

2019 - 2020 Student-Athlete Handbook

Ucla

UCLA Department of Intercollegiate Athletics

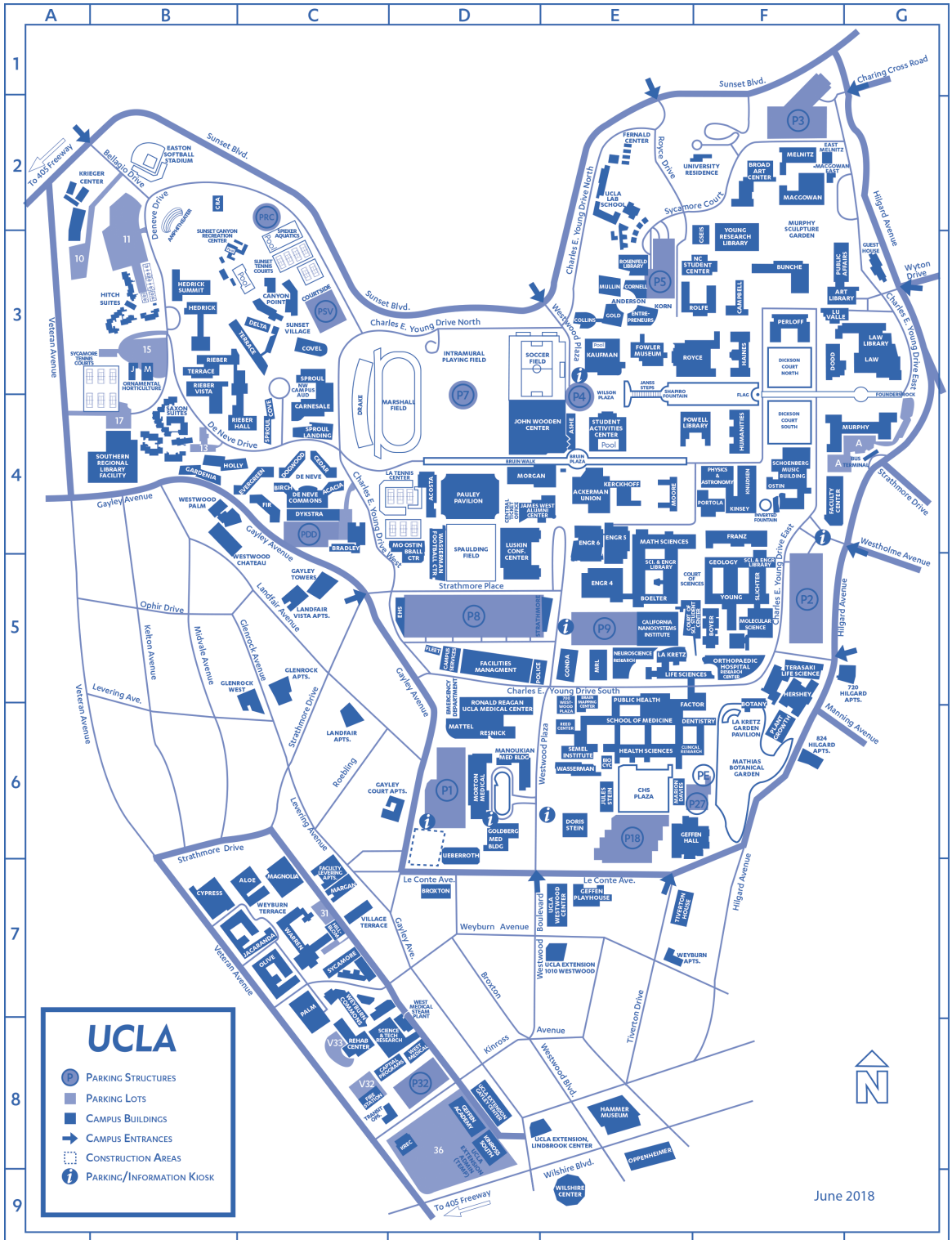
www.uclabruins.com

310-825-8699

Twitter / Instagram: @uclaathletics

Facebook: /UCLAAthletics

Name	_____
Phone	_____
Email	_____
Sport	_____



CAMPUS BUILDING	Grid	Delivery Address*
Ackerman Student Union	E4	308 Westwood Plaza
Acosta Training Center	E4	410 Charles E. Young Dr. West
Amphitheater	B2	
Anderson School of Management	E3	
Collins Executive Education Center	E3	110 Westwood Plaza
Cornell Hall	E3	110 Westwood Plaza
Entrepreneurs Hall	E3	110 Westwood Plaza
Korn Convocation Hall	E3	110 Westwood Plaza
Gold Hall	E3	110 Westwood Plaza
Mullin Management Commons	E3	110 Westwood Plaza
Rosenfeld Library	E3	110 Westwood Plaza
Ashe Center	D7	911 S. Broton
Biomedical Cyclotron	E6	780 Westwood Plaza
Biomedical Sciences Research Bldg (BSRB)	F5	615 Charles E. Young Dr. South
Boelter Hall (Engineering II & III)	E5	580 Portola Plaza
Botany Bldg	F5	618 Charles E. Young Dr. South
Boyer Hall	F5	611 Charles E. Young Dr. East
Bradley International Hall	C4	417 Charles E. Young Dr. West
Brain Mapping	E5	660 Charles E. Young Dr. South
Brain Research Institute (BRI)	E6	670 Charles E. Young Dr. South
Broad Art Center	F2	240 Charles E. Young Dr. North
Broton Plaza	D7	911 S. Broton
Bunche Hall	F3	315 Portola Plaza
Campbell Hall	F3	335 Portola Plaza
Campus Services Bldg. 1	D5	741 Charles E. Young Dr. South
Canyon Point (Sunset Village)	C3	200 DeNeve Dr.
Capital Programs Bldg.	D8	1060 Veteran Ave.
Carnesate Common	D8	251 Charles E. Young Dr. West
Center for Health Sciences (includes David Geffen School of Medicine)	E6	10833 LeConte Ave.
CHS Plaza	E6	
Central Ticket Office	F4	325 Westwood Plaza
Clinical Research	F4	901 Tiverton Ave.
CNSI Building	E5	570 Westwood Plaza
Court of Sciences Student Center	E5	617 Charles E. Young Dr. East
Courtside (Sunset Village)	C3	200 DeNeve Dr.
Covel Commons (Sunset Village)	C3	200 DeNeve Dr.
CRA Modular Units	B2	101 DeNeve Dr.
David Geffen School of Medicine	E6	10833 LeConte Ave.
Delta Terrace (Sunset Village)	C3	200 DeNeve Dr.
Dentistry School of	F5	714 Tiverton Ave.
DeNeve Housing Complex	C4	
Acacia Residential Bldg.	C4	341 Charles E. Young Dr. West
Birch Residential Bldg.	C4	361 Charles E. Young Dr. West
Cedar Residential Bldg.	C4	301 Charles E. Young Dr. West
Dogwood Residential Bldg.	C4	321 Charles E. Young Dr. West
Evergreen Residential Bldg.	C4	331 Charles E. Young Dr. West
Firgrove Residential Bldg.	C4	381 Charles E. Young Dr. West
Gardenia Residential Bldg.	B4	470 Gayley Ave.
Holly Residential Bldg.	B4	345 DeNeve Dr.
DeNeve Commons Bldg.	C4	351 Charles E. Young Dr. West
Dodd Hall	F3	390 Portola Plaza
Doris Stein Eye Research Center	E6	200 Stejn Plaza
Drake Track & Field Stadium	E6	340 Charles E. Young Dr. North
Dykstra Hall	C4	401 Charles E. Young Dr. West
Easton Women's Softball Field	B2	100 DeNeve Dr.
EH&S Services Bldg.	D5	550 Charles E. Young Dr. West
Emergency Department	D3	757 Westwood Plaza
Engineering IV	E5	420 Westwood Plaza
Engineering V	E5	410 Westwood Plaza
Engineering VI	E4	404 Westwood Plaza
Facilities Management Bldg.	D5	731 Charles E. Young Dr. South
Factor Health Sciences Bldg.	F5	700 Tiverton Ave.
Factor Center	F4	480 Charles E. Young Dr. East
Faculty Apartments-Gayley	C6	715 Gayley Ave.
Faculty Apartments-Levering	C7	827 Levering Ave.
Fernald Center	E2	320 Charles E. Young Dr. North
Fielding School of Public Health	E5	640 Charles E. Young Dr. South
Fire Station	C8	1090 Veteran Ave.
Fleet Services/Garage	D5	751 Charles E. Young Dr. South
Fowler Museum (Cultural History)	E3	308 Charles E. Young Dr. North
Franz Hall	F4	502 Portola Plaza
Gayley Towers	C5	565 Gayley Ave.
Geffen Academy	F6	11000 Kinross Ave.
Geffen Hall	F6	885 Tiverton Dr.
Geffen Playhouse	E7	10886 LeConte Ave.
Geology Bldg.	F5	595 Charles E. Young Dr. East
Glenrock Apartments	C5	558 Glenrock Ave.
Glenrock West	C5	555 Glenrock Ave.
Goldberg Medical Building	E5	200 Medical Plaza
Gonda (Goldschmeid) Center	E5	695 Charles E. Young Dr. South
Graduate School of Education & Information Studies (GSE&IS)	E3	290 Charles E. Young Dr. North
Haines Hall	F3	375 Portola Plaza
Hammer Museum	E8	10889 Wilshire Blvd.
Hedrick Hall	B3	250 DeNeve Dr.
Hedrick Summit	B3	240 DeNeve Dr.
Hershey Hall	F5	612 Charles E. Young Dr. East
Hillblom Islet Research Center	C7	900 Weyburn Place North
720 Hilgard Apartments	G5	720 Hilgard Ave.
824 Hilgard Apartments	F6	824 Hilgard Ave.
Hilgard Bus Terminal	G4	403 Hilgard Ave.
Hitch Residential Suites	B3	245 DeNeve Dr.
Humanities Bldg.	F4	415 Portola Plaza
Intramural Field	D4	398 Portola Plaza
Jules Stein Eye Institute	E6	100 Stejn Plaza
Kaufman Hall	E3	120 Westwood Plaza
Kerckhoff Hall	E4	308 Westwood Plaza
Kinross Recreation Center	D8	11100 Kinross Ave.
Kinross South	D8	11020 Kinross Ave.
Knuksen Hall	F4	475 Portola Plaza
Krieger Child Care Center	A2	101 Bellagio Dr.
La Kretz Hall	E5	619 Charles E. Young Dr. East
Law, School of	G3	385 Charles E. Young Dr. East
Landfair Apartments	C2	625 Landfair Ave.
Landfair Vista	C2	615 Landfair Ave.
Life Sciences Bldg.	E5	621 Charles E. Young Dr. South
Los Angeles Tennis Center (Straus Stadium)	D4	420 Charles E. Young Dr. West
Luskin Conference Center	D4	425 Westwood Plaza
Luskin School of Public Affairs	F3	337 Charles E. Young Dr. East
Lu Valle Commons	F3	398 Portola Plaza
MacDonald Medical Research Labs (MRL)	E5	675 Charles E. Young Dr. South
Macgowan Hall	F2	245 Charles E. Young Dr. East
Macgowan East	F2	243 Charles E. Young Dr. East
Manoukian Medical Building	D6	100 Medical Plaza
Margan Apartments	C7	885 Levering Ave.
Marion Davies Children's Center	E6	805 Tiverton Ave.
Mathematical Sciences Bldg.	E4	520 Portola Plaza
Mattel Children's Hospital	D6	757 Westwood Plaza
Melnitz Hall	F2	235 Charles E. Young Dr. East
Melnitz East	F2	235 Charles E. Young Dr. East

CAMPUS BUILDING	Grid	Delivery Address*
Mc Ostin Basketball Center	D4	445 Charles E. Young Dr. West
Molecular Sciences Bldg.	F5	609 Charles E. Young Dr. East
Moore Hall	E4	457 Portola Plaza
Morgan Intercollegiate Athletics Center	D4	325 Westwood Plaza
Morton Medical Bldg (MP200)	D6	200 Medical Plaza
Murphy Hall	F4	410 Charles E. Young Dr. East
Neuroscience Research Bldg.	F5	635 Charles E. Young Dr. South
North Campus Student Center	E3	295 Charles E. Young Dr. North
Northwest Campus Auditorium	C4	200 DeNeve Dr.
Occupational Health Facility	E6	67-120 Center for Health Sciences
Ornamental Horticulture Bldg. "M"	B3	267 DeNeve Dr.
Ornamental Horticulture Bldg. "M"	B3	265 DeNeve Dr.
Orthopaedic Hospital Research Center (OHRC)	F5	615 Charles E. Young Dr. South
Oppenheimer Tower	E8	10880 Wilshire Blvd.
Ostin Music Center	F4	445 Charles E. Young Dr. East
Pauley Pavilion	D4	301 Westwood Plaza
Perloff Hall	F3	365 Portola Plaza
Physics & Astronomy Bldg. (PAB)	F4	430 Portola Plaza
Plant Growth Center	F5	614 Charles E. Young Dr. South
Police Station	D5	601 Westwood Plaza
Portola Plaza Building	F4	460 Portola Plaza
Powell Library	E5	10740 Dickson Plaza
Public Affairs - see Luskin School; Public Health - see Fielding School		
Reed Neurological Research Center	E6	710 Westwood Plaza
Rehabilitation Center	C8	1000 Veteran Ave.
Resnick Neuropsychiatric Hospital	D6	150 UCLA Medical Plaza
Rieber Hall	A4	305 Sycamore Court
Rieber Terrace	B3	270 DeNeve Dr.
Rieber Vista	B4	280 DeNeve Dr.
Rolfe Hall	E3	345 Portola Plaza
Ronald Reagan UCLA Medical Center	D6	757 Westwood Plaza
Royce Hall	C3	1075 Dickson Plaza
Saxon Residential Suites	B3	325 DeNeve Dr.
Schoenberg Music Bldg.	F4	445 Charles E. Young Dr. East
Science & Technology Research Bldg. (STRB)	C8	1040 Veteran Ave.
Semel Institute	E6	760 Westwood Plaza
Slichter Hall	F5	603 Charles E. Young Dr. East
Soccer Field	E3	
Southern Regional Library Facility (SRLF)	B4	305 DeNeve Dr.
Spieker Aquatics Center	C3	114 Easton Dr.
Sproul Cove and Sproul Landing	C4	330 & 380 DeNeve Dr.
Sproul Hall	C3	250 Westwood Plaza
Strathmore Building	C4	601 Sycamore Court
Student Activities Center (SAC)	E4	320 Westwood Plaza
Sunset Canyon Recreation Center	C3	111 Easton Dr.
Terasaki Life Sciences Building	F5	610 Charles E. Young Dr. East
Tiverton Patient Family Guest House	E7	900 Tiverton Ave.
Transit Operations (UNEX) Admin.	D8	11020 Kinross Ave. (Temporary)
UCLA Extension (UNEX) Admin.	D8	10934-10936 Lindbrook Dr.
UCLA Extension Lindbrook Center	D8	10934-10936 Lindbrook Dr.
UCLA Extension Gayley Center	D8	1145 Gayley Ave.
UCLA Extension 1010 Westwood Center	E7	1010 Westwood Blvd.
UCLA Guest House	G3	330 Charles E. Young Dr. East
Cyprus Lab School (formerly UES)	E7	925 Sycamore Court
UCLA Westwood Center	E7	924 Westwood Blvd.
Ueberroth Bldg.	D6	10945 LeConte Ave.
University Residence	F2	10570 Sunset Blvd.
Village Terrace Apartments	C7	919-923 Levering Ave.
Warren Hall	F7	900 Weyburn Place North
Wasserman Building	E6	300 Stejn Plaza
Wasserman Football Center	D4	430 Charles E. Young Dr. West
West Alumni Center	D4	325 Westwood Plaza
West Medical Bldg.	D8	1010 Veteran Ave.
West Medical Steam Plant	D8	1021 Weyburn Terrace
Westwood Chateau Apts.	D4	556 Landfair Ave.
Westwood Palm Apts.	C4	475 Gayley Ave.
Weyburn Apts.	D7	10845-55 Weyburn Ave.
Weyburn Terrace Housing Complex	C7	
Aloe Court	C7	740 Weyburn Terrace
Alumni Center	B7	325 Sycamore Court
Jacaranda Court	C7	785 Weyburn Terrace
Magnolia Court	C7	765 Weyburn Terrace
Olive Court	C7	825 Weyburn Terrace
Palm Court	C7	945 Weyburn Terrace
Sycamore Court	C7	925 Weyburn Terrace
Weyburn Graduate Student Housing	C7	1020 Weyburn Drive
Wilshire Center	E9	10920 Wilshire Blvd.
Wooden Recreation and Sports Center	D4	221 Westwood Plaza
Young Hall	F5	607 Charles E. Young Dr. East
Young Research Library (YRL)	F2	290 Charles E. Young Dr. North
700 Westwood Plaza	E5	700 Westwood Plaza
PARKING STRUCTURES	Grid	Delivery Address*
Parking - Engineering Library (SEL)	E6	820 Westwood Plaza
Parking - DD	C4	409 Charles E. Young Dr. West
Parking - Sunset Recreation	C2	115 Easton Dr.
Parking - Sunset Village	C3	200 DeNeve Dr.
Parking Structure 1	D6	100 Medical Plaza
Parking Structure 2	F5	602 Charles E. Young Dr. East
Parking Structure 3	F5	215 Charles E. Young Dr. North
Parking Structure 4	E4	221 Westwood Plaza
Parking Structure 5	E3	302 Sycamore Court
Parking Structure 7	D4	336 Charles E. Young Dr. North
Parking Structure 8	D5	555 Westwood Plaza
Parking Structure 9	E5	675 Charles E. Young Dr. South
Parking Structure 32	D8	1070 Veteran Ave.
Parking Structure E	F6	833 Tiverton Ave.
Parking Structure 27	F6	833 Tiverton Ave.
CAMPUS LIBRARIES	Grid	Delivery Address*
Arts Library	F2	1400 Public Affairs Bldg.
Biomedical Library (Louise M. Darling)	E6	CHS Factor), rm. 12-077
College Library	F4	Powell Library
Law Library (Hugh & Hazel Darling)	G3	School of Law, rm. 1112
Management Lib. (Eugene & Maxine Rosenfeld)	E3	Rosenfeld Library (Anderson Complex)
Music Library	F4	Schoenberg Music Bldg., rm. 1102
Research Library (Charles E. Young)	F2	Young Research Library
Science & Engineering Library (SEL)	E6	820 Westwood Plaza
Engineering and Mathematical Sciences	E5	Boelter Hall, rm. 8270
Geology-Geophysics	F5	Geology, rm. 4697
Southern Regional Library	B4	Southern Regional Library Facility
OTHER CAMPUS LOCATIONS	Grid	
La Kretz Garden Pavilion	F6	
Bruin Walk	C4 - E4	
Court of Philanthropy	E3 - E4	
Court of Sciences	E5 - F5	
Dickson Court	F3 - F4	
Flagpole	F3 - F4	
Founder's Rock	G4	
Invented Fountain	E3	
Janiss Steps	E3	
Kinsey Science Teaching Pavilion	F4	
Marshall Field (in Drake Stadium)	D3 - D4	
Mathias Botanical Garden	F6	
Murphy Sculpture Garden	F2	
Shapiro Fountain	E3 - E4	
Spaulding Field	D4	
Sunset Tennis Courts	D4	
Sycamore Tennis Courts	C3	
Wilson Plaza	E3	

TABLE OF CONTENTS

2	Campus Map
4	Table of Contents
6	Campus Resource Directory
7	Athletic Department Directory
8	Important UCLA Resources
9	Welcome, Dan Guerrero
10	Athletic Department Mission Statement
10	Gender Equity (Title IX)
10	Diversity & Inclusion
11	Family Educational Rights & Privacy Act
12	Health Insurance Portability & Privacy Act
12	UCLA Mission Statement
12	UCLA True Bruin
13	UCLA Principles of Community

STUDENT-ATHLETE CODE OF CONDUCT

13	Student-Athlete Department
15	Pac-12 Misconduct Rule
15	Academic Integrity
15	Alcohol & Drug Use
16	Appearance
16	Discrimination, Harassment, & Abusive Behavior
16	E-mail: Reading & Responding
16	File Sharing
17	Gambling
17	Hazing
17	On-Campus Housing
18	Personal Conduct
18	Roster Status
18	Social Media
19	Sportsmanship
20	Tobacco

ACADEMIC & STUDENT SERVICES (AS2)

20	Mission Statement
20	AS2 Staff Directory
20	George Kneller Academic Center
20	Learning Center Guidelines
21	Academic Integrity
23	Communicating with Professors, TAs, etc.
24	Missed Class Time – NCAA Bylaws

ACADEMIC COUNSELING

24	AS2 Collegiate Academic Counselors
24	Role of Your AS2 Collegiate Academic Counselor
24	Program Planning & Course Selection
25	Priority Enrollment
25	Contract Courses (Independent Study)
25	Enrolling in Contract Courses
26	General Guidelines for College L&S Majors
26	Departmental Counselors
26	Placement Exams
27	Study Lists
27	Important Dates & Enrollment Procedures
28	Retroactive Drop Policy

29	Academic Status
29	Grading System
29	Determining Grade Point Average
29	AS2 University Academic Benchmarks
30	Summer School Athletics Aid Program
31	NCAA Academic Eligibility Rules
31	Degree Applicable Units
31	Quarterly Rules (6-unit, 8-unit & cumulative GPA)
32	Academic Year Rule (27unit rule)
32	Progress Towards Degree Rules
32	Eligibility for Post Season/Between Terms
32	Eligibility Regarding Baseball Student-Athletes
32	Declaring Your Major
33	Minor Declaration Policy for Scholarship Student-Athletes
33	Grade Qualifiers
33	Incomplete Courses
33	Pass/No Pass Courses
33	Repeated Courses
34	Grade Changes for Student-Athletes
34	Setting Your Degree Candidacy Term
35	Graduation Checklist

ACADEMIC SUPPORT SERVICES

36	AS2 Learning Specialists
36	AS2 Academic Mentors
36	AS2 Peer Learning
36	AS2 Peer Learning Facilitators
37	AS2 Peer Learning Registration & Request Process
38	Deadlines for Athletics Peer Learning Lab
38	Academic Accountability Program
39	Student-Athlete Communication
39	Technology Guidelines for Academic Support Sessions
39	Guidelines for Appropriate Technology Use
40	Username & Passwords

STUDENT SUPPORT SERVICES

40	Travel Letters & Exam Conflicts with Competition Travel
40	Approved Exam Proctors
41	Competition Travel Checklist
41	Textbook & Reader Policy for Student-Athletes on Book Scholarship
42	Account Holds
42	BruinBill Accounts & Charges
42	Direct Deposit – My BruinDirect
42	Glacier
43	UCLA Awards & Recognition

STUDENT-ATHLETE DEVELOPMENT

44	Wooden Academy
45	Bruin Athletic Council (BAC)
45	Student-Athlete Mentors (SAMs)
45	Bruin Ambassadors
45	Bruin Environmental Leadership Team (BELT)

- 45 Female Athletes Stand Together (FAST)
- 46 Community Outreach
- 46 Career Development
- 47 Summer Work Opportunity Program (SWOP)
- 47 Post Graduate Scholarships/Internships & Awards
- 50 Bruin Varsity Club

ATHLETIC COMMUNICATIONS & EVALUATIONS

- 51 Media Relations
- 51 Student-Athlete Evaluations

CAMPUS RESOURCES

- 51 Career Center
- 51 CAPS (Counseling & Psychological Services)
- 52 RISE Program
- 52 CARE (Campus Assault Resources & Education)
- 52 Center for Accessible Education (CAE)
- 52 Important Notice for Students with ADHD
- 52 Temporary Disability Request Protocol
- 53 Library
- 53 Financial Aid
- 54 Office of Ombuds Services
- 54 Lesbian Gay Bisexual Transgender Campus Resource Center (LGBT Resource Center)
- 54 First Year Experience (FYE)
- 54 New Student Transition Program (NSTP)
- 55 Academic Advancement Program (AAP)
- 55 Graduate Mentoring & Research Program (GMRP)
- 55 Ethnic Studies Centers
- 55 International Students - Dashew Center
- 55 International Student-Athletes
- 56 Maintaining F-1 Visa Status
- 57 Student Legal Services
- 57 Bruin Resource Center (BRC)
- 57 GRIT Coaching Program
- 57 Guardian Scholars Program
- 58 Student Math Center
- 58 History Writing Center
- 58 Writing Success Program (WSP)
- 58 UCLA Volunteer Center
- 58 Center for Community Learning
- 59 Education Abroad
- 59 Summer Institutes

NCAA COMPLIANCE & ELIGIBILITY

- 59 Extra Benefits
- 60 Athletic Boosters
- 60 Agent & Amateurism Program
- 60 Gambling
- 61 Modeling or Commercial Endorsements
- 61 Outside Competition
- 61 Full-Time Enrollment
- 61 Continuing Eligibility & Degree Progress

- 61 Summer School
- 61 5-Year Rule
- 61 Roster Status
- 62 Transferring from UCLA
- 63 NCAA One Time Transfer Exception
- 63 Pac-12 Intra Conference Transfer Rule
- 63 Transfer Appeals & Procedure
- 63 Athletic Scholarships/Grant-In-Aid Limitations
- 64 Athletic Aid Appeals Procedure
- 64 Non-Scholarship Student-Athletes
- 64 Financial Aid
- 64 Employment
- 65 Community Service/Promotional Activity
- 65 Ticket Policies
- 65 Student Hosts
- 66 Time Demands

SPORTS MEDICINE

- 68 About Us
- 68 Hours of Operation
- 68 Injury/Illness Policy
- 68 Mental Health Services
- 69 Mandatory Health Insurance - UC SHIP
- 69 Required Immunizations for Participation
- 70 Student-Athletes with ADHD
- 70 Drug Education & Testing Program
- 78 2019-20 NCAA Banned Drugs
- 78 Nutritional/Dietary Supplements
- 80 Warning: Sharing Prescription Drugs
- 81 Policy on the Use of Supplements
- 82 Consent for Drug Testing

ATHLETIC PERFORMANCE

- 83 Hours of Operation
- 83 Training Policies
- 83 Additional Facilities Rules

PERFORMANCE NUTRITION

- 84 Performance Nutrition Services

CAMPUS RESOURCE DIRECTORY

General Campus Information: 310-825-4321 or www.ucla.edu

UNDERGRADUATE COLLEGES & SCHOOLS

College of Letters and Science

* Student-Athletes should see their AS2 College Academic Counselor for assistance

Ecology & Evolutionary Biology:

Jessica Angus/Jessica Gonzalez310-825-1680

Molecular, Cell, & Developmental Biology:

Connie Firestone310-825-7109

Economics: Julie Plotkin310-825-5118

English: Janel Munguia310-825-1389

Geography: Nayla Huq/Jenee Misraje310-825-1166

History: Paul Padilla310-825-3720

International Development Studies:

Sandy Valdivieso310-825-5187

Physiological Science: Inna Gergel310-825-3892

Political Science: Kathy Escobedo310-825-3862

Psychology: Counseling Office310-825-2730

Sociology: Simbi Mahlanza310-825-1215

Arts & Architecture310-825-3281

Engineering & Applied Sciences310-825-2826

Nursing310-825-7181

Theatre, Film, & Television310-825-5761

CAMPUS CONTACTS

Academic Advancement Program310-206-1550

Ackerman Union310-825-6064

American Indian Studies Center310-825-7315

Ashe Student Health/Wellness310-825-4073

Asian American Studies Center310-825-2974

Athletics Peer Learning Lab310-206-7526

Bradley International Center310-825-7021

Bruin Card Office310-825-2336

Bruin Resource Center310-825-3945

Bunche Center for African American

Studies310-825-7403

Bus Information310-825-2101

Campus Police310-825-1491

CARE @ CAPS – 24 hour support310-825-0768

Career Center310-206-1915

Center for Community Learning310-825-7867

Center for Student Programs310-825-7041

Central Ticket Office310-825-2101

Chicano Studies Research Center310-825-2363

Community Housing Office310-825-4491

Counseling & Psychological

Services (CAPS)310-825-0768

Crime Prevention310-825-7661

Dean of Students310-825-3871

Degree Check/Evaluation310-825-2754

Escort Service310-794-9255

Evening Van Info310-825-9800

Financial Aid310-206-0400

Fraternity & Sorority Relations310-825-6322

Graduate Admissions Office310-825-1711

Health Education Office310-825-6385

Housing (on-campus)310-825-4721

(off-campus)310-825-4491

Internships & Study Abroad310-206-1917

Intramural Sports310-267-5416

International Students (Dashew)310-825-1681

LGBT Campus Resource Center310-206-3628

Libraries, www.library.ucla.edu310-825-8301

Ombuds Office310-825-7627

Parking Services310-825-6702

Parking Tickets (24 hour info)800-578-0799

Registrar's Office310-825-1091

Residential Life310-825-3401

Sexual Harassment Prevention/

Title IX Coordinator310-206-3417

Student Dental310-206-3904

Student Health Services310-825-4073

Student Legal Services310-825-9894

Students with Disabilities310-825-1501

Students' Store @ Ackerman310-206-0810

Suicide Prevention Hotline310-391-1253

Transcripts310-825-1091

Undergraduate Writing Center310-206-1320

Wooden Center (Recreation)310-825-3701

Work Study Office310-206-0446

EMERGENCY
Call 310-825-1491 or 911

Or
CAPS (24 hours)
310-825-0768

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS DIRECTORY

310-825-8699 or www.uclabruins.com

ADMINISTRATION

Dan Guerrero, Director of Athletics	310-206-6382
Dr. Michael Teitell, Faculty Athletic Representative	310-206-6754
Dr. Christina Rivera, Sr. Assoc. Athletic Director/Senior Woman Administrator	310-206-6149
Matt Elliott, Sr. Associate Athletic Director, Internal Operations	310-825-2164
Chris Iacoi, Sr. Associate Athletic Director, Chief Financial Officer	310-206-6844
Joshua Rebholz, Sr. Associate Athletic Director, External Relations	310-206-3031
Shana Wilson, Sr. Associate Athletic Director, Communications	310-206-8194
Erin Adkins, Associate Athletic Director, Compliance	310-206-4908
Chris Carlson, Associate Athletic Director, Sports & Administration	310-206-7216
Gavin Crew, Associate Athletic Director, Sports & Administration	310-206-0696
Ja'Nae Davis, Associate Athletic Director, Academic & Student Services	310-206-6668
Derek Doolittle, Associate Athletics Director, Facilities & Capital Projects	310-206-6054
Taylor Swearingen, Associate Athletic Director, Development	310-206-2558
Mike Linn, Assistant Athletic Director, Athletic Performance & Administration	310-794-1869
Scott Mitchell, Associate Athletic Director, Marketing & Business Development	310-825-4586
Tori Forman, Executive Assistant to the Athletic Director	310-206-6382
Jenna Makis, Staff Associate, Director's Office	310-794-4875

ACADEMIC & STUDENT SERVICES (AS2)

Ja'Nae Davis, Associate Athletic Director, Academic & Student Services	310-206-6668
Mike Casillas, Director, Student-Athlete Counseling & Athletics Peer Learning	310-206-6838
Ric Coy, Director, Student-Athlete Development	310-825-6054
Nick Thornton, Associate Director, Academic & Student Services	310-794-5459
Linda Lassiter, Senior College Academic Counselor, AS2	310-206-6209
Grace Murray, College Academic Counselor, AS2	310-794-7680
Jeremy Riche, College Academic Counselor, AS2	310-206-6263
Sabrina Youmans, Senior Learning Specialist	310-909-9814
Veronica Rodriguez-Mora, Basketball Academic Coordinator	310-206-6499
Julie Yates, Learning Specialist	310-206-3077
Michelle Quinto, Learning Specialist	310-206-6618
Dominique Randle, Learning Specialist	310-794-7690
Sean Webster, Eligibility Coordinator	310-206-4684
Jo Guest, Assistant Director, Academic & Student Services Peer Learning	310-206-8124
Jay Fantone, Program Assistant Academic & Student Services Peer Learning	310-206-1491
Cynthia Silvestre, Office Assistant, Academic & Student Services Peer Learning	310-206-7526
Megan Bamford, Staff Associate	310-825-7057

NCAA COMPLIANCE & RECRUITING

Erin Adkins, Associate Athletic Director, Compliance & Recruiting	310-206-4908
Dan Goldberg, Assistant Athletic Director, Compliance	310-794-8813
Amy King, Director of Compliance	310-206-6634
Lucia Serrano, Assistant Director of Compliance	310-825-9233
Mariella Trombetta, Associate Director of Compliance & Recruiting	310-794-9869
Jason Curry, Assistant Director of Compliance	310-206-6099
Teri Carson, Assistant Director Compliance	301-206-3429
Justin Ko, Compliance & Financial Aid Coordinator	310-825-1002
Monica Truong-N, Student Services Coordinator	310-206-2656

ATHLETIC DEPARTMENT CONTACTS

Athletic Communications	310-206-6831
Athletic Performance	310-206-6103
Bruin Varsity Club - Kat Lauer	310-206-3302
Central Ticket Office	310-825-2101
Performance Nutrition	310-267-4787
Sports Medicine	310-206-6107
Student-Athlete Housing, Parking, Books, Per Diem - Monica Truong-N.	310-206-2656
Summer Work Opportunity Program (SWOP) - Ric Coy	310-825-6054
UC SHIP Insurance - David Rodriguez.	310-206-6105

IMPORTANT UCLA RESOURCES

- **UCLA Homepage** www.ucla.edu
- **Athletic Department Homepage** www.uclabruins.com
- **Bruin Resource Center** www.brc.ucla.edu
- **Class Schedule & Catalog** www.registrar.ucla.edu
- **MyUCLA** www.my.ucla.edu
(Course Enrollment, Financial Aid, Billing, USHIP, Holds, Grades)
- **Campus Services** www.campuservices.ucla.edu
- **Career Services** www.career.ucla.edu
- **Campus Assault Resources & Education** .. www.counseling.ucla.edu/care
(CARE @ CAPS 310-825-0768)
- **Counseling and Psychological Services (CAPS)** www.counseling.ucla.edu
- **Dean of Students (Code of Conduct)** www.deanofstudents.ucla.edu
- **Financial Aid** www.financialaid.ucla.edu
- **Lesbian Gay Bisexual Transgender Campus Resource Center** www.lgbt.ucla.edu
- **Dashew Center for International Students and Scholars (DCISS)** www.internationalcenter.ucla.edu
- **Office for Students with Disabilities** www.osd.ucla.edu
- **Office of Ombuds Services** www.ombuds.ucla.edu
- **Sexual Harassment Prevention/ Title IX Coordinator** www.sexualharassment.ucla.edu
- **Student Conduct Procedures for Allegations of Sexual Harassment, Sexual Misconduct, Domestic and Dating Violence, and Stalking** www.deanofstudents.ucla.edu
- **Residential Life** www.orl.ucla.edu
- **Student Legal Services** www.studentlegal.ucla.edu
- **UCPD: Police Department, 310-825-1491** . www.ucpd.ucla.edu
- **Undergraduate Writing Center** www.wp.ucla.edu
- **UCLA Volunteer Center** www.volunteer.ucla.edu

WELCOME FROM THE UCLA DIRECTOR OF ATHLETICS

Bruins,

Welcome to the 2019-20 academic year, which also happens to be the year we celebrate UCLA's Centennial. Whether you are a new or returning student-athlete, you are now a part of the Bruin family and the rich tradition of UCLA Athletics. As we look toward the next 100 years, you have the opportunity to leave your mark alongside Bruin legends like Jackie Robinson, Jackie Joyner-Kersey, Kareem Abdul-Jabbar, Ann Meyers Drysdale, Arthur Ashe and Lisa Fernandez.

We remember and embrace these icons not only for their accomplishments in competition, but also for the way they represent UCLA. Core values and ethics, while important across all walks of life, are essential to the success of UCLA student-athletes. Breaking barriers, and doing so the right way is in our DNA.

Winning is a byproduct of these core values. It's no accident that we are among the nation's leaders in NCAA Championships. We got to this point by defining success as more than just winning, and by valuing the journey as much as the destination. While we win - a lot - it's ultimately not whether we win or lose that sets us apart from other institutions. It's how we win. It's how we conduct ourselves. It's how we respond. We do not compromise academic success for athletic achievement, and we do not compromise character for championships.

I want you to know that it is both an honor and a privilege to serve as your athletic director here at my alma mater. I'm also a Bruin, class of '74, and second baseman for the baseball team. I've walked in your shoes. The special part about being a Bruin is witnessing those that come after you as they uphold - and even redefine - the standard of excellence that is UCLA. Our student-athletes consistently prove their ability to excel in both athletics and academics, and because of you, UCLA continues to stand atop the list of the nation's premier athletic programs.

While we have accomplished coaches and remarkable support staff, you are the heart and soul of our program. You are the embodiment of the excellence that defines this great institution, and as you go about your day-to-day lives, you are a representative of our four letters. You are a Bruin, and we ask that you represent UCLA with class at all times. I encourage you to take a moment to understand how your words, actions, and even social media posts, reflect not only on you, but also on your teammates, your fellow student-athletes, your coaches and UCLA.

Responsible Bruins think before they act. They make decisions that demonstrate good character, that show respect and care for themselves and others, that are rooted in integrity and honesty and that promote health and well-being in all areas. Be a responsible Bruin.

Our Bruin family is committed to academic and athletic achievement, and as always, we will employ every measure to help you reach your potential. We encourage you to utilize the people and resources available to you and make the most of the opportunities that surround you. Nobody wants you to succeed more than the men and women who proudly work for this athletic department.

Please take a moment to review the important information included in this handbook and use it as a helpful resource throughout the year.

Make it a great year. GO BRUINS!



Dan Guerrero
UCLA Director of Athletics

UCLA DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

MISSION STATEMENT

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

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

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

GENDER EQUITY

Title IX is the federal law that prohibits sex discrimination by Universities, such as UCLA, that receive federal funds. The prohibition covers all aspects of the campus' programs, including admissions, treatment of students, employment,

and athletics. In athletics, Title IX requires equal access to the program for both men and women as well as overall equal treatment of male and female participants. The Office for Civil Rights (known as the "OCR") within the U.S. Department of Education enforces Title IX. It has described three tests pursuant to which an athletic program can establish that it is in compliance. A program that meets any one of the three tests is considered to be in compliance with Title IX's requirement of equal access.

To establish compliance under one of the three tests, an athletic program must show:

1. that male and female students are provided with intercollegiate participation opportunities at rates substantially proportionate to their respective rates of enrollment, or
2. that it has a history and continuing practice of program expansion for the underrepresented sex, or
3. that it has fully and effectively accommodated the interests and abilities of the underrepresented sex.

Title IX does not require an athletic program to provide the same overall funding to men's and women's programs, the same funding to men's and women's teams in the same sport, the same specific benefits, specific numbers of teams, or the same sports for men and women. It does require equal opportunity for male and female student to participate in the program and equivalent treatment of participant in the overall women's program as compared to the overall men's program.

UCLA has a proud tradition in both men's and women's sports. That tradition cannot be tarnished by discrimination. If you have a question or concern about the campus' compliance, please feel free to raise it with your coach, Sr. Associate Athletic Director/SWA, Dr. Christina Rivera, 310-206-6149, or Title IX Coordinator, 310-206-3417. Remember too that discrimination is unlawful and that you can raise a complaint of discrimination with the OCR.

DIVERSITY & INCLUSION

Diversity, inclusion and gender equity among our student-athletes, coaches and staff are core values UCLA's Department of Intercollegiate Athletics (DIA) are committed to and will not compromise.

We hold ourselves accountable for maintaining an inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and staff from diverse backgrounds. This

diversity and inclusion not only improves the learning environment for all student-athletes, it enhances excellence within our department.

We understand that organizations work best when people with different backgrounds and viewpoints are brought together. As such, we will always foster an environment, through programming and education, where individuals of diverse race, color, gender, sexual orientation, gender identity and expression, religion, nationality, age, marital status, disability, medical condition, genetic information, ancestry, citizenship, and protected veteran status may succeed athletically, academically and personally.

In support of this mission, the DIA's Diversity and Inclusion Committee - comprised of coaches, staff and administrators - was formed to serve, develop and support departmental goals and initiatives that promote diversity and foster both a culture and an environment of inclusion.

Inclusion is how we leverage our differences to form a genuine community. By creating an inclusive environment, characterized by dignity and respect, we empower every student-athlete, coach and staff member to contribute to our success.

All reports of discrimination or harassment based on any protected category, such as race, color, national origin, ancestry, religion, sex, gender, gender expression, gender identity, gender transition status, pregnancy, physical or mental disability, medical condition, genetic information, age, marital status, sexual orientation, citizenship, or military status, will be reported to the Discrimination Prevention Office (dpo@equity.ucla.edu; 310-794-1232).

Adapted from the NCAA's Statement on Inclusion, UCLA's Department of Intercollegiate Athletics Mission Statement and UCLA's Principles of Community Statement

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

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

Each year, student-athletes will be informed of their privacy rights and will be provided the opportunity

to give their consent to disclose their educational records to authorized representatives of UCLA, the Pac-12 Conference, the NCAA and other outside parties. Per NCAA rules, a student-athlete may not be able to participate in intercollegiate competition unless they agree to disclose their educational records for the purpose of determining eligibility for intercollegiate athletics, eligibility for athletically related financial aid, for evaluation of school and team academic success, for awards and recognition programs highlighting student-athlete academic success, for purposes of inclusion in summary institutional information reported to the NCAA (and which may be publicly released by it), for NCAA longitudinal research studies, and for activities related to NCAA compliance reviews and athletics certification. Student-athletes 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
- 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/mailling, 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 Ja'Nae Davis, 310-206-6668, jndavis@athletics.ucla.edu.

HEALTH INSURANCE PORTABILITY & PRIVACY ACT

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 student-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.

UCLA MISSION STATEMENT

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

Learning and teaching at UCLA are guided by the belief that undergraduate, graduate and professional

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

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

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

UCLA TRUE BRUIN

As a Bruin, I Commit Myself to the Highest Ethical Standards:

INTEGRITY: I will conduct myself with integrity in my dealings with & on behalf of the University.

EXCELLENCE: I will conscientiously strive for excellence in my work.

ACCOUNTABILITY: I will be accountable as an individual & member of this community for my ethical conduct.

RESPECT: I will respect the rights & dignity of others.

SERVICE: I will make an impact in our global community through public service.

UCLA PRINCIPLES OF COMMUNITY

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

- We believe that diversity is critical to maintaining excellence in all of our endeavors.
- We seek to foster open mindedness, understanding, compassion and inclusiveness among individuals and groups.
- We are committed to ensuring freedom of expression and dialogue, in a respectful and civil manner, on the spectrum of views held by our varied and diverse campus communities.
- We value differences as well as commonalities and promote respect in personal interactions.
- We affirm our responsibility for creating and fostering a respectful, cooperative, equitable and civil campus environment for our diverse campus communities.

- We strive to build a community of learning and fairness marked by mutual respect.
- We do not tolerate acts of discrimination, harassment, profiling or other conduct causing harm to individuals on the basis of expression of race, color, ethnicity, gender, age, disability, religious beliefs, political preference, sexual orientation, gender identity, citizenship, or national origin among other personal characteristics. Such conduct violates UCLA's Principles of Community and may result in imposition of sanctions according to campus policies governing the conduct of students, staff and faculty.
- We acknowledge that modern societies carry historical and divisive biases based on race, ethnicity, gender, age, disability, sexual orientation, and religion, and we seek to promote awareness and understanding through education and research and to mediate and resolve conflicts that arise from these biases in our communities.

The "Principles of Community" statement was developed by the UCLA Council on Diversity & Inclusion, which is comprised of representatives from administration, faculty, staff, students and alumni. For more information, please see www.diversity.ucla.edu.

UCLA STUDENT-ATHLETE CODE OF CONDUCT

STUDENT-ATHLETE DEPARTMENT RULES & CONDUCT

UCLA student-athletes are expected to represent themselves, their team and the University with honesty, integrity, and character whether it be academically, athletically or socially. Participation on an intercollegiate team is a privilege, not a right, and should be treated as such. It has many benefits and brings with it a responsibility to be positive and effective members of the team, department, university and broader community. Student-athletes are subject to the rules and regulations of their teams, the Department of Intercollegiate Athletics, UCLA, the NCAA, and the Pac-12 Conference as well as federal, state, and city laws.

In order to educate student-athletes about their responsibilities, student-athletes receive the Student-Athlete Handbook, this Student-Athlete Department Rules summary and team-specific rules at the beginning of each year. The UCLA Student-Athlete Code of Conduct is updated annually and provided to students in hard copy inside the handbook and is

available online. In addition, students have access to the UCLA Code of Conduct online to review the general behavior expectations for all UCLA students. Violations of the UCLA Code of Conduct subject student-athletes to the disciplinary procedures and actions of the University.

It is expected that the rules summarized in this document will be followed as a supplement to the Student-Athlete Code of Conduct, as well as all university, conference and NCAA policies and procedures. Failure to follow these guidelines could result in disciplinary action, dismissal from the team and/or loss of athletics scholarship, subject to appeal. All student-athlete athletic scholarship agreements require compliance with these department rules. These rules may be revised and updated at any time

Single Violation Conduct

The following department rules are considered significant breaches of the UCLA student-athlete expectations. If it is determined that a student-athlete violates any of the following rules, the

student-athlete is subject to removal from the team and immediate loss of scholarship.

1. Student-athletes may not engage in contact with professional sport agents or financial advisors in violation of NCAA rules or California laws. All contact must be reported to a coach and the UCLA Compliance office.
2. Student-athletes may not refuse to participate in contests, practices, or training sessions absent documented medical justification or because of an excused personal matter.
3. Student-athletes may not intentionally delay academic progress towards a degree.
4. Student-athletes may not steal equipment or property from the institution, coaches, staff members, or teammates.
5. Student-athlete may not sell UCLA-issued equipment, apparel, or awards received as a result of participation in UCLA athletics.
6. Student-athletes may not provide impermissible benefits to current or prospective student-athletes at any time, including UCLA apparel and equipment.
7. Student-athletes may not provide alcohol to prospective student-athletes or other minors.
8. Student-athletes may not provide illegal substances to current or prospective student-athletes.
9. Student-athletes may not take prospective student-athletes to any establishments (e.g., clubs, bars) where it is illegal for the prospective student-athlete to be present because of the individual's age.
10. Student-athletes may not use alcohol or drugs during team activities or during team trips.
11. Student-athletes are prohibited from gambling on sports at all times and may not gamble at all during team activities or during team trips.
12. Student-athletes may not make public statements or gestures that are detrimental, discriminatory, or hateful about the institution, team, coaches, administration, fans, opposing teams, opposing fans, or referees.
13. Student-athletes may not physically abuse or assault individuals during team activities, competitions and trips, including opponents, spectators, coaches, and referees.

Multiple Violation Conduct

The following department rules are considered breaches of UCLA student-athlete expectations. If it is determined that a student-athlete violates any of the following rules on multiple occasions, the student-athlete is subject to removal from the team and immediate loss of scholarship, subject to appeal.

1. Student-athletes must observe the curfew set during all team trips and activities.
2. Student-athletes must follow appropriate conduct expectations on all modes of transportation and in all lodging locations.
3. Student-athletes may not allow guests in their hotel rooms unless permitted by a coach or team rule.
4. Student-athletes are expected to be on time for all meetings and appointments and to be fully prepared to engage.
5. Student-athletes must follow social media guidelines established by the department.
6. Student-athletes should not exhibit conduct that is detrimental to team morale during any team activity, practice, competition, trip, or event.
7. Student-athletes may not misuse parking credentials or handicap placards on campus.
8. Student-athletes must comply with campus housing and dormitory policies at all times.
9. Student-athletes must wear team-issued apparel and use team issued gear during all required athletically-related activities (RARA), unless granted an exception by the department staff.

Review of Conduct

If a coach or athletic department staff member believes that a student-athlete violates the UCLA Code of Conduct, the UCLA Student Code of Conduct, a Single Violation Conduct rule or a Multiple Violation Conduct rule, then it is the responsibility of that individual to document the student-athlete conduct by completing the UCLA Student-Athlete Conduct Log. The conduct log shall be submitted to the appropriate Sport Supervisor as soon as is practicable. A coach must discuss any entries to the conduct log with the student-athlete and student-athletes must sign the log. The Sport Supervisor will meet with the student-athlete prior to dismissal from the team or the cancellation or reduction of an athletics scholarship. Final decisions must be approved by the appropriate Sport Supervisor and Senior Associate Athletic Director.

STUDENT MISCONDUCT AT A PRIOR INSTITUTION ("PAC-12 MISCONDUCT RULE")

The Pac-12 Conference Misconduct Transfer Policy prohibits a student-athlete who transfers to UCLA from another institution from receiving athletic aid and participating on a UCLA intercollegiate team or in any team activities if he or she is not eligible to re-enroll at a previous institution(s) because of student misconduct. Student misconduct includes assault, harassment, academic fraud, and other violations of campus behavior conduct policies. The policy applies as long as the student-athlete is ineligible to re-enroll at the previous institution, and it also applies whether he or she is ineligible at the time of transfer or is later deemed ineligible by a prior institution.

The UCLA DIA requires incoming transfer student-athletes to complete and sign a Student Misconduct Disclosure Form to self-disclose any issues regarding ineligibility to re-enroll at their previous institution(s). The student's signature on the form affirms the accuracy of the answers and his or her agreement to inform the UCLA DIA immediately of any student misconduct issues affecting enrollment status at any previous institution. The form is administered prior to release of the official UCLA transfer admission letter and again just prior to initial enrollment at UCLA. The UCLA DIA also contacts each prior institution attended for written verification of the student-athlete's enrollment status at that institution. A transfer student-athlete's failure to disclose student misconduct issues that make him or her ineligible to re-enroll at any prior institution may result in loss of scholarship. A transfer student-athlete is subject to loss of scholarship if any prior institution attended informs UCLA that he or she is not eligible for re-enrollment at the time of transfer or at a later date.

A transfer student-athlete deemed ineligible by this policy either prior to or after UCLA enrollment may be allowed an opportunity to submit an appeal request, provided the UCLA Head Coach, Sport Supervisor, Sr. Associate Athletic Director/SWA, and Director of Compliance are supportive. Appeal requests will be reviewed by a committee that includes UCLA's Faculty Athletics Representative, Dean of Students, Vice Provost of Enrollment Management, and Director of Undergraduate Admission. UCLA's Title IX Coordinator will also be included on the committee if the student misconduct issue is related to sexual harassment, sexual misconduct, or violence.

ACADEMIC INTEGRITY

The UCLA Department of Intercollegiate Athletics and its Academic & Student Services Office are committed to fostering an environment of integrity because we believe that integrity is a fundamental

component of success and growth in life and prepares individuals for personal and professional challenges as well as providing a foundation for future fulfillment and success.

Student-athletes are members of both society and the academic community with attendant rights and responsibilities. Student-athletes are expected to make themselves aware of and comply with the law, and with University and campus policies and regulations. While many of UCLA's policies and regulations parallel federal, state and local laws, UCLA's standards may be set higher.

Student-athletes are expected to complete all academic assignments on their own and to follow all classroom directions, both written and verbal. This includes, but not limited to, in-class assignments, take home assignments or exams, online postings, lab projects, research papers and presentations.

Ways to promote academic integrity include:

- Producing quality work and being thoroughly prepared for exams
- During exams, focus on your own work and take the initiative to shield your work from others
- Keep your computer passwords, user ID and passwords confidential for your own use
- Always document where and from whom you got your information with proper citations
- Carefully read and review your course syllabi and consult with instructors for any clarifications you may need. This is your responsibility so when in doubt, ASK!

Student-athletes are held to the University Student Code of Conduct which can be found at www.deanofstudents.ucla.edu.

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 team event, team travel or athletic activities. Unauthorized use, possession, or dissemination of alcohol on University premises or on road trips associated with athletic events will result in disciplinary action. State and local laws, and University Policies require that no one under the legal drinking age of 21 may be sold, served or allowed to consume alcohol.

APPEARANCE

Student-athletes are highly visible representatives of the University. As a result, student-athletes must maintain a well-groomed appearance in public settings, including at all team-related events, as well as on-campus and in the classroom. All student-athletes are required to wear team-issued clothing and footwear for all team-related activities, including competitions, practices, training sessions, travel and other applicable events.

DISCRIMINATION, HARASSMENT, & ABUSIVE BEHAVIOR

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

The University of California is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free from all forms of harassment, exploitation, or intimidation. Title IX prohibits discrimination on the basis of sex, including sexual harassment, in any education program or activity receiving federal financial assistance. Sexual violence, including sexual assault, is a form of sexual harassment. Every member of the University community should be aware that the University is strongly opposed to sexual harassment and sexual violence, 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 sexual violence, and will take appropriate action to prevent, to correct, and to remedy instances of sexual harassment and sexual violence. Information regarding what constitutes sexual harassment and sexual violence, and the University's procedures for handling reports of sexual harassment and sexual violence may be found in the Student Code of Conduct and the Student Code Procedures for Allegations of Sexual Harassment, Sexual Misconduct, Domestic and Dating Violence and Stalking: www.deanofstudents.ucla.edu/Student-Conduct-Code.

For more information on preventing and responding to sexual violence, visit www.sexualviolence.ucla.edu.

Inquiries regarding the application Title IX or the University's policies and procedures for responding to sexual harassment and sexual violence may be directed to the Title IX Coordinator, 310-206-3417, titleix@conet.ucla.edu.

For more information or additional resources, contact Christina Rivera, Senior Associate Athletic Director, 310-206-6149, or the Dean of Students Office, 310-825-3871.

E-MAIL: READING & RESPONDING

Student-athletes are responsible for reading and responding to e-mail in a timely manner. Student-athletes are encouraged to use their Bruin Online account; however, if you choose to use another e-mail address, please know that you are responsible for checking the e-mail address that you provide to the Athletic Department and University. Additionally, you are responsible for informing the Athletic Department and the University when you have changed your e-mail address.

Email is the primary method of communication between the Athletic Department and the University, so make sure to check your account regularly. Important notices and information will be sent to your e-mail from your coaches, staff (e.g., Academic & Student Services, Student-Athlete Development, Athletic Performance, Sports Medicine, Sports Dietitians and Athletic Communications), professors, the UCLA College, Dean of Students and other departments on campus.

FILE SHARING

File sharing software is not in itself illegal, but what you share and how you share it may be. Each year hundreds of students are accused of illegally sharing music, movies, TV shows, and software. When you upload or distribute copies of copyrighted works, or when you download or acquire unlicensed copies of copyrighted works, you may be infringing upon someone else's rights. This is true regardless of where the sharing occurs - e.g., UCLA's residential hall network, the campus's wired or wireless networks or your own off-campus broadband connection - and it does not matter if it is with just with a few friends or the whole Internet. If you are infringing - even unwittingly - you can be subject to civil damages of between \$750 and \$150,000 per infringement and even criminal jail time.

When deciding whether content is legal to copy or share, a good rule of thumb to follow is if the item is sold online or in a store it is likely ILLEGAL to make a copy or make available (share) without permission of the copyright holder. UCLA implements an active program for responding to copyright infringement

notices. A first-time recipient of an infringement claim is required to attend a workshop covering all aspects of file sharing and alternatives led by the Office of the Dean of Students. A second-time verifiable infringement claim will result in suspension from UCLA for at least one quarter, which will impact your eligibility. Before you load file sharing software and start downloading, get the facts at www.deanofstudents.ucla.edu/Think-Twice or www.getlegal.ucla.edu

GAMBLING

Student-athletes are prohibited by NCAA rules from participating in all forms of sports wagering on all intercollegiate and professional sports. You may not place bets with another individual, through on-line betting sites, at casinos or anywhere else. In addition, you may not participate in fantasy sport leagues or pools that require an entry fee and provide money or prizes to the winners.

Student-athletes should also be aware that you may be approached by individuals associated with gambling and may be pressured to influence the result of a competition or provide inside information to gamblers. You may be asked to alter which team wins or loses or do something to change the final score (e.g., point shaving). Contact the Compliance Office, 310-206-6099 immediately if you are approached in this way. Any student-athlete who engages in conduct related to gambling is subject to the loss of all remaining eligibility and potential criminal charges.

HAZING

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

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

Hazing may also include: “Any action taken or situation created, intentionally, or unintentionally,

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

1. All members of the UCLA community are responsible for ensuring that UCLA remains free from hazing. You can help by doing the following:
2. 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.
3. 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.
4. To make an anonymous report of hazing, contact the Center for Student Programming at hazing@ucla.edu.

All student-athletes are required to sign a statement pledging not to engage in hazing at the beginning of the academic year. If student-athletes have concerns or questions about hazing or permissible team activities they should contact Matt Elliott, Senior Associate Athletic Director, 310-825-2164.

ON-CAMPUS HOUSING

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

All student-athletes who become members of the on-campus residence community are voluntarily choosing to become members of this community and therefore are bound by the responsibilities and rights of this membership. Student-athletes are responsible

for making themselves aware of and abide by the On-Campus Housing regulations. These regulations have been developed to create and maintain safe, supportive, and inclusive living-learning communities that engage residents in order to foster their academic success, personal growth and responsible citizenship. Residents are considered to be maturing adults, capable of making their own decisions, as well as accepting the consequences for those decisions. If there are any allegations of violating on-campus standards, student-athletes may receive a written summons that they must respond to in a timely manner. Failure to do so may result in disciplinary action including, but not limited to, a hold being placed on a student-athletes record. If you have questions regarding the standards of behavior for the On-Campus Housing community, please contact your Resident Director or the ORL Judicial Affairs Coordinator. Additionally, student-athletes may contact Mike Casillas, Director of Student-Athlete Counseling & Athletics Peer Learning, at 310-206-6838 with questions.

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 assault and sexual misconduct
- Sale of tickets to UCLA athletic events and/or the sale of athletic equipment, issued by the Athletic Department or provided by commercial sponsors, to other students or outside buyers
- Participation in initiations or the hazing of team members
- Posting inappropriate information, pictures, or video on Social Networking websites (e.g.,

Instagram, Facebook, Twitter, Snapchat, YouTube, etc.) that damages or embarrasses individuals, teams, the Athletic Department or the University.

ROSTER STATUS

If your roster status officially changes and you are no longer a member of the team, your access to resources available to student-athletes may be impacted. The Head Coach and Sport Supervisor for your sport will make a decision as to whether the resources and opportunities that are generally made available to UCLA student-athletes will remain available to you. Each case will be evaluated on an individual basis dependent upon the specific circumstances. You will be notified whether the following privileges will remain available and for how long by your Head Coach or Sport Supervisor.

Student-Athlete Resources and Opportunities:

- Academic & Student Services (e.g., academic counseling, academic support, learning center access)
- Priority enrollment for subsequent quarter
- Facility Access
- Fueling Station, Team Meals, Team Entertainment
- Athletic Training & Sports Medicine Support
- Athletic Performance Coaching and Workouts
- Complimentary Admissions to UCLA Home Competitions
- UCLA Team-Issued Gear and Equipment

All other student-athlete privileges and resources may be suspended upon your removal from the team. The resources described below are available to all UCLA students and will continue to be available to student-athletes who officially quit or have been removed from the team.

UCLA Student Resources:

- **Academic Support** - College and School Advising Offices, Academic Advancement Program, Writing Success
- **Facilities (subject to normal UCLA Recreation Hours and Regulations)** - Bruin Fitness Center, Drake Stadium, Hitch Courts, Intramural Field, Student Activities Center, Sunset Canyon Recreation, Sycamore Park
- **Medical Treatment** - UCLA Arthur Ashe Student Health and Wellness Center

SOCIAL MEDIA

There is a balancing act involved when it comes to social media, especially for student-athletes. While we encourage and fully support freedom of speech, expression and association, we also ask that you

be cognizant of the fact that you are representing yourself, UCLA, the Athletic Department and your team every time you use social media. The Athletic Department advises student-athletes to exercise extreme caution in their use of social media applications (Facebook, Snapchat, Twitter, Instagram, YouTube, etc.). Always remember that inappropriate postings can follow you for life.

Keep the following in mind before posting on social media:

- Set your account to private. Even if your account is private, your followers can make your postings public.
- Once a post or photo is placed online, it is completely out of your control, regardless of whether you limit access to your page. Even if you delete it, someone could have saved it or screen-captured it.
- Do not post inappropriate information or photos that could damage or embarrass you, other individuals, teams, the Athletic Department, or UCLA.
- Do not allow yourself to be photographed in a compromising situation. Remember that anyone can post a cell phone photo of you and tag or ID you, leaving you with little control over the content or usage of the photograph.
- Do not post disrespectful comments or engage in inappropriate behavior such as:
 - Derogatory or defamatory language about anyone, including coaches, officials, opponents, UCLA Athletics, UCLA, the Pac-12 or the NCAA
 - Comments that constitute a credible threat of physical or emotional injury to another person
 - Comments or photos that describe illegal behavior
 - Comments that disclose confidential, sensitive or private information such as athlete injuries, rosters, playbooks, game plans, officiating, etc.
- For safety reasons, do not post your personal information (address, phone number, email address, date of birth, your BruinCard with your
- Student ID number, class schedule, your whereabouts or daily activities).
- Do not post content that would constitute a violation of Pac-12 or NCAA rules such as:
 - commenting about a recruit or sending a message to a recruit, even after they make a verbal commitment to attend UCLA
 - posting a photo of a recruit during their visit to UCLA
 - providing information related to sports

wagering activities. Student-athletes could face discipline and even dismissal for violation of University, team or Athletic Department policies, and/or NCAA rules.

- Many potential employers, internship supervisors, graduate programs and scholarship committees search social media to screen applicants. If you do not think you will be able to explain something in a future job interview, then do not post it.
- Media, bloggers and fans of opposing teams frequently monitor social media accounts and may report on inappropriate actions of student-athletes to the NCAA and PAC-12.
- Refrain from affiliating yourself from topics that are potentially offensive and/or degrading. Reposting or retweeting someone else's offensive statement or joke will be attributed to you.
- Be aware of who you add as a friend or follower on Facebook, Snapchat, Twitter & Instagram. You do not have to accept every friend request, especially from people you do not know.

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 are punishable through suspension or expulsion, with the reduction or cancellation of athletics financial aid.

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 are punishable through suspension or expulsion, with the reduction or cancellation of athletics 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, when traveling and participating at other institutions, and when attending a UCLA function and sporting event. 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.

TOBACCO

UCLA campus and all sporting venues are smoke-free and tobacco-free. The use of cigarettes, cigars, chewing tobacco and all other tobacco products, as well as electronic cigarettes, is prohibited on UCLA's campus. 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.

ACADEMIC & STUDENT SERVICES (AS2)

MISSION STATEMENT

Academic & Student Services supports the unique needs of each student-athlete by providing strategic services and programming in the areas of academic support, academic counseling, student-athlete development, and student services. Our student-centered approach empowers student-athletes to maximize their educational experience as they pursue their academic and personal goals. It is our mission to graduate self-sufficient learners who are able to successfully embark on life after college.

AS2 STAFF DIRECTORY

A complete list of AS2 staff can be found on page 7, or at www.uclabruins.com.

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 and on the weekends; therefore, student-athletes may gain access to the Rose Gilbert Learning Center through the North doors that face Bruin Walk, Monday through Friday, during the academic year, 7:30-8:00am and from 5:00-8:00pm; except on Fridays when the Learning Center closes at 5:00pm. Otherwise, student-athletes may gain entry through the JD Morgan Center hallway. See adjusted hours below for Summer Sessions.

Rose Gilbert Learning Center (Suite 121):

The Rose Gilbert Learning Center is open during the following hours:

Fall/Winter/Spring Quarters:

Monday - Thursday: 7:30am - 8:00pm
Friday: 7:30am - 5:00pm
Saturday-Sunday: Closed

Summer Sessions A/C:

Monday - Friday: 7:30am - 6:00pm
Friday: 7:30am - 5:00pm
Saturday-Sunday: Closed

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

AS2 Office (Suite 127): The AS2 Office is open Monday through Friday from 8:00am-5:00pm and houses the AS2 staff, which includes the Directors, Associate Directors, College Academic Counselors, Learning Specialists, Eligibility Coordinators, Staff Associate and Academic Mentors.

Computer Access: In order to use the computers in the Rose Gilbert Learning Center, student-athletes will need to use their UCLA Logon ID. Student-athletes who forget their password will need to see Sabrina Youmans, Senior Learning Specialist or Megan Bamford, Staff Associate. If Sabrina or Megan are not available, student-athletes need to take their Bruin ID to Room 120 of the Morgan Center to regain access to the computers. **Student-athletes should not share with nor allow others to use their computer, user ID or password.**

LEARNING CENTER GUIDELINES

- The Learning Center is an academic learning environment
- Please respect your fellow student-athletes and staff by keeping noise levels low
- Mobile devices should be set to silent mode. Calls should be taken outside of the Learning Center
- Food and drinks are not allowed in the Learning Center
- Throw away all trash in the appropriate trash bin and keep the computer stations clean
- Recycle all paper in the appropriate recycling bin
- Inappropriate behavior or offensive, demeaning and/or degrading language will not be tolerated

Learning Lab Tips

- Remember to save your work often and to your device(s) before you log out of the computer.
- Remember to log out of your computer account when you complete your work.

- Please print on both sides of the page when possible.
 - **INSTRUCTIONS FOR PRINTING**
DOUBLE SIDED: Go to “Print”, then go to “Properties”. On the right hand side, you will see “Print on both sides”. Select “Yes, flip over”. Hit “OK” then print.
- Computers south of the Monitor Station automatically print to the South printer and computers North of the Monitor Station automatically print to the North printer. You can also manually select which one you want to print to. Go to “Print”. Where it says “Printer Name” select either “LRC-South” or “LRC North” then print.
- If you hit print and your document does not come out, please do not hit print again. Check to make sure the printer is operating correctly (e.g. has paper, has ink, and/or is on). See the Learning Center Monitor or Sabrina to trouble-shoot issues.
- Once you print, pick up your print job. If there is a Learning Center Monitor at the station, do not go into their area to pick up your print job. Pick up your print job from the front shelf area.

ACADEMIC INTEGRITY

Bruins are committed to the values of Integrity, Excellence, Accountability, Respect and Service. Bruins conduct themselves with integrity and understand that the quality of their educational experience is predicated on the quality of their academic work and service to the community. Bruins hold themselves accountable to the commitments they make and for their conduct. When faced with adversity, Bruins engage in thoughtful reflection and exhibit superior ethical decision-making skills. They respect the rights and dignity of all members of our community by listening attentively, communicating clearly, and remaining open to understanding others and their diverse points of view. Bruins embrace these values, for these are the values of a TRUE BRUIN.

Student-athletes are members of both society and the academic community with attendant rights and responsibilities. Student-athletes are expected to make themselves aware of and comply with the law, and with University and campus policies and regulations. While many of UCLA’s policies and regulations parallel federal, state and local laws, UCLA’s standards may be set higher.

The UCLA Department of Intercollegiate Athletics (DIA) and its Academic & Student Services Office (AS2) are committed to fostering an environment of integrity because we believe that integrity is a

fundamental component of success and growth in life and prepares individuals for personal and professional challenges as well as providing a foundation for future fulfillment and success. To promote the integrity of the University, communication with professors, teaching assistants and other academic and student affairs administrators is limited to the following approved groups: Academic & Student Services (AS2) Full-Time Staff and Peer Learning Supervisors & Facilitators. All other DIA Employees (coaches, staff and team personnel) are prohibited from contacting professors, teaching assistants, the Office of Residential Life, Dean of Students and departmental counselors and staff in regards to academic and non-academic issues.

The guidelines presented in this Student-Athlete Handbook promote and affirm the values of academic integrity among students, coaches, team personnel and AS2 staff.

Academic Dishonesty

As specified by University policy, violations or attempted violations of academic dishonesty include, but are not limited to, the following:

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 re-graded

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

Note: The University has access to programs and online resources that can be used to check the originality of your assignments and subsequently, detect plagiarism. Websites such as Wikipedia.com and Turnitin.com are routinely used and in some courses mandated by instructors, to verify the authenticity of student work.

Facilitating Academic Dishonesty

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

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

Multiple Submissions

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

Unauthorized Collaboration

This means working with others (students, team managers, teammates, team personnel, coaches), without the expressed permission of the instructor on any submission, whether in draft or final form, to meet course requirements (including a paper, project, take-home exam, computer program, oral presentation, or other work). Collaboration between students will be considered unauthorized unless expressly part of the assignment in question, or expressly permitted by the instructor. It is impermissible for student-athletes to discuss or exchange academic work with others (students, teammates, team personnel, coaches, or DIA staff) by phone, email, text, social media, or picture. This includes, but is not limited to, work in progress, grade change requests, waivers and letters of appeal as it violates this policy.

Unauthorized Academic Support

It is impermissible for student-athletes to receive academic support from teammates, team managers, team personnel, coaches, unapproved DIA staff, and unapproved outside tutoring providers.

Forgery

Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification, or submission of any forged document or record to the University

Computer Misuse

Theft or abuse of University computers or other University electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include, but are not limited to, unauthorized entry, use, transfer, or tampering with the communications of others; use of either software or physical devices to enroll in classes for yourself or on behalf of others using processes other than those specifically delineated by the UCLA Registrar's Office; interference with the work of others or with the operation of computer or electronic communications facilities, systems, or services; or violations of copyright laws, whether by theft, unauthorized sharing or other misuse. **Student-athletes should not share with nor allow others to use their computer, user ID or password. In turn, to protect the integrity of each student-athlete and the DIA, it is impermissible for student-athletes to use the computers of coaches, staff and team personnel.**

Other Forms of Dishonesty - Other forms of dishonesty, including, but not limited to, fabricating information or knowingly furnishing false information.

Note: Referenced from the UCLA Dean of Students' Office. The complete UCLA Student Conduct Code can be found at:

http://www.deanofstudents.ucla.edu/Portals/16/Documents/144317_condeofconduct_MarchV2_final.pdf

Procedures when Academic Dishonesty is Suspected

The University strives to be fair in the handling of student conduct cases. When a student is suspected of being involved in academic dishonesty the following occurs:

- The instructor reports the allegation to the Dean of Students' Office
- The instructor will file a report and provide supporting evidence, such as a copy of the exam or paper in question.
- The Dean of Student's Office will notify the student of the allegation via an email summons
- The Dean of Students' Office will also include Mike Casillas, Director of Student-Athlete Counseling & Athletics Peer Learning, of the allegation on the email summons

If you receive an email summons from the Dean of Student's Office you must:

- Immediately contact the assigned Dean and follow the instructions stated in the summons
- If you have procedural questions you may contact Mike Casillas, Director of Student-Athlete Counseling & Athletics Peer Learning, at 310-206-6838.
- You may also choose to exercise your right to legal counsel and consult with UCLA Student Legal Services at 310-825-9894

Please be advised that if you fail to schedule an appointment or miss your scheduled appointment, a hold will be placed on your student records and registration. It is in your best interest to schedule your appointment as soon as possible because a hold will prevent you from registering in subsequent academic terms, graduating, or from obtaining transcripts, records or grades from the Office of the Registrar. Holds will also prohibit access to the Wooden Center and limit your use of library services.

Deferred Report (DR) Grade

When disciplinary proceedings are in progress the grade DR (deferred report) shall be entered on the student's record. The DR shall not itself be calculated in any way in the student's grade-point average. The DR shall be changed to a grade, or perhaps to an Incomplete, only when the Registrar receives a written request from the instructor, which indicates that the student has clarified the situation. When a student-athlete receives a DR, they must consult with Nick Thornton, Associate Director of Academic & Student Services.

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 and teammates.
- 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. This includes, but not limited to, your teammates.
- Resist the temptation to share rough drafts and participate in peer editing without the consent of your instructor.

- When using class notes for an assignment, ask yourself: Did the information come from me? Always document where and from whom you got your information. If you are unsure how to appropriately cite information and resources, please refer to the resources pages in your Student-Athlete Handbook for MLA and APA citation guidelines.
- What can you do if you are unsure whether it is unauthorized collaboration or whether it is okay to work together? When in doubt ASK! Check your course syllabus or ask your instructor. Do not work on take home exams with others without first getting permission from your instructor.
- Carefully read and review your course syllabi throughout the quarter. Note any specific instructions for any and all assignments.

COMMUNICATING WITH PROFESSORS, TEACHING ASSISTANTS AND OTHER ACADEMIC & STUDENT AFFAIRS ADMINISTRATORS

To protect the integrity of the University, communication with professors, teaching assistants and other academic and student affairs administrators is limited to the following approved groups: Academic & Student Services (AS2) Full-Time Staff and Peer Learning Supervisors & Facilitators.

All other DIA Employees (coaches, staff and team personnel) are **prohibited** from contacting professors, teaching assistants, the Office of Residential Life, Dean of Students and departmental counselors and staff in regards to academic and non-academic issues. Therefore, student-athletes shall refrain from requesting that their coaches or team support staff contact these individuals and instead shall work with the AS2 Full-Time Staff if they have any issues, questions or concerns.

NCAA BYLAWS REGARDING MISSED CLASS TIME

NCAA Bylaw 17.1.7.9.1 – No Class Time Missed in Conjunction with Nonchampionship Segment Competition – Baseball, Field Hockey, Lacrosse, Women’s Beach Volleyball, Soccer, Softball and Volleyball

In baseball, field hockey, lacrosse, women’s beach volleyball, soccer, softball and volleyball, no class time shall be missed in conjunction with nonchampionship segment competition, including activities associated with such competition (e.g., travel and other pregame or postgame activities).

NCAA Bylaw 17.1.7.9.2 – No Class Time Missed for Practice Activities

No class time shall be missed at any time (e.g., regular academic term, mini term, summer term) for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.

ACADEMIC COUNSELING

AS2 COLLEGE ACADEMIC COUNSELORS

Mike Casillas	310-206-6838	mcasillas@athletics.ucla.edu
Linda Lassiter	310-206-6209	lassiter@athletics.ucla.edu
Grace Murray	310-794-7680	gmurray@athletics.ucla.edu
Jeremy Riche	310-206-6263	jriche@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 they 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 Audit Report (DARS) prior to meeting with their AS2 College Academic Counselor to ensure that their course selections follow their degree plan and satisfy graduation requirements. Additionally, quarterly program planning meetings are **mandatory for all student-athletes, including exhausted eligibility and injured retired student-athletes**. Your coach will inform you each quarter when these mandatory program planning sessions will be held.

Expectations of the Student-Athlete for Program Planning:

- Be aware of academic strengths and weaknesses
- Be an active participant in educational planning & take ownership in the courses that you choose
- Remove all holds **PRIOR** to priority enrollment
- Utilize exact priority enrollment time
- Choose classes that **DO NOT** interfere with athletic schedule
- Enroll in classes you intend to keep and actively complete
- Meet the applicable University Academic Benchmarks (see below)

To ensure that student-athletes are provided with the most accurate academic advice, it is imperative that Coaches, Staff and Team Personnel:

- Direct all program planning needs and major exploration to their team's AS2 College Academic Counselor.
- Graduation requirements, sequencing of courses, financial aid implications, and course structure and expectations are ever evolving; therefore, it is in the best interest of the student-athletes that coaches, staff and team personnel **do not** provide academic advice nor serve in an academic counselor role.
- This includes, but is not limited to, referring student-athletes to certain courses, professors and teaching assistants, influencing major and minor selection, preparing program planning reference sheets, and encouraging upperclassmen to serve in a peer academic advising role.
- **All academic questions should be directed to the team's AS2 College Academic Counselor.**

PRIORITY ENROLLMENT

After a student-athlete's initial enrollment at UCLA, they are granted priority enrollment appointments each quarter. Priority enrollment is granted to student-athletes so that they may have the best opportunity to select courses that 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 demands placed on student-athletes due to practice and competition. Waiting to enroll in courses after the priority enrollment window may restrict a student-athlete from enrolling in their preferred courses. Student-athletes are allotted a **maximum of 15 units** for priority enrollment and first pass. The AS2 staff does not have the authority to override class size limitations, restrictions, or pre-requisites. Student-athletes are responsible for enrolling themselves in classes via MyUCLA. AS2 College Academic Counselors cannot assist with enrollment during priority enrollment unless it is warranted by extenuating circumstances. All enrollment requests must be submitted via writing to the team assigned Academic Counselor to be reviewed by the Director of Student-Athlete Counseling. Approvals are rare and requests are reviewed case by case. Students may enroll in up to 19 units during Second Pass with the possibility of exceeding this limit with their assigned AS2 College Academic Counselor's permission.

CONTRACT COURSES (A.K.A., INDEPENDENT STUDY)

Contract courses enable students to work with individual faculty members for various purposes, such as community or corporate internships, research apprenticeship, individual studies, honors research or directed research.

Per the UCLA Division of Undergraduate Education, the following apply to contract courses:

- Students can only create contracts for instructors who are currently in the payroll system and have a Bruin Online (BOL) email address.
- Instructors are limited to a total of seven (7) students for all of his/her 195-199 contract courses each quarter. When a student creates a contract, MyUCLA will alert the student to the number of contracts outstanding. Once the instructor has reached the limit, no further contracts can be created.
- In order to enroll in a contract course, students must have one of the following:
 - Junior standing and at least a 3.0 GPA in his/her major field
 - Senior standing
 - Graduate standing
- Students can only enroll in eight (8) units of 195-199 coursework per quarter and have no more than 32 total units of 195-199 credit for letter grade. After 32 units of graded coursework, 195-199 courses must be taken Pass/No Pass. Currently, if the student has taken 32 units of graded 195-199 credit, the Registrar's Office will code the subsequent graded 195-199 classes as no credit.
- Students who have an outstanding Incomplete in a contract course may not enroll in another contract course until the grade of Incomplete has been removed.
- Tangible evidence of the work accomplished for the contract course must be submitted to the supervising faculty member and the department offering the course before a grade will be assigned.

ENROLLING IN CONTRACT COURSES AS2 Procedure for Student-Athletes

1. Meet with the sponsoring faculty member/department to discuss the terms of the contract course
2. Create the course contract on MyUCLA
 - a. The course contract must include a detailed description of the course as well as a detailed explanation of the course assignments
3. Obtain the required signatures from the sponsoring faculty member or the

- department designee
- 4. Complete a Contract Course Verification Form
- 5. Submit this form with a copy of the signed course contract to the Front Desk Staff Associate at the Academic & Student Services Department

This form must be submitted to the Staff Associate at the front desk of the Academics Office no later than **Friday of Week 2**.

- Late or incomplete forms will not be accepted
- Verification Forms are evaluated on a first-come, first-served, and case-by-case basis
- **No more than two student-athletes per professor will be approved per quarter**
- **Approval is not guaranteed**

VERY IMPORTANT: A contract course will *not* be used for NCAA continuing academic eligibility purposes if the student-athlete *does not* complete the AS2 Contract Course Verification Form and/or if *not* approved. Specifically, the course will be counted as a **non-degree applicable course for NCAA continuing academic eligibility**. The course will also not be factored into the student-athlete's cumulative GPA used for eligibility purposes nor will it be factored into any AS2 and Department GPA Awards, including but not limited to, Athletic Director's Honor Roll, Don Shepherd Team GPA Awards, Scholar-Athlete Banquet, etc.

GENERAL GUIDELINES FOR MAJORS IN THE COLLEGE OF LETTERS & SCIENCE

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

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

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

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

For information regarding a particular major, please consult the General Catalog, department website, and departmental counselor. Students in majors outside of the College of Letters and Science should consult with the appropriate school's academic counselor (e.g., Theater, Film and Television; Art and Architecture; Music; Engineering; Nursing) for degree requirements.

Declaring Your Major

Please reference "NCAA Academic Eligibility Rules: What Do I Need To Know" for more information.

DEPARTMENTAL COUNSELORS

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

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

PLACEMENT EXAMS

In order to enroll in certain language courses or math courses at UCLA, student-athletes may be required to take a placement exam prior to enrollment. Here are a few common placement exams:

- Analytical Writing Placement Exam (AWPE) – Contact Writing Programs at 310-206-1145 or at 146 Kaplan Hall
 - o University of California information: <https://www.ucop.edu/elwr/process.html>

- o UCLA specific information:
<https://wp.ucla.edu/wp/students/placement-exams/awpe/>
- Spanish Placement Exam – Contact the Spanish Department at 310-825-8289 or at 5314 Rolfe Hall
 - o Spanish Department Website:
<http://www.spanport.ucla.edu/undergraduate-/placement-.html>
- French Placement Exam – Contact the French Department at 310-825-1147 or at 212 Royce Hall
 - o French Department Website: <http://french.ucla.edu/undergraduate/french-language-placement-exam/>
- Math Diagnostic Test – Contact the Math Department at 310-206-1286 or at 6356 Math Sciences Bldg.
 - o Math Department Website: <http://math.ucla.edu/ugrad/diagnostic>

For all other placement exams, please contact the respective department. You can find their contact information by visiting the UCLA Center for World Languages page at <http://www.international.ucla.edu/cwl/article/29240> or the UCLA Directory at www.directory.ucla.edu.

STUDY LISTS

Student-athletes are responsible for making sure their study lists are accurate. Student-athletes can obtain this information online by logging onto MyUCLA. Students are responsible to confirm they do not have any exam or time conflicts. Waitlists are dropped Friday of week 2 and students are responsible for resolving their status before this deadline.

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

FEES MUST BE PAID BY THE QUARTERLY REGISTRATION DEADLINE OR CLASSES WILL BE DROPPED (See the inside cover of the handbook for more information)

IMPORTANT DATES & INFORMATION REGARDING ENROLLMENT PROCEDURES

	WHEN	WHERE & HOW	FEE	TRANSCRIPT EFFECT
ADDING	Weeks 1-2	MyUCLA	None	None
	Week 3	Add open class on MyUCLA (if closed, use PTE # on MyUCLA or submit Enrollment Petition with instructor’s signature to Assigned Academic Counselor)	\$5 per transaction on Bruin Bill	None
	Weeks 4-10 or thereafter	Submit “Late/Retro Add” petition to counseling unit	<i>If Approved:</i> Late: \$20 Retroactive: \$35 per transaction	<i>If Approved:</i> Weeks 1-10 = None After Week 10 = “RETRO ADD” Notation
GRADING BASIS (PASS/NO PASS)	Weeks 1-6	MyUCLA	None weeks 1-2; \$5 Weeks 3-6	None
	Weeks 7-10 or thereafter	Submit petition for “Late Change of Credit Detail” to counseling unit	<i>If Approved:</i> Late: \$20 Retroactive: \$35 per transaction	<i>If Approved:</i> Memorandum on Transcript

*** 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 Department of Intercollegiate Athletics (DIA) 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 UCLA 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. Retroactive drops are only authorized under extreme and verifiable circumstances and must be approved by the College. You must not have completed the course in any way (e.g., turning in a final paper or taking the final exam), which must be verified by the instructor of the course. A notation will be placed on your transcript and a fee will be assessed for any drop occurring after the second week of the quarter. It is your responsibility to pay any and all fees associated with drops.

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 College while allowing for some flexibility as circumstances warrant. The policy provides consistency among cases approved while enforcing our expectations that our student-athletes put forth their best efforts and do not “quit” on a class. Every drop will be carefully evaluated and **THERE ARE NO GUARANTEES THAT YOUR DROP WILL BE APPROVED, INCLUDING YOUR FIRST DROP.** Therefore, please make sure you discuss all of your academic options with your AS2 College Academic Counselor, including the drop request process and deadlines, **BEFORE** you stop attending the course and your peer learning appointments and before you stop completing the work for the course.

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

*** FOR INTERNATIONAL STUDENTS ONLY:**

U.S. Citizenship and Immigration Services (USCIS) regulations require all F-1 students to register and complete a full-time course load (12 units for

undergraduate students & 8-12 units for graduate students) every quarter during their authorized period of study at UCLA. Please consult your AS2 College Academic Counselor to discuss options.

AS2 Retroactive Drop Request Process:

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

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

Retroactive drops will only be considered for student-athletes who have made a concerted effort to successfully complete the class and who have demonstrated extreme and verifiable circumstances that warrant a drop. The Academic Review Committee will take into account the following factors when evaluating the retroactive drop request.

These factors include, but are not limited to:

- Class attendance - The Academic Review Committee may request attendance records from the professor before a decision is rendered.
- Communication throughout the quarter with your professor and/or TA.
- Utilization of academic support services provided through AS2 (e.g., academic advising, peer learning sessions) - Attendance records and appointment evaluations will be evaluated.
- NCAA academic eligibility status - You must be CERTAIN that you will pass at least six (6) other units during the quarter or you will be ineligible to compete the following quarter due to NCAA continuing academic eligibility rules. You are encouraged to meet with your team Eligibility Coordinator, if you have any questions about your continuing academic eligibility status.
- Repeated courses.
- UCLA Academic Standing.
- Academic progress in other courses - The Academic Review Committee may request grade verification from your other courses before a decision is rendered.
- Athletics aid status.

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

(Referencing 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
A	4.0	B	3.0	C	2.0
A-	3.7	B-	2.7	C-	1.7

D+	1.3	F	0.0
D	1.0	NP	0.0
D-	0.7	U	0.0

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.

AS2 UNIVERSITY ACADEMIC BENCHMARKS

Student-athletes are required to meet the following University Academic Benchmarks by the designated deadline:

- By the end of **Year 1: Must complete Writing I requirement**
- By the end of **Year 2: Must complete Quantitative Reasoning requirement**
- By the end of **Year 3: Must complete Foreign Language requirement**

If a student-athlete has applied for summer athletics aid and has not met their applicable AS2 University Academic Benchmark, they will be required to enroll in that course during the summer in order to be eligible to receive summer athletics aid. Exceptions are reviewed on a case-by-case basis and must be pre-approved by the student-athlete's assigned AS2 College Academic Counselor and Associate Director of Academic & Student Services.

SUMMER SCHOOL ATHLETICS AID PROGRAM

Nick Thornton, Associate Director of Academic & Student Services, 310-794-5459
nthornton@athletics.ucla.edu

The purpose of the Summer School Athletics Aid Program is to provide student-athletes receiving athletics aid an opportunity to maintain progress towards their degree. The application deadline for summer athletics aid is **APRIL 10, 2020. NO LATE APPLICATIONS WILL BE RECEIVED**, so turn your application in on time.

Guidelines

1. Student-athletes are eligible to receive **up to a maximum of 15 segments** of athletics aid while they pursue their degree. Each summer session counts as one-half of a segment, while each quarter in the academic year (Fall, Winter, Spring) counts as one segment. Transfer student-athletes will be issued a prorated number of segments dependent on the number of full-time terms completed prior to UCLA.
2. NCAA rules mandate that summer athletics aid **cannot exceed** the equivalency received during the prior academic year.
3. NCAA rules do not allow student-athletes to receive athletics aid for classes taken at other institutions with the exception of UCLA Extension. However, course fees at UCLA Extension can only be paid via the reimbursement process; therefore, the student-athlete is required to pay the course fees upfront and only when the course is completed and a final grade is posted can the student-athlete request a reimbursement. Reimbursements can take up to 6 weeks to be processed. Student-athletes wishing to be reimbursed for courses taken at UCLA Extension must submit this application and must be pre-approved by the Summer School Committee in order to be eligible for a reimbursement.
4. Student-athletes receiving athletics aid must enroll in a **minimum of two courses or 8 units**. Exceptions may be allowed for students enrolling in one six-unit course or if approved by the Summer School Committee.
5. Student-athletes enrolling in **only** online courses or **only** courses taken at UCLA Extension will **NOT** be eligible to receive a summer housing stipend.
6. Student managers are **NOT** eligible to receive summer athletics aid.
7. A summer housing stipend for student-athletes participating in an equivalency

scholarship sport and student-athletes who are medically retired and no longer competing is not guaranteed and will be granted on a case-by-case basis by the Summer School Committee.

8. Student-athletes must develop a summer school program with their AS2 Academic Counselor, complete all required paperwork and have their AS2 Academic Counselor sign off on the application. **Incomplete and late applications will not be considered.**
9. Athletics aid may not be used to pay for any summer class where the student-athlete did not meet the grade qualifier, received a failing grade or retroactively dropped a class during the academic year because of failure to attend class on a regular basis or failure to complete all required work.

Application Evaluation

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

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

Summer School Rules

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

1. Do not meet the **grade qualifier** for each class. This may include earning a C- or lower, F or No Pass. Please consult with your AS2 Academic Counselor and/or Associate Director of Academic & Students Services for specific information regarding grade qualifiers.
2. Withdraw from a class after the drop deadline.
3. Earn an Incomplete and the Incomplete lapses to an F after Fall quarter.
4. Earn a Deferred Report (DR) and the DR is changed to a grade that does not meet the grade qualifier for the class.

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

Appealing Summer School Repayment Penalty

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

Repayment Process & Consequences For Not Paying Summer School Penalty

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

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

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

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

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

Nick Thornton, Associate Director, Academic & Student Services, 310-794-5459
nthornton@athletics.ucla.edu

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, 8, 27, and 36-unit rules.
- **By the beginning of a student-athlete's third year** - Units applied towards a student's designated degree are considered degree applicable for the purposes of satisfying the 6, 8 and 27-unit rules and 40/60/80 degree percentage rule. Units that exceed a student's elective count are not considered degree applicable once a student enters their third year.
- **Last three terms of enrollment** - Like the first two years, all units acceptable toward **any** of UCLA's degree programs are considered degree applicable for the purposes of satisfying the 6-unit rule as long as UCLA certifies that the student is enrolled in the courses needed to graduate. If the student does not complete all their requirements by the end of the estimated last term of enrollment, the student shall forfeit eligibility in all sports.
- **Declaring an optional minor** - Courses towards a minor may count for eligibility purposes provided the minor is officially declared on your NCAA Declaration of Major form by the beginning of the applicable term.
 - ***Please note: scholarship student-athletes must follow Minor Declaration Policy**

QUARTERLY RULES

(6-UNIT, 8-UNIT & CUMULATIVE GPA)

To be eligible for **competition**, a student-athlete must successfully meet the following academic eligibility rules:

- **6-Unit Rule**
 - Each quarter, a student-athlete must pass at least six (6) degree applicable units in order to compete the following quarter.
- **8-Unit Rule (FOOTBALL ONLY)**
 - Each **FALL QUARTER, A FOOTBALL STUDENT-ATHLETE** must pass at least eight (8) degree applicable units **AND** earn the Academic Progress Rate eligibility point or they will be ineligible to compete in the first four contests the

following season. There are potential exceptions to reduce this suspension so please consult with Nick Thornton, Associate Director of Academic & Student Services or Greg Loza, Eligibility Coordinator with any questions.

- **Cumulative GPA Rule**
 - At the start of a student-athlete's **Sophomore Year** (Completed 3 full-time terms) = Must have at least a 1.80 cumulative GPA each quarter to be eligible.
 - At the start of a student-athlete's **Junior Year** (Completed 6 full-time terms) = Must have at least a 1.90 cumulative GPA each quarter to be eligible.
 - At the start of a student-athlete's **Senior Year** (Completed 9 full-time terms) = Must have at least a 2.0 cumulative GPA each quarter to be eligible.

ACADEMIC YEAR RULE (27-UNIT RULE)

To be eligible for **competition**, a student-athlete must successfully meet the following academic eligibility rule:

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

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

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.

ELIGIBILITY FOR POSTSEASON COMPETITION BETWEEN TERMS

To be eligible for **postseason competition** (e.g., bowl game, conference tournament or NCAA championship) that occurs between academic terms a student-athlete must pass at least six (6) degree applicable units during the preceding academic term.

ELIGIBILITY REGARDING BASEBALL STUDENT-ATHLETES

A Baseball student-athlete who is academically ineligible at the beginning of Fall quarter shall be **INELIGIBLE the remainder of the academic year.**

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 two-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 **Afro-American Studies, Anthropology, Engineering, English, Environmental Science, French, Political Science, or World Arts and Cultures**, you will also be required to declare your concentration to ensure your academic eligibility status is evaluated accurately.
2. You must officially declare your major with the appropriate departmental office by the **10th Friday of Spring quarter**. Your official declaration with the department may either be full admission into the major or acceptance into the "pre-major" program (e.g., Pre-Sociology, Pre-Political Science). If you are not eligible to declare either status with the department, please Contact the AS2 Eligibility Coordinator before

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

MINOR DECLARATION POLICY FOR SCHOLARSHIP STUDENT-ATHLETES

Minors are not guaranteed to be covered by athletics aid. Scholarship student-athletes who wish to pursue a minor must receive pre-approval from the Associate Director of Academic & Student Services and the Eligibility Coordinator **no later than Winter quarter of their Junior year (7 full-time terms completed)** to determine if the minor fits into their degree program, and whether athletics aid will be provided to complete the minor.

Scholarship student-athletes must submit the following items to the Associate Director of Academic & Student Services and the Eligibility Coordinator before pursuing the minor:

- A proposed quarter-by-quarter degree plan. This must be done in consultation with the student athlete's AS2 Academic Counselor.
- One paragraph statement explaining why the student-athlete would like to pursue the minor.

The Associate Director of Academic & Student Services and the Eligibility Coordinator will review these items and determine if the minor will be covered by the student-athlete's athletics aid. As needed, the head coach and sport supervisor will be consulted to reach a final decision.

Factors that may be heavily considered in the evaluation process include, but not limited to, the number of electives remaining in the student-athlete's degree program, UCLA academic standing, NCAA academic eligibility status, number of retroactive drops, number of seasons of competition remaining, class attendance and level of academic engagement, and personal and team conduct (e.g., citizenship issues).

If a minor is approved, **the student-athlete must update their NCAA Declaration of Major Form.** Updating this form does not guarantee admission into the minor and the student-athlete is responsible for meeting with the appropriate department to gain official acceptance into the minor.

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 1, 2, 3) & Writing II (Courses that end with a W)
- English 10A, 10B, 10C
- Math 31A, Math 31B
- Stats 10
- Psychology 10, 100A, 100B
- Sociology 1, 20, 101, 102

INCOMPLETE COURSES

Student-athletes are encouraged to speak with their AS2 College Academic Counselor and Eligibility Coordinator before taking an Incomplete. UCLA posts removals of incompletes by the end of the next enrolled/completed term. An incomplete grade (in the term the course was first attempted) **CANNOT** 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. The deadline to change to P/NP is Friday of Week 6 during the academic year (Fall, Winter, Spring). Student-athletes are encouraged to speak with their AS2 College Academic Counselor and Eligibility Coordinator before switching to P/NP.

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, 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, 8, 27 or 36-unit rules, but a successful grade on the subsequent attempt WILL count toward all of the eligibility rules.

GRADE CHANGES FOR STUDENT-ATHLETES DIA POLICY

As outlined in the UCLA Academic Senate Manual, "The instructor in charge of a course shall be responsible for determining the grade of each student in the course. The standards for evaluating student performance shall be based upon the course description as approved by the appropriate course committee" [A-306(A)]. "The final grade in a course shall be based upon the instructor's evaluation of the student's achievement in the course" [A-306(B)].

As stated in **A-313 in the UCLA Academic Senate Manual**, all grades, except Deferred Report (DR), Incomplete (I) and In Progress (IP), are final when filed by an instructor in the end-of-the-year term course report. However, the Registrar is authorized to change a final grade:

- a) Upon written request of an instructor, provided that a clerical or procedural error is the reason for the change, OR
- b) Upon written request of the Chair of the Division in cases where it has been determined by the Committee on Privilege and Tenure that an instructor has assigned a grade on any basis other than academic grounds.

No change of grade may be made on the basis of reexamination or, with the exception of the I and IP grades, the completion of additional work.

In addition to the rules and regulations that govern the University, the Department of Intercollegiate Athletics (DIA) and its coaches, staff and student-athletes are bound by NCAA legislation. Specifically, NCAA Bylaw 16.02.3 Extra Benefit states:

An extra benefit is any special arrangement by an institutional employee or representative of the institution's athletics interests to provide a student-athlete or the student-athlete family member or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their family members or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's students or their family members or friends or to a particular segment of the student-body (e.g., international students, minority students)

determined on a basis unrelated to athletics ability.

While the UCLA Academic Senate oversees the grading policies and procedures for the University, the Faculty Athletics Representative (FAR) is responsible for ensuring that an extra benefit is not provided to a student-athlete when there is a correction of a final grade. Therefore, all grade changes will be reviewed prior to the units and grade points assigned to the course being factored into the student-athlete's continuing academic eligibility status as well as Academic & Student Services and DIA GPA Awards, including but not limited to, Athletic Director's Honor Roll, Don Shepherd Team GPA Awards, Scholar-Athlete Banquet, etc. Only after the FAR has determined that an extra benefit was not provided can the units and grade points be factored into the student-athlete's eligibility status. If it is determined that a violation did occur in regards to the grade change, the violation will be reported to the NCAA through the standard reporting process. If appropriate, the institution will also declare the involved student-athlete ineligible for athletics competition until the time when the student-athlete is reinstated by the NCAA.

SETTING YOUR DEGREE CANDIDACY TERM

<http://my.ucla.edu>

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

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 the Commencement Office, 310-206-3535

GRADUATION CHECKLIST

- ❑ **SET DEGREE CANDIDACY TERM:** If you do not set your degree candidacy term, you may not be able to participate in commencement activities and the Athletics Department's student-athlete graduation celebration.
- ❑ **CORRECT SPELLING OF NAME:** Confirm the spelling of your name on your Degree Audit Report System (DARS). If you have capitalization, punctuation, accent mark or spacing in your name that you wish to include on your official diploma, but cannot be accommodated on your DARS, you must file a "Correction or Change of Name" with the Registrar's Office at 1113 Murphy Hall. In order to ensure that name changes are included in the Commencement Program, corrections should be made by the end of Winter term, prior to commencement planning. (<http://www.registrar.ucla.edu/forms/namechange.pdf>)
- ❑ **PRIVACY RESTRICTIONS:** If you see "Do Not Release Any Information" at the top of your DARS, you have a privacy restriction. Selecting a privacy restriction on your UCLA record may block your name from being printed in the program, and prevent the University from providing degree confirmation to future employers. You may change your privacy status online via MyUCLA. However, privacy restrictions placed in person at 1113 Murphy Hall can only be released in person at 1113 Murphy Hall. In order for your name to be printed in the Commencement Program, privacy restrictions need to be released.
- ❑ **CONSULT WITH YOUR AS2 COLLEGE ACADEMIC COUNSELOR:** Visit your AS2 College Academic Counselor and review any outstanding College requirements. If you intend to complete any coursework outside of UCLA in order to complete your degree, you must consult with your AS2 College Academic Counselor to discuss your proposed coursework.
- ❑ **CONSULT WITH YOUR DEPARTMENTAL COUNSELOR:** Visit your departmental counselor and review your major requirements. Be sure to confirm that any "in progress coursework" will satisfy your remaining major requirements.
- ❑ **CAREER CENTER & BRUIN ONLINE ACCOUNT:** After graduation, you can extend most UCLA Career Services for a fee. However, full access to most services end upon graduation, so arrange for them now before you graduate at www.career.ucla.edu. You can keep your @ucla.edu email address forever by using the Lifetime Email Forwarding service. To set up email forwarding, log into your BOL account and provide the email account to which you would like to forward your mail; then select "Apply When My Account is Deactivated". Please do this within 6-8 weeks after your degree candidacy term to avoid having your BOL email account deactivated. If you have any questions about your BOL account, please contact the BOL Help Desk at Kerckhoff Hall, Suite 124, or call 310-267-4357.
- ❑ **SPECIAL INCLUSION PETITION (SIP):** If you are NOT declared for Fall 2017, Winter 2018, Spring 2018, or Summer 2018, 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 2018 and declared for Fall 2018 may file a SIP online through my.ucla.edu. Students with less than 148 units must file a paper SIP available at all counseling units. SIP filing deadline is the first week of May (check the commencement website for specific deadline) for name inclusion in the Commencement program.
- ❑ **SENIOR NIGHT:** AS2 will host a Senior Night workshop for graduating seniors to help prepare them for commencement. If you are graduating or planning to walk during the June 2018 commencement, please see your AS2 College Academic Counselor.
- ❑ **STUDENT-ATHLETE GRADUATION CELEBRATION:** The AS2 staff will establish the eligibility requirements. Student-athletes are required to meet the benchmarks and submit necessary documentation by stated deadlines.

ACADEMIC SUPPORT SERVICES

AS2 LEARNING SPECIALISTS

Michelle Quinto 310-206-7690 mquinto@athletics.ucla.edu
Dominique Randle: 310-365-2511, drandle@athletics.ucla.edu
Veronica Rodriguez-Mora: 310-206-6499 vmora@athletics.ucla.edu
Julie Yates: 310-206-3077 jyates@athletics.ucla.edu
Sabrina Youmans: 310-909-9814 syoumans@athletics.ucla.edu

AS2 LEARNING SPECIALISTS

The goal of the AS2 Academic Support Services is to guide student-athletes in their learning process to gain the skills necessary to become self-sufficient learners. Learning Specialists collaborate with Academic Counselors and Eligibility Coordinators to develop individualized academic support plans for student-athletes. Academic support plans may include sessions with a Learning Specialist, an Academic Mentor, and/or Peer Learning Facilitators. Learning Specialists guide students on how to set and monitor learning objectives, execute learning plans, and build academic skills. Learning Specialists help students to proactively identify educational concerns and connect students to university resources.

Learning Specialists serve as a liaison to the Center for Accessible Education at UCLA and can assist in helping students apply for accommodations. UCLA's Center for Accessible Education (CAE) facilitates academic accommodations for regularly enrolled, matriculating students with disabilities.

- Students who would like to continue accommodations from high school: ADHD, Diagnosed Learning Disability, IEP, 504
- Students who have a temporary disability: concussion, mobility injuries

Learning Specialists work closely with athletic trainers to support students with a temporary disability. For students who would like to explore educational testing and/or ADHD screening please reach out to your Learning Specialist to make arrangements.

Learning Specialists also serve as a liaison to the Counseling & Psychological Services (CAPS). CAPS supports your mental health needs as you pursue your academic goals. The following CAPS services are designed to foster the development of healthy well-being necessary for success in a complex global environment:

- Campus mental health and wellness promotion
- Individual counseling and psychotherapy
- Psychiatric evaluation and treatment
- Group therapy

- Crisis counseling available by phone 24 hours a day/7 days a week

AS2 ACADEMIC MENTORS

Academic Mentors are part-time employees who provide guidance, resources and structure for student-athletes, while monitoring academic progress. Academic Mentors are trained to refer student-athletes to campus resources and seek assistance from professors and teaching assistants to create a holistic learning environment focused on accountability and self-efficacy. Student-athletes learn how to set and monitor learning objectives, develop and execute learning plans, and build academic skills in time management, note taking, close reading, critical thinking, writing process development and information literacy.

AS2 PEER LEARNING

The Academic & Student Services peer learning (tutoring) main office is located in Covel Commons with an additional office in Wasserman Football Center. The main office houses the office for the Assistant Director for Peer Learning, Program Assistant, and Office Assistant. If you need to contact the peer learning staff, please call 310-206-7526 or email plfrequests@athletics.ucla.edu.

***AS2 Peer Learning will be closed during all university-recognized holidays.**

AS2 PEER LEARNING FACILITATORS

Peer Learning Facilitators (PLFs) provide subject-area tutoring in a collaborative learning environment in which student-athletes and facilitators work together to maximize content understanding. PLFs establish specific goals for each session, prepare activities which assist student-athletes in attaining these goals, and actively guide the session to create a positive learning experience for each student-athlete. PLFs reinforce student-athletes' understanding of course concepts through discussion and practice, while sharing helpful learning and study strategies. PLFs clarify difficult topics and expand on key ideas by providing student-athletes with materials which foster interest in the subject, provide additional

practice for important concepts and processes, and promote learning independence. The focus of support is lower-division, General Education courses, selected introductory math/science courses, academic writing and occasional upper-division courses.

In accordance with UCLA rules and regulations as well as NCAA limits set forth in Bylaw 10.1, all approved facilitators of academic support sessions are prohibited from:

- Doing the work for student-athletes by generating ideas and/or providing answers
- Editing papers or solving specific homework problems
- Providing writing composition support without proper training
- Typing papers for student-athletes
- Creating and providing student-athletes with summaries of course readings, class notes, extensive outlines and additional course materials not otherwise distributed by the professor or TA
- Providing student-athletes with old exams
- Assisting student-athletes with take-home exams
- Discussing any course assignments by way of email or phone
- Working with student-athletes outside of the facilitator's scheduled work hours
- Acting as a substitute for student-athletes' regular class attendance
- Providing content support for online courses
- Assisting student-athletes with obtaining grade changes for coursework
- Assisting student-athletes with obtaining fraudulent academic credit
- Assisting student-athletes with disabilities in a manner not consistent with the accommodations or instructional plan set forth by the Office for Students with Disabilities

ACADEMIC & STUDENT SERVICES PEER LEARNING REGISTRATION & REQUEST PROCESS

The goal of peer learning is to guide you in your learning process, so that you may gain the skills necessary to become a self-sufficient, independent learner. Students will be assigned a peer learning registration time each quarter and may sign up for peer learning sessions during their designated pass using the Peer Learning Manager on MyUCLA. However, access to peer learning is **a privilege and not a right**, so we cannot guarantee that all your requests for peer learning will be fulfilled. We strongly encourage you to immediately take advantage of Professor and TA office hours, attend each class,

discussion and lab, and to form study groups with classmates to support you in your learning process.

Peer Learning Manager (PLM):

Students can access important peer learning information online through their MyUCLA account. Login at www.my.ucla.edu and select "Academics" and "Peer Learning -> Peer Learning" to communicate with the Peer Learning staff.

English Composition Sessions:

During peer learning registration, only student-athletes who have mandated peer learning sessions will be assigned a standing weekly English Composition session. Student-athletes who are not mandated to have a writing session may submit a wish list request to request a writing session.

Drop Request Policy:

If a student-athlete wishes to drop their weekly peer learning session, they must **REQUEST** to do so by the **3rd Friday of each quarter**. Requests must be submitted via email to PLFRequests@athletics.ucla.edu. 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 AS2 Peer Learning 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.

Questions Regarding Peer Learning? If you have any questions regarding adding/dropping a group or individual session, being added to an existing session, changing the time of a session or checking on the status of a requested session, please submit an inquiry to Plfrequests@athletics.ucla.edu.

Supplemental Academic Support

Supplemental Academic Support is defined as any academic support that is not provided to a student-athlete by the Academic & Student Services Office in the Department of Intercollegiate Athletics (DIA) or by the University. Supplemental academic support includes but is not limited to educational therapists, professional tutors, reading specialists and special education instructors, etc. If student-athletes are receiving such type of academic support, they must report that support service to the Department of Intercollegiate Athletics. Student-athletes must complete the "Supplemental Academic Support" form and turn it into their Learning Specialist, who will review the form and submit it to Nick Thornton, Associate Director for Academic & Student Services.

DEADLINES FOR ACADEMIC & STUDENT SERVICES PEER LEARNING

- **Registration for Peer Learning Sessions: Week 1 (each quarter)**
- **Peer Learning Sessions Begin: Week 2 (each quarter)**
- **Last Day to Make a Peer Learning Request: Friday of Week 3 (each quarter) (e.g., facilitator search, individual sessions, time changes, drop, etc.)**
- **Peer Learning Sessions End: Week 10 (each quarter)**

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

ACADEMIC ACCOUNTABILITY PROGRAM

To ensure that our student-athletes are in an environment that encourages academic achievement, it is imperative that 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.

Access to academic support services is a **privilege and a not a right. In order to utilize academic support services, student-athletes are expected to:**

- Attend class, discussions, seminars and labs regularly. **Do not** use academic support services as a substitute for regular attendance.
- Commit to **100% attendance, punctuality and engagement** at all peer learning and academic mentoring appointments, academic counseling, academic coordinator, learning specialist, and eligibility coordinator meetings, and production sessions.
- Utilize and check Teamworks daily. Add appointment reminders and respond to Teamworks messages and emails.
- Communicate their learning needs and goals to the appropriate AS2 staff member. Staff will not do the work for student-athletes by generating ideas, providing answers, editing papers and/or completing academic work; therefore, student-athletes must show due diligence by taking responsibility for their entire academic experience.
- Arrive at appointments prepared, with all relevant materials for the class and with questions. Academic support appointments are most effective when student-athletes actively contribute.
- Contribute to a productive learning environment based on mutual respect and demonstrate professionalism in their interactions with staff and fellow student-

athletes. Refrain from side conversations or distracting other student-athletes in and outside of appointments.

- Adhere to conduct guidelines including, but not limited to, refraining from eating meals in appointments, playing music, and blocking or obstructing pathways.
- Turn off and put away cell phones for the entirety of the appointment.
- Use computers and other technology in consultation with the facilitator and only as a learning tool related to the appointment task.

Student-Athlete Code of Conduct Reminder

As stated in the UCLA True Bruin Statement and the UCLA Student-Athlete Code of Conduct, student-athletes are expected to conduct themselves, both on and off-campus, in a manner that brings credit to the University and their teams. Therefore, acts and behavior that will not be tolerated in academic support appointments include, but not limited to, using offensive or explicit language or comments, intimidating, humiliating or demeaning persons or groups, undermining safety and security, disrespecting, obstructing or disrupting academic support appointments, and engaging in academic misconduct or encouraging others to do so.

As such, any act or behavior that does not meet the expectations of the UCLA Student-Athlete Code of Conduct may result in immediate suspension from all academic support services as well as other consequences deemed appropriate by the University and Department of Intercollegiate Athletics.

Any student-athlete who fails to attend their academic support appointments will be held accountable for unexcused absences. A student-athlete may accumulate an unexcused absence for tardiness or failing to come fully prepared (e.g., books, class notes, course materials, paper drafts) to their academic support appointments. The following is a list of excused and unexcused absences (non-exhaustive):

EXCUSED	UNEXCUSED
<ul style="list-style-type: none"> • University-sponsored athletic competition and/or travel • University holidays and religious holidays 	<ul style="list-style-type: none"> • Tardiness • Lack of preparation • Student-athlete claims no upcoming assignments, examinations or projects (e.g., the appointment after a midterm) • Social engagements • Student-led study sessions

STUDENT-ATHLETE COMMUNICATION

Student-athletes are not permitted to request to reschedule appointments for any reason, outside of University holidays. A holiday reschedule will be facilitated at the discretion of the AS2 staff. Requests to reschedule due to University-sponsored competition and emergencies will be fulfilled on a case-by-case basis.

Student-athletes are required to notify the AS2 staff if they will miss an academic support appointment for any reason. Student-athletes must email the appropriate staff member in advance or immediately after their missed appointment. For peer learning, student-athletes must email plfrequests@athletics.ucla.edu.

All emails must include the student-athlete's name, the day and time of the appointment, the class (if applicable) and the reason for missing the appointment. Students must provide supporting documentation (e.g. doctor's note, travel letter, etc.) via email or in person to Mian Dingle, AS2 Staff Associate.

Sending an email and providing supporting documentation to the AS2 staff does not guarantee that the absence will be excused. Further, student-athletes who repeatedly fail to communicate, even for reasons that are excused, will be held accountable for those absences.

When a student-athlete has an unexcused absence, this will be reported to the AS2 staff. After a student-athlete accumulates multiple unexcused absences, the following will occur:

- **Level I: Warning Email (Three (3) Unexcused Absences):**

When a student-athlete accumulates three (3) unexcused absences, the student-athlete will receive an email from the AS2 Staff Associate regarding their absences.

- **Level II: Accountability Meeting (Five (5) Unexcused Absences):**

When a student-athlete accumulates five (5) unexcused absences, the student-athlete will be required to meet with the Associate Athletic Director, Academic & Student Services or the designated AS2 staff member. The designated staff member will determine the outcome, which may include, but is not limited to, absences being excused, student-athlete placed on zero-tolerance, student-athlete removed from current services or student-athlete is permanently suspended from all academic support services.

- **Level III: Accumulates an Unexcused Absence After Being Placed on Zero-Tolerance**

Barring extenuating circumstances, AS2 will immediately and indefinitely suspend any student athlete who accumulates an unexcused absence after being placed on zero-tolerance.

Important Note: If the student-athlete does not schedule a meeting, the student-athlete will be **immediately suspended** from all academic support services.

TECHNOLOGY GUIDELINES FOR ACADEMIC SUPPORT SESSIONS

Cell phone use is **prohibited** in all academic support sessions. This includes texting, FaceTime, personal phone calls, social media use, and/or recording of any kind.

GUIDELINES FOR APPROPRIATE TECHNOLOGY USE

Laptops and tablets may be beneficial to learning and are allowed, with permission from the AS2 staff. Permissible activities include:

- Referring to course notes; Outlining and taking notes
- Looking up definitions or background information
- Checking syllabus, course calendar or assignments on line
- Writing and revising work
- Developing presentations
- Implementing academic apps or learning tools
- Other activities, to be determined with consent from staff member

Student-athletes must consult with the assigned staff member on a case-by-case basis to determine what is appropriate for each session.

A violation of the "no cell phone" policy or the "appropriate technology use" guidelines will result in immediate dismissal from the academic support session. Student-athletes must gather their belongings and exit quietly. The incident will be documented and reported to the student-athlete's coaching staff. Student-athletes may resume attendance at the following session. However, a second violation of the policy will result in permanent removal from the support session. Further disciplinary consequences may be implemented.

Planning is essential! Student-athletes should:

- Wear a watch and/or locate the nearest clock.
- Print or transfer requisite materials to an appropriate device or study aid.
- Communicate with counselors, peer learning facilitators, or academic mentors in advance to determine what is appropriate for each academic support session.

USERNAMES & PASSWORDS

Do not share your password with anyone for any reason. Passwords should not be shared with

anyone, including students, faculty or staff. Your password protects your online identity from unauthorized access, maintaining the privacy of your e-mail messages and preventing other users from posing as you while performing malicious, illegal or prohibited activities. To maintain the security of your UCLA Logon ID and other accounts, you may want to change your password occasionally; change your password immediately if you suspect that another person may have access to your identity.

STUDENT SUPPORT SERVICES

TRAVEL LETTERS & EXAM CONFLICTS WITH COMPETITION TRAVEL

Dominique Randle

Learning Specialist, Academic & Student Services
(310) 794-7690 , drandle@athletics.ucla.edu

Team travel letters are located in the wall pockets in the Rose Gilbert Learning Center. Student-athletes are responsible for taking the travel letter to their professors and teaching assistants **no later than Friday of Week 1**. Failing to do so can result in unexcused absences, loss of attendance and participation points, lowering of final grade or in extreme cases, a student-athlete not being able to travel and compete.

Student-athletes are also responsible for checking their class syllabi to see if they have any exam conflicts with competition travel. Student-athletes must meet with their professors **no later than Friday of Week 2** to receive approval for alternate testing dates/times, which may include before or after the competition or while on the road. The decision is based solely on the professor's discretion and not the student-athlete or coach. If there are exam conflicts, student-athletes must fill out an **"Exam Information Sheet"**, which is also located in the wall pockets. This form must be turned into Monica Truong-N, Student Services Coordinator, immediately after the student-athlete has spoken with the professor. Failure to make prior arrangements and submitting the Exam Information Sheet will prohibit a student-athlete from having an alternate testing date/time approved.

At no point should a student-athlete request their professor to contact their coach, staff and/or team personnel member. Additionally, at no point should a student-athlete request their coach, staff and/or team personnel member to contact their professor.

If the professor requires the exam to be proctored while the student-athlete is traveling, only a full-staff member from the following approved groups can administer the exam. Approved exam proctors will be selected Dominique Randle, Mike Casillas, Director of Student-Athlete Counseling & Peer Learning, and Ja'Nae Davis, Associate Athletic Director for Academic & Student Services.

APPROVED EXAM PROCTORS

- Academic & Student Services Full-Time Staff
- Compliance
- Sport Supervisor
- Academic Support Staff at host institution

In all exam proctoring situations, student-athletes are responsible for having all required materials to take the exam, such as pen, pencil, blue book, scantron and calculator. If a student-athlete registered with the Center for Accessible Education (CAE) has been approved for testing accommodations and would like to use these accommodations for an exam proctored on the road, the student-athlete must work with their AS2 Learning Specialist and CAE to coordinator these accommodations prior to campus departure and let Monica know when turning in the exam information sheet.

If in rare cases none of the above groups are available to administer the exam, the Faculty Athletics Representative, Dr. Michael Teitell, will contact the professor to determine if another staff member traveling with the team is permitted to administer the exams. Student-athletes are responsibilities for completing the tasks outlined for "Pre-Travel", "During Travel" and "Post-Travel" (see checklist).

COMPETITION TRAVEL CHECKLIST

Pre-Travel	<ul style="list-style-type: none"> • Take travel letters to professors and TAs the first week of class • One week prior to departure, remind professors/TAs, PLFs, and mentors of travel plans • Attend office hours to go over what you will be missing and/or to turn in work ahead of time • Develop an academic travel plan on what you need to accomplish while on the road • With professor approval, ask a classmate to take notes for you and to hand in paper copies of assignments for you when appropriate • Make sure you have all learning materials (blue books, scantrons, calculator, and pencils if exams are being proctored) • Have contact information of all parties to facilitate communication in case there is a question or problem
During Travel	<ul style="list-style-type: none"> • Try to study on the bus/plane or airport if you are able to • Implement your academic travel plan • Locate conference room where study hall or exam proctoring will take place if assigned • Communicate with your academic staff on what you need to get done academically • If studying independently, find a quiet, distraction-free environment • If you do not have or are finished with your academic responsibilities, do not disturb those who are still working • Notify professor / TAs / Monica Truong-N of any academic issues that come up • Be prepared to take exams/turn in papers or homework at the scheduled time the professor has indicated • Remember to take time zones into consideration
Post-Travel	<ul style="list-style-type: none"> • Attend office hours to follow up with professors/TAs to go over any missed work • Discuss any academic issues you encountered on the road with Monica Truong-N • Make up any missed Peer Learning sessions • Start preparing for next travel dates if any

TEXTBOOK & READER POLICY FOR STUDENT-ATHLETES ON BOOKS SCHOLARSHIP

Monica Truong-N, Student Services Coordinator,
Academic & Student Services
310-206-2656, mtruongn@athletics.ucla.edu

1. Student-athletes on a books scholarship are allowed to receive **REQUIRED TEXTBOOKS, READERS, iCLICKERS AND MODEL KITS** at the ASUCLA bookstore, but they **MUST RETURN ALL MATERIALS RECEIVED FROM THE BOOKSTORE** to the Athletic 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. If your stamped study list is not available in the mailroom, see the Student Services Coordinator. 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. If you were given any extra books, please return them back to the bookstore at this time.
2. Textbooks listed as "Optional" or "Suggested" are **NOT** covered by an athletics books scholarship per NCAA Rules.
 3. If you change (add or drop) classes before you have picked up your books, you must pick up a new stamped study list. If you have already picked up your books prior to changing classes, you will not be able to pick up your new books until the books for the classes which have been dropped are returned to Textbook Store (2nd week or earlier, bring receipt) or to the Copy Room (fill out book return form and bring form to Student Services Coordinator). Please see your counselor for an updated study list if you have made changes and take the new study list to the Student Services Coordinator to have it stamped.
 4. Textbooks will be provided by the ASUCLA Bookstore ONLY upon presentation of a current Study List with the RED "Athletic Department" stamp.
 5. Any required readers purchased off-campus will be reimbursed once the proper form is completed and turned into Monica Truong-N. Note: any incomplete forms will be returned and

will not be processed until complete with all proper documentation.

6. Failure to return books promptly can result in the suspension of books scholarship privileges.
7. 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 pay that amount to the Business and Finance Office in the Athletics Department in order to be eligible for books scholarships in future quarters.
8. Students whose books are stolen MUST file a police report in order to request replacements and/or a waiver of the book return requirements. Students are allowed to request replacement books once during their undergraduate careers.

ACCOUNT HOLDS

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

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

Each student who becomes subject to a hold action is given advance notice via e-mail and MyUCLA notification. 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 MyUCLA.

BRUIBILL ACCOUNTS & CHARGES

All students have a BruinBill account which displays all charges and payments associated with registration, housing and transportation, as well as other service charges like health insurance. Your BruinBill is available to manage nearly 24/7; just login to MyUCLA. Accounts are administered electronically (eBill) through MyUCLA 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. Payment must be made by 5:00pm online or by 4:00pm if made in-person at the Payment Solutions & Compliance office in **Murphy Hall, Room 1125**. If student services fees are not paid in full by the payment deadline, the account will be subject to

late fees and holds will be placed on the account, and **classes will be dropped in accordance with the drop class deadline** (see the “Calendar” for class drop dates specific to each term). Students can give **select access** to third parties (e.g., parents, guardians or others whom they want to view their student information or pay their bills). Students and third parties receive bi-monthly courtesy e-mail reminders prior to payment deadlines if there is a balance due on the Registration Fees and Campus Charges account.

*** IMPORTANT NOTE:** The University Student Health Insurance Plan (UC SHIP) fee is a part of registration fees and is due and payable at the time registration fees are paid.

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

DIRECT DEPOSIT - My BruinDirect

Student Financial Services has launched online enrollment for BruinDirect. Sign-up is available on the BruinBill via MyUCLA. Under the “Finances and Jobs” tab at the top of the page, select “BruinBill” on the left hand side. Click on “BruinBill Accounts” and then “Enroll” in the My BruinDirect box. This online enrollment becomes active immediately upon sign up, alleviating the need to wait for a paper form to be processed.

As always, student-athletes are strongly encouraged to sign up for BruinDirect. It is the fastest, most secure way to receive funds at UCLA. Refunds using Bruin Direct are processed nightly (Monday-Friday) and refunds will show up in the student’s bank account within 2-3 business days of posting to the BruinBill.

GLACIER

Justin Ko, NCAA Compliance Coordinator
Compliance/ Financial Aid,
310-825-1002, jk@athletics.ucla.edu

As part of the University’s efforts to facilitate the process of determining the tax residency status of foreign nationals (student/staff/faculty) receiving payments from the campus, UCLA uses an online nonresident tax compliance system known as GLACIER. GLACIER is a secured web-based Nonresident Alien (NRA) tax compliance system that foreign visitors can use to provide their immigrant

and tax data to UCLA via the internet 24 hours a day. GLACIER helps determine tax residency, withholding rates and income tax treaty eligibility. GLACIER also manages NRA's paperwork, maintains NRA's data, and prepares tax forms and required statements.

International student-athletes receiving an athletics scholarship will be issued a GLACIER record, prior to receiving tax reportable income from UCLA. Individuals set up with a GLACIER record will be issued a temporary logon and password, which will allow the creation of a personal record that will need to be accessed and updated while at UCLA.

Once you have visited GLACIER and completed the process, you must print, review, and sign all forms as instructed (attach the necessary supporting documents) and mail or bring the forms to **UCLA Payroll Services 10920 Wilshire Blvd, Suite 620, Los Angeles, CA 90024**. If time is of the essence and you are being asked to bring the forms here, know that the visiting hours are 7:30am to 3:00pm Monday through Friday.

***** IMPORTANT NOTE:** International student-athletes receiving athletics aid **WILL NOT** be eligible to receive their athletics aid until they have completed the GLACIER process; therefore, **it is imperative that you complete this process as soon as you arrive on campus.**

UCLA AWARDS & RECOGNITION

Ja'Nae Davis, Associate Athletic Director,
Academic & Student Services,
310-206-6668, jndavis@athletics.ucla.edu

Mike Casillas, Director of Student-Athlete
Counseling & Peer Learning,
310-206-6838, mcasillas@athletics.ucla.edu

Nick Thornton, Associate Director of Academic &
Student Services,
310-794-5459, nthornton@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 pictures of the recipients are hung in the Rose Gilbert Learning Center for the full academic year.

Athletic Director's Honor Roll Academic Recognition

Student-athletes who earn a 3.00 or higher term GPA in a minimum of 12 graded units or more are recognized as a part of the Athletic Director's Honor Roll. Student-athletes who choose to take a

course on a Pass/No Pass (P/NP) grading basis or have pending grades (e.g., Incomplete, No Report, Deferred Report, etc.) will be subject to further evaluation and may deem themselves ineligible for the Athletic 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 3.50-4.00 quarterly grade point average.

Scholar-Athlete Banquet

Each spring, the UCLA Athletics Department hosts the Scholar-Athlete Banquet sponsored by Rose Gilbert, in memory of Maggie Gilbert. The banquet is in recognition of our student-athletes who put the time and effort into maintaining their high academic standing. The banquet is by invitation only. In order to be invited to the banquet, you must have completed at least 60 units at UCLA and have a cumulative grade point average (cum GPA) of at least 3.0. Other academic awards will be presented at the banquet, such as the UCLA All-Academic Team (student-athlete with the highest cum GPA from each team) and the Scholar-Athlete of the Year Award.

Academic Medals

Thanks to a generous donation from UCLA alumna, Rose Gilbert, graduating seniors, who are eligible, may receive an academic medal at the annual Student-Athlete Graduation Celebration. Medals are presented to eligible graduating students based on their cumulative grade point average. Graduates who have earned an overall cumulative GPA of 2.00 - 2.99 will receive a Student-Athlete medal, and those with an overall cumulative 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.

STUDENT-ATHLETE DEVELOPMENT

Ric Coy, Director of Student-Athlete Development, 310-825-6054, rcoy@athletics.ucla.edu

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

WOODEN ACADEMY

The Wooden Academy named after legendary Coach John Wooden, is a student-athlete development program designed to educate and support Bruin student-athletes throughout their career at UCLA. Our goal is to create a strong network of future Bruin leaders and provide them with the needed skill set to be successful in all their endeavors. Student-athletes will have the opportunity to participate in the Legacy Program, the Speaker Symposium and the Champions Program.

Legacy Program: The Legacy Program is designed to teach freshmen and transfers about the legacy of Coach Wooden, the Pyramid of Success and how to apply these principles to their experience at UCLA. Freshmen and transfers are required to attend two (fall/spring quarter) sessions in their first year.

Speaker Symposium: At the beginning of each winter quarter, all student-athletes will attend a Speaker Symposium designed to have Bruin Alum and other notable guest speakers motivate and inspire student-athletes on topics that are relevant to the student-athlete experience.

Champions Program: This program provides an experiential learning opportunity that will guide and support student-athletes on their journey to become champions in their present and future endeavors.

All programming that is offered through the Wooden Academy Champions Program is open to all student-athletes whether they opt into the full program or not.

There are 3 components to the Wooden Academy Champions Program that student-athletes must complete to earn a Wooden Academy Certificate of Completion:

1. **Personal Development:** Student-athletes will engage in self-reflection, community outreach, diversity and inclusion involvement, and health and wellness education to develop

their personal identity and foster relationships with others and their community.

2. **Leadership Development:** Student-athletes will identify their leadership style and gain experience both in theory and in practice. Student-athletes will learn about the leadership wisdom of John Wooden through core concepts, methods, and beliefs that he used to attain "Competitive Greatness" and true personal success. Using this knowledge, Student-athletes will partake in practical application of their leadership skills through community and campus involvement, culminating in a final leadership project.
3. **Professional Development:** Student-athletes will develop their professional skill set by engaging in hands-on experience through workshops, networking and internships aimed to prepare them to meet their postgraduate career goals.

Student-athletes will have the opportunity to participate in 2 group meetings per quarter. These meetings will consist of guest speakers, educational information and activities that focus on personal and professional development, leadership skills, team building exercises, peer learning and program accountability. Attendance at these meetings will help student-athletes fulfill program requirements. Student-athletes will receive a comprehensive binder that outlines the program guidelines and resources. Time will be set aside at each group meeting to allow student-athletes to share and update their peers on their experiences, and meet with the Director of Student-Athlete Development to review program accountability and track their progress for completion of program guidelines. Student-athletes will be responsible for tracking their progress and all completed work must be signed off by the Director of Student-Athlete Development. Student-athletes can receive credit for meeting program guidelines for activities/events that they participate in with their athletic teams (ex., *community outreach with team, team leadership retreat, etc.*) Pre-Approval is required for all outside program requests.

At the end of spring quarter, seniors who have successfully complete the Wooden Academy Champions Program will be invited to attend a breakfast with their parents, coaches, administrators and support staff to celebrate their accomplishment and receive their Wooden Academy Certificate of Completion. They will also be individually recognized in front of their peers at the UCLA Student-Athlete Graduation Celebration.

BRUIN ATHLETIC COUNCIL (BAC)

Student-athletes have a voice in the NCAA through student-athlete advisory committees (SAAC) at the campus, conference, and national level. Each committee is made up of student-athletes assembled to provide insight on the student-athlete experience and offer input on the rules, regulations and policies that affect student-athletes' lives on campus.

The Bruin Athletic Council (UCLA's version of SAAC) is a leadership group that consists of representatives from all 25 Bruin teams that meet throughout the academic year. The BAC provides an important voice to the athletic administration, and serves as a forum to offer input regarding the student-athlete experience, programming ideas/needs, and Pac-12 and NCAA legislation. They are ambassadors for UCLA Athletics that are responsible for organizing and participating in community service and leadership activities, communicating information on upcoming events to their teams and coaches, and promoting unity among all athletic teams.

Members of BAC also have the opportunity to represent UCLA at the Pac-12 SAAC meetings and Student-Athlete Leadership Team (SALT) meetings that occur in the fall and the spring. Two representatives (one male and one female) are selected for each SAAC meeting and one representative (male or female) is selected for each SALT meeting.

Student-athletes who are interested in BAC should talk with their head coach or contact Ric Coy.

STUDENT-ATHLETE MENTORS (SAMs)

The Student-Athlete Mentor Program (SAMs) was reintroduced in 2010. The purpose of this group is to provide each team with a representative(s) that will be trained and able to serve as a role model and resource to his or her teammates and other student-athletes. SAMs will deal with a variety of issues, including but not limited to: alcohol and drug abuse, nutrition and eating disorders, basic counseling and referral skills, safety, stress, sexual harassment and misconduct. The members of SAMs are committed to displaying a positive image to fellow athletes by providing help and support through education, awareness, and the promotion of healthy lifestyles.

Each year, four members of SAMs are selected to represent UCLA at the NCAA APPLE Training Institute, promoting student-athlete wellness and substance abuse prevention.

Student-athletes who are interested in SAMs should talk with their head coach or contact Ric Coy or Dr. Melinda Kirshner.

BRUIN AMBASSADOR

Bruin Ambassadors will serve as a voice for student-athletes on issues related to diversity and inclusion. These issues may include:

- Race
- Gender
- Sexual identity
- International identity
- Religion
- Ableism

The Bruin Ambassadors will contribute to the DIA's Diversity and Inclusion Committee - comprised of coaches, staff and administrators - together, all will serve, develop and support departmental goals and initiatives that promote diversity and foster both a culture and an environment of inclusion. Inclusion is how we leverage our differences to form a genuine community. By creating an inclusive environment, characterized by dignity and respect, we empower every student-athlete, coach and staff member to contribute to our success. Student-athletes who are interested in becoming an Ambassador should contact Ric Coy.

BRUIN ENVIRONMENTAL LEADERSHIP TEAM (BELT)

The Bruin Environmental Leadership Team (BELT) is a new program focused on sustainability and environmental issues encompassing a range of topics from complex global sustainability issues to how we operate at our athletic competitions. This group of student-athletes supports the University's goals which include the integration of waste, climate and other sustainability goals, including the reduction of embodied carbon in the supply chain through the promotion of a circular economy and the management of organic waste to promote atmospheric carbon reduction. The purpose of this group is to have one representative from each team be an advocate for sustainability initiatives, encourage sustainable choices, and participate in events related to the university and athletic department. BELT members will help in the following areas: Pac-12 Zero Waste Challenges, waste audits, fan engagement efforts, and university sustainability events. Student-athletes who are interested in becoming a member of BELT should contact Ric Coy.

FEMALE ATHLETES STAND TOGETHER (FAST)

This is a new student-athlete organization that will be launching Fall quarter 2019. Focused on uniting and empowering female student-athletes without limits.

COMMUNITY OUTREACH

Bruin student-athletes have the opportunity to participate in community outreach activities on campus and throughout the Los Angeles area, such as, food and clothing drives, Dribble for the Cure, participation in elementary/middle school activities, visits to Mattel Children's Hospital, individual speaking engagements and events, 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.

*** IMPORTANT NOTE: All student-athletes and coaches must receive prior written approval to participate in any charitable or non-profit activities. Contact Ric Coy 310-825-6054 or Dan Goldberg, 310-794-8813 for more information.**

CAREER DEVELOPMENT

UCLA Athletics encourages student-athletes to start their professional development once they arrive on campus. In addition to the numerous career planning workshops and resources that are offered through the Career Center, the Student-Athlete Development program hosts professional development opportunities for student-athletes. Our goal is to provide opportunities for students to identify and learn how to market their transferable skills and prepare for the transition from their athletic career to the professional world. Career information is also posted in the Kneller Academic Center. Student-athletes are encouraged to get a copy of the **Bruin Student-Athlete Career Development Guide** to assist you with resume and professional development tips.

UCLA CAREER CENTER

See Campus Resource Section (page 51)

My Career Counselor is:

Email: _____

Phone Number: _____

Bruin Varsity Club Network

bruinvarsityclub.athletenetwork.com

Bruin Varsity Club Network, powered by Athlete Network, provides current and former student-athletes the opportunity to build a professional network with current and alumni student-athletes and business organizations that are interested in

hiring student-athletes. They provide numerous on-line career development resources and post-graduate job opportunities to assist student-athletes in their transition from competitive athletics to the work place.

Athletes Equal Business

www.athletesequalbusiness.com

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

Athletes to Careers - www.athletestocareers.com

Athletes To Careers (A2C) an organization dedicated to hours of live coaching, mentoring and advising athletes across the country in the art of finding and landing the career opportunity of their choice. Whether it is right off the playing field or after years of successful experience, A2C Career Coaches meet, educate, prepare and coach top-flight talented athletes before introducing them to our Corporate Partners. A2C helps people connect live with their next potential job. Come experience the difference, it's totally cost free to the schools and the athletes. For more information, contact Howie Jacobson, 714-290-3968 hjacobson@athletestocareers.com.

UCLA ONE (Opportunity Network Experience)

UCLA ONE is UCLA's interactive, online gateway for mentorship, professional networking, peer driven career advice and exclusive job leads. Just go online to www.uclaone.com and sign up either through your email, Facebook, or LinkedIn. Once it is verified you are a Bruin, which may take a few days, your account will be ready for you to access. Expand your network, gain career knowledge, find jobs and advance your career. By fully integrating with social networks, and cultivating a culture of helping and giving back, you will be amazed by the vibrancy of the UCLA community.

Workshops/Panels/Networking Nights/ Student-Athlete Education

Throughout each academic year, the Athletic Department hosts professional development events, such as: Graduate and Professional School Panels, Alumni Career Panels, Networking Nights, Dining and Professional Etiquette and Life after Sports Workshops. These workshops and events are valuable opportunities for student-athletes to meet and network with alumni, get resume tips, and polish their professional skills. Personal development workshops are also provided to student-athletes

on topics such as interpersonal communication, leadership, teambuilding, substance use and misuse, nutrition, social networking, time and stress management. These workshops are conducted by Athletic Department staff, UCLA staff or faculty, and alumni or professional speakers

NCAA After the Game

The *NCAA After the Game* Career Center is designed to connect companies with former student-athletes seeking entry-level, midcareer and executive positions across diverse professions, industries and locations. Former college athletes are focused, educated, diverse — and ready to thrive in individual and team environments. College sports shape the skills of participants and strengthen workplace-ready attributes such as communication, collaboration, problem-solving and critical thinking. This service is free and exclusive to former student-athletes who have exhausted their NCAA eligibility. For more information, go to <http://www.ncaa.org/student-athletes/former-student-athlete/careers>

NCAA Career in Sports Forum

The Career in Sports Forum, an annual educational forum hosted by the NCAA, brings together 200 selected student-athletes to learn and explore potential careers in sports, with the primary focus on intercollegiate athletics. This unique, four-day forum is designed to assist student-athletes in charting their career paths, as well as provide an opportunity to network and learn from current athletics professionals. As a participant, you will hear from a variety of speakers and panelists during large, general sessions, and throughout the program engage as well with your peers in focused, small-group classroom discussions called “Color Teams.” The cutting-edge topics brought to you by industry experts include: how personal values intersect with career opportunities, how behavioral styles impact individual effectiveness, the key professional and career development information that assists with transition from a student-athlete to a professional, and the role of the intercollegiate coach or athletic administrator. You will also network with your peers, as well as the key decision-makers at the campus, conference and national level of intercollegiate athletics. The NCAA Career in Sports Forum is held in early June in Indianapolis, Indiana at the NCAA National Office.

Eligibility - NCAA member institutions may nominate up to 10 student-athletes to complete the online application to attend the Career in Sports Forum. Institutions are strongly encouraged to consider diversity in the areas of sport, gender and ethnicity/race when nominating student-athletes. Nominated student-athletes are required to have been athletically eligible, as well as participated,

in an NCAA-sponsored sport during the current academic year. However, eligible student-athletes who will have graduated prior to the forum dates are also eligible to participate. Previous Career in Sports Forum participants are not eligible to reapply.

Nomination and Application Process - Beginning in late January, institutions may nominate student-athletes. Nominated student-athletes will receive an email that will direct them to the NCAA Program Hub to complete a profile and submit their application through the “Application” tab. All application materials **must be** submitted by the nominated student-athlete. The deadline to both nominate **and** submit all application materials is early March.

Cost of Attendance - There is no application or registration fee associated with the Career in Sports Forum. The NCAA will cover the costs associated with lodging, meal and program materials. The only costs to the participants shall be hotel incidentals. The NCAA will cover the cost of flights, ground transportation in Indianapolis, parking at the airport of origin and baggage fees.

SWOP (SUMMER WORK OPPORTUNITY PROGRAM)

Ric Coy, Director of Student-Athlete Development, 310-825-6054, rcoy@athletics.ucla.edu

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

Examples of Jobs in Athletics:

Facilities, Receptionist, Academic Assistant, Learning Specialist Assistant, Learning Center Monitor, Business & Finance Assistant, Sports Information Assistant, Recruiting, Sports Nutrition, Marketing, Graphic Arts, Operations, Camps, and Equipment Room.

Examples of Jobs with On-Campus Partners:

Career Center, IMG, and more added yearly.

POSTGRADUATE SCHOLARSHIPS/ INTERNSHIPS & AWARDS

Donald R. Shephard Award

Applications are available April 1, 2020. Deadline is June 5, 2020

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 January, 2020

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. To apply for this scholarship, you must go through the UCLA graduate school you were admitted to.

John McLendon Memorial Minority Postgraduate Scholarship Program

Applications due April, 2020

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 Scholarship Program

Applications due early January, 2020 (Fall Sports), early March, 2020 (Winter Sports) and early June, 2020 (Spring Sports)

The NCAA awards up to 174 postgraduate scholarships annually, 87 for men and 87 for women. The scholarships are awarded to student-athletes who excel academically and athletically and who

are in their final year of intercollegiate athletics competition. The one-time grants of \$7,500 each are awarded for fall sports, winter sports and spring sports. Eligibility is restricted to student-athletes at NCAA member institutions who, in their final year of eligibility, have performed with distinction as members of varsity teams in the sport for which they were nominated. Nominees must have a minimum grade point average of 3.200 (based on a 4.000 scale), be nominated by the Faculty Athletics Representative or designee, and intend to continue academic work beyond the baccalaureate degree as a part-time or full-time graduate student. You must meet with Dr. Michael Teitell, Faculty Athletics Representative (mteitell@mednet.ucla.edu) before you begin the application process.

NCAA Ethnic Minority and Women's Enhancement Postgraduate Scholarship Programs

Applications due in November, 2019

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 January, 2020

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.

PAC-12 Postgraduate Scholarship Applications due May, 2020

The Pac-12 Conference created a postgraduate scholarship program to honor outstanding student-athletes from its member institutions who also are outstanding scholars. The Conference each year will award 24 scholarships of \$9,000 each to

student-athletes who have excelled academically and athletically and are in their last year of intercollegiate athletics competition. Each Pac-12 institution will select two student-athlete recipients, one male and one female, through its institutional selection process.

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

1. Have an overall undergraduate minimum cumulative grade-point average of 3.000 (based on a 4.000 scale) or its equivalent;
2. Be in his or her final season of intercollegiate athletics eligibility and competition under Pac-12 legislation. The student-athlete will be evaluated on the basis of all academic work completed at time of selection;
3. Have performed with distinction as a member of the varsity team in the sport in which the student athlete has been nominated. The degree of the student-athlete's athletic achievement will be weighed at least equally with the degree of academic performance;
4. Intend to continue academic work beyond the baccalaureate degree as a full-time graduate student. The Pac-12 expects a scholarship recipient to enroll as a full-time graduate student in a graduate or professional school of an academically accredited institution. **Recipients must be admitted into a graduate school in order to apply.** Schools will have the option of giving the awards to current seniors, or to any student-athlete that has graduated in the last three years; and
5. Have behaved, both on and off the field, in a manner that has brought credit to the student-athlete, the institution and intercollegiate athletics.

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

The Pac-12 Postgraduate Scholarships are one-time grants and are not renewable. Need is not a factor in granting these scholarships. Receiving awards from other sources does not make a selected recipient ineligible for a Pac-12 postgraduate scholarship.

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. Key Dates:

- September 6, 2019 – application deadline (5:00 pm EST)
- June 15, 2020 – Start date

PAC-12 Sports Management Fellow Applications due February 1, 2020

Each year the Pac-12 selects a former Pac-12 student-athlete to serve as the Sport Management Fellow in the Pac-12 Conference office. Applicants must meet the following educational and employment requirements:

- BA/BS from a Pac-12 Institution, have experience as an undergraduate varsity student-athlete, have an interest in intercollegiate athletics administration and in pursuing a career in some aspect of this field, be willing and able to relocate to the Bay Area.

PAC-12 Leadership Award Applications due in October, 2019

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

PAC-12 Sportsmanship Award Applications due March, 2020

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

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

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

BRUIN VARSITY CLUB

J.D. Morgan Center, Suite 310

Kat Lauer

310-206-3302, bruinvarsityclub@athletics.ucla.edu

The Bruin Varsity Club (BVC) is an exclusive association of UCLA letterwinners seeking to uphold the tradition and legacy of UCLA Athletics through a united and engaged alumni community and to sustain a culture of philanthropy and participation. The BVC aims to connect the UCLA family of former student-athletes, athletic trainers, team managers and spirit squad members to the University, while enhancing their relationships with the Department of Intercollegiate Athletics.

The BVC oversees the Student-Athlete Mentor Program, which connects alumni who are available to meet with current student-athletes individually for career networking purposes and professional opportunities. Graduating seniors are automatically enrolled in the Bruin Varsity Club as Lifetime members and will receive a BVC membership card for admission to all UCLA regular season home sporting events (with the exception of men's basketball), as well as a BVC Varsity Ring at graduation.

ATHLETIC COMMUNICATIONS & EVALUATIONS

MEDIA RELATIONS

UCLA Athletic teams receive a good 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 Athletic Communications 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 and should represent themselves, their teammates, coaches, and the entire Athletic Department when interacting with members of the news media. Student-athletes

are asked to not give out their home or cell phone number to any media member. All media requests should be arranged by the Athletics Communication office. If you receive a direct request from a media member for an interview, please refer them to the athletic communications director for your sport. For questions or advice about interviewing or dealing with the media, contact the Athletics Communications office.

STUDENT-ATHLETE SURVEYS

Student-Athlete Experience

At the end of each sport season, all student-athletes will be asked to complete comprehensive Student-Athlete Experience Surveys. These surveys give student-athletes the opportunity to provide anonymous feedback about their coaches, programs, and suggestions for improving their overall experience.

CAMPUS RESOURCES

CAREER CENTER

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

The UCLA Career Center is dedicated to offering UCLA students and alumni opportunities to make thoughtful and deliberate career choices. They provide progressive services and resources to help students choose and prepare for their careers, prepare and apply to graduate or professional school, learn job search skills, and find employment opportunities. The Center offers various workshops (e.g., writing a resume, interview techniques), hosts career-fairs, and provides customized guidance and resources for securing internship and career opportunities. Students should register for BruinView (the online career portal found on MyUCLA), which provides exclusive access to hundreds of online job and internship postings, campus interviews, and information sessions at the UCLA Career Center. Appointments may be made directly through BruinView or by emailing your assigned career counselor. Also take advantage of the career center student-athlete drop-in session. These sessions will take place monthly in Acosta FOG room. Dates and times TBD.

CAPS (COUNSELING & PSYCHOLOGICAL SERVICES)

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, eating concerns, roommate disputes, relationships, sexuality, family health challenges, bereavement, and substance use and abuse. CAPS offers brief individual and group counseling, psychiatry, 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 skills groups and daily drop in groups focused on helping students "Cope through the Quarter." Contact CAPS or visit the website for more information.

All student-athletes are strongly encouraged to work with their Athletic Trainer or the Director of Sports Medicine for a referral to see a CAPS counselor. They may also seek a referral from their team-assigned Learning Specialist or Academic & Student Services staff. Please note that 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.

RISE PROGRAM

Resilience In your Student Experience (RISE), is an affiliate program and physical extension of Counseling and Psychological Services (CAPS). RISE serves as CAPS' holistic wellness hub and provides an array of programs, classes, trainings, and self-directed resources to foster and support resilience, connection, and well-being. This wellness oasis offers meditation, yoga, peer coaching, and other mind-body modalities. Please email RISE@caps.ucla.edu to schedule an intake with a RISE coordinator or stop by the RISE center in Lu Valle Commons Basement for more info. You can also find more info about RISE programming on Instagram: @RISEcenterUCLA or Facebook: RISE Center UCLA.

CARE (CAMPUS ASSAULT RESOURCES & EDUCATION)

*1st floor Wooden Center West, 310-206-2465
advocate@careprogram.ucla.edu,
www.careprogram.ucla.edu*

CARE is a safe place for survivors of sexual assault, intimate partner violence, and stalking to get support, consultation, and have a safe place to talk. Students can get help without formally reporting an assault or requesting formal treatment.

CARE offers:

- Immediate CARE Response- CARE services include 24-hour crisis counseling, referrals to the Rape Treatment Center at Santa Monica -UCLA Medical Center, medical and legal options, and consultation.
- Resource Navigation, Support and Advocacy- CARE Advocates are available to consult with students, families, staff, and faculty to determine a helpful approach or course of action.
- Prevention & Education Programs - CARE workshops and trainings are offered to students, faculty, and staff to educate the community about sexual violence prevention and response.

The CARE Training Certificate program is offered to student leaders committed to taking a stand against sexual and gender-based violence.

CENTER FOR ACCESSIBLE EDUCATION (CAE)

*A-255 Murphy Hall, 310-825-1501
<http://www.cae.ucla.edu/>*

The Center for Accessible Education (CAE) 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, Autism Spectrum Disorders, acquired brain injuries, mobility impairments (temporary or permanent), visual impairments, hearing impairments, and other health conditions may be eligible for services. Students who are pregnant, parenting, or lactating may also apply for accommodations through the CAE.

The range of services includes readers, note takers, sign language interpreters/captioning, proctor and test-taking arrangements, on-campus transportation, priority enrollment, special parking assistance, housing assistance, processing of California Department of Rehabilitation authorizations, adaptive equipment, and support groups and workshops. CAE services are free to students and all contacts and assistance are handled confidentially. Student-athletes with learning concerns or other documented disabilities or temporary impairments are encouraged to work with AS2 Learning Specialists. For more information about how to apply for accommodations, see - <https://www.cae.ucla.edu/apply-for-accommodations>.

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 may prohibit the student-athlete from practicing and competing. Student-athletes with questions or concerns should contact their Athletic Trainer to coordinate medical documentation. Athletics/ Sports Medicine does not cover the cost of medications for ADHD. For learning support, student-athletes should contact their learning specialist.

TEMPORARY DISABILITY REQUEST PROTOCOL

When a student-athlete has surgery or an injury, including a concussion, that affects their mobility or ability to take notes, the student-athlete, with appropriate medical documentation, can request temporary Center for Accessible Education (CAE) services such as transportation, notetaking, and/or disability parking.

Student-athletes have the responsibility to:

- Complete a Verification of Disability form with your athletic trainer available at <http://www.cae.ucla.edu/Service-Forms>
- Submit the Verification of Disability form,

supporting medical documentation to the CAE. Also, complete the Request for Accommodations form found at <https://www.cae.ucla.edu/apply-for-accommodations>.

- Review weekly schedule, including courses, practice times, weights/conditioning, mentoring appointments, and peer learning sessions and notify any facilitators of absences due to medical concerns

UCLA LIBRARY:

- 1. We're here to help.** UCLA Library offers free access to millions of books, articles, and scholarly resources online and in-person. You can come talk about your assignment, narrow your topic, and find a resource. <http://www.library.ucla.edu/support>
- 2. Self-guided research help.** UCLA Library has created Research Guides for nearly every subject and many courses at UCLA. See <http://guides.library.ucla.edu> to find research guides for your courses.
 - Here is a guide specifically designed for you: <http://guides.library.ucla.edu/athletes>
 - We have online interactive videos on search strategies, finding resources, creating a research question <http://www.library.ucla.edu/support/research-help/start-your-own-research-guide-or-tutorial>
- 3. Library is accessible 24/7.** When you are off-campus, you can still get help and access to library resources online:
 - For research help, access our 24/7 "Ask A Librarian" chat service <http://www.library.ucla.edu/support/research-help>
 - To set up your computer for remote access to library resources, see <http://www.library.ucla.edu/usecomputers-computing-services/connect-campus>
 - For library updates, events, services and fun offerings, connect with our social media <http://www.library.ucla.edu/about/social-media-directory>
- 4. We offer inspiring places to study, collaborate & discover.** We have open spaces, private cubicles, comfy chairs, and group study rooms are available in all library locations. <http://www.library.ucla.edu/support/support-students/find-places-study-collaborate>
- 5. We provide easy access to technology.** Check out a laptop, print assignments, free scanning, or access over 200 different types of software. <http://www.library.ucla.edu/clicc>

FINANCIAL AID

*Justin Ko, NCAA Compliance Coordinator
Compliance/ Financial Aid,
310-825-1002, jko@athletics.ucla.edu*

When you are admitted to UCLA, you and your family might have many questions about how financial aid works and how you can use it to help cover the cost of tuition, housing and other necessities. Financial Aid and Scholarships is dedicated to helping each family create a strategy that works for them. Thanks to the numerous options available, a UCLA education is very affordable. We understand that you and your family may have many questions about how you will cover your expenses while at UCLA. Our website is designed to provide you with information about the financial aid process and a variety of programs that will help you make your UCLA education affordable." <https://www.financialaid.ucla.edu/>

If you are a US Citizen or Permanent Resident, you will need to complete the Free Application for Federal Student Aid (also known as the FAFSA) by the March 2nd priority filing deadline, this application can be accessed at <https://fafsa.ed.gov/>.

If you are not a US Citizen or Permanent Resident but are approved to pay in-state tuition because you graduated from a high school in California; you will need to complete the California DREAM application. The DREAM application can be accessed at <https://dream.csac.ca.gov> .

If you are a California Resident and are applying for the Cal Grant, in addition to filing the FAFSA by the March 2nd priority filing deadline, you must also complete a GPA Verification Form with your previous High School or College.

Scholarships are designed to reward, encourage, and assist students in pursuing academic excellence and leadership roles. Additional criteria, such as campus or community activities, volunteer work, work experience and financial need are taken into account during the scholarship selection process. The Financial Aid and Scholarships Undergraduate Scholarships Application is open year round. However, priority consideration is given to students who submit their application by April 30th each year. You should log in to <https://ucla.academicworks.com/> and complete your profile to be considered for scholarship opportunities. Have questions? Check out our online video answers: <https://ucla.financialaidtv.com/>

OFFICE OF OMBUDS SERVICES

*Strathmore Building, 501 Westwood Plaza, Suite 105,
310-825-7627, www.ombuds.ucla.edu*

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

The Office of Ombuds Services works to ensure that all members of the University community receive fair and equitable treatment in matters of concern or complaint. The Ombudspersons facilitate communication and assist parties in reaching their own mutually acceptable agreements when conflicts arise. Acting as neutrals and committed to confidentiality, the Ombudspersons may gather information on complaints, clarify issues, expedite processes or, when appropriate, initiate mediation. The response of the Office is tailored to the dynamics of the situation and the informed consent of the visitor. The Ombudspersons are respectfully impartial with all parties to a conflict. The Office operates within University policy and reports to the Chancellor's Office for administrative and budgetary purposes. Ombudspersons may make recommendations for review or change when policies or procedures of the University generate trends or patterns in conflicts and concerns.

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

*B36 Student Activities Center, 310-206-3628
www.lgbt.ucla.edu*

The LGBT Campus Resource Center provides a comprehensive range of education and advocacy services supporting intersectional identity development. The Center fosters unity, wellness, and an open, safe and inclusive environment for lesbian, gay, bisexual, intersex, transgender, queer, asexual, questioning, and same-gender-loving students, faculty, staff, alumni, their families, and the entire campus community.

The Center offers educational workshops and training seminars for classes, campus agencies, and departments about LGBT lives and issues. They design programs specifically for target audiences and may include students who talk about their own experiences. The professional staff works throughout UCLA to ensure that LGBT voices are represented for sensitive and inclusive UC policies and practices. They provide confidential assistance

and support to students, faculty, and staff who feel they have experienced harassment or discrimination, or who have questions round issues of health, housing, financial aid, classroom, and personnel. They also are available for consultation to the UCLA community regarding matters of policy pertaining to sexual orientation and gender identity.

Counselors in Residence are available for individual drop-in consultation several days a week. The Center also has one member of Campus Assault Resources & Education available for individual drop-in consultations. C.A.R.E. is a safe place for survivors of sexual assault, dating violence and stalking to get support, consultation, and to have a safe place to talk.

FIRST YEAR EXPERIENCE (FYE)

*Bradley Hall Suite 205,
firstyearexperience@ucla.edu*

As the campus advocates for first-year students, First Year Experience (FYE) offers specific initiatives and programs that are research-based to assist in enriching the first-year student experience. Much of our work is steeped in campus climate efforts, civic discourse and unveiling the hidden curriculum of academia, particularly at a large research university. We have a special focus on **first-generation college students, commuters, and out-of-state students**.

FYE works collaboratively with **Residential Life, the Division of Student Affairs**, and departments campus-wide to support and engage first-year students and other students in transition. The staff also is available to consult with faculty and campus partners about first-year engagement.

NEW STUDENT TRANSITION PROGRAM (NSTP)

*201 Covel Commons
(310) 206-6685 <http://newstudents.ucla.edu/>*

UCLA's New Student & Transition Programs is here to ensure that all New Bruins and their families begin their journeys at UCLA with a comprehensive introduction to Bruin life.

The first step for newly admitted students and their families begins at Orientation, where New Student Advisors provide an introduction to UCLA and its world-renowned academic programs, extensive services, and rich traditions.

New Student & Transition Programs offers several programs throughout the summer and academic year to support new students as they enter and transition into UCLA:

- New Student Orientation – for all incoming first year and transfer students

- New Parent & Family Orientation – for the parents and family members of new students
- Young Bruins Orientation – for siblings of new students attending Family Orientation
- Bruin to Bruin – a phone calling program to newly admitted students
- College Summer Institute (CSI) – a six-week summer program
- Orientation Part 2 – a Fall Quarter program for advising and enrollment support
- Bruin Next Steps – a Winter Quarter program for advising and transitioning into the second year at UCLA
- Bruin Day – our staff participates in this university-wide admit day event in Spring

ACADEMIC ADVANCEMENT PROGRAM (AAP)

1232 Campbell Hall, 310-206-1551

www.aap.ucla.com

The Academic Advancement Program (AAP) is the nation's largest university-based student diversity program. AAP has enjoyed a tradition of academic excellence at UCLA for over 40 years. AAP is available to nearly 6,000 UCLA undergraduates from diverse populations who have been historically underserved by higher education. These groups include first-generation college students, students from low-income families and students from underrepresented populations. AAP promotes academic achievement and excellence through academic advising, collaborative learning workshops, mentoring to prepare for graduate studies and professional schools, summer bridge programs for entering freshmen and transfer students, and scholarships for students.

GRADUATE MENTORING AND RESEARCH PROGRAMS (GMRP)

1202 Campbell Hall, 310-794-4186

www.aap.ucla.edu/graduate-mentoring-and-research-programs

Are you thinking about applying to graduate or professional school? If so, the AAP Graduate Mentoring and Research Programs office offers AAP students the opportunity to obtain valuable preparation. Free services include: 1) one-on-one mentoring with a currently enrolled UCLA graduate student; 2) workshops and information sessions; 3) review of statements of purpose and other professional school admissions materials; and 4) a resource library.

ETHNIC STUDIES CENTERS

www.iac.ucla.edu

UCLA is home to four ethnic studies research centers, among the very first organizations of their kind in the country. The Centers conduct original research and build community partnerships, earning international

acclaim for their accomplishments. The Centers also work together, modeling the interethnic cooperation that is so necessary in today's society.

- **American Indian Studies Center** – 3220 Campbell Hall, 310-825-7315, www.aisc.ucla.edu
- **Asian American Studies Center** – 3230 Campbell Hall, 310-825-2974, www.aasc.ucla.edu
- **Chicano Studies Research Center** – 193 Haines Hall, 310-825-2363, www.chicano.ucla.edu
- **Ralph J. Bunche Center for African American Studies** – 160 Haines Hall, 310-825-7403, www.bunchecenter.ucla.edu

INTERNATIONAL STUDENTS - DASHEW CENTER

106 Bradley Hall, 310-825-1681

www.internationalcenter.ucla.edu

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

INTERNATIONAL STUDENT-ATHLETES IMPORTANT INFORMATION

F-1 students are required by the U.S. Department of Homeland Security (DHS) and DCISS to complete an F-1 Visa Workshop and Visa Check-In, both components of iSTART@UCLA, to validate their F-1 status in the U.S. Failure to complete your check-in requirements will result in severe consequences for your visa status within the U.S.

Mandatory Visa Workshop

All newly admitted F-1 students are required to complete the mandatory F-1 Visa Workshop requirement. The F-1 Visa workshop is only offered online through iSTART@UCLA: Pre-Arrival Orientation. This workshop will provide you with information on how to maintain your F-1 status at UCLA, apply for F-1 benefits and request for services provided by DCISS.

** All newly admitted F-1 students must complete the F-1 Visa Workshop online and pass the F-1 Visa Workshop Quiz to successfully meet this requirement.

Mandatory Visa Check-In

Upon arrival to UCLA, all newly admitted F-1 students are required to check-in with DCISS. The mandatory Visa Check-In requirement can only be completed in-person at Bradley International Hall at ONE of the designated DCISS Visa Check-In Sessions. Please bring the following documents to ONE of the Visa Check-In Sessions:

- Completed DCISS F-1 Check-In Form
- Copy of page 1 and 2 of your UCLA I-20
- Copy of your I-94 Admission Record (accessible at www.cbp.gov/i94 only after arrival to the U.S.)
- Copy of your F-1 Visa (Canadian citizens exempt)
- Copy of your Copy of your Passport Photo Page
- Original Passport and UCLA I-20

Please Note: Only make copies of the documents listed above AFTER your arrival to the U.S. DCISS does not provide photocopy services. You will not be able to complete the Visa Check-In if you do not have all of your required copies.

DCISS Hold

If you do not complete the F-1 Visa Workshop and the Visa Check-In requirements by the end of Week 2 of your first Quarter at UCLA, an all-services hold from DCISS will remain on your Student Record which will affect your eligibility to receive services from DCISS and UCLA departments, restrict your course enrollment and limit your access to UCLA campus resources.

**** Failure to comply with visa check-in requirements will result in termination of your F-1 status.**

MAINTAINING F-1 VISA STATUS - IMPORTANT INFORMATION

Full-Time Enrollment

F-1 students must maintain full-time enrollment and make normal academic progress toward completion of their degree program.

- Full-time Enrollment: minimum of 12 units per academic quarter. Students are not required to enroll full-time for the Summer.
- F-1 students are not allowed to drop below full-time enrollment without receiving prior authorization for a Reduced Course Load (RCL) from DCISS.

**** Failure to maintain full-time enrollment during your program will result in severe consequences for your F-1 status.**

Address Reporting

F-1 students are required to have a valid local mailing address and permanent foreign address at all times (P.O. Box addresses not valid).

- **Local Address:** Must be a valid, residential address in the Los Angeles area where you will be residing during your F-1 program at UCLA. This address cannot be an address outside of the U.S., outside of California, or an academic department address (P.O. Box addresses not valid).
- **Permanent Address:** must be a valid, residential address outside of the United States (P.O. Box addresses are not valid).
- **E-Mail:** The e-mail address listed in MyUCLA will be the primary method of communication that DCISS will use to contact you. Please make sure that you list an e-mail address in MyUCLA that you check regularly.
- **Phone Number:** must have a valid 10 digit U.S. telephone number in MyUCLA account.

**** Please keep all of your addresses up-to-date on MyUCLA. Changes in address (local and permanent) must be updated in MyUCLA within 10 days of the change. Failure to maintain a valid local and permanent address will affect your visa status and eligibility for services at DCISS.**

Valid Passport: All F-1 students must maintain a valid passport at all times. Your passport must always be valid for at least 6 months into the future.

Employment

On-Campus Employment:

F-1 students are eligible to work part-time (up to 20 hours per week) during the academic year and full-time (more than 21 hours per week) during winter and summer vacation. On-campus employment may include teaching assistantships, research assistantships, reader appointments, or student positions at the campus library, bookstore, food/dining services, etc. F-1 students can work on-campus without obtaining employment authorization from DCISS or the U.S. Citizenship and Immigration Services (USCIS).

Suggested On-Campus Employers: Associate Students UCLA, **Transportation & Parking Services**, and **UCLA Library**. For jobs with UCLA departments, please contact that specific department for job opportunities. For other job opportunities, please check the Ackerman Union - Level A job bulletin wall.
**** Note:** F-1 students are not eligible for work-study appointments.

Off-Campus Employment:

F-1 students may not engage in off-campus employment (including paid and unpaid internships) before receiving proper employment authorization from DCISS. Types of Off-Campus Work Authorization:

- **Curricular Practical Training (CPT):** Employment authorization approved by DCISS for you to engage in an internship or employment opportunity directly related to your field of study and integral to your academic program.
- **Optional Practical Training (OPT):** Up to 12-months of employment authorization approved by the U.S. Citizenship and Immigration Services (USCIS) for you to gain practical experience in your field of study upon completion of a degree program.

** You must have a **Social Security Number (SSN)** to receive wages from employment in the U.S.

Program Completion - Grace Period

Upon completion of your degree program, you have 60-days to:

- Prepare for departure from the U.S.
- Transfer to another school/degree program by requesting a **SEVIS Transfer Out**
- Change your visa status

** Students may not exit and re-enter the U.S. in F-1 status during their 60-day grace period.

STUDENT LEGAL SERVICES

A239 Murphy Hall, 310-825-9894

www.studentlegal.ucla.edu

Student Legal Services (SLgS) provides confidential legal counseling and assistance regarding a wide range of legal issues to all currently registered and enrolled UCLA students. SLgS is able to help students with a variety of problems, including: landlord/tenant relations; accident and injury problems; domestic violence and harassment; criminal matters; divorces and other family law matters; automobile purchase, repair, and insurance problems; credit, collections and financial issues; employment matters; and health care and consumer problems. The office also frequently assists students with University-related issues, such as housing, financial aid, harassment, discrimination, ADA compliance, student discipline, and faculty misconduct. SLgS gives students the information they need to assess their options and, in appropriate cases, will negotiate on behalf of the student, as well as draft letters and legal documents for the student. Students may make an appointment by telephone or in person, and there is a \$10 fee for the initial one-hour consultation with an experienced attorney. SLgS is open Monday through Friday, 9am-5pm.

BRUIN RESOURCE CENTER (BRC)

Student Activities Center, Suite B44 & B52

310-825-3945, www.brc.ucla.edu

- *Transfer Student Center located at Kerckhoff Hall, Room 128, 310-206-3552*
- *Veteran Resource Center located at Kerckhoff*

Hall, Room 132, 310-206-6915

The mission of the UCLA Bruin Resource Center (BRC) is to support students' development, well-being and academic success, and to foster an inclusive and socially just campus community. The BRC serves all UCLA students, with a particular focus on current and former foster youth, students with dependents, students in recovery, student veterans, transfer students, and undocumented students. The BRC also offers programs that promote holistic development and education of the student and the larger campus community. These programs include Intergroup Relations and the GRIT peer-to-peer coaching program.

GRIT COACHING PROGRAM

Bruin Resource Center

grit@saonet.ucla.edu

The GRIT Peer-to-Peer Coaching program is committed to the development and well-being of the whole student. GRIT stands for guidance, resilience, integrity and transformation. In this program, UCLA students receive individualized support from trained peer coaches, with the aims of enhancing overall well-being and improving academic and personal success by utilizing various strategies for empowerment. Topic areas that peer coaches focus on during their one-on-one sessions with students include stress management and mindfulness, fostering positive social connections, goal setting, academic skills enrichment and navigating campus resources.

During their interactive sessions, peer coaches provide students:

- an empathetic listening space
- a process for identifying student needs and next steps
- applicable life skills and strategies to meet identified goals
- campus resources and referrals

GUARDIAN SCHOLARS PROGRAM

Student Activities Center, Suite B44C

E-Mail: bgs@saonet.ucla.edu.

The Guardian Scholars (GS) Program was established in 2009 at UCLA out of student advocacy to help address the unmet needs of the current and former foster youth attending the university. The GS program provides supports to youth that have previously engaged with the child welfare system and that have experienced foster care, guardianship/kinship care, probation, or that are unaccompanied minors. The GS program provides supports such as financial scholarships, the Guardian Scholars Textbook Lending Library, and internship opportunities.

STUDENT MATH CENTER

Math and Science Building Room 3974

<https://www.math.ucla.edu/ugrad/smc>

The Student Math Center (SMC) offers group study and tutorials for lower division mathematics courses to students enrolled in UCLA lower division math courses. Each quarter the website posts hours of operation as well as courses being supported.

UNDERGRADUATE WRITING CENTER

Writing Programs: 310-206-1320,

www.wp.ucla.edu

As part of the UCLA Writing Programs, the Undergraduate Writing Center's mission is to enrich the education of undergraduate students in all disciplines through individualized consultation on writing. The goal is not only to help students with a particular writing assignment, but also to help them become more effective and confident writers. Peer Learning Facilitators (PLFs) work collaboratively with writers and tailor appointments to the writer's needs and concerns. PLFs can help writers discover, explore, and articulate their ideas as well as suggest writing strategies and alternatives for the writer to consider. PLFs can also provide instruction in the conventions of academic writing, appropriate use of sources, and language use and editing strategies. In the end, however, PLFs leave the decisions and actual writing and editing to the writers. Students are welcome to walk-in or schedule an appointment to work with a PLF. To make appointments, go to: www.wp.ucla.edu/uwc

HISTORY WRITING CENTER

Humanities A61

<http://www.history.ucla.edu/academics/undergraduate/history-writing-center>

The History Writing Center (HWC) is a discipline specific center that is open to all undergraduate students enrolled in History classes. We offer one-on-one assistance with all stages of the writing process. We strongly recommend that you schedule an appointment in advance, but we also have drop-in appointments. Appointments can be scheduled at <http://wp.ucla.edu/wc/>. Please note that we do not look at take home exams, unless we have the instructor's specific consent. Please note that you need to bring in a hard copy of your paper with you. We do not read papers online. You cannot print your papers at the History Writing center. Please make sure you print your papers before coming to your appointment.

WRITING SUCCESS PROGRAM (WSP)

Student Activities Center, Suite 105G,

310-794-9079

*<http://www.cpo.ucla.edu/src/writing-success-program/>
*Blog: wspucla.wordpress.com**

Email: wsp@cpo.ucla.edu, Twitter: [@wspucla](https://twitter.com/wspucla),

Schedule a Session: wspucla.setmore.com

The Writing Success Program believes in the power of words to transform and inspire. Collaborating with students in each step of the writing process, the WSP assists students in developing the tools required for critical thinking and writing. The WSP provides one-to-one writing counseling and quarterly workshops to address the full range of students' needs in relation to multiple types of assignments including research papers, resumes and personal statements. WSP's main goals are to ease writing anxiety, increase students' confidence and develop the analytical skills necessary for students to be effective, persuasive communicators.

UCLA VOLUNTEER CENTER

www.volunteer.ucla.edu

Volunteer participation is a core value at UCLA, and in order to integrate the volunteer spirit into daily life, the UCLA Volunteer Center was established in 2009. The Center's mission is to inspire volunteerism and civic engagement among UCLA students, faculty, staff, alumni, parents, and community members. The Center creates and organizes innovative service projects, such as Volunteer Day, One Bus, One Cause, and student leadership programming, helping all members of the Bruin family to play an active part in their community. By becoming actively involved in improving the lives of fellow citizens by assisting disadvantaged children, the elderly, the homeless, and protecting the environment, we can make a difference.

CENTER FOR COMMUNITY LEARNING

Murphy Hall A265, (310) 825-7867

<http://www.uei.ucla.edu/communitylearning.htm>

The Center for Community Learning supports civic engagement for UCLA undergraduates and faculty through the integration of teaching, research and service alongside community partners.

The Center actively promotes good citizenship, leadership and social justice through service learning, internships and other community-based learning experiences. In collaboration with campus academic departments, the Center offers UCLA undergraduates the opportunity to participate in civic engagement through a variety of structured, rigorous academic courses that link theory with practice. The research interests of faculty and students are connected to the needs and priorities of community partners throughout Los Angeles and in the state, nation and larger global community.

EDUCATION ABROAD PROGRAM

Murphy Hall 1332, 310-825-4995

<http://ieo.ucla.edu/uceap>

The University of California Education Abroad Program (UCEAP) is the official, system wide study abroad program for the University of California. UCEAP is partnered with 115 universities worldwide and offers programs in 42 countries. These UC-approved programs combine immersive learning with engaging activities. UCEAP students enroll in courses abroad while earning UC units and maintaining UCLA student status. Many programs offer internship, research, and volunteer opportunities. Choose from summer, quarter, semester, and yearlong options. Financial aid and scholarships are available for qualified students.

SUMMER INSTITUTES

Murphy Hall 1331, 310-825-4101

<http://summer.ucla.edu/institutes>

Summer Institutes is developed from courses that are already part of UCLA's regular curriculum, Summer Institutes offer the breadth and depth of UCLA's academic rigor in an intensive, holistic format that allows you to share a unique hands-on learning experience. Upon completion, all courses that constitute each Summer Institute program's curriculum will be listed on an official UCLA transcript.

NCAA COMPLIANCE & ELIGIBILITY

UCLA Compliance Office: Morgan Center Suite 235, 310-206-3429

At the beginning of each year, the Compliance staff will meet with every team to discuss NCAA rules, Pac-12 regulations, and UCLA Department of Intercollegiate Athletics (DIA) policies. At that time, you will review materials and sign required forms related to NCAA eligibility and NCAA rules. You are not permitted to participate in intercollegiate competition until you attend a team rules meeting or meet individually with a member of the Compliance staff. You will meet again, as a team, with the Compliance staff at the end of the year to prepare for the summer and ensure your eligibility for the next year.

As a UCLA student-athlete, you are always welcome to visit the Compliance Office with any questions or concerns regarding eligibility, athletically related financial aid, extra benefits or any of the topics listed in this section. The Compliance staff also is available to discuss the rights and obligations of student-athletes under NCAA, Pac-12 and UCLA rules. The Compliance office is located in Suite 235 on the second floor of the Morgan Center

EXTRA BENEFITS

An extra benefit is any gift or service that is provided to you, your family or friends that is not expressly authorized by NCAA legislation. Generally, you are only allowed to receive benefits from UCLA Athletics directly related to practicing or competing in your sport or benefits that also are offered to the general student population. You could lose your eligibility, scholarship, and your right to compete in intercollegiate athletics if you accept extra benefits. Be extremely cautious of "free" or "special" benefits that you may be offered.

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

- Free or discounted items, such as clothing, food, drinks, or gifts;
- Free or reduced-cost services not available to UCLA student body;
- Cash or loans of any amount or kind;
- Gifts of any kind;
- Free transportation (including borrowing cars or getting rides from agents or boosters);
- Restaurant or booster providing a free meal at a restaurant (Boosters can only provide an occasional meal at their homes on infrequent basis if it is approved in advance by the Compliance Office);
- Reduced cost or free lodging/housing (housesitting not allowed);
- Special payment arrangements on personal purchases;
- Money from selling complimentary tickets;
- Free or discounted workouts from personal trainers or free access to non-UCLA gyms or other training facilities;
- Use of Athletic Department copiers, staff computers, tablets, smart phones, telephones, access codes or calling cards for personal use;
- Money from selling athletics-issued apparel and equipment, championship memorabilia or autographs;
- Athletics equipment or apparel (e.g., tennis racquets, golf clubs, balls, shirts) directly from a manufacturer or commercial business.

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

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,” who are also known as boosters or donors.

The NCAA defines a booster as anyone who:

- Made a financial contribution of any amount or a gift-in-kind (goods or services) to UCLA Athletics or to any of the groups or funds that support UCLA programs;
- Provided benefits to UCLA student-athletes or their families or to prospective student-athletes or their families;
- Assisted in any manner in the recruitment of a prospective student-athlete to attend UCLA; or
- Has otherwise assisted in promoting UCLA Athletics.

Once an individual is identified as a booster, he or she retains that identity forever. Any violation of these rules could result in loss of eligibility.

Athletic representatives are not permitted to provide you or your family or friends with any extra benefits. See the sample list of extra benefits in the section above.

AGENT & AMATEURISM PROGRAM

The Agent & Amateurism Program is designed to ensure all student-athletes maintain their amateur status while enrolled at UCLA. The program aims to assist you with the transition from intercollegiate to professional athletics. The program provides rules education, counseling, an agent registration program, an agent database, and opportunities to interview agents.

Only an amateur student-athlete is eligible for intercollegiate athletics participation. You may lose your amateur status and be declared ineligible for intercollegiate competition in a particular sport if you:

- Use your athletic skill (directly or indirectly) for pay in any form in that sport;
- Receive preferential treatment, benefits or services based on athletics ability or reputation, except as permitted by NCAA regulations;

- Accept a promise of pay even if you won't be paid until after you finish competing for UCLA;
- Sign a contract or commitment of any kind to play professional athletics;
- Compete on any professional athletics team, even if no pay or remuneration for expenses was received;
- Enter into a verbal or written agreement with an agent; or
- Accept any benefits from an agent, financial advisor, marketing agent, runner, street agent, or anyone else that attempts to make money from your career.

California's Agent Law is designed to protect student-athletes from agents while they are enrolled in school and competing as amateurs. Agents that harass or interfere with student-athletes can be fined or even jailed. Some of the key parts of the law are:

- Agents may not first contact student-athletes or their families in person or over the phone.
- Agents may send emails or letters to student-athletes, but they must inform the Compliance Office.
- Student-athletes and families may initiate conversations with agents, but agents must then inform the Compliance Office.

The Compliance Office requires agents to register with UCLA before pursuing you or any UCLA student-athletes and maintains a database of information on agents. You can also schedule agent interviews through the Compliance Office and meet agents right on campus. All agent contacts and questions about the Agent & Amateurism Program should be directed to Jason Curry (jcurry@athletics.ucla.edu or 310-206-6099) in the Compliance Office.

GAMBLING

NCAA rules prohibit sports wagering by all student-athletes, coaches and athletic department staff. Sports wagering includes placing or accepting a bet of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. This is true even if it is otherwise legal to wager on sports.

GAMBLING FACTS THAT YOU 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 places bets on college or professional sports.

This means...

- No wagers on ANY professional or college sports events, even those that do not involve

UCLA.

- No sports “pools” or fantasy leagues, even those run by your friends, if there is an entry fee and chance to win anything of value.
- No Daily Fantasy Leagues.
- No Internet gambling on sports events.
- No sports wagering over the phone.
- No sports wagering even if it is legal in that state or country (e.g. Las Vegas).
- Do not provide information about your team to ANYONE who gambles. In other words, do not give out 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 OR COMMERCIAL ENDORSEMENTS

You may not allow a company to use your name, image or likeness, to promote any commercial product or service. If you have modeling experience from before college, you might be able to continue that activity. However, specific criteria 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 and all vacation periods. All outside competition, including participation on a National team, in the Olympics or World Championships, must be approved by the Compliance Office in advance and the Outside Competition Form must be completed by the student-athlete before competing.

FULL-TIME ENROLLMENT

In order to practice and compete, you must be enrolled in at least 12 units each quarter. At no time

shall you drop below 12 units unless your AS2 College Academic Counselor can certify that you are in the last term of enrollment and enrolled in the proper units for graduation. Prior approval from AS2 and the Compliance Office is required to avoid jeopardizing eligibility.

CONTINUING ELIGIBILITY & DEGREE PROGRESS REQUIREMENTS

Please refer to page 31 for a complete overview of the NCAA academic eligibility rules and requirements.

SUMMER SCHOOL

Summer school may be used to fulfill some eligibility requirements. If you plan to take summer school courses at **another** institution, you must check with your AS2 Academic Counselor to make sure the course(s) is/are transferable for eligibility purposes. Athletic aid for summer school may be awarded only if an application is submitted to your counselor in a timely manner and if it is approved by Nicholas Thornton, Associate Director of Compliance & Eligibility.

5-YEAR RULE

You may compete for a maximum of 4 seasons during the 5-year period starting from the date you first enroll full-time in college.

ROSTER STATUS

At the time you indicate in writing to officially quit the team or have been removed from the team, your access to resources available to student-athletes will be impacted. The Head Coach and Sport Supervisor for your sport will make a decision as to whether the resources and opportunities that are generally made available to UCLA student-athlete will remain available to you. Each case will be evaluated on an individual basis dependent upon the specific circumstances. You will be notified about the privileges that remain available and the timetable they remain available by your Head Coach or Sport Supervisor.

Student-Athlete Resources and Opportunities:

- **Academic & Student Services** (e.g., priority enrollment, peer learning, learning center access)
- **Athletic Training & Sports Medicine Support**
- **Complimentary Admissions to UCLA Home Competitions**

The resources described below are available to all UCLA students and will continue to be available to student-athletes who officially quit the team or have been removed from the team.

UCLA Student Resources

- **Academic Support** - College and School Advising Offices, Academic Advancement Program, Writing Success
- **Facilities (subject to normal UCLA Recreation Hours and Regulations)** - Bruin Fitness Center, Drake Stadium, Intramural Field, Student Activities Center, Sunset Canyon Recreation, Sycamore Park
- **Medical Treatment** - UCLA Arthur Ashe Student Health and Wellness Center

TRANSFERRING FROM UCLA

NCAA Bylaw 13.11.3 requires a UCLA student-athlete notify the Athletics Department of his/her intention to transfer prior to contact with an athletics staff member or representative of athletics interests from another NCAA or NAIA four-year institution. If you are interested in transferring from UCLA you must notify the Compliance Office in writing. Notification in writing is defined as submission of the Notification of Transfer form through the Teamworks application. Within 48 hours, your name will be placed in the NCAA Transfer Portal by any of the following designated institutional staff members: Associate Athletic Director, Compliance, Assistant Director, Compliance, or Associate Director, Academic and Student Services.

It is highly recommended that you speak with your coach prior to notifying UCLA of a desire to transfer. The Transfer Portal designee will contact the head coach of the program to inform them of your intent to transfer.

If you decide to officially notify UCLA of your intent to transfer, your status as a student-athlete may be impacted. The Head Coach and Sport Supervisor for your sport will make a decision as to whether the resources and opportunities that are generally made available to UCLA student-athletes will remain available to you. Each case will be evaluated on an individual basis dependent upon the specific circumstances. You will be notified about your status with the team and the privileges that remain available by your coach. This decision may be revisited and changed as you proceed through the transfer process. The review is not limited to, but will include an assessment of the following:

Student-Athlete Resources and Opportunities:

- **Participation in Team Activities** (e.g., practice, meetings, competition, travel)
- **Academic & Student Services** (e.g., priority enrollment, peer learning, learning center access)
- **Facility Access** (e.g., Acosta Athletic Complex, Drake Stadium)
- **Fueling Station, Team Meals, Team Entertainment**

- **Athletic Training & Sports Medicine Support**
- **Athletic Performance Coaching and Workouts**
- **Complimentary Admissions to UCLA Home Competitions**
- **UCLA Team-Issued Gear and Equipment**

As a result of your notice of transfer UCLA has the option to cancel your athletics aid. If you notify during the academic term aid may be canceled at the conclusion of that term. If you notify between terms aid may be canceled immediately. The decision by the department to cancel your athletics aid will be made according to the following conditions:

- Notification during the fall quarter – decision due to student-athlete by 2 weeks prior to winter quarter classes
- Notification during winter break between fall and winter quarter – decision due to student-athlete prior to first day of winter quarter classes
- Notification during winter quarter – decision due to student-athlete by 2 weeks prior to spring quarter classes
- Notification during spring break between winter and spring quarter – decision due to student-athlete prior to first day of spring quarter classes
- Notification during spring quarter – decision due to student-athlete prior to July 1st
- Notification during summer prior to June 17th – decision due to student-athlete by July 1st
- Notification during summer after June 17th – decision due to student-athlete prior to first day of fall quarter classes

In addition, the resources described below are available to all UCLA students and will continue to be available to student-athletes who officially request permission to contact another institution.

UCLA Student Resources

- **Academic Support** - College and School Advising Offices, Academic Advancement Program, Writing Success
- **Facilities (subject to normal UCLA Recreation Hours and Regulations)** - Bruin Fitness Center, Drake Stadium, Intramural Field, Student Activities Center, Sunset Canyon Recreation, Sycamore Park
- **Medical Treatment** - UCLA Arthur Ashe Student Health and Wellness Center

At the time you indicate in writing to officially quit the team or have been removed from the team, continued access to the services listed above will be evaluated on a case-by-case basis by the Sport Supervisor and Head Coach.

NCAA regulations require a transfer student-athlete to complete one full-time academic year in residence at the new institution prior to participating, unless he or she meets requirements for an NCAA transfer exception. Under Pac-12 rules, you may not use the One-Time Transfer Exception if you transfer to another Pac-12 school, unless the original school grants you permission to waive the penalty. Under NCAA Bylaw 14.5.1.2, if you transfer to another NCAA institution while you are disqualified or suspended from UCLA for disciplinary reasons, you are required to complete one calendar year of residence at the new institution.

NCAA ONE-TIME TRANSFER EXCEPTION

It is possible under NCAA rules to receive a one-time exception to the academic year in residence 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, basketball, or football, or were a participant in those sports but were 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 academically 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 denied a “release” to waive the residence requirement, you may still transfer, but will be subject to the appropriate penalties. You also have the right to an appeal hearing, by a committee of non-athletics personnel, if denied a waiver of the residence requirement.

PAC-12 INTRA-CONFERENCE TRANSFER RULE

Any student-athlete that transfers directly to another Pac-12 institution shall fulfill a residence requirement of one full academic year in all sports. There are exceptions for student-athletes that were not recruited and received no athletics financial aid and student-athletes that were recruited but did not receive any institutional financial aid.

TRANSFER APPEALS & PROCEDURE

If UCLA denies a student-athlete’s request to receive an exception to the NCAA or Pac-12 transfer requirements, UCLA shall inform the student-athlete in writing that he or she, upon written request, shall be provided an appeals hearing conducted by a Transfer

Appeals Committee (“Appeals Committee”) outside of the DIA. A copy of this policy may constitute written notice of a student-athlete’s right to appeal.

Procedure

The student-athlete shall contact the Faculty Athletics Representative (FAR), in writing, to request a hearing to appeal UCLA’s decision. If a hearing is requested, an Appeals Committee shall be formed, that may be composed of the FAR, student-athletes, and non-athletics faculty/staff members. FAR, Mike Teitell, will chair the hearing, but does not serve as a voting member of the committee.

The Appeals Committee shall conduct a hearing and provide a written response within 15 business days after receiving a written request for such a hearing from the student-athlete. The student-athlete and coach or director of athletics/sport supervisor shall be notified of the time and place of the hearing. At the hearing, each side may present its arguments to the Appeals Committee. The student-athlete may bring along another person or legal counsel to the hearing.

The decision to uphold or revise the institution’s support of the transfer request is left to a majority decision of the Appeals Committee. The Appeals Committee’s decision is final and there is no appeal beyond the Appeals Committee. However, if the student-athlete wishes to discuss the result of the appeal, a meeting with a designated member of the Appeals Committee shall be arranged by the FAR.

ATHLETIC SCHOLARSHIPS/ GRANT-IN-AID LIMITATIONS

A full athletic scholarship covers the full Cost of Attendance as defined by the UCLA Office of Financial Aid and Scholarships. Most athletic scholarships are awarded and renewable on a multi-year or annual basis. 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.

Questions regarding your athletic scholarship amounts should be addressed to your coach or Justin Ko (310-825-1002 or jko@athletics.ucla.edu) in the Compliance Office/Financial Aid office.

ATHLETIC AID APPEALS PROCEDURE

The appeals procedure below applies to all current or former student-athletes on athletics financial aid. The purpose of this procedure is to provide student-athletes with an opportunity to appeal decisions where grant-in-aid has been canceled, reduced, or otherwise not renewed in accordance with NCAA rules. Athletic scholarships may not be cancelled or reduced for athletically based reasons.

If UCLA decides to cancel or reduce a student-athlete's financial aid during the award period or during the renewal period prior to June 30th for the upcoming academic year, UCLA shall inform the student-athlete in writing of this decision and that he or she, upon written request, shall be provided a hearing before the UCLA Athletic Financial Aid Appeals Committee ("Appeals Committee").

Procedure

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

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

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

The Faculty Athletics Representative (FAR), Professor Michael Teitell, will chair the hearing, but does not serve as a voting member of the committee. The Appeals Committee will include members of the faculty and University staff.

The Appeals Committee shall notify the student-athlete in writing of its decision within 10 business days after the hearing. The recommendation to rescind, modify, or support the decision to reduce or cancel financial aid is left to a majority decision of the

Appeals Committee. Their decision is final and there is no appeal beyond the Appeals Committee. However, if the student-athlete wishes to discuss the result of the appeal, a meeting with a designated member of the Appeals Committee shall be arranged by the FAR.

NON-SCHOLARSHIP STUDENT-ATHLETES

Non-scholarship UCLA student-athletes are entitled to the same benefits as scholarship athletes, except athletic scholarship 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 athletic awards. Non-scholarship student-athletes must meet all NCAA academic and amateurism 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

Justin Ko, 310-825-1002, jko@athletics.ucla.edu

All new and continuing students are eligible to apply for need-based financial aid. Federal grants, loans, and work-study money are available for your education. State and institutional student financial aid is also administered through UCLA, including Cal Grants and University Grants. You can complete a Free Application for Federal Student Aid (FAFSA) online at <https://fafsa.ed.gov/> to determine whether you may be eligible for financial aid.

Note that NCAA rules limit the forms of financial aid a student-athlete on an athletic scholarship can accept without affecting the sport's scholarship limits. Pell Grants, University Grant and Cal Grant Awards can be accepted without affecting the limits of your sport. Student-athletes must report all other financial aid that they receive from the institution or outside sources (scholarships from outside organizations) to the Compliance Office. Questions regarding whether aid is countable or not should be addressed with the Compliance Office.

EMPLOYMENT

In sports other than golf, 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;
- d) compensation is paid by the lesson recipient (or family) and not another individual or entity; and,

- e) the student-athlete does not use his or her name or image to advertise the lessons.

UCLA Athletic Department policy requires all student-athletes to complete a form **PRIOR** to commencing any employment or fee-for-lesson instruction. Forms are available in the Compliance Office.

COMMUNITY SERVICE/ PROMOTIONAL ACTIVITY

Per NCAA Bylaw 12.5.1.1, student-athletes must receive written approval prior to participating in any charitable, educational, or non-profit activities considered incidental to participation in intercollegiate athletics.

UCLA student-athletes can participate in charitable/non-profit activities under the following conditions:

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

Contact Ric Coy or the Compliance office for more information.

TICKET POLICIES

Football: Student-athletes will be admitted free to all home football games. A student-athlete who wishes to attend a game should go to the student-athlete gate located to the west of Gate A at the Rose Bowl on game day for admission. Student-athletes must show their Bruin Card and sign a roster list in order to gain admission to the Rose Bowl. No hard tickets shall be issued. All seats are in the UCLA student section, and are unreserved and available on a first-come, first-seated basis, except for the USC game. For the USC home game, student-athletes must sign-up to attend the game through the Athletic Department. This game is a reserved seat event. Details on the USC game ticket process will be available to all student-athletes via email.

Men's Basketball: As a student-athlete, you can be admitted for free to all regular season home basketball games. You may show up on the day of game to the Pauley Pavilion Northeast entrance to pick-up your ticket. Student-athletes must show their Bruin Card and sign the roster list in order to gain admission to Pauley Pavilion. No hard tickets shall be issued. A limited number of spots will be available on the floor on a first come, first serve basis. Once the floor is full, all other students will be seated in the upper level.

Olympic Sports: For all home Olympic Sport regular season events, UCLA student-athletes will be admitted free to the event at any venue entrance by showing their Bruin Card. Seating will be on a first-come, first-seated basis, especially if event seating is limited, such as at the Wooden Center or Spieker Aquatic Center

STUDENT HOSTS

When serving as a student host during recruiting visits, UCLA student-athletes must abide by the rules and regulations of their teams, the DIA, the University, the Pac-12 and the NCAA, as well as Federal and State laws. You are expected to conduct yourself, both on and off campus, in a manner which brings credit to the University and your teams. You must avoid any inappropriate behavior, including, but not limited to, the use of alcohol or illegal drugs, gambling, sexual harassment or adult entertainment.

Student-athletes who serve as hosts are required to sign an agreement prior to the start of the official visit that specifies the following:

- I agree that my role as a student host is an important service to the institution and the Athletic Department. Appropriate conduct is required of me, my teammates, the prospect and members of my institution in conforming to University & NCAA standards.
- I understand I am subject to University, Pac-12 and NCAA penalties for violations of UCLA/NCAA recruiting policies.
- I am currently enrolled in classes, which is a requirement to serve as a host.
- I am not serving as a student host on my designated day off per NCAA rules.
- A maximum of \$75 per day may be provided to me to cover all entertainment expenses for myself, the prospect, and up to four family members. This amount may be reduced based on the size of the official visit party. I may be provided with up to an additional \$40 per day for each additional prospect I entertain.
- Host money may not be supplemented to cover the cost of entertainment. Other

student-athletes accompanying me or the prospect during the visit shall pay for their own entertainment.

- I understand that cash may not be given to the visiting prospect or anyone else connected with that prospect.
- I understand that I may not use host money to purchase, or otherwise provide the prospect with, gifts of value (e.g., souvenirs or clothing).
- I may not use vehicles provided or arranged for by a UCLA booster.
- I may not transport or entertain the prospect or anyone accompanying the prospect more than 30 miles from the campus.
- I shall not arrange contact or allow recruiting conversations to occur, on or off campus, between the prospect and a UCLA booster.
- 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.
- I may not post photographs of or comments about prospects on social media if instructed to do so by a coach or staff member.
- At the conclusion of the visit, I will complete the Official Visit Student Host Expense Log on Teamworks.

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

TIME DEMANDS

Countable Athletically Related Activities (CARA)

Countable athletically related activities include any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by, one of more of an institution's coaching staff and must be counted within the weekly and daily limitations. Such activities include, but are not limited to the following:

- Practice
- Competition and related activities
- Film review
- Skill instruction
- Strength and Conditioning activities
- Team meetings
- Limit of 20 hours per week during in-season; 8 hours per week during out-of-season

Required Athletically Related Activities (RARA)

Required athletically related activities include any activities, including those that are not countable in

the daily and weekly limitations that are required of a student-athlete. Such activities include, but are not limited to the following:

- Compliance meetings
- Organized team promotional activities
- Recruiting activities, including student-host duties
- Media activities
- Fundraising events
- Community service events
- Team building activities
- Travel to and from away-from-home competition
- No hour limitation per week/day

RARA (INCLUDING CARA) MAY NOT OCCUR DURING ANY DESIGNATED DAY OFF.

Not considered CARA or RARA (may occur on a day off)

- Health & medical activities (e.g., medical evaluations, treatment for prevention and/or rehabilitation of injuries)
- Academically-related activities (e.g. meetings with academic advisors, tutor sessions)
- Voluntary athletically-related activities (VARA) – **To be considered voluntary, all of the following conditions must be met:**
 - The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, athletic trainer, manager) any information related to the activity. In addition, no athletics department staff member who observes the activity may report back to the student-athlete's coach any information related to the activity;
 - The activity **must** be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time. However, it is permissible for an athletics staff member to provide information to student-athletes related to available opportunities for participating in voluntary activities (e.g., times when the strength and conditioning coach will be on duty in the weight room or on the track). In addition, for students who have initiated a request to engage in voluntary activities, the institution or an athletics department staff member may assign specific times for student athletes to use facilities for scheduling purposes;

- o The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes;
- o The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity; and
- o The student-athlete is expected to log all voluntary activities in their individual calendar in Teamworks at end of each week (viewable only by the Compliance Office).

Required Days Off Requirements

- One (1) day off per week during preseason practice and vacation periods
- One (1) day off per week during in-season periods (20-hour week) except during participation in one (1) conference and postseason championship and any postseason bowl games or NIT, and during participation in NCAA championships
- Two (2) days off per week during out-of-season periods (8-hour week)
- Seven (7) days off required beginning the day after a student-athletes' or team's last contest of the championship segment
- Fourteen (14) additional days off throughout the playing season
 - o In addition to mandated days off per week and 7 days at the end of championship season

A day during which travel to an away-from-home competition occurs may not be considered as a day off. However, a day on which return travel to campus occurs between midnight and 5 a.m. may be considered a day off provided no activities occur for a continuous 24-hour period following the student-athletes' official release from all team obligations.

Continuous Eight-hour Period Restriction

All RARA, other than competition, are prohibited during a continuous eight (8) hour period between 9 p.m. and 6 a.m. Exempted activities from the continuous eight-hour period restriction:

- Travel to away competitions after release from home competitions
- Participation in a regular season multi-day contest, event or tournament, or post-season

competition

- Activities in the locale of away competitions on the day before the competition
- Recruiting activities (e.g., student host duties)
- Participation in required life-skills and team building activities
- Health and medical activities or academically related activities

Time Balance

Every sport program must develop a time management plan (TMP) to provide student-athletes with greater predictability and transparency in their athletic schedules for the upcoming academic year. TMP's are intended to provide student-athletes adequate advance notice of future athletically-related activities in order to effectively plan their academic and non-athletically related activities. All TMP's must include the following:

- All CARA (practice, film, weights, conditioning, competition, etc.,)
- All RARA (institutional promotions, community service, student host/recruiting duties, etc.,)
- All required days off

Once a TMP is submitted by the head coach, designated student-athletes from each sport, the sport supervisor, and a member from the Compliance Office will review the plan and discuss any desired changes. Once all parties agree to the schedule, the plan will be accessible via the Teamworks app.

An annual review of each TMP is required. The review will evaluate the extent to which student-athletes were free from all athletically-related activities during the required eight-hour overnight period and designated days off and the frequency and timing of changes to the original schedule presented to student-athletes.

SPORTS MEDICINE

Acosta Athletic Training Center, 310-206-6107

ABOUT US

The UCLA Sports Medicine Team is comprised of Athletic Trainers, Physical Therapists, Team Physicians and student interns. They provide care for approximately 700 student-athletes in the Acosta, Wasserman and Ostin Athletic Training Centers. The Acosta athletic training room features 25 treatment stations with various therapeutic modalities, hot and cold in-ground whirlpools, SwimEx therapy pool, Alter-G antigravity treadmill, Bod Pod, cardio equipment, a large rehabilitation area with rehabilitation & therapeutic exercises equipment and a physician suite that includes 3 exam rooms and a minor procedures area, that all aid in providing the highest level of care for UCLA student-athletes.

The Assistant Athletic Director of Sports Medicine, Mark Pocinich, oversees a Sports Medicine program that offers UCLA student-athletes comprehensive care encompassing prevention, evaluation, rehabilitation and management of athletic injuries. In addition, much time is dedicated to the education and counseling of student-athletes in issues related to their health and wellness, both physical and mental. Each sport is designated an Athletic Trainer to provide direct coverage for that team. Additionally, an integral part of the program is the Team Physicians, who, in coordination with the UCLA Medical Center, are responsible for oversight of the injuries and illnesses of the student-athletes. Each student-athlete has access to the array of exceptional ancillary staff including physical therapists, dietitians, dentist, and insurance coordinator. Sports medicine also collaborates with campus, UCLA medical center and community mental health providers allowing access to comprehensive services that include psychologists, psychiatrists and therapists, all of whom aid in the extraordinary care of UCLA student-athletes.

HOURS OF OPERATION

During the Academic Year:

Monday – Friday: 7:00am-6:30pm

(hours may change based on need)

Weekends as per in-season practice & event coverage

Holidays/Winter/Spring Break: Determined by in season practice & event coverage

Summer:

Monday – Thursday: 7:00am – 5:00pm

Friday: 7:00am – 1:00pm

(hours may change based on need)

In case of emergency outside of posted hours, either report to the **UCLA Emergency Room or call (310) 825-1491 for UCLA EMS or 911**. Notify your Athletic Trainer ASAP after the incident.

INJURY/ILLNESS POLICY & MEDICAL SERVICES PROGRAM

Student-athletes are required to report all injuries to your Athletic Trainer as soon as possible. This is important so that we may provide care and relay your status to your coaches & athletic performance 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. Under the UCLA Medical Services Program (sent to all athletes and parent annually) costs incurred from injuries that occur as result of participation in UCLA sponsored/approved athletic events in this system will be paid for by your personal insurance first with UCLA Athletic Department insurance paying any deductible or non-covered items as the secondary insurance provider. Non-approved costs incurred by you inside or outside our system will become your responsibility. UCLA does not provide coverage for injuries determined to be pre-existing to participation at UCLA. Second opinions must be submitted to and approved by the Assistant Athletic Director of Sports Medicine. Student-athletes must report all athletic related injuries prior to their separation from the team(quit, transfer, graduation, medically retire) by completing the required Exit Health Review Questionnaire, or other method, identified by the sports medicine staff, to be eligible to receive services after the separation. All services must be approved by the Assistant Athletic Director of Sports Medicine prior to receiving said services.

MENTAL HEALTH SERVICES

Mental health services are provided by Counseling and Psychological Services (CAPS), Sports Psychiatry Services and the UCLA Department of Behavioral and Addiction Medicine. UCLA Sports medicine provides access to its mental health services and providers through referral from our team physicians. Student-athletes are encouraged to engage with their team athletic trainer to initiate the process and to obtain more information about our programs.

CAPS 24hr crisis line 310-825-0768 is a resource that student-athletes can use at any time to speak to a medical professional ASAP regarding their situation. This includes assistance or questions with how to deal with difficult situations or any other concerns. For more information on CAPS : <http://www.counseling.ucla.edu/>

If you believe a student-athlete is in crisis and a immediate danger to themselves or someone else CALL 911, UCPD at **310-825-1491** or direct them to **Ronald Reagan Emergency Room**. When in doubt, and are dealing with potential emergency, call **911**.

MANDATORY HEALTH INSURANCE - UC SHIP

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

Students who have health insurance from another source may opt out of the UC SHIP program provided it meets the following criteria:

- Plan has no overall annual benefit limit.
- Plan has an annual out-of-pocket maximum of \$6,850 or less for an individual or \$13,700 or less for a family.
- Plan has policy written in standard English with benefits expressed in U.S. dollars and a claims payment office with an address in the United States.
- Plan is not a travel insurance policy or a health care reimbursement plan.
- Plan provides unrestricted access to an in-network primary care provider, in-network hospital and full, non-emergency medical and behavioral health care within 100 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.)

If your insurance coverage meets the above criteria you may waive out of UC SHIP via an online registration form at www.studenthealth.ucla.edu. Students are solely responsible for waiving out of UC SHIP (the Athletic Department cannot do it for them).

The NCAA Student Assistance Fund may be used to pay for UC SHIP premiums if the student-athlete is a Pell Grant or Cal Grant recipient, an international student-athlete or can demonstrate financial need. **Student-athletes must seek PRE-APPROVAL BEFORE insurance premiums can be paid.** Financial support provided through the NCAA Student Assistance Fund may impact a student-athlete's cost of attendance stipend (if applicable) and any other

financial aid awards unless pre-approval is obtained. For more information regarding the NCAA Student Assistance Fund, please contact Ja'Nae Davis, at jndavis@athletics.ucla.edu.

Information about UC SHIP enrollment, fees and eligibility can be found at www.studenthealth.ucla.edu

The UCLA Athletic Department would like to ensure its athletes are vaccinated to protect themselves and their team against preventable diseases. The list of vaccines that will be required of athletes is in accordance with the recommendations from national governing bodies, including the NCAA (National Collegiate Athletic Association),

CDC (Centers for Disease Control and Prevention and US Department of Health), AAFP (American Academy of Family Physicians) and AAP (American Academy of Pediatrics).

The expectation is that athletes will have vaccines updated prior to arriving for new/annual Physical exam.

REQUIRED IMMUNIZATIONS FOR PARTICIPATION IN UCLA ATHLETICS

IMMUNIZATION	DATE:
Tdap or Td (Tetanus) • Required within the last 10 years	
Measles, Mumps, Rubella (MMR)	Dose 1:
	Dose 2:
Meningococcal (Meningitis) • If player has not had MCV - needs 1 dose • If player had one dose when < 16 years old - needs #2 dose • If player had one dose when > 16 years old - no further doses needed	Dose 1:
	Dose 2:
Varicella or history of Chicken Pox disease as child	Dose 1:
	Dose 2:
Hepatitis B	Dose 1:
	Dose 2:
	Dose 3:

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 may 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 submitted paperwork must contain the following information:

- Treating Physician (printed name)
- Specialty
- Office Address
- Physician Signature and Date
- Physician Document (letter, medical notes) to include the following information:
 - o Diagnosis
 - o Medication(s) and dosage

- o Blood pressure and pulse readings and comments
- o Note that alternative non-banned medications have been considered, and comments
- o Follow-up orders
- o Date of clinical evaluation
- Attached Written Report Summary of Comprehensive Clinical Evaluation
 - o The evaluation should include individual and family history, address any indication of mood disorders, substance abuse, and previous history of ADHD treatment, and incorporate the DSM criteria to diagnose ADHD. Attach supporting documentation, such as completed ADHD Rating Scale(s) (eg. Connors, ASRS, CAARS scores)
 - o The evaluation can and should be completed by a clinician capable of meeting the requirements above

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

The Department of Sports Medicine and CAPS will provide a form that can be used to help document the required information listed above. 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.

UCLA DEPARTMENT OF INTERCOLLEGIATE ATHLETICS DRUG EDUCATION & TESTING PROGRAM 2019-2020 Policy Statement

Objectives

The purpose of the drug education and testing program for UCLA student-athletes is to promote a drug-free environment for the intercollegiate athletics program. Education and counseling are the cornerstones of the program. The goals of the program 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 regarding the potential harm resulting from use of substances

- To provide assistance and treatment for those who are found to engage in substance use
- To maintain appropriate standards of behavior in intercollegiate athletics at UCLA

Procedures used are to be systematic, fair, assure reliability of tests and protect the privacy of the participants. The mandatory program provides for appropriate sanctions for student-athletes who are not in compliance with the terms and conditions described in this policy statement. Signed consent and notification forms shall be considered affirmation of the student-athlete's agreement to the terms and conditions in this policy. UCLA may amend this policy at any time.

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 and programs.

Educational Component

Each team and coaching staff is to meet as often as necessary (at minimum once per academic year) with an assigned team athletic trainer to review the Drug Education and Testing Program. These sessions are to include information regarding the use of illegal substances, a review of the current UCLA and NCAA Banned Drug Classes, and the danger of using performance-enhancing substances, including anabolic steroids and amphetamines. The education session may include computer-based training. 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.

Counseling Component and Substance Management Program (SMP)

Under the direction of the UCLA Sports Medicine Program, services and referrals to providers that may include psychologists, psychiatrists and addiction specialists are made available to student-athletes as required. Student-athletes may also participate in the Substance Management Program (SMP) on a voluntary or mandatory basis, which provides broad treatment for substance use. To the extent permitted by law, all counseling is confidential. However, consultation with other health care professionals and/or program administrators can occur after obtaining expressed written consent from the student-athlete, or in the case of an emergency. 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 Department of Intercollegiate Athletics. Consistent with California law, individual counseling with licensed medical or psychological personnel is privileged under the patient-physician or patient-therapist privilege. If a student-athlete is a minor, parental consent and knowledge may be necessary. In appropriate cases, attempts are made to encourage student-athletes to permit involvement of family in the treatment program. Student-athletes who sign the consent form agree to allow program administrators to verify compliance with mandatory assessment/counseling sessions.

Testing Component

The testing program is confidential and utilizes methodologies 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 & Testing Program is provided to each student-athlete and coach annually.
- 2. Banned Substances:** A list of categories/substances for which testing will be done for that year including the generic names of substances, as applicable, is available at <http://www.ncaa.org/2018-19-ncaa-banned-drugs-list> and on-line in the Student-Athlete Handbook. A copy will be provided at each annual team meeting where this drug education & 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 the start of drug testing each academic year. The consent form requires the student-athlete to submit relevant information to the team physician 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 drug tests will be conducted throughout the academic year at an intercollegiate athletic facility on the UCLA campus in which ALL student-athletes are eligible. **Student-athletes are either chosen randomly, as part of a team, as a result of previous positive test(s), or may be recommended due to reasonable suspicion screening.** Reasonable suspicion screening may be exercised at any time. Reasonable suspicion may include, without limitation, 1) observed possession or use of drugs, 2) arrest or conviction for a criminal offense related to prohibited drugs, 3) receipt of information that suggests potential use of drugs, or 4) observed abnormal appearance, conduct or behavior reasonably interpreted as being caused by the use of prohibited drugs or substances.
 - b. The Department of Intercollegiate Athletics is responsible for compiling a

- list which will include student-athletes who have had previous positive tests, are recommended for reasonable suspicion, and/or are selected at random. The list is then provided to Drug Free Sport (UCLA's outside contractor) for sample collection.
- c. **Student-athletes are notified in writing that they have been selected for drug testing no more than 24 hours prior to the test and student-athletes are required to confirm receipt of this notification in writing. However, random team testing may occur without prior written notification.** If there is no response from the student-athlete after 3 hours, the head coach, or the coach's designee, will be contacted to assist with notification. If written confirmation is not possible, verbal acknowledgment via phone is acceptable. If it is not possible to provide notice to a student-athlete, the student athlete may be excused from the test, but will be tested at the next available opportunity. The assigned team athletic trainer will inform the Associate Athletic Director for Compliance that the student-athlete was not notified. This excuse may only be used one time per student-athlete. On rare occasions, the Faculty Athletics Representative may excuse a student-athlete from a test due to extenuating circumstances (e.g., death in the family, hospitalization). Finally, notification of a positive test result is not required prior to a student-athlete being selected for future testing.
 - d. **Each notified student-athlete must report to the designated testing area at the time reported on the notification form.**
 - e. **Once the student-athlete has reported to the testing area, he or she must remain in the testing area until a sample that can be tested has been produced unless the student-athlete receives permission to leave and return from a certified collector to attend class or another approved activity and return at a specified time. If the student-athlete does not return to the testing site at the time specified when he/she was excused to provide an adequate sample, the test will be treated as a positive result for an illicit substance/street drug.**
 - f. Drug Free Sport will oversee the sample collection in private bathroom facilities and will be responsible for filing the appropriate forms.
 - g. Each student-athlete selected for testing must produce 100mL of urine (or an amount pre determined by the testing team) under direct supervision of the sampling control officer. **If a student-athlete fails to produce an adequate volume of urine by the end of the testing day, the test will be treated as a positive result for an illicit substance/street drug. If the student-athlete fails to produce a sample that is adequately concentrated for testing, the sample will still be submitted to the laboratory for testing. If the sample cannot be tested, the student will be tested at the next available opportunity. A "no-show" is defined as a student-athlete who fails to report for a scheduled drug test at the date and time specified on the notification. Tardiness will not be tolerated. A no-show is treated as a positive result for an illicit substance/street drug.**
 - h. 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.
 - i. If a student-athlete provides an altered sample, that student-athlete may be subject to subsequent individual testing.
 - j. At the conclusion of testing, urine samples will be delivered to the testing laboratory.
 - k. Testing may continue as long as a student-athlete is a reported member of an athletic team from the Department of Intercollegiate Athletics and remains eligible for participation.
 - l. The results of the tests are provided to the physician assigned responsibility for managing the drug education & testing program, who notifies the appropriate individuals, as specified by this program, of positive test results. Confidentiality is maintained at all times throughout all notifications and communication.
 - i. **Any positive test in a student-athlete's career will count cumulatively with respect to the provisions of this program.**

- ii. **Positive tests need not be on consecutive testing dates, in the same academic year, or for the same category of substance to increase the level of sanction that is applied.**

- m. Positive test results will be sanctioned as outlined in this policy. Coaches and other department staff may not directly or indirectly increase competition suspensions or accelerate the cancellation of a student-athlete's scholarship due to violations of the program. Coaches may impose supplemental penalties or disciplinary measures related to a student-athlete's participation in other athletically related activities (e.g., practices, workouts), so long as such disciplinary measures do not result, directly or indirectly, in any adverse action against the student-athlete in competitive activities. Additional penalties must be outlined in the specific program's team rules and must be counted as Countable Athletically Related Activity pursuant to NCAA Bylaws. Any supplementary penalties or disciplinary measures involving physical activity must be compliant with NCAA regulations and department policies. Notwithstanding the foregoing, members of the UCLA Drug Education & Testing Committee may adjust the timing of a sanction from what is described in the program if, upon evaluation, they conclude that extenuating circumstances exist to merit an adjustment. Such extenuating circumstances include, by way of example only, potential health risk(s) to student-athlete(s).
- n. Competition sanctions will not be applied until a student-athlete is eligible and physically able to participate. Student-athletes will serve all suspensions sequentially, not concurrently.

Sanctions: Performance Enhancing Drugs (PEDs)

First Positive Result of Career. The following will occur:

1) Notification:

In addition to the student-athlete, the Medical Director, Head Team Physician, assigned Team Physician, assigned Athletic Trainer, assigned Sport Supervisor, Head Coach and staff members with responsibility for managing the drug education & testing

program will be notified.

2) Accountability Meeting:

- a. The Senior Staff Member responsible for the Accountability Meetings associated with the drug education & testing program will advise the student-athlete in writing of the test results and the process to request a retest of the same sample.
- b. The student-athlete will have seven (7) business days to request a sample retest. This must be done in writing and if the request is not submitted by the deadline, the student-athlete's opportunity to request a sample retest will be considered waived.
- c. The student-athlete will also have seven (7) business days to schedule and meet with the Senior Staff Member for a mandatory Accountability Meeting.

3) Assessment(s):

- a. A mandatory assessment session with a psychologist approved by the UCLA Drug Education & Testing Program is required.
- b. Based on the initial assessment session with the approved psychologist, additional mandatory sessions and/or educational requirements may be required for the student-athlete to complete.

4) Competition Sanction:

- a. Suspension will occur from 20% of the season's contests in which the student-athlete is eligible to participate within the NCAA Championship Season. Scrimmages and exhibition matches may not be used to satisfy the suspension.
- b. The suspension will start with the first scheduled contest after twelve (12) business days elapse from the date of notification to the student-athlete of the positive result.

Second Positive Result of Career. The following will occur:

1) Notification:

In addition to the student-athlete, the Medical Director, Head Team Physician, assigned Team Physician, assigned Athletic Trainer, assigned Sport Supervisor, Head Coach and staff members with responsibility for managing the drug education & testing program will be notified.

2) Accountability Meeting:

- a. The Senior Staff Member responsible for the Accountability Meetings associated with the drug education &

testing program will advise the student-athlete in writing of the test results and the process to request a retest of the same sample.

- b. The student-athlete will have seven (7) business days to request a sample retest. This must be done in writing and if the request is not submitted by the deadline, the student-athlete's opportunity to request a sample retest will be considered waived.
- c. The student-athlete will also have seven (7) business days to schedule and meet with the Senior Staff Member for a mandatory Accountability Meeting.

3) Assessment(s):

- a. A mandatory assessment session with a psychologist approved by the UCLA Drug Education & Testing Program is required.
- b. Based on the initial assessment session with the approved psychologist, additional mandatory sessions and/or educational requirements may be required for the student-athlete to complete.

4) Competition Sanction:

- a. Suspension will occur for 365 days.
- b. The suspension will start after twelve (12) business days elapse from the date of notification to the student-athlete of the positive result.

Third Positive Result of Career. The following will occur:

1) Notification:

In addition to the student-athlete, the Medical Director, Head Team Physician, assigned Team Physician, assigned Athletic Trainer, assigned Sport Supervisor, Head Coach and staff members with responsibility for managing the drug education & testing program will be notified.

2) Accountability Meeting:

- a. The Senior Staff Member responsible for the Accountability Meetings associated with the drug education & testing program will advise the student-athlete in writing of the test results and the process to request a retest of the same sample.
- b. The student-athlete will have seven (7) business days to request a sample retest. This must be done in writing and if the request is not submitted by the deadline, the student-athlete's opportunity to request a sample retest will be considered waived.
- c. The student-athlete will also have seven

(7) business days to schedule and meet with the Senior Staff Member for a mandatory Accountability Meeting.

3) Assessment(s):

- a. An assessment session with a psychologist approved by the UCLA Drug Education & Testing Program will be offered.
- b. Based on the initial assessment session with the approved psychologist, additional sessions and/or educational services may be offered.

4) Competition Sanction:

The student-athlete will be permanently dismissed from participation in intercollegiate athletics and his or her athletic scholarship will be cancelled.

For the purposes of this Section, performance enhancing substances and masking agents include, but *are not* limited to:

- **Stimulants: Examples include:** Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexaneamine, "bath salts" (mephedrone); Octopamine; hordenine; dimethylbutylamine (DMBA, AMP, 4-amino methylpentane citrate); phenethylamines (PEA's); dimethylhexylamine (MMHA, Octodrine); heptaminol etc. *Exceptions: phenylephrine and pseudoephedrine are not banned.*
- **Anabolic Agents: Examples include:** (sometimes listed as a chemical formula, such as 5 α -androst-1-ene-3,17-dione) Androstenedione; boldenone; clenbuterol; DHEA; 7-keto-DHEA; epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; testosterone; trenbolone; SARMs (ostarine, ligandrol, LGD-4033, S-23, RAD140); DHCMT (oral turanibol) etc, and related compounds.
- **Diuretics and Other Masking Agents:** Examples include: (water pills) bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone; canrenone; triameterene; trichlormethiazide; and related compounds.
- **Narcotics:** Buprenorphine; dextromoramide; diamorphine; (heroin); fentanyl and its derivatives; hydrocodone; hydromorphone; methadone; morphine; nicomorphine; oxycodone; oxymorphone; pentazocine; pethidine.

- **Cannabinoids:**
Marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g. spice, K2, JWH-018, JWH-073)
- **Peptide Hormones and Analogues:**
Examples include:
Growth hormone(hGH); human chorionic gonadotropin in males (hCG); erythropoietin (EPO); IFG-1 (colostrum, deer antler velvet); etc and related compounds.
- **Anti-Estrogens: Examples include:**
Anastrozole; tamoxifen; formestane; androstatrienedione (ATD), SERMS (clomiphene, nolvadex); Arimidex; clomid; evista; fulvestrant; aromatase inhibitors (Androst-3.5-dien-7.17 dione), letrozole and related compounds.
- **Beta-2 Agonists: Examples include:**
Bambuterol; formoterol; salbutamol; salmeterol;higenamine; norcoclaurine; etc

These are examples. For a complete list and additional resources, go to <http://www.ncaa.org/2018-19-ncaa-banned-drugs-list>.

Sanctions: Illicit Substances/Street Drugs

First Positive Result of Career. The following will occur:

- 1) Notification:**
In addition to the student-athlete, the Medical Director, Head Team Physician, assigned Team Physician, assigned Athletic Trainer, assigned Sport Supervisor, Head Coach and staff members with responsibility for managing the drug education & testing program will be notified.
- 2) Accountability Meeting:**
 - a. The Senior Staff Member responsible for the Accountability Meetings associated with the drug education & testing program will advise the student-athlete in writing of the test results and the process to request a retest of the same sample.
 - b. The student-athlete will have seven (7) business days to request a sample retest. This must be done in writing and if the request is not submitted by the deadline, the student-athlete's opportunity to request a sample retest will be considered waived.
 - c. The student-athlete will also have seven (7) business days to schedule and meet with the Senior Staff Member for a mandatory Accountability Meeting.
- 3) Assessment(s):**
 - a. A mandatory assessment session with a psychologist approved by the UCLA

Drug Education & Testing Program is required.

- b. Based on the initial assessment session with the approved psychologist, additional mandatory sessions and/or educational requirements may be required for the student-athlete to complete.

Second Positive Result of Career. The following will occur:

- 1) Notification:**
In addition to the student-athlete, the Medical Director, Head Team Physician, assigned Team Physician, assigned Athletic Trainer, assigned Sport Supervisor, Head Coach and staff members with responsibility for managing the drug education & testing program will be notified.
- 2) Accountability Meeting:**
 - a. The Senior Staff Member responsible for the Accountability Meetings associated with the drug education & testing program will advise the student-athlete in writing of the test results and the process to request a retest of the same sample.
 - b. The student-athlete will have seven (7) business days to request a sample retest. This must be done in writing and if the request is not submitted by the deadline, the student-athlete's opportunity to request a sample retest will be considered waived.
 - c. The student-athlete will also have seven (7) business days to schedule and meet with the Senior Staff Member for a mandatory Accountability Meeting.
- 3) Assessment(s):**
 - a. A mandatory assessment session with a psychologist approved by the UCLA Drug Education & Testing Program is required.
 - b. Based on the initial assessment session with the approved psychologist, additional mandatory sessions and/or educational requirements may be required for the student-athlete to complete.
- 4) Competition Sanction:**
 - a. Suspension will occur from one contest in which the student-athlete is eligible to participate within the NCAA Championship Season. Scrimmages and exhibition matches may not be used to satisfy the suspension.
 - b. The suspension will start with the first scheduled contest after twelve (12) business days elapse from the date of

notification to the student-athlete of the positive result.

Third Positive Result of Career. The following will occur:

1) Notification:

In addition to the student-athlete, the Medical Director, Head Team Physician, assigned Team Physician, assigned Athletic Trainer, assigned Sport Supervisor, Head Coach and staff members with responsibility for managing the drug education & testing program will be notified.

2) Accountability Meeting:

- a. The Senior Staff Member responsible for the Accountability Meetings associated with the drug education & testing program will advise the student-athlete in writing of the test results and the process to request a retest of the same sample.
- b. The student-athlete will have seven (7) business days to request a sample retest. This must be done in writing and if the request is not submitted by the deadline, the student-athlete's opportunity to request a sample retest will be considered waived.
- c. The student-athlete will also have seven (7) business days to schedule and meet with the Senior Staff Member for a mandatory Accountability Meeting.

3) Assessment(s):

- a. A mandatory assessment session with a psychologist approved by the UCLA Drug Education & Testing Program is required.
- b. Based on the initial assessment session with the approved psychologist, additional mandatory sessions and/or educational requirements may be required for the student-athlete to complete.

4) Competition Sanction:

- a. Suspension will occur from 20% of the season's contests, or a minimum of 3 competitive events, in which the student-athlete is eligible to participate within the NCAA Championship Season. Scrimmages and exhibition matches may not be used to satisfy the suspension.
- b. The suspension will start after twelve (12) business days elapse from the date of notification to the student-athlete of the positive result.

Fourth Positive Result of Career. The following will occur:

1) Notification:

In addition to the student-athlete, the Medical Director, Head Team Physician, assigned Team Physician, assigned Athletic Trainer, assigned Sport Supervisor, Head Coach and staff members with responsibility for managing the drug education & testing program will be notified.

2) Accountability Meeting:

- a. The Senior Staff Member responsible for the Accountability Meetings associated with the drug education & testing program will advise the student-athlete in writing of the test results and the process to request a retest of the same sample.
- b. The student-athlete will have seven (7) business days to request a sample retest. This must be done in writing and if the request is not submitted by the deadline, the student-athlete's opportunity to request a sample retest will be considered waived.
- c. The student-athlete will also have seven (7) business days to schedule and meet with the Senior Staff Member for a mandatory Accountability Meeting.

3) Assessment(s):

- a. An assessment session with a psychologist approved by the UCLA Drug Education & Testing Program will be offered.
- b. Based on the initial assessment session with the approved psychologist, additional sessions and/or educational services may be offered.

4) Competition Sanction:

The student-athlete will be permanently dismissed from participation in intercollegiate athletics and his or her athletic scholarship will be cancelled.

Illicit substances/ Street drugs that are included in the following categories of banned drug classes: The following is a non-exhaustive list:

- Narcotics
- Cannabinoids

Important: Compliance with Drug Education & Testing Program Sanctions

Student-athletes may be subject to an immediate suspension from all team and athletically-related activities if any of the following occur:

1. Student-athlete does not schedule and meet with the Senior Staff Member responsible for the Accountability Meetings within 7 business days of being notified in writing of positive result.
2. Student-athlete does not schedule a Mandatory Assessment session with an approved psychologist by the specified deadline set forth by the Senior Staff Member during the Accountability Meeting.
3. Student-athlete does not to attend their Mandatory Assessment session.
4. Student-athlete does not complete the educational requirements set forth by the UCLA Drug Education & Testing Program.
5. Student-athlete does not complete the counseling and treatment program requirements set forth in the SMP.

Self-Disclosure

At any point in a student-athlete's intercollegiate career, the counseling services of the UCLA Drug Education & Testing Program 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 by itself does not constitute a positive test under the Policy.

1. Self-disclosure must occur prior to a student-athlete being notified of a scheduled testing.
2. The student-athlete may be tested immediately at the discretion of an approved program provider.
3. This self-disclosure opportunity can be initiated by the student-athlete contacting the team physician, athletic trainer, or member of the drug education and testing program committee.
4. Student-athletes remain eligible for NCAA drug testing and sanctions while exempt from UCLA drug testing sanctions.

Hearings, Appeals and Reinstatement

Appeal of a Sanction of Dismissal or Scholarship Cancellation

Student-athletes subject to dismissal and scholarship cancellation under the terms of the program are entitled to a hearing with the institutional Drug Testing Appeals Committee prior to the imposition of the sanction. This hearing will be arranged by the Faculty Athletics Representative ("FAR"). A written request for such a hearing must be made by the student-athlete within five (5) business days of

the Accountability Meeting. The hearing is to be no later than ten (10) business days after the student-athlete so requests. The hearing date may be extended more than ten (10) days for good cause and upon the mutual agreement of the parties to the extension. Depending on the duration and reason for the extension, a student-athlete requesting such an extension may be suspended from all team and athletically-related activities during the extension. Student-athletes will not be dismissed and their scholarships will not be cancelled while the appeal process is pending.

Appeal of Lesser Sanctions

Student-athletes subject to lesser sanctions that involve withholding from competition, may submit a written appeal to the FAR within five (5) business days of the Accountability Meeting. The FAR will review the appeal in consultation with at least two other members of the UCLA Drug Education & Testing Committee. The FAR may also request additional information or expert advice from any other member of the Committee. The FAR will render a written decision based on a majority vote of those Committee members that reviewed the appeal within ten (10) business days of receiving the appeal. Sanctions will not be imposed while the appeal process is pending.

A student-athlete who has tested positive in the testing program and voluntarily leaves his/her team may 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 under the UCLA Student Code of Conduct 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 Department of Intercollegiate Athletics' Drug Education & Testing Program.

2019-20 NCAA BANNED DRUGS

There is no complete list of banned substances. Do not rely on this list to rule out any supplement ingredient. It is your responsibility to check with the appropriate or designated UCLA Athletics staff before using any substance.

The NCAA bans the following 9 classes of drugs:

- Stimulants
- Anabolic Agents
- Alcohols and Beta Blockers (Rifle only)
- Diuretics and Other Masking Agents
- Narcotics
- Cannabinoids
- Peptide Hormones and Analogues
- Anti-estrogens
- Beta-2 Agonists

Drugs and Procedures Subject to Restrictions:

- Blood or Gene Doping
- Local Anesthetics (under some conditions)
- Manipulation of Urine Samples
- Beta-2 Agonists permitted only by prescription and inhalation
- Tampering of urine samples

NCAA NUTRITIONAL/DIETARY SUPPLEMENTS WARNING:

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff!

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

Some Examples of NCAA Banned Substances in Each Drug Class

- **Stimulants:**
Examples Include: Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine, "bath salts" (mephedrone); Octopamine; hordenine; dimethylbutylamine (DMBA, AMP, 4-amino methylpentane citrate); phenethylamines (PEA's); dimethylhexylamine

(MMHA, Octodrine); heptaminol etc. *Exceptions: phenylephrine and pseudoephedrine are not banned.*

- **Anabolic Agents:**
Examples Include: (sometimes listed as a chemical formula, such as 5a-androst-1-ene-3,17-dione) Androstenedione; boldenone; clenbuterol; DHEA; 7-keto-DHEA; epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; testosterone; trenbolone; SARMs (ostarine, ligandrol, LGD-4033, S-23, RAD140); DHCMT (oral turanibol) etc, and related compounds.
- **Diuretics and Other Masking Agents:**
Examples Include: (water pills) bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone; canrenone; triameterene; trichlormethiazide; and related compounds.
- **Cannabinoids:**
Examples Include: Marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g. spice, K2, JWH-018, JWH-073)
- **Peptide Hormones and Analogues:**
Examples Include: Growth hormone (hGH); human chorionic gonadotropin in males (hCG); erythropoietin (EPO); IFG-1 (colostrum, deer antler velvet); etc and related compounds.
- **Anti-Estrogens:**
Anastrozole; tamoxifen; formestane; androstatrienedione (ATD), SERMS (clomiphene, nolvadex); Arimidex; clomid; evista; fulvestrant; aromatase inhibitors (Androst-3.5-dien-7.17 dione), letrozole and related compounds.
- **Beta-2 Agonists:**
Bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaurine; etc

****Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!**

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting:

NCAA Health and Safety Website:

<http://www.ncaa.org/health-and-safety>

OR

Drug Free Resource AXIS @ 877-202-0769

OR

www.dfsaxis.com -- password ncaa1

Please be aware, **this is only a partial list**. There are many other substances in these categories that are not listed here that are banned, including “street drugs”. These were only listed examples. Remember, ultimately each student-athlete is responsible for his or her own compliance with UCLA and/or NCAA drug testing policy.

UCLA DRUG TESTING

Urine Collection Guidelines (Provided by Drug Free Sport on 07/01/19)

1. Only those persons authorized by the institution will be allowed in the collection room.
2. When arriving to the collection room, the student-athlete will provide photo identification or a client representative will need to identify the student-athlete. The student-athlete will then print his or her name and arrival time on the Roster Sign-In Form.
3. The student-athlete will select a Custody & Control Form (CCF) from a supply of such and work with the institutional collector to complete the necessary information before proceeding with the specimen collection process.
4. The student-athlete will select a specimen collection beaker from a supply of such and will be escorted by the institutional collector (same gender) to the restroom to provide a specimen. The student-athlete will rinse his or her hands with water (no soap) and then dry their hands. Then the student-athlete will place a specimen barcode from the Custody & Control Form onto the beaker.
5. The institutional collector will directly observe the furnishing of the urine specimen to assure the integrity of the specimen.
6. The student-athlete will be responsible for keeping the collection beaker closed and controlled.
7. Fluids and food given to student-athletes who have difficulty voiding must be from sealed containers (approved by the institutional collector), opened and consumed in the collection room. These items must be free of any other banned substances.
8. If the specimen is incomplete, the student-athlete must remain in the collection room until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.
9. If the specimen is incomplete and the student-athlete must leave the collection room for a reason approved by the institutional collector, the specimen must be discarded.
10. Upon return to the collection room, the student-athlete will begin the collection procedure again.
11. Once an adequate volume specimen is provided; the institutional collector will escort the student-athlete to the specimen processing table.
12. The specimen processor will instruct the student-athlete to closely observe the specimen processing steps and will then measure the specific gravity.
13. If the urine has a specific gravity below 1.005, no value will be recorded on the CCF and the specimen will be discarded by the student-athlete with the institutional collector observing. The student-athlete must remain in the collection room until another specimen is provided. The student-athlete will provide another specimen.
14. Once the specimen processor has determined the specimen has a specific gravity above 1.005 the sample will be processed and sent to the laboratory.
15. If the laboratory determines that a student-athlete's sample is inadequate for analysis, at the client's discretion, another sample may be collected.
16. If a student-athlete is suspected of manipulating specimens (e.g., via dilution, substitution), the institutional collector will collect another specimen from the student-athlete.
17. Once a specimen has been provided that meets the on-site specific gravity, the student-athlete will select a sample collection kit from a supply of such.
18. The specimen processor will open the kit, demonstrate to the student-athlete the vials are securely sealed, open the plastic and open the A

vial lid. The processor will pour the urine into the A and B vials and close the lids. The specimen processor should pour urine into vials above the minimum volume level (30 mL in A vial; 15 mL in B vial) and pour as much urine as possible into the vials using care not to exceed the maximum levels (30 mL in A vial; 30 mL in B vial).

19. The specimen processor will securely close the lids on each vial and then seal each vial using the vial seals attached to the CCF; assuring seals are tightly adhered to the vials with no tears or loose areas.
20. The specimen processor must then collect all necessary signatures (collector, donor, witness, and collector/specimen processor) and dates/times where indicated on the CCF.
21. The specimen processor will place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials in the front pouch of the same bag. The bag should then be sealed. The sealed bag with vials will then be placed in the sample box. The box will then be sealed.
22. The student-athlete is then released by the institutional collector.
23. All sealed samples will be secured in a shipping case. The collector will prepare the case for forwarding. When two split samples are collected and packaged, care must be taken to assure one sample is placed in the shipping container for shipment to the “drugs of abuse” laboratory and one sample is placed in the shipping container for shipment to the “anabolic steroids” laboratory.
24. After the collection has been completed, the samples will be forwarded to the appropriate laboratory and copies of any forms forwarded to the Sport Drug Testing Department.
25. The samples then become the property of the client.
26. If the student-athlete does not comply with the collection process, the institutional collector will notify the appropriate institutional administrator and Drug Free Sport.

****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.

UNIVERSITY OF CALIFORNIA, LOS ANGELES
Department of Intercollegiate Athletics
POLICY ON THE USE OF SUPPLEMENTS
2019 - 2020

UCLA does not condone the use of dietary supplements. Dietary supplements do not undergo federal government approval and are not tested for quality under the same guidelines as prescription and over-the-counter medications. Product claims have not, in many cases, been based on scientific research. The potential adverse and/or harmful effects of these substances have not been completely studied. As there are minimal labeling requirements for dietary supplements, some products may contain UCLA, NCAA or national governing body banned substances which are not listed on the label.

UCLA student-athletes are responsible for each and every substance that enters his or her body.

By signing the UCLA Sports Medicine Policy Statement on the Use of Supplements, the student-athlete:

1. Understands that UCLA Sports Medicine and Department of Intercollegiate Athletics neither approves of nor condones the use of dietary supplements;
2. Has been informed of UCLA, NCAA and national governing body policies with regard to the use of supplements and have had any question answered;
3. Understands and fully accepts the possibility of detrimental and possibly permanent (including death) effects of supplement use;
4. Understands the risk of losing eligibility to participate in intercollegiate athletics because of a positive UCLA or NCAA banned substance test due to the use of supplements, regardless of the reason or purpose for taking such supplements.

The student-athlete further understands and agrees that UCLA, its officers, employees, and agents are not responsible for any harm and possible permanent injury to my health caused by my past, present and/or future use of supplements. I agree to hold harmless, indemnify, and irrevocably and unconditionally release the State of California, UCLA, and their officers, employees and agents from any and all liability, and demands, claims and causes of action relating to my use of supplements.

I understand this form, and have had all questions about the information in this form answered to my satisfaction.

_____ Student-Athlete Print Name	_____ Student-Athlete Signature	_____ Date
_____ Parent/Guardian (if under 18) Print	_____ Parent/Guardian Signature	_____ Date

UNIVERSITY OF CALIFORNIA, LOS ANGELES
Department of Intercollegiate Athletics
CONSENT FOR DRUG TESTING
2019 - 2020

I certify by my signature below that I understand that I will be asked to participate in the Drug Education and Testing Program for student-athletes at the University of California, Los Angeles, prior to participating in the intercollegiate athletics program.

I recognize that I will be asked to provide urine samples for drug analysis and I hereby consent to have samples of my urine collected and tested in accordance with departmental policies. I agree to fully cooperate with the testing program and I will not dispute the rights of the University of California, Los Angeles, to perform such tests on me. I acknowledge that notification of a positive test is not required prior to my being selected for future testing.

I acknowledge that the UCLA Department of Intercollegiate Athletics' Drug Education & Testing Program tests for substances in the banned drug classes as determined by the National Collegiate Athletic Association (NCAA) and that a list of these banned drug classes has been made available to me. Because the NCAA's list of banned substances is subject to change, I acknowledge that a current list of these substances is available at the NCAA's website: www.ncaa.org. I also agree to inform the team physician whenever I am taking one or more of the listed banned substances under medical supervision. I recognize that this information is necessary to assist my team physician in providing me with the best medical care should such care be needed.

I have reviewed the Sanctions section of the Drug Education & Testing Program Policy. I understand that the program includes sanctions for student-athletes that test positive for banned substances. The sanctions vary depending on the type of substance identified through the testing protocol and the number of times an individual tests positive for a substance, but may include, among other things, a requirement to meet with an administrator and health care provider, suspension from competition, the loss of scholarship, and removal from the team.

In accordance with the protocol set forth by the UCLA Department of Intercollegiate Athletics' Drug Education & Testing Program, I specifically authorize the Medical Director of the program to release to the Head Team Physician, assigned Team Physician, assigned Athletic Trainer, assigned Sport Supervisor, Head Coach, Director of Athletics and staff members with responsibility for managing the program, all information and records relating to the testing of my urine samples. To the extent permitted by law, information obtained in the operation of the drug education and testing program for UCLA student-athletes shall be confidential.

<hr/> Student-Athlete Print Name	<hr/> Student-Athlete Signature	<hr/> Date
<hr/> Parent/Guardian (if under 18) Print	<hr/> Parent/Guardian Signature	<hr/> Date

ATHLETIC PERFORMANCE

Acosta Athletic Performance Training Center 310-206-6103
Mo Ostin Athletic Performance Training Center - 310-206-8877

HOURS OF OPERATION

During the Academic Year:

Team assignment only

Holidays, Winter & Spring Break, Finals Week, & Summer Break:

Determined on team by team basis

TRAINING POLICIES

- 1. Facility Usage:** The Acosta and Mo Ostin Athletic Performance Training Centers are restricted to the following individuals:
 - a. Current UCLA student-athletes who have completed and passed a physical exam through UCLA's Sports Medicine Department
 - b. Individuals approved by the UCLA Athletic Performance staff
- 2. Schedule:** Current UCLA student-athletes are required to train with their team under the supervision of their assigned Athletic Performance Coach. Team training schedules are set each academic quarter in collaboration with sport coaches. Adjustments to training schedules will be made for academic reasons only.
- 3. Apparel:** Proper attire is required during all training sessions:
 - a. UCLA team issued
 - b. Under Armour
- 4. Illness:** In the unlikely event you are to become ill at any time, 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.
- 5. Injured Athletes:** Injured athletes are required to attend all training sessions on time unless otherwise instructed. An alternative training program will be provided.

- 6. Performance Nutrition:** UCLA indorsed / NCAA compliant supplements are for the sole use of UCLA student athletes are distributed at the discretion of the athletic performance staff during training sessions.
- 7. Permissible Facility Usage:** The Acosta and Mo Ostin, Performance Training Centers are for the sole usage of UCLA student-athletes.
- 8. Exceptions are as follows:**
 - Former UCLA varsity student-athletes who are in good standing with the University
 - Individuals approved by the UCLA Athletic Performance staff for visiting usage

***The Athletic Performance staff reserves the right to approve or deny any noncurrent UCLA student- athlete. All preapproved noncurrent UCLA student-athletes must train during designated "Open Hours."**

ADDITIONAL FACILITY RULES

- Cell phones are not permitted on the training floor
- Student-athletes are not permitted to use personal music players, except on cardio equipment.
- Student-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.

PERFORMANCE NUTRITION

Acosta Athletic Performance Training Center 310-206-6103

The UCLA Performance Nutrition Department believes that nutrition can make a “good” athlete a “great” athlete both in competition and in the classroom. The department believes that sound nutrition practices are an integral part in meeting optimal athletic performance goals while playing a major role in injury and illness prevention. The department follows a “food first philosophy”, promoting whole foods before dietary supplements, while still properly educating on the role supplements can play in performance and overall health. We advocate that athletes eat breakfast every day, incorporate proper recovery nutrition and utilize fuel around activity. Our approach aids the immune system and helps keep our student athletes strong, healthy and injury free. By combining current nutritional research with contemporary nutrition education, the Performance Nutrition Department aims to help athletes build a strong nutrition foundation for both peak performance during their collegiate career as well as optimal health for their lifetime. Proper nutrition practices are taught through planned team talks and individual meetings with the Performance Dietitians. We provide dietary assessment, nutrition education, implementation skills, and body composition analysis of all student athletes, as well as day-to-day fueling and competition fueling to support top performance.

Mission Statement:

The UCLA Performance Nutrition Department is committed to providing UCLA student athletes with accurate, scientific-based nutrition resources, knowledge and care to fuel top sport performance. Additionally, the department assists all UCLA student-athletes in acquiring skills needed to optimize health for their entire lifetime, both in and beyond athletics.

UCLA Bruin Athlete Nutrition Motto

- I. **B**reakfast every day
- II. **R**ecovery nutrition after each workout
- III. **U**timize fuel around activity
- IV. **I**njury prevention, immunity protection
- V. **N**utrition first over supplementation

PERFORMANCE NUTRITION DEPARTMENT SERVICES

The Athletic Performance Sport Dietitians are registered dietitians trained in nutrition and exercise physiology. They work side-by-side with the Athletic Performance staff and the Sports Medicine staff to ensure that every rep in the weight room, every drill in practice, and every play in competition is effective and injury-free. Proper fueling is key to a long, successful athletic career. In order to ensure the department’s mission is accomplished and all needs are met, the UCLA Performance Nutrition Department offers a wide variety of services to our athletes which include:

- Pre- and Post-Training and Competition Fueling
- Meals-To-Go Lunch Program for On-campus Athletes
- Nutrition Injury Rehabilitation Program
- Home and Away Competition Menu Planning
- Body Composition Assessments (Via BODPOD)
- Team Education Talks
- Individual Counseling (Athletic Performance Nutrition and Clinical Nutrition)
- Freshman Transition Fueling Education
- Grocery Store and Dining Hall Tours
- Cooking Classes
- Dietary Analysis and Meal Planning
- Education for Special Diets (Vegetarian, Food Allergies etc)
- Supplement Education and Monitoring