1. Complete Student-Athlete Retroactive Drop Request Form – Must attach a transcript and must obtain a signature from the coach acknowledging the drop request
 - o **REQUEST FORM DEADLINE – MONDAY OF WEEK 10 FOR EACH QUARTER**
2. Submit Request Form to AS2 College Academic Counselor for evaluation
 - o **IMPORTANT:** The approval process may take a number of business days, so the student-athlete is expected to continue to attend ALL class sessions and peer learning sessions for the course until a decision has been made.
3. If approved, complete the appropriate UCLA College of Letters and Science petition, including all appropriate documentation and instructor signature
 - o **ALL DOCUMENTATION MUST BE SUBMITTED TO YOUR AS2 COLLEGE ACADEMIC COUNSELOR NO LATER THAN FRIDAY OF WEEK 10 FOR EACH QUARTER.**

Retroactive drops will only be considered for student-athletes who have made a concerted effort to successfully complete the class and who have not established a pattern of retroactive drops during their academic career. Factors that will be taken into account when evaluating the retroactive drop request include but are not limited to:

- Class attendance
- Communication throughout the quarter with professor and/or TA
- Utilization of academic support resources provided through AS2 (academic advising, peer learning sessions)
- NCAA academic eligibility status (i.e., The student-athlete must be CERTAIN they will pass at least six other units during the quarter or they will be ineligible to compete the following quarter due to NCAA academic eligibility rules.)
- Repeated course – Has the student taken this course before?
- UCLA academic standing (i.e., Probation, STD, Dismissible)

- Academic progress in other courses
- 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 310-825-1430 or visit their office at 5314 Rolfe Hall

- French Placement Exam – Contact the French Department at 310-825-4620 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.

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

Rich Herczog, Director of Compliance, 310-206-6099, rherczog@athletics.ucla.edu

Dr. Christina Rivera, Director of AS2, 310-206-6668, crivera@athletics.ucla.edu

Nick Thornton, Eligibility Coordinator, 310-794-5459, 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 & 27-unit rules and 40/60/80. 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 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 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 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 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 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 1st** 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 (4th 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 (5th 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 1st** of your sophomore year or by your **5th 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, Environmental Science or Biology**, you will also be required to declare your concentration to ensure your academic eligibility status is evaluated accurately.
2. You must go to the department of your major and speak with the major counselor to apply and declare your major. Once this is done, your major will show up on your Degree Progress Report (DPR).

* **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

Declaring your degree expected term is required to graduate. **This must be done prior to completing 160 units (172 for Engineering students).** Check your DPR to see if you have already declared a degree expected term. It is located on your DPR just above your major information. If you have not declared a degree expected term or it is inaccurate, you may change it by using URSA. Click on the "Academic/Degree Expected Term" icon. Alternatively, you may complete a degree candidacy form available online at www.registrar.ucla.edu/forms/absentia.pdf or at a "Got Diploma?" workshop. 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 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 program.

CORRECT SPELLING OF NAME

Check the spelling of your name on your DPR and on your www.my.ucla.edu. If you have capitalization, punctuation, accent marks 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.

PRIVACY RESTRICTIONS

If you selected privacy restrictions on your UCLA record, this could block your name from being printed in the program, and prevent the University from providing degree confirmation to future employers. If you see "Do Not Release Any Information" at the top of your DPR, you have a privacy restriction. You can change your privacy status online through URSA. However, privacy restrictions placed in person at 1113 Murphy Hall can only be released in person.

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

After graduation you can extend most UCLA Career Services on a fee basis; Full access to most services end upon graduation, so visit them now before your graduate: www.career.ucla.edu.

SPECIAL INCLUSION PETITION (SIP)

If you are NOT declared for Fall 2009, Winter 2010, Spring 2010, or Summer 2010, 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 2010 and declared for Fall 2010 may file a SIP online through www.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.**

- ❑ **BRUIN ATHLETIC GRADUATION RECEPTION**
Email Ric Coy, Assistant Director of AS2, at rcoy@athletics.ucla.edu if you are participating in the graduation ceremony and would like to be invited to the Bruin Athletic Graduation Reception
- ❑ **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 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

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 (i.e., 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 quarterly 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 (i.e., 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 (i.e., 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

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 will be developed to meet the individual academic needs of 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, Academic Coordinator & AS2 Athletics Peer Learning Liaison, 310-794-7690, 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:

- 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.
- Students are expected to come to sessions prepared (e.g., read the text, reread class notes, do homework, etc.), to bring all relevant materials for the class (textbooks, notes, etc.), and to come with questions. Peer learning is most effective when students make an active contribution to the session.
- Peer learning sessions are not intended as a substitute for regular class attendance. Instead, they should be used as a time to review the week's concepts through discussion and practice problems, clarify difficult topics, expand on key ideas, demonstrate important applications of the class material, and challenge students' thinking about course themes. Since peer learning sessions are based on concepts introduced in lecture, it is essential that students attend class to get the most out of peer learning.
- Facilitators will not cover every topic from the course. The goal of peer learning is to help students learn how to learn on their own. If there are certain topics students would like to discuss, they should inform their facilitator in advance as the need arises.
- Students and facilitators are expected to show one another mutual respect. The facilitator's job is not only to teach the material, but also to foster a good environment that is conducive to the education of all students by treating them with common courtesy and professionalism. Similarly, students are expected to respect the facilitator's preparation and commitment by studying thoroughly, arriving promptly, refraining from using any wireless devices or carrying out private conversations, and participating actively during each peer learning session.
- Facilitators may end a session and students will be denied peer learning support if they do not meet these expectations.

Peer Learning Facilitator Expectations:

Facilitators are encouraged to...

- 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.
- Maintain an atmosphere in their sessions that promotes educational growth and respect amongst all students.
- Offer honest, practical encouragement and constructive criticism.
- Admit when they cannot answer a question and direct students to the proper resources.
- Use available resources, such as books, handouts, and other peer learning staff, to supplement their peer learning sessions.
- Supply students with materials which foster interest in the subject, provide additional practice with important concepts and processes, and promote learning independence.
- 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 are prohibited from...

- Doing the work for students and/or imposing ideas or personal beliefs on students.
- Assisting students with take-home exams in any way.
- Providing students with texts, summaries of class readings, class notes, extensive outlines, or other class materials not otherwise distributed by the professor or TA.
- Predicting students' grades, either for assignments or a class.
- Providing answers to problems without discussion or explanation.
- Discussing any course assignments by way of email or phone.
- Working with students outside of the peer learning lab, outside of peer learning lab hours, or outside of the facilitator's scheduled work hours. All peer learning accommodations that students request must be approved before receiving individual peer learning assistance, extra sessions, or peer learning support for any class not recorded on their Academic Support Plans.

IMPORTANT DEADLINES FOR ATHLETICS PEER LEARNING LAB

Registration for Peer Learning Sessions Begins:	Tuesday of Week 1 of each quarter
Peer Learning Sessions Begin:	Monday of Week 2 of each quarter
<u>Registration Ends:</u>	<u>Thursday of Week 2 of each quarter</u>
Deadline to Request a Facilitator Search for a Class:	Friday of Week 3 of each quarter
Deadline to Request Session Accommodations (i.e., individual sessions, time changes, etc.)	Friday of Week 4 of each quarter
Facilitator Search Ends:	Friday of Week 4 of each quarter
<u>Last Day to Request to Drop Peer Learning Session:</u>	<u>Friday of Week 4 of each quarter</u>

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

PEER LEARNING REGISTRATION PROCESS

Each quarter, peer learning signups are held from 6:30-9:30pm on the second floor of Covell Commons on the following days:

- Tuesday, Wednesday & Thursday of Week 1 of each quarter
- Monday – Thursday of Week 2 of each quarter

Student-athletes must make sure they bring their Bruin ID card, class schedule and practice schedule to the registration. Contact [AthleticsTutorials@college.ucla.edu](mailto: AthleticsTutorials@college.ucla.edu) with questions or concerns about the signup process before the deadline.

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 the Coordinator of the Athletics Peer Learning Lab on the Friday and Monday following the conclusion of the registration process to request a writing session.

DROP REQUEST POLICY FOR PEER LEARNING SESSIONS

Kenny Donaldson, Academic Coordinator, 310-794-7690, kdonaldson@athletics.ucla.edu

If a student-athlete wishes to drop their weekly peer learning session, they must **REQUEST** to do so by the **4th Friday of each quarter**. Requests must be submitted via email to Kenny Donaldson at kdonaldson@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 LAB

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 a student-athlete is going to miss their peer learning session for **ANY** reason, **INCLUDING ATHLETIC COMPETITION**, they must do the following:

1. Email Dr. Christina Rivera, Director of AS2, at crivera@athletics.ucla.edu
 - Email must include class and day & time of the session, plus reason for missing
2. Email the Athletics Peer Learning Lab Staff at [AthleticsTutorials@college.ucla.edu](mailto: AthleticsTutorials@college.ucla.edu)
 - Email must include class and day & 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, crivera@athletics.ucla.edu

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

Academic mentors meet regularly with assigned student-athletes for 30 minutes to an hour to teach study skills, time management techniques, organizational skills, and test taking strategies. Academic mentors help to monitor academic progress and performance. 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 set up a regular meeting day and time.

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 a student-athlete is going to miss their mentoring session for **ANY** reason, **INCLUDING ATHLETIC COMPETITION**, they must contact their Academic Mentor prior to their session to inform them of their 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

Sabrina Youmans, AS2 Learning Specialist, 310-909-9814, 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 how to improve university-level reading comprehension, time management, test taking, critical thinking and problem solving skills. The AS2 Learning Specialists conduct regular mentor trainings and learning strategies meetings, 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 near the Rose Gilbert Learning Center.

DIRECTED LEARNING PROGRAM

Sabrina Youmans, AS2 Learning Specialist, 310-909-9814, syoumans@athletics.ucla.edu

The Directed Learning Program is an intensive, one-on-one strategic academic support program whose purpose is to enhance learning. The program is coordinated by the AS2 Learning Specialists and includes academic support services that identify student-athletes' strengths and weaknesses, focus on increasing skills to improve academic performance and enrich the student-athletes' college experience.

Student-athletes participating in the Directed Learning Program will work directly with their assigned AS2 Learning Specialist and will also work collaboratively with campus resources to provide a holistic approach to learning through life skills, wellness, and accountability. This enhanced learning environment provides an opportunity for student-athletes to perform at their highest ability.

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

- Show up on time (early!) for each directed 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.
- 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 Learning Specialist 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. Directed learning sessions are interactive and collaborative and are most effective when you make active contributions to the learning session.

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 a student-athlete is going to miss their directed learning session for **ANY** reason, **INCLUDING ATHLETIC COMPETITION**, they must contact their AS2 Learning Specialist prior to their session to inform them of their 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.

COUNSELING & PSYCHOLOGICAL SERVICES (CAPS)

John Wooden Center West, 310- 825-0768, 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.

OFFICE FOR STUDENTS WITH DISABILITIES (OSD)

A-255 Murphy Hall, 310-825-1501 (voice), 310-206-6083, www.saonet.ucla.edu/osd

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, peer learning session referral, 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 Sabrina Youmans, AS2 Learning Specialist (310-794-7798; syoumans@athletics.ucla.edu), who serves as the liaison 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 62. 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

Sabrina Youmans, AS2 Learning Specialist, 310-909-9814, 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
 - 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
 - ii. Athletics Peer Learning Lab Coordinator at 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

LEARN 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 & 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
 - 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 & are a reliable source of information
 - Teaching others can help you learn better
- **TAKE ADVANTAGE!** ... Find resources:
- Utilize the services & 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

BAR ACCOUNTS & CHARGES

All students are assigned a BAR (Billing and Accounts Receivable) account. A BAR 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) 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 (USHIP) fee is a part of registration fees and is due and payable at the time registration fees are paid. Refer to page 62 for information about USHIP.

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 and the release of academic transcripts. Holds not cleared in a timely manner may go to collections.

BRUIN ONLINE ACCOUNTS (E-MAIL)

All students at UCLA must register for a Bruin Online account.

This will serve as your e-mail address and allow you to get important notices from the Athletics Department, AS2 staff, professors, the UCLA College and other departments on campus. Your ucla.edu account will serve as the **primary account** that the Athletics Department will use to communicate with you. Register for your account on-line by visiting the Bruin Online website at www.bol.ucla.edu.

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 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

Kenny Donaldson, Academic Coordinator, 310-794-7690, kdonaldson@athletics.ucla.edu

1. Students receiving an athletics 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, 1st 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.

All questions regarding this policy should be directed to Kenny Donaldson, 310-794-7690.

TRAVEL LETTERS & EXAM CONFLICTS WITH COMPETITION TRAVEL

Ric Coy, Assistant Director of AS2, 310-825-6054, 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. An Exam Information Sheet (located on the wall in the Rose Gilbert Learning Center) will outline specific instructions for exam administration. A sheet for each exam must be completed and returned to Ric Coy for follow-up.
3. It is the student-athlete's responsibility to have everything required for proctoring of exams (i.e., 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?
- ✓ 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?
- ✓ Notify Christina Rivera, Director of AS2 and the Athletics Peer Learning Lab Coordinator BEFORE you leave to inform them of any peer learning session misses?
- ✓ Notify your learning facilitator and academic mentor (if applicable) BEFORE you leave to reschedule any missed peer learning or mentoring sessions?
- ✓ Arrange for notes/missing assignments while you are gone?

LAPTOP LENDING PROGRAM

Ric Coy, Assistant Director of AS2, 310-825-6054, rcoy@athletics.ucla.edu

Student-athletes can check out laptop computers Monday-Friday from 8:00am - 5:00pm. Students can reserve a laptop up to five business days by calling Ric Coy in advance. Due to a limited supply of laptops, students traveling for competition will be given first priority and students may be allowed to receive an extension (an additional 5 business days) as long as there are no student-athletes on the waitlist. Students must have their BRUIN CARD to check out a laptop.

The Laptop Lending Program is a privilege and not a right, so it is important that laptops are returned by their due date and in the same condition as when they were checked out. Late returns will be handled as follows:

- **One day late (6th day):** \$50 late fee will be assessed to the student-athlete's BAR account. Each day thereafter, the student-athlete will incur a \$10 fee per day up to 20 days.
- **3 weeks late (21st day):** The student-athlete will be billed for the full cost of the laptop (approximately \$2,500) and laptop privileges will be terminated indefinitely.

If the laptop is lost or damaged, the student-athlete will be responsible for the full price of a replacement or repairs and laptop privileges will be terminated indefinitely. If the laptop is stolen, the student-athlete must provide AS2 with a police report verifying that the laptop was stolen. If a police report is not provided, the student-athlete will be responsible for the replacement of the laptop.

NCAA SPECIAL ASSISTANCE FUND

Ric Coy, Assistant Director of AS2, 310-825-6054, rcoy@athletics.ucla.edu

The NCAA provides a fund to assist student-athletes with special financial needs. You may be eligible to receive money from the NCAA Special Assistance Fund 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.

Special 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.

Receipts and a Special Assistance form must be submitted to Ric Coy (Morgan Center, 121-A) by the second Tuesday of each month. The last day to turn in receipts for the 2009-10 academic year is **JUNE 18, 2010**. All receipts must be original, itemized, and dated no earlier than July 1, 2009.

All student-athletes will have the opportunity to apply for this fund but you must first fill out the FAFSA form to see if you qualify. For additional information, contact Ric Coy, 310-825-6054.

INTERNATIONAL STUDENTS

Jimmie White or Jeremy Wintringer, 310-825-1681, www.internationalcenter.ucla.edu

Ric Coy, Assistant Director of AS2, 310-825-6054, 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 campus and the community. The DCISS hosts cultural and entertainment programs and activities throughout the year.

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.

UCLA AWARDS & RECOGNITION

Ric Coy, Assistant Director of AS2, 310-825-6054, rcoy@athletics.ucla.edu

UCLA All-Academic Team – Academic Recognition

The student-athlete with the highest cumulative GPA for each team (must have completed 60 units 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 (one graduating male/female student-athlete with the highest cum gpa).

Bruin Athletics Graduation Reception

At the end of each academic year, the UCLA Athletics Department sponsors the Graduation Reception to recognize and thank the graduating seniors for their many accomplishments culminating in graduation. All graduating student-athletes, parents, family members, counselors, coaches, staff and administrators are invited to attend. Graduating seniors receive an academic medal to wear during commencement ceremonies, and academic awards are presented at the reception. This event is an opportunity for parents to meet counselors, administrators, coaches and faculty, and for student-athletes to say good-bye to their classmates and celebrate their accomplishments.

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 June

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 AS2, 310-825-6054, 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.

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 and click on Scholarships and Internships.

PAC-10 AWARDS & POSTGRADUATE SCHOLARSHIPS

Ric Coy, Assistant Director of AS2, 310-825-6054, rcoy@athletics.ucla.edu

World Financial Group/Pac-10 Leadership Award- Applications due in July

The Pac-10 Conference and Pac-10 Properties established the "Living the Dream Scholarship, presented by World Financial Group" to recognize student-athletes who have served on their institutional Student-Athlete Advisory Committees (SAAC) and demonstrated leadership. The \$5000 scholarships for postgraduate study are awarded to one male and one female student-athlete each year.

The Pac-10 Conference Student-Athlete Advisory Committee, which is composed of representatives from each member institution, will select the winners of the award each year from nominations submitted by each campus SAAC. The winners will be recognized at the Pacific Life/Pac-10 Men's Basketball Tournament each year.

To be eligible for the award, nominees must have completed their eligibility, be enrolled in or plan to attend graduate school, have been a letterwinner in a varsity sport, and have served a minimum of one year on the campus SAAC. Other factors which may be taken into account during the selection process include community service, grade point average, service as a SAAC officer, and level of athletic achievement.

Pac-10 Postgraduate Scholarship- Applications due in May

The Pacific-10 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-10 institution will select four student-athlete recipients, two men and two women, through its institutional selection process.

To be selected for a Pac-10 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-10 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-10 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-10 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-10 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-10 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.

Oroweat Healthy Minds Scholarship

The Oroweat "Healthy Minds" Scholarship is \$10,000 postgraduate scholarship provided by Pac-10 corporate partner, Oroweat, recognizing overall excellence in athletics, academics, and service, along with a commitment to graduate education. One male and one female recipient will be selected annually from the pool of 40 Pac-10 Postgraduate Scholarship winners.

Pac-10 Sportsmanship Award- Applications due in March

Each Pac-10 member institution is asked to submit one male and one female student-athlete for the Pac-10 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-10 Conference Student-Athlete Advisory Committee selects the winners of the Pac-10 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.

COACHES EVALUATIONS

Ric Coy, Assistant Director of AS2, 310-825-6054, rcoy@athletics.ucla.edu

At the end of each sport season, student-athletes will be receiving an email requesting their participation in an on-line survey regarding their athletic experience during their competition season. Completion of this survey is voluntary and completely anonymous. The purpose of the coaches evaluation is to provide the Athletics Department with feedback on the athletic experience of the student-athletes.

EXIT INTERVIEWS

Ric Coy, Assistant Director of AS2, 310-825-6054, rcoy@athletics.ucla.edu

When student-athletes exhaust their eligibility, they will receive an email requesting their participation in an on-line survey regarding their UCLA academic and athletic experiences.

The exit interview is a tool that is used by the Athletics Department to enable the athletic administration to make the necessary changes to improve programming and services to better meet the needs of Bruin student-athletes. Additionally, AS2 may request one-on-one interviews with selected student-athletes so that we can better understand their UCLA experiences. An exit interview must be completed in order to receive your academic medal for graduation.

OFFICE OF OMBUDS SERVICES

Strathmore Building, 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.

IMPORTANT RESOURCES

UCLA Homepage:	www.ucla.edu
UCLA Athletics Homepage:	www.uclabruins.com
Schedule of Classes & UCLA Catalog:	www.registrar.ucla.edu
Individual Class/Accounting Info:	www.my.ucla.edu
URSA - Enrollment, Bills, Class Changes:	www.ursa.ucla.edu
Searching Papers for Plagiarism:	www.wikipedia.com www.turnitin.com

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

The UCLA Athletic Department is an established member of the NCAA CHAMPS/Life Skills Program. 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, career planning, 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 is led by representatives from all 22 Bruin teams. This select group provides a voice to the athletic administration. They are responsible for communicating information on upcoming events to their teams and coaches, while working to create unity among all athletic teams. The BAC serves as a forum to offer input regarding the student-athlete experience, life skills programs, community service projects, Pac-10 and NCAA legislation. The BAC meets two times a month throughout the academic year. 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 Wooden, and teaches the values and principles that he used to create the "Pyramid of Success". 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.

COMMUNITY SERVICE

Bruin student-athletes, coaches and staff have the opportunity to participate in community service 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 approval to participate in any charitable or non-profit activities. Contact Ashley Armstrong, Director of Student-Athlete Development (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 are encouraged to visit the career center and take advantage of the many services and resources that are available on campus. Students receive assistance in identifying internship and employment opportunities that meet their career interests and goals. They have opportunities to network with Bruin alumni

and meet with companies that are interested in employing student-athletes. The goal is to help students identify their transferable skills and prepare for the transition from their athletic career to corporate America. Career information is also posted in the Kneller Academic Center. For assistance with professional development contact Ashley Armstrong, 310-206-7121.

UCLA CAREER CENTER

501 Westwood Plaza (at Strathmore), Floors 2 & 3, 310-206-1915, 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. The center's resources include various workshops (writing a resume, interview techniques), career fairs, interviews, internships, and study abroad programs. Students are also encouraged to log on to www.career.ucla.edu and 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 to discuss career-related questions or concerns. Call or e-mail your career counselor in advance to schedule an appointment.

CAREER CENTER COACHES

TEAM	CAREER COACH	PHONE NUMBER	EMAIL ADDRESS
W Volleyball, Softball	Grace Park	310-206-1906	gpark@career.ucla.edu
Football, M & W Golf, Baseball, M Soccer	John Coate	310-206-1967	jcoate@career.ucla.edu
Gymnastics, M Water Polo, Rowing	Roni Lavi	310-206-1910	rlavi@career.ucla.edu
M & W Tennis	Markell Steele	310-825-1624	msteele@career.ucla.edu
Swimming & Diving, W Water Polo, Basketball	Jordan Maness	310-206-1920	jmaness@career.ucla.edu
M Track & Field/ Cross Country	John Taborn	310-206-1025	jtaborn@career.ucla.edu
W Track & Field/ Cross Country	Precious Robinson	310-206-1932	probinso@career.ucla.edu
M Volleyball	Karol Johansen	310-206-1934	kjohanse@career.ucla.edu
W Basketball, W Soccer	Cynthia Hall	310-206-1940	chall@career.ucla.edu

BRUIN VIEW

Bruin View is an online job and internship search system for current UCLA students and alumni. It gives users access to: browse all levels of job and internship postings, including company descriptions, job titles, and qualifications; upload and store resumes and cover letters tailored to specific employers' requirements; respond to listings online; organize and keep track of your job search activities; and set up job search agents that will alert you by email when a job is posted that meets your employment preferences. Bruin View is available through the Career Center at www.career.ucla.edu. Current students are able to access this website free of charge by using their UCLA BOL ID. Students can then fill out an online profile, with their major and GPA, to attract future employers. Alumni can subscribe for access to Bruin View job listings. This is an Alumni Association service exclusively for UCLA Alumni and graduates of other UC campuses.

ATHLETES TO BUSINESS

An additional career resource that is in place for Bruin student-athletes is *Athletes to Business (A2B)*. They provide one-on-one career planning, resume development, and assistance with interviewing skills. A2B can assist 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.

STUDENT-ATHLETE AMBASSADORS

The purpose of Student-Athlete Ambassadors is to create a personal link to our donors, alumni and friends of UCLA Athletics. This select group of student-athletes has demonstrated a commitment to academic and athletic success, while possessing leadership qualities and an interest in serving our community. Serving as an Ambassador gives student-athletes the opportunity to share their experiences and voice their appreciation to our Bruin fans and supporters. Student-athletes will have the chance to network with donors and alumni, and include the experience on their resume. For more information, contact Ashley Armstrong, 310-206-7121.

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.

BRUIN VARSITY CLUB

The UCLA Bruin Varsity Club 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. The Bruin Varsity Club replaces the former Life Pass program. For more information please contact Amanda Hall, 310-206-4458.

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 practice or competition unless he/she has participated in his/her team meeting or met individually with the Compliance office.

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 who does not provide free meals to members of the general student body OR at any restaurant when a representative of our athletic interest 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) 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 your 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", even those run by your friends.
- 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 your 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 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

Student-athletes must be enrolled in at least 12 units to practice and compete. At no time should a student-athlete drop below 12 units during the quarter. Student-athletes must receive prior approval from the Compliance Office to avoid jeopardizing eligibility.

CONTINUING ELIGIBILITY & DEGREE PROGRESS REQUIREMENTS

Please refer to pages 25-27 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, it is a good idea to 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 full time.

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.

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 \$1,300/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 and the 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.

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

Michael Katz, 310-206-9319, mkatz@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, Michael Katz, holds weekly drop in office hours for student-athletes on Monday and Fridays from 1:00pm – 3:00pm 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 requires that ALL academic year employment be monitored by the Compliance office, to ensure that all NCAA amateurism, benefit and employment regulations are being met.

TICKET POLICIES

Football: Student-athletes will be admitted free to all home football games (with the exception of the USC game). Head coaches will provide a gate list consisting of all student-athletes, head manager, and any fifth year or retired student-athletes currently in the program to the on-campus recruiting office. These lists will be provided to the UCLA Central Ticket Office (CTO). Student-athletes must go to gate C of the Rose Bowl on game day, show photo I.D. and sign the gate list for verification 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. Coaches are responsible for providing an updated gate list of current team members for free admission to the games.

The current policy for the USC home game gives student-athletes the opportunity to sign up in advance to attend. If a student-athlete signs up and does not show, he or she will lose their ability to sign up for home basketball games.

Men's Basketball: Student-athletes will be admitted free to all regular season home basketball games (non-tournament) by signing up at the UCLA Central Ticket Office at the designated times, prior to each game. CTO will have an approved list of student-athletes and team personnel submitted by the head coach of each sport. There will be approximately 100 student-athlete tickets available for all home games in Pauley Pavilion and are available on a first-come, first-signed up basis with proper student I.D.

The student-athlete entrance will be at Gate 3 of Pauley Pavilion and entry into the arena is on a first-lined up basis. For sold-out student ticket games, a limited number of student-athletes will have the opportunity to have floor level seats with other students when the doors open for admittance. Once the floor is full, student-athletes will be seated in the upper concourse.

Olympic Sports: For all Olympic Sport regular season events, UCLA student-athletes will be admitted free to the event at any venue entrance along with the other UCLA students with their student I.D. Seating for students will be on a first-come, first-seated basis for all Olympic Sports. Post-season tickets for Olympic Sports will be sold with student-athletes having the same opportunity as other students for the best seats.

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-10 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-10 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 – Friday: 7:00am – 3:00pm

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:** Muscle Cytosport (Muscle Milk) supplements are for the sole use of current UCLA athletes. **Muscle Milk-Ready to Drink** product 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.

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- USHIP

Health insurance is mandatory for all UCLA students. A fee for the Undergraduate Student Health Insurance Plan (USHIP Basic) will be assessed each academic term as part of registration fees. Students may waive out of USHIP Basic by providing proof of adequate insurance that meets the University's minimum requirements. USHIP 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 USHIP Basic. Read the following information to determine if you are eligible to waive USHIP Basic.

- Every quarter a fee of \$252 will be included with every student's registration fees for USHIP Basic. This represents an annual fee of \$756. (Coverage includes the summer period when insured for Spring.)
- USHIP Basic coverage includes medical and vision benefits, but does not include dental benefits. USHIP Plus provides this service for an additional \$58 per quarter. Upgrading to USHIP Plus must be made by the student via an online registration form at 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 USHIP program provided it meets the following criteria:
Plan provides a minimum of \$100,000 in lifetime benefits.

Plan provides a total out-of-pocket expense (including deductible and co-insurance) that does not exceed \$3000 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 USHIP Basic (i.e. waive the \$252 per quarter fee) via an online registration form at www.studenthealth.ucla.edu between 6/8/09 and 9/18/09.
- Students are solely responsible for waiving out of USHIP 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.

If total out-of-pocket expense is \$3000-\$5000 per year, students may request an exception. Read the directions for doing so on the USHIP Enrollment/Waiver page at www.studenthealth.ucla.edu under Online Services. Contact the Ashe Center Insurance Office at 310-825-4073, Option 4 with any questions.

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

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 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.

The following is the list of banned-drug classes:

(a) Stimulants:

- | | | |
|---------------|---------------------------------|---------------------|
| amiphenazole | bromantan | cropropamide |
| amphetamine | caffeine ¹ (guarana) | crothetamide |
| bemigrade | chlorphentermine | diethylpropion |
| benzphetamine | cocaine | dimethylamphetamine |

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.

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), here are some suggestions for pre practice snacks:

- ½ cup dried fruit
- 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
- Powerbar or Muscle Milk Collegiate
- 1 small tortilla (corn or flour) rolled with 2oz sliced turkey and 1 slice cheese

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
- 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