TABLE OF CONTENTS

I. FOR NEW STUDENTS

II. GENERAL INFORMATION

III. PROGRESS TOWARD THE DEGREE

IV. FELLOWSHIPS AND FINANCIAL SUPPORT

V. TEACHING INFORMATION

VI. RESEARCH FACILITIES AND RESOURCES

VII. HEALTH AND SAFETY ISSUES

Updated 1-9-2014
I. FOR NEW STUDENTS

Welcome to Ecology and Evolutionary Biology at UCLA! The faculty and your fellow graduate students are pleased to welcome you as a new colleague, and we look forward to productive and exciting research and study with you. Our mission is to provide new knowledge of the ecological and evolutionary processes that produce and sustain life on Earth and to educate the next generation of scholars, professionals, and citizens for the biological, environmental and biotechnological challenges of the future. Our graduate program offers a variety of specializations, within the core areas: ecology and conservation, evolution and genetics, and behavior and organismic biology.

Jocelyn Yamadera in Hershey Hall 103 (jocelyny@lifesci.ucla.edu), the graduate student affairs officer for the department, is available to help you with any questions you might have.

DEPARTMENTAL ORIENTATION
The Graduate Student Orientation for the Department of Ecology and Evolutionary Biology is held just before the beginning of the Fall Quarter in late September.

INTERNATIONAL STUDENTS
The Office of International Students and Scholars sponsors mandatory workshops in September of each year for new international students. More information is available at http://www.intl.ucla.edu/workshops.html.

NEW GRADUATE STUDENT ORIENTATION
The UCLA Graduate Students Association and the UCLA Graduate Student Resource Center sponsor a campus-wide New Graduate Student Orientation each September. This comprehensive orientation includes lunch, a resource fair, and workshops that provide information to ease your transition into graduate school, introduce you to campus services and involvement opportunities, and show you just how much UCLA has to offer. More information is available at http://gsa.asucla.ucla.edu/gsrc/Events/Orientation.htm.

TA TRAINING CONFERENCE
The campus-wide Teaching Assistant Conference is held each year just before the beginning of Fall Quarter. Registration is free online through mid-September at www.oid.ucla.edu/units/tatp/conference. Both new and experienced teaching assistants improve their teaching skills through general sessions, a teaching panel, and hands-on workshops that examine a variety of different aspects of teaching at the undergraduate level.
II. GENERAL INFORMATION

ADVISING

All academic affairs for graduate students in the department are directed by the departmental Graduate Adviser, who is assisted by Jocelyn Yamadera in Hershey Hall 103 (jocelyny@lifesci.ucla.edu), the graduate student affairs officer. Students work with their individual research advisers to plan their academic programs.

AREAS OF STUDY

Study consists of coursework and research within the department and within related programs in biochemistry, geology, microbiology, and molecular biology on campus. Opportunities are also available off-campus for intensive study of marine biology at a marine science center in Fall Quarter, of field biology in Spring Quarter, and of tropical biology through courses offered by the Organization for Tropical Studies.

AWARDS

ACADEMIC SENATE TEACHING AWARDS

Each year the UCLA Academic Senate and its sponsors award over $66,000 in support for the Distinguished Teaching Awards, awarded to faculty, non-senate instructors, and teaching assistants. For further information about this program, see www.senate.ucla.edu/Awards/awardspage.htm, or ask Jocelyn Yamadera.

DEPARTMENTAL AWARDS

The Department of Ecology and Evolutionary Biology honors graduate students and faculty for research, teaching and departmental service at an awards ceremony each spring.

BAR ACCOUNT

To manage your student account and to generate your fellowship stipend, loan, and other need- and merit-based aid payments, UCLA uses a readily accessible financial system known as BAR (the Billing and Receivables system). The University tracks all of your billing (such as fees, nonresident tuition, and Student Health Services charges) and your UCLA aid payments through your individual BAR account. Each month, if you have any billing or payment activity, you’ll receive a detailed statement of the transactions to your account. With BAR, your aid funds, including TA and GSR fee remissions, fellowships, training grant payments, loans, and other awards, will automatically apply towards the payment of your fee and tuition bills. If you have a fellowship package from your department or the Graduate Division that fully covers fees and tuition, these charges will be automatically paid through BAR. Any remaining funds after your bills have been paid will be disbursed to you as a credit refund through Bruin Direct. Check with Jocelyn Yamadera if you have questions about your BAR statement. For more information on the BAR system, go to www.sfs.finance.ucla.edu. Any questions related to tuition and fee payment can also be directed to Jocelyn Yamadera at x51959. All Ashe Student Health Center charge questions should be directed to their accounting office at x53864 or x56870.

BRUIN CARD

The BruinCard is the official campus identification for UCLA, and is required for all students, faculty, and staff. It also serves many other functions on campus, such as your library card, recreation card, door access card, etc. The BruinCard Center in room 123, Kerckhoff Hall, is open from 9:00 AM till 4:00 PM, Monday through Friday. You’ll need to bring a valid form of identification (driver’s license, passport, etc.). Full information about the Bruin Card is available at www.bruincard.ucla.edu/default.shtml.

BRUIN DIRECT: ELECTRONIC DEPOSIT OF FUNDS

All recipients of fellowship awards and traineeships are required to sign up for Bruin Direct to have their stipends deposited directly into personal bank accounts. Only the initial check will be held for pickup; all
subsequent checks will automatically be mailed to the recipient’s local address. Fellowship recipients are strongly encouraged to sign up for Bruin Direct right away in order to ensure prompt payment. Bruin Direct Authorization Forms may be printed from the link below or obtained from the Graduate Student Support Office at 1228 Murphy Hall. Forms are also available in the Administrative Main Cashier’s Office and the Student Accounting Office at 1125 Murphy Hall. The Bruin Direct Authorization Form is submitted to the Main Cashier Office at 1125 Murphy Hall with a voided check or savings deposit slip from any U.S. bank or credit union. To download forms, go to www.gdnet.ucla.edu/gss/library/bdintro.htm.

BUILDING AND FACILITIES REPAIRS

Report building and facilities related problems to one of the following:
- Humberto Barba, TLSB 1005 (hbarba@lifesci.ucla.edu, 310-825-4179).
- Cyndie Kelly, TLSB 1032 (ckelly@lifesci.ucla.edu, 310-825-6770).
Evenings, weekends, or holidays: contact the Facilities Trouble Desk at 310-825-9236.

CHANGE OF ADDRESS

You are responsible for any information sent to you via your mailing address and/or e-mail as listed on URSA. Any changes should be entered into URSA immediately.

COMPUTING

BRUIIN ONLINE: Bruin OnLine (BOL) is a collection of services that provides UCLA students, faculty, and staff with e-mail, web hosting services, and network connectivity, including wireless, free software and support. In order to use Bruin OnLine services, you must have a BOL account. For further information, see www.bol.ucla.edu/.

DESKTOP SUPPORT: Contact the Life Sciences Computing (LSC) HelpDesk at x51000 (310-825-1000) to request service or report problems.

E-MAIL ACCOUNTS: As a UCLA faculty, student or staff member you can open a Bruin On-Line email account; see Bruin Online information above. Any valid Life Sciences user is authorized for an e-mail account. If you have any questions, please contact the HelpDesk at 310-825-1000 or helpdesk@lifesci.ucla.edu or go to the Life Science Computing web site at http://www.lsc.ucla.edu/html/helpdesk/email/who.php.

HELP DESK: The HelpDesk can be reached at x51000 (310-825-1000) or helpdesk@lifesci.ucla.edu

WEB SITES: For creation, design and maintenance of departmental web sites for instructional, research and administrative information, see Grant Alkin in Hershey Hall 206 (galkin@ucla.edu, 310-206-1748).

NETWORKING: Life Sciences Computing manages the infrastructure (i.e., access, upgrades, security) of the Life Sciences network as well as many centralized, shared resources including departmental email servers, remote computing access, Internet connectivity, numerous file and application servers, and the main administrative web server. In short, LSC supports everything "behind the wall" that user workstations connect to. LSC also manages the Helpdesk, which acts as a single point of contact for all users. If you require any computer related services within the Life Sciences Computing network, please contact the HelpDesk at 310-825-1000 or at helpdesk@lifesci.ucla.edu.

CONFERENCE ROOMS

TLSB 1000 (10 people), 1020, 2100, 4100, 5100 (15 people), or 1100 (30 people) and Life Sciences 2320 and 2328 - Contact Grace Angus (gracea@lifesci.ucla.edu, or Sheena Sanchez (ssanchez@lifesci.ucla.edu) Hershey Hall 120 310-825-4373) for reservations. LS 2320 and 2328 used as a single room will hold theater style seating of approximately 72 seats or approximately 28 seats with tables. LS 2320 and 2328 used separately each seat approximately 15 with tables.
LSSA conference rooms are to be used only for committee meetings, faculty meetings, lab meetings, colloquia, orals, or make-up exams. They cannot be used for regularly scheduled classes or review sessions between 9 AM and 5 PM, with the exception of Botany 328 which can be used for scheduled classes. Please leave these rooms clean and orderly, turn out lights and be sure all doors are locked when you leave.

COPYING

Two black and white copiers are located in Life Sciences 3201 and are available to our department’s faculty, staff, instructors and teaching assistants who are authorized to make copies. PIN numbers for instructional copying are issued to instructors and teaching assistants by Donald Essex in Hershey Hall 133. Instructional PINs are issued for the current quarter only. PIN numbers for all other non-instructional copying are assigned by the Storeroom personnel in Hershey Hall 102. There is no charge for instructional copying, but the PIN is required to allow us to control the usage of the machines; they are not available to the general public. Copying must be for university business only and not for personal use.

COURSES 375, 495, 596, 599

EE Biol 375 is a four-unit course to be enrolled in each time you serve as a teaching assistant. This provides credit for your TA experience and space on your study list. Students enroll in the section assigned to the instructor of the class for which they are TAing.

EE Biol 495 is the departmental TA training course. It must be taken before or during the first quarter you TA. There is only one section.

EE Biol 596 is graduate research for students who have not yet advanced to candidacy. Students enroll in the section assigned to their research advisor.

EE Biol 597 is graduate research for students preparing for MA Comprehensive Exams or PhD. Qualifying Exams. Not all research advisors use this number; check with your advisor. Students enroll in the section assigned to your research advisor.

EE Biol 599 is PhD Dissertation Research and Writing, for students who have advanced to candidacy.

DEADLINES

A great resource for keeping track of deadlines is at http://www.gdnet.ucla.edu/asis/deadlines/default.asp.

DISSERTATION (PhD) INFORMATIONAL MEETINGS

These meeting are held on two days at the beginning of each quarter. Staff from the University Archives and the UCLA Graduate Division present information on University regulations governing manuscript preparation and completion of degree requirements. Students who plan to file a thesis or dissertation during the quarter should attend one of these meetings. More information can be found at http://www.gdnet.ucla.edu/gasaa/library/thesismtg.htm.

DISSERTATION PREPARATION AND FILING: POLICIES AND PROCEDURES


ENROLLMENT

Each student must enroll in at least 12 units each quarter. First enroll in any didactic courses you plan to take, and then make up the difference with research units. Students who have not yet advanced to candidacy should enroll in their mentor's 596 section. Those students who have advanced to candidacy enroll in 599 units, which designate "Dissertation Research." To find your mentor's 596 or 599 enrollment numbers to register for research units each quarter, go to the registrar's Schedule of Classes web site at http://www.registrar.ucla.edu/schedule/ and click on "Select Individual Studies Courses: GO". Select the current
term and your home department, and then scroll down to find your mentor's enrollment number. Students must enroll in classes by Friday of the second week of classes each term. Failure to do so will result in a $50 late fine levied by the registrar's office. This deadline as well as others is listed on the registrar's academic and administrative calendar web site at http://www.registrar.ucla.edu/calendar/. Click on the Schedule of Classes calendar for the current academic year. Consult Jocelyn Yamadera if you need more information on the courses you are to take. Note that students must be enrolled in at least four units before financial aid checks can be disbursed, and students employed as graduate student researchers must be enrolled in at least 12 units to obtain full fee remissions.

FAXES

There is one fax machine located in the mailroom in Life Sciences 3102. The fax number is 310-206-3987. Please record the phone number you are faxing to on the sheet next to the fax machine. These fax machines should be only utilized for departmental business, sending and receiving.

GENERAL CATALOG

The General Catalog is available online at www.registrar.ucla.edu/catalog/. (Updates may be made at any time; be sure to check that site.) The UCLA General Catalog is produced in hard copy format once every two years. A General Catalog is mailed to every faculty member at that time only. If you need a copy in the interim, you can purchase one at either the general campus bookstore at the UCLA Store or at the bookstores on the first floor of the Center for Health Sciences. The web address above lists updates to the General Catalog in the interim between issues. Prerequisites and other course information can change as often as each quarter.

GRADUATE DIVISION FORMS

Many of these forms are located at http://www.gdnet.ucla.edu/forms.asp, including filing forms, fellowship applications, etc.

GRADUATE DIVISION ORIENTATION GUIDE

http://www.gdnet.ucla.edu/orientation.html

GRADUATE STUDY: STANDARDS AND PROCEDURES AT UCLA


HOUSING INFORMATION

Housing information for graduate students and students with families can be found at http://map.ais.ucla.edu/portal/site/UCLA/menuitem.3f8e7342ad4ca217b66d4ab4f848344a/?vgnextoid=542386a201c12010VgnVCM1000008f8443a4RCRD, including information on university apartments and privately owned housing. Located on the Southwest Campus at Weyburn and Veteran Avenues, Weyburn Terrace is within walking distance of the main campus, Westwood Village, and major bus transportation. These apartments are available to new and current full-time single graduate students. University Apartments offers housing designed especially to meet the needs of families, married students, graduate students, and students with same-sex domestic partners. Five complexes are located in the Palms-Mar Vista area, approximately five miles from UCLA, and one complex is located in Westwood Village. To be eligible, applicants must be full-time UCLA students or postdoctoral appointees at the time of move-in (postdoctoral appointees have the lowest priority); provide copies of marriage and/or children’s birth certificates if applicable within three business days of submitting your housing application; provide a copy of the California Declaration of Domestic Partnership (CDDP) if applicable within three business days of submitting your housing application.
ILLUSTRATIONS AND GRAPHICS

The LSSA Illustration Office (Hershey Hall 210) provides vector based illustrations, digital imaging, and photographic services. They offer output of large posters and poster titles in sizes up to 42 inches by any length ($12 per linear foot). Windows and Macintosh files are supported, including PowerPoint, InDesign, PageMaker, Publisher, and PhotoShop. The office can create original charts, diagrams, graphs, tables, anatomical drawings and illustrations from your roughs. High quality portraits for faculty, graduate students, and staff can be requested. They can also provide image manipulation services such as cropping, scaling, compositing, labeling, retouching, restoring, and applying special effects. Equipment: Epson 2200 (Photo Ink jet), HP 800PS (large format poster printer), Epson 9880 (large format), 2 iMac (1 using Windows 7), 2 iMac OSX (Lion), 2 scanners. Forms of payment: cash or a P39 form. Epson 9880 & HP 800PS: $13 per linear foot. Epson 2200: Paper: Matte $1.00 - Glossy $1.25 - Premium $1.50. Contact:

INTERNATIONAL STUDENTS

UCLA students, postdoctoral and visiting scholars from abroad are encouraged to visit the UCLA International Center, which houses the Dashew International Student Center (DISC) and the Office of International Students and Scholars (OISS). The UCLA International Center can be found in the Tom Bradley International Hall, located at the central western entrance to UCLA, 417 Charles E. Young Drive West, Room 106, (310) 825-1681. For more information on both offices, see http://www.gdnet.ucla.edu/asis/infoserv/intlschs.htm. Jocelyn Yamadera, the graduate student affairs officer, can help with many of your questions.

KEYS

See the staff in the Storeroom in Hershey Hall 102 to obtain building keys. You will need to complete a key checkout form which will require signature authorization by the faculty member or your supervisor in order to obtain a key for a particular room or building entrance. A $15 deposit is charged for each key issued to students and grant-related personnel. There is a $20 non-refundable charge per lost keys. Instructional keys for classrooms are issued on a quarter-by-quarter basis. All keys should be returned if you are no longer required or authorized to have a particular key.

LEAVES OF ABSENCE

Only persons who are registered are entitled to use of University facilities (an exception is the library, to which the public-at-large has access if a fee is paid) or faculty time. If the student anticipates using as much as 12 or more hours of University facilities and/or faculty time (excluding the library) in any quarter, the student is not eligible for a leave of absence or an extension of a leave of absence and must register. A student who has accumulated as much as 12 or more hours of use of University facilities and/or faculty time (excluding the library) since last being registered is not eligible for an extension of a leave of absence and must register in the next quarter. All usages of faculty time are to be considered, including reading and suggesting revisions to drafts of theses and dissertations. On recommendation of the department and subject to the conditions stated in the paragraph above, a leave of absence may be granted by the Graduate Division to continuing graduate students in good standing (3.0 GPA), who have completed at least one quarter in graduate status at UCLA. Request for Leave of Absence forms are available at http://www.gdnet.ucla.edu/gasaa/library/loa.htm. If registration fees have been paid for the quarter in which the leave is to begin, a percentage of the fees paid are refunded according to the calendar date on which the approved leave request is submitted to the Graduate Division. All leaves must be requested before the end of the second week of class of the quarter in which the leave of absence or extension of leave of absence is to begin. You can apply for a maximum of three quarters Leave of Absence.

MAIL/MAILBOXES

Mailboxes for Ecology and Evolutionary Biology graduate students are in Jocelyn Yamadera’s outer office, Hershey Hall 100. Faculty mailboxes and the U.S. and campus mail drop off are in Life Sciences 3102 (see Jocelyn for the access code), or TLSB 1015. There is no charge for on-campus mail; include our campus mail code, 724605, in the return address. All off-campus mail requires a recharge number or prepaid postage. The mailboxes are for UCLA business only and should not be used for sending personal mail. Your campus mailing address is:

(Your Name)
OFFICE HOURS – If you are a teaching assistant and need a room for office hours, please contact Donald Essex, Hershey Hall 133 (dessex@lifesci.ucla.edu) to reserve a room in either Hershey Hall 309, 316, 318, or Life Science 3326. Contact Grace Angus (gracea@lifesci.ucla.edu) or Sheen Sanchez (ssanchez@lifesci.ucla.edu) for TLSB 1000.

PARKING

For information on parking permits, see the Payroll/Personnel Office in Hershey Hall 230.

PAYROLL/PERSONNEL

The Payroll/Personnel Office for our area (Life Sciences South Administration) is located in Hershey Hall 230.

PLANT GROWTH CENTER

The Plant Growth Center is a state-of-the-art greenhouse center, which has 6 research greenhouses and 1 educational greenhouse. The PGC also houses 12 plant growth chambers located in the basement of the building. PGC operational questions can be addressed to Weimin Deng in the PGC (wdeng@lifesci.ucla.edu, 310-825-4687). Request for greenhouse bench space can be addressed to Cyndie Kelly, Hershey Hall 249(ckelly@lifesci.ucla.edu, 310 825-6770) or Dr. Chentao Lin, (clin@mcdb.ucla.edu, 310-206-9576), chair of the PGC committee. Entry to the PGC requires faculty authorization, and only persons growing plants in the greenhouses or chambers are authorized to enter. For authorization, see Cyndie Kelly in Hershey Hall 249.

REGISTRATION

In order to be officially registered, you must enroll in your courses, and your fees must be paid. Deadlines are listed in the Schedule of Classes each quarter.

RESIDENCY REQUIREMENTS

California residents do not pay nonresident tuition. YOU MUST ESTABLISH CALIFORNIA RESIDENCY BY THE START OF YOUR SECOND YEAR, OR YOU WILL BE RESPONSIBLE FOR THE PAYMENT OF YOUR NONRESIDENT TUITION. You must demonstrate your intent to make California your home by severing your residential ties with your former state of residence and establishing those ties with California shortly after arrival. If the requisite intent is not demonstrated promptly, the waiting period for residence classification will be extended until both presence and intent have been demonstrated for the entire one-year period. Relevant indicia that contribute to the demonstration of a student's intent to make California the permanent home include, but are not limited to, the following:

- Registering to vote and voting in California elections
- Designating California as your permanent address on all school and employment records, including military records if you are in the military service
- Obtaining a California Driver License or, if you do not drive, a California Identification Card
- Obtaining California vehicle registration
- Paying California income taxes as a resident, including taxes on income earned outside California from the date you establish residence
- Establishing a California residence in which you keep your personal belongings
- Licensing for professional practice in California
The absence of these indicia in other states during any period for which you claim residence can also serve as an indication of your intent. Documentary evidence is required and all relevant indications will be considered in determining your classification. Your intent will be questioned if you return to your prior state of residence when the University is not in session. You should make a duplicate file of everything you submit to the Residency Office with the date of submission on each item.

If you are a nonresident student who is in the process of establishing a residence for tuition purposes and you return to your former home during non-instructional periods, your presence in the state will be presumed to be solely for educational purposes and only convincing evidence to the contrary will rebut this presumption. (A student who is in the state solely for educational purposes will NOT be classified as a resident for tuition purposes regardless of the length of his or her stay).

If you are a student who has been classified as a resident for tuition purposes and you leave the state temporarily, your absence could result in the loss of your California residence. The burden will be on you to verify that you did nothing inconsistent with your claim of a continuing California residence during your absence. Steps that you should take to retain a California residence include:

- Continue to use a California permanent address on all records -- educational, employment, military, etc.
- Continue to satisfy California tax obligations (Note: if you are claiming California residence, you are liable for payment of income taxes on your total income from the date that you establish your residence in the state, including income earned in another state or country)
- Retain your California voter registration and vote by absentee ballot
- Maintain a California Driver License and vehicle registration. If it is necessary to change your license or vehicle registration, you must change them back within the time prescribed by law

Contact the Residence Deputy at 1113 Murphy Hall, (310) 825-3447, for more residency information, or see http://www.registrar.ucla.edu/faq/residence.htm. By University policy, only the Residence Deputy is authorized to apply and interpret policy on tuition residency.

SECURITY

All of the buildings are locked down in the evenings, weekends and holidays. If there is an event or class scheduled during off-hours, then the building is unlocked until that event or class has ended.

SEXUAL HARASSMENT POLICY

UCLA policy defines sexual harassment as follows: Sexual harassment is unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interfered with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment. In the interest of preventing sexual harassment, the University will respond to reports of any such conduct. The UC and UCLA Policies and Procedures on sexual harassment can be found at http://www.sexualharassment.ucla.edu/PDF/Policy%20-%20PP021006%20-%202-10-06.pdf and http://www.sexualharassment.ucla.edu/PDF/Procedure%20630.1.pdf. For more information about the kinds of behavior that amount to sexual harassment, or to make a report, see http://www.sexualharassment.ucla.edu/what_is.html.

SHOPS (MACHINE AND ELECTRONICS)

The Life Science Machine Shop and Electronics Shop often work in tandem because the skills of each discipline are often needed for a project. Most of their work can be divided into two categories: (1) diagnostics and repairs: computer hardware problems, printers, most lab equipment such as centrifuges, peristaltic pumps, mechanical microscope problems, light sources, camera equipment, pipettes, repair of most gel apparatus, water baths, shakers and rotators. Just about any piece of electronic equipment can be checked for malfunctions. (2) design and fabricating: radiation shields and waste boxes built to size requirements, custom designed lab equipment made to specifications, microscope stage apparatus, power supply boxes with speed control as
needed, various cabling and connectors, and other custom electronic devices. They also build Lucite water tanks for marine life applications. The shop has a supply of plastic and metal that they can provide for your needs. Machine Shop: contact Rick Klufas, Life Sciences A335, 310-825-3184, rickk@lifesci.ucla.edu. Electronics Shop: contact John Milligan, LS A339, 310-825-4279, eshop@lifesci.ucla.edu.

STOREROOM – RECEIVING AND DELIVERY

The Storeroom (Hershey Hall 102) stocks frequently used supplies and materials. If you have a particular item (especially research materials that would benefit more than one user) which you would like to have the storeroom stock and they will review the request. The storeroom personnel also perform all of the receiving and delivery of items ordered for research, instructional and administrative purposes, and assist in the moving of furniture and lab equipment. Current hours of operation are 1:00 – 4:00 pm daily.

STUDENT AFFAIRS OFFICERS

Graduate: Jocelyn Yamadera in Hershey Hall 103. Undergraduate: Jessica Angus and Jane Park in Hershey Hall 101. Academic Services Manager (supervisor): Elissa Lappenga in Hershey Hall 114.

STUDENT HEALTH CENTER

The Student Health and Wellness Center is located in the Arthur Ashe Center (near Ackerman Union).

STUDENT LOAN SERVICES

Student Loan Services is located in Murphy Hall, room A227, open 9:00 AM to 5:00 PM weekdays.

STUDENT PSYCHOLOGICAL SERVICES

SPS is a multi-disciplinary mental health center for the UCLA community, offering individual and group counseling and psychotherapy to students; emergency services; consultation, outreach, prevention, and education to students, staff and faculty; and training programs for graduate students in the mental health professions. SPS is located in the John Wooden Center West (the SPS entrance faces the Intramural Field and Drake Stadium), and is open Monday through Friday, 8:00 A.M. to 5:00 P.M., except for University holidays. Emergency counseling is also available on a drop-in, first-come-first-serve basis, Monday through Friday from 9:00 A.M. to noon and from 2:00 P.M. to 5:00 P.M. STUDENTS EXPERIENCING AN EMERGENCY SITUATION WHEN SPS IS CLOSED SHOULD GO TO THE UCLA HOSPITAL EMERGENCY ROOM. More information on Student Psychological Services can be found at www.sps.ucla.edu.

TELEPHONES

For on-campus dialing, use only the last five digits of the campus phone number. For example, for 310-206-1111, dial 61111 when using a campus phone. For 310-825-1111, dial 51111. To dial outside numbers, dial 8 first, then 1, then the area code and number. UCLA phone numbers use the 310 area code, and the following prefixes: 206, 267, 312, 319, 441, 794, 825 and 983. See also “voicemail.” For telephone repair for campus phones, from campus, dial 114. From off campus or cell phones, dial 310-206-0008. To speed service, please have the following information ready: telephone number with trouble, building and room number, name, location, and telephone number of contact person, station letter or ICL number if available, and type of equipment (single-line/multi-line, model name, console/auto attendant).

TEST OF ORAL PROFICIENCY (TOP)

Students for whom English is not the native language must pass the TOP (Test of Oral Proficiency) exam with a minimum score of 50 before they can be hired as a TA. A student scoring 45 may serve as a teaching assistant if concurrently enrolled in an English as a Second Language course specifically aimed at improving spoken communication (ESL 39A, 39B, 39C, 38 and 108, as appropriate). More information is available at http://www.oid.ucla.edu/TOP/index.html.
THESIS PREPARATION AND FILING: POLICIES AND PROCEDURES

The official UCLA manuscript preparation guide for MA Theses and PhD Dissertations can be found at http://www.gdnet.ucla.edu/gasaa/library/thesis.pdf.

THESIS INFORMATIONAL MEETINGS

These meetings are held on two days at the beginning of each quarter. Staff from the University Archives and the UCLA Graduate Division present information on University regulations governing manuscript preparation and completion of degree requirements. Students who plan to file a thesis or dissertation during the quarter should plan to attend. More information can be found at http://www.gdnet.ucla.edu/gasaa/library/thesismtg.htm.

VIVARIUM

The Life Science Vivarium primarily serves faculty affiliated with the Division of Life Sciences. The Vivarium personnel work with faculty members to insure all animals are housed in the appropriate environment conditions for their particular research needs. For further information contact the Vivarium Manager at 310-206-3355. Established users of the Vivarium should see their fund manager to order animals. The Life Science Vivarium is fully accredited by the American Association for Accreditation of Laboratory Animal Care (AAALAC).

UCLA Animal Care and Use Training Manual: http://www.oprs.ucla.edu/animal/ARCMANU.pdf

UCLA Animal Research Committee (ARC): http://www.oprs.ucla.edu/animal/DEFAULT.htm
III. PROGRESS TOWARD THE DEGREE

WHAT WE EXPECT OF YOU

Throughout your career as a PhD student, you will be expected to maintain normal progress toward the degree. "Normal progress" means that you are moving through the series of steps necessary to obtain a PhD degree at a reasonable pace, and at the level of performance we require of all our doctoral students. These steps are outlined below, and described in detail in the following sections.

• Maintenance of a 3.0 grade point average in all formal coursework (100- and 200-level courses);
• reasonable progress in completing required coursework.
• Selection of a permanent advisor by the end of the first year.
• Completion of the Departmental Written Qualifying Examination (DWQE) by the end of your first year in residence (see below).
• Completion of the Doctoral Oral Examination and advancement to candidacy, preferably by end of 2nd year, but no later than the end of the Winter Quarter of your third year of graduate study.
• Students will lose fellowship support and access to departmental grants if they have not passed the oral exam and advanced to candidacy by the end of the Winter Quarter of their third year.
• Failure to maintain these standards, as determined by the Graduate Adviser, may lead to dismissal from the program.

ADVANCEMENT TO CANDIDACY

Students are advanced to candidacy and awarded the Candidate in Philosophy (C.Phil.) degree upon successful completion of the written and oral qualifying examinations. There is a $90 Advancement to Candidacy fee after passing the Oral Qualifying Examination.

COMPREHENSIVE EXAMINATION PLAN (MS)

Students who select this plan are required to take the Departmental Written Qualifying Examination during their first year in residence. The examination consists of two parts. Part I examines the breadth of understanding (conceptual and synthetic) of the diversity of specialized subjects within integrative biology and consists of an examination based on two of the three following courses: Ecology and Evolutionary Biology 200A, 200B, 200C. Part II will consist of a first-year literature review and research proposal and will be ten pages in length. The first draft of the proposal is to be submitted to the student’s advisory committee for comment by the end of the Winter Quarter. A final draft of the proposal is to be submitted to the advisory committee in the eighth week of the Spring Quarter. The advisory committee will evaluate and grade the proposal as "not pass" or "MS pass" and forward these results to the Graduate Adviser. See also “Thesis Plan (MS).”

COURSE REQUIREMENTS

PhD: Students must enroll for full-time study as defined by the university. Doctoral students must complete a minimum of 20 units of graduate-level courses (200-series). Students must take the following courses during their first year: (1) two of Ecology and Evolutionary Biology 200A, 200B, 200C; (2) Ecology and Evolutionary Biology 250. (The Written and Oral Qualifying Examinations are discussed in separate sections.) Students must also complete an advanced course in statistics, biomathematics, or bioinformatics (see EEB webpage for current list of acceptable classes for this requirement). Students are also strongly recommended to participate in the 1 unit EEB Quantitative Bootcamp at the beginning of their first Fall Quarter. Other specific course requirements are established individually by the guidance committee.

MS: The program consists of at least nine courses (or 36 units) completed in graduate standing, of which at least five must be graduate (200-series) courses. The remaining courses may be in the 100, 200, or 500 series. No more than two 596 courses (eight units) may be applied toward the nine courses required for the degree; only one 596 course (four units) may be applied toward the minimum five graduate courses required. Courses in the major that are taken for S/U grading may not be applied toward the minimum requirement. Courses outside
of the major that are taken for S/U grading may be applied toward the minimum requirement if they are deemed applicable and provided that no more than one such course is taken per quarter. Students must take the following courses during their first year: (1) two of Ecology and Evolutionary Biology 200A, 200B, 200C; (2) Ecology and Evolutionary Biology 250. Students must also complete an advanced course in statistics, biomathematics, or bioinformatics (see EEB webpage for current list of acceptable classes for this requirement). Students are also strongly recommended to participate in the 1 unit EEB Quantitative Bootcamp at the beginning of their first Fall Quarter. Specific course requirements are established individually for each student by the guidance committee.

DEPARTMENTAL WRITTEN QUALIFYING EXAMINATION (DWQE)

The examination consists of two parts. Part I examines the breadth of understanding (conceptual and synthetic) of the diversity of specialized subjects within integrative biology and consists of an examination based on two of the three following courses: Ecology and Evolutionary Biology 200A, 200B, 200C. Part II will consist of a preliminary research proposal (approximately 10 pages of single-spaced text; figures and tables are optional). The proposal should be on a topic that the student is considering pursuing in his or her research. Part II consists of a research proposal on a topic that the student is considering pursuing in his or her dissertation research. The proposal should include a scholarly review of the relevant literature, a description of the study system, a list of specific questions or hypotheses to be addressed, as much information as possible about the approach and methods, and a bibliography of literature cited (approximately 10 pages of single-spaced text; figures and tables are optional). Detailed method sections are not expected at this stage but are welcome. The proposal should be a serious attempt to develop a research project that might be carried out, but there is no requirement that it become the student's dissertation research. The first draft of the proposal is to be submitted to the student’s Guidance Committee for comment no later than the end of first week of Spring Quarter. Guidance Committee members are required to provide written comments by the end of the 3rd week of Spring Quarter. The final draft of the proposal is to be submitted to the Guidance Committee in the eighth week of the Spring Quarter. The advisory committee will evaluate and grade the proposal as “not pass,” “MS pass,” or “PhD pass” and forward these results to the Graduate Adviser.

DOCTORAL COMMITTEE REGULATIONS

1) Doctoral committees consist of a minimum of four faculty members from UCLA of the following academic ranks:
   • Professor (any rank)
   • Professor or associate professor emeritus
   • Professor-in-residence (any rank)
   • Acting professor or acting associate professor
2) Adjunct professors (any rank) and professor of clinical X (any rank) may serve as one of the four regular members and/or co-chair on professional (non-PhD) doctoral committees.
3) Three of the four doctoral committee members must hold appointments at UCLA in the student’s major department.
4) One of the four doctoral committee members must hold an appointment at UCLA in a department “outside” the student’s major department. (Faculty who hold multiple appointments count as “inside” if one of those appointments is in the student’s department.)
5) Two of the four doctoral committee members must hold the rank of professor or associate professor (regular or in-residence series).
6) The chair of the doctoral committee must hold a UCLA appointment in the student’s major department or interdepartmental degree program as professor (any rank, regular or in-residence series), or professor or associate professor emeritus. If a committee has co-chairs, at least one must be from the student’s major department or interdepartmental degree program at UCLA.
7) Additional members (above the minimum number of four) may be nominated and, if appointed, have the same voting rights and responsibilities as the other committee members.
8) Those holding titles indicated in 1) above, as well as adjunct professor and adjunct associate professor, professor of clinical X, and visiting professor or visiting associate professor may serve as additional members (above the minimum of four) and may also serve as co-chair of the committee.
9) By petition (to accompany the committee nomination), one of the minimum four members may be a faculty Member from another UC campus who holds an appropriate appointment as listed above. (Funding for travel expenses will not be provided by the Graduate Division.)
10) By petition (to accompany the committee nomination), the “outside” member of the doctoral committee
may be from another university inside (not UCLA) or outside of the UC system and from the same field as that of the student.
More information on the composition of doctoral committees is available in “Standards and Procedures for Graduate Study,” at www.gdnet.ucla.edu.

FILING FEE

If a student has completed, while registered, all requirements for a degree except the filing of the dissertation and/or the final examination (doctoral final oral examination), the student may be eligible to pay a Filing Fee during the quarter in which the degree is to be awarded instead of registering. Four conditions must be satisfied to be eligible for this fee:

1. All formal requirements for the degree, except for filing the dissertation and/or taking the doctoral final oral examination, must be completed before the first day of classes;
2. Since last being registered and up to the first day of classes, the combined use of University facilities and faculty time must not exceed 12 hours;
3. During the quarter in question, the dissertation committee suggested only stylistic and/or typographical changes in the dissertation;
4. If the student is a doctoral candidate, the student must have been registered in the previous quarter.

To establish eligibility to pay the Filing Fee, the student submits a Filing Fee application signed by the chair or departmental graduate adviser and, if the filing of a dissertation is involved, the chair of the doctoral committee, certifying that all the above requirements have been met. Forms for this purpose are available in the department or Graduate Admissions/Student and Academic Affairs, 1255 Murphy Hall. After obtaining the required signatures, the student submits the form at the Student and Academic Affairs office in Murphy Hall. This may be done when the student files his/her dissertation.

If the Graduate Division approves the Filing Fee application, the student is billed for the amount of the fee. Students paying the Filing Fee are not eligible for the privileges normally accorded regularly registered students, such as the use of University facilities, other than the attention of the faculty necessary for the final reading of the dissertation or thesis and/or the taking of a doctoral final oral examination.

FINAL ORAL EXAMINATION (DEFENSE OF DISSERTATION)

Not required for all students in the program. The decision as to whether a defense is required is made by the doctoral committee; however, all students are encouraged to present an exit seminar.

FOREIGN LANGUAGE REQUIREMENT

No foreign language is required for admission to the graduate program, and there is no uniform language requirement for the MS or PhD degree. However, at the discretion of the faculty, students who pursue certain subspecialties of biology may be required to gain proficiency in one or more foreign languages.

NOMINATION OF MASTER'S AND DOCTORAL COMMITTEES

Go to the Graduate Division web site at http://www.gdnet.ucla.edu. Click on "Current Students" and then on "Nomination of Master's & Doctoral Committees." The pdf file is downloadable with Adobe Acrobat. Instructions appear on page two on regulations for nominating committee members. Fill out the form and then submit it to the Graduate Student Affairs Office in Hershey Hall 103. To change your committee once it has been established, go to the Graduate Division web site at http://www.gdnet.ucla.edu. Click on "Current Students" and then on "Reconstitution of Master's & Doctoral Committees." The pdf file is downloadable with Adobe Acrobat. Be sure to fill out and get signatures in the correct sections of the form, according to what type of change needs to be done. Fill out the form, get the proper signatures of committee members, and then submit the form to the Graduate Student Affairs Office in Hershey Hall 103.

TEACHING ASSISTANTSHIPS

Each student is required to serve a minimum of three terms as a teaching assistant.
TERMINATION OF GRADUATE STUDY AND APPEAL OF TERMINATION

*University Policy*: A student who fails to meet the above requirements may be recommended for termination of graduate study. A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.00) required by the Academic Senate to remain in good standing (some programs require a higher grade point average). Other examples include failure of examinations, lack of timely progress toward the degree and poor performance in core courses. Probationary students (those with cumulative grade point averages below 3.00) are subject to immediate dismissal upon the recommendation of their department. University guidelines governing termination of graduate students, including the appeal procedure, are outlined in *Standards and Procedures for Graduate Study at UCLA*, available at the Graduate Division website.

*Special Departmental or Program Policy*: In addition to the standard reasons outlined above, a student may be recommended for termination for unsatisfactory performance as determined by the advisory committee, failure to pass all areas of the departmental written qualifying examination, failure to pass the master's comprehensive examination, and failure to maintain a provisional or personal adviser. A student may appeal a recommendation for termination to the appropriate subgroup or the departmental chair.

In each case where a student is being considered for termination from an EEB degree program, the Vice Chair for Graduate Studies or the Graduate Advisor will appoint an Ad Hoc Review committee with at least three EEB faculty members. The committee will review all materials relevant to the student’s case and make a recommendation as to whether or not termination is warranted.

**TIME TO DEGREE**

The normative time for the PhD degree is 18 quarters. The normative time for the master's degree is six quarters.

**THESIS PLAN (MS)**

A thesis that reports the results of an original investigation is required for this plan. Before beginning work on the thesis, students must obtain approval of the subject and general plan from the master's thesis committee, which consists of three faculty. The thesis must be prepared in accord with University format requirements in *UCLA Policies and Procedures for Thesis Dissertation and Filing*, available on the Graduate Division website. The completed thesis is presented to the thesis committee for approval.

**WRITTEN AND ORAL QUALIFYING EXAMINATIONS**

Students are required to take the Departmental Written Qualifying Examination during their first year in residence. The examination consists of two parts: Part I examines the breadth of understanding (conceptual and synthetic) of the diversity of specialized subjects within integrative biology and consists of an examination based on two of the three following courses: Ecology and Evolutionary Biology 200A, 200B, 200C. Part II consists of a research proposal on a topic that the student is considering pursuing in his or her dissertation research. The proposal should include a scholarly review of the relevant literature, a description of the study system, a list of specific questions or hypotheses to be addressed, as much information as possible about the approach and methods, and a bibliography of literature cited (approximately 10 pages of single-spaced text; figures and tables are optional). Detailed method sections are not expected at this stage but are welcome. The proposal should be a serious attempt to develop a research project that might be carried out, but there is no requirement that it become the student's dissertation research. The first draft of the proposal is to be submitted to the student’s Guidance Committee for comment no later than the end of first week of Spring Quarter. Guidance Committee members are required to provide written comments by the end of the 3rd week of Spring Quarter. The final draft of the proposal is to be submitted to the Guidance Committee in the eighth week of the Spring Quarter. The advisory committee will evaluate and grade the proposal as “not pass,” “MS pass,” or “PhD pass” and forward these results to the Graduate Adviser.

The University Oral Qualifying Examination is conducted by the doctoral committee and must be completed by Winter quarter of the 3rd year. Students prepare, present and defend an original written research proposal. No specific format is required but dissertation proposals should generally include the following elements: 1. Title, 2. Abstract, 3. Background and literature review, 4. Methods, 5. Preliminary results, 6. Contingency plans, 7. Timetable for completion, 8. Literature cited. The proposal should be written as though readers have no prior knowledge of the project and should include a thorough introduction to the scientific questions addressed and hypotheses being tested. The proposal should exemplify high-quality scientific writing, free of typographical, spelling and grammatical errors, and all relevant literature should be
The relationship of the proposed research to the hypotheses being tested should be stated explicitly. Headings and subheadings should be used to clarify the proposal's organization. Methods should be described in sufficient detail that they can be understood without reference to additional sources. Work already completed should be described using past tense and work yet to be completed should be described using present or future tense. A tentative plan for dividing the dissertation into chapters and/or published papers should be included. The role of any collaborators, aside from the student's advisor, should be clarified (a collaborator can be defined as a person who could reasonably expect to be a coauthor if the dissertation chapter were published in a scientific journal). As a general rule the proposal should be about 10 pages of single-spaced text (12 point font), not including figures, tables, and bibliography. Figures and tables can be embedded in the text or put in separate sections. Any submitted or published papers that will be part of the dissertation should be provided to the committee along with the proposal. Students are expected to consult with their advisors about the structure of the proposal and strategies for developing it into a grant proposal for submission to programs such as NSF Digg, EPA STAR or other. Exams will include questioning on both the student's research proposal and on the student's broader understanding of subjects pertinent to the proposed work. Each committee member should specialize on an identifiable subject area and suggest specific readings to help guide the student's preparation in that area. The examination is graded pass, fail, or repeat. A failure results in a recommendation for termination of graduate study to the Graduate Division. A repeated examination is graded pass/fail only. Students will lose fellowship support and access to departmental grants if they have not passed the oral exam and advanced to candidacy by the end of the Winter Quarter of their third year.
IV. FELLOWSHIPS AND FINANCIAL SUPPORT

Details on all of the following are in the Graduate Division brochure, “Graduate Student Support for Continuing Students,” at http://www.gdnet.ucla.edu/asis/stusup/contspprt.pdf.

APPLYING FOR FINANCIAL SUPPORT

Support based solely on financial need is provided, in the form of loans, grants, and—on a limited basis—work-study employment, from the Financial Aid Office. Students must be U.S. citizens or permanent residents. For more information, contact the Financial Aid Office at A-129 Murphy Hall, 310-206-0400. Please check the Financial Aid website for more information http://www.fao.ucla.edu.

Support based on merit is available in the form of fellowships, traineeships, teaching assistantships, and graduate student researcher positions (see below for more information). These awards are open to students who have demonstrated high academic achievement. Please read the individual award descriptions to see if you are eligible and to check the specific citizenship requirements. For more information, refer to the Application for Graduate Admission or Graduate Student Financial Support for Continuing Students booklets; contact Jocelyn Yamadera in Hershey Hall 103 (jocelyny@lifesci.ucla.edu), or see the Graduate Division website, http://www.gdnet.ucla.edu/asis/stusup/stusup.htm.

Deadlines:
1. The deadline for enrolled graduate students to apply for Special Fellowships is January 23.
2. The deadline for the Research Mentorship Program is March 6, and the deadline for Dissertation Fellowships is February 20.
Consult Jocelyn for more information about deadlines and exceptions.

6th Year students are eligible to compete for any and all available EEB funding. This includes TAships, dissertation year fellowships, departmental financial support in terms or research and conference travel fellowships. The Department, however, makes no guarantee that ny of these sources of funding will be available or provided.

7th Year and beyond students are eligible to only apply for TAships, which may be prioritized in favor of students who are less than seven years in the program. Any financial support beyond TAships will be the responsibility of the student and the student’s advisor.

Any additional fees imposed on international students after the fifth year in the program (e.g. Non-Resident Tuition) will be the responsibility of the student and the student’s advisor. The Department will attempt to offset such fees, but cannot guarantee that such funding will be available or provided.

Any graduate student that receives a competitive fellowship from an EEB-supported program will be ineligible for any other EEB fellowships, research or travel support if they fail to satisfactorily complete the duties and requirements of the fellowship. The expectations from the fellowship will be clearly described to the student and their advisor prior to the student accepting the fellowship. Acceptance thereafter constitutes an agreement by the student and their advisor that all the requirements of performance can and will be met.

AWARD DISBURSEMENT

Once the department has submitted the award paperwork to the Graduate Division a contract is issued to the student for the award. Before an award can be disbursed students are responsible for making sure that all paperwork has been properly filled out and submitted to the correct office. It is crucial that you keep your mailing address up to date since this is where you will receive your financial papers by mail. This includes but may not be limited to, the financial statement, offer of student support contract, statement of citizenship, etc.

Fee and tuition awards will automatically apply toward registration and tuition fees. Fellowship payments are sent to students’ local mailing addresses, held for pickup, or direct-deposited several weeks before the start of the fall term. Winter funds are disbursed approximately one week after January 1, and spring funds are released before the start of the Spring Quarter. Monthly payments should arrive by the first day of the month. Questions regarding fellowship check disbursement/direct deposit may be directed to Jocelyn Yamadera (310) 825-1959.

The Graduate Student Support Office at 1228 Murphy Hall will answer questions relating to BAR and disbursement of graduate award payments. BAR questions regarding Financial Aid awards (e.g., need-based grants) should be directed to the Financial Aid Office at A129 Murphy Hall, and questions regarding loans should be directed to the Student Loan Office at A227 Murphy Hall.
EXTRAMURAL FELLOWSHIPS

Extramural funding originates from non-UCLA sources, such as Federal agencies and private organizations, and most extramural fellowships require an application submitted directly to the sponsoring organization. Applications for some extramural fellowships are available in the Special Fellowships Office at 1252 Murphy Hall. The Graduate Division publishes an online guide called Graduate and Postdoctoral Extramural Support (GRAPES), which lists the more commonly sought fellowships that are available from non-UCLA sources. This guide is available on the Web at www.gdnet.ucla.edu/grpinst.htm. In addition, the Special Fellowships Office maintains a bulletin board of current fellowship opportunities and a small library of reference materials on extramural funding. For information, contact the Special Fellowships Office at 1252 Murphy Hall, 310-825-3521. Students may not hold two major awards at the same time. When a student receives extramural funding, the amount of supplementary UCLA support is usually subject to limits. However, the Graduate Division encourages applications for extramural support by providing supplemental incentives for successful funding applicants. Contact the Special Fellowships Office at 1252 Murphy Hall, 310-825-3521, for details.

GRADFELLOWSHIPS-L LIST

The Graduate Division Outreach, Diversity and Fellowships Office announces extramural funding opportunities available for graduate study, travel abroad, dissertation and postdoctoral research through its list GRADFELLOWSHIPS-L. The list is open to UCLA prospective applicants, current graduate students, postdoctoral scholars, staff, and faculty. To subscribe, visit the Gradfellowships-L list subscription page at lists.ucla.edu/cgi-bin/mailman/listinfo/gradfellowships-l. Enter your email address, name (optional), password, and click the "subscribe" button. You will then see the Subscription Results Page with a message stating "your subscription request has been received." It will also mention that you need to confirm your subscription via email. Check your email for a message from gradfellowships-l@lists.ucla.edu. To confirm your subscription, either reply to the message or click the web link listed to visit the confirmation page.

GRAPES

The GRAPES database catalogs extramural funding opportunities of interest to prospective and current graduate students, students working on a master's thesis or doctoral dissertation, and postdoctoral scholars. It contains information on over 500 private and publicly funded awards, fellowships, and internships. Advanced search options allow users to refine their search by field, academic level, award type, award amount, and other criteria. GRAPES is maintained by the Graduate Outreach, Diversity and Fellowships Office, and can be accessed at http://www.gdnet.ucla.edu/asis/grapes/search.asp.

KEEPING TRACK

Using URSA OnLine at www.ursa.ucla.edu, you can review your BAR statement activity; your scheduled financial aid, fellowships, remissions, and other awards; and the actual dates and amounts of your checks and direct deposits. In addition, you can check to see if you have holds on your account that are preventing the disbursement of funds, and you can ensure that all required financial documents have been completed for the Financial Aid Office and the Graduate Student Support Office.

REGISTRATION FEES, FEE DEFERRALS, AND FEE REMISSIONS

Fees and fee remission amounts for the current year can be found at http://www.gdnet.ucla.edu/gss/library/feesintro.htm. Under certain circumstances, students appointed to academic apprentice personnel titles qualify to have their registration, education, and health insurance fees paid by the University (fee remissions). The following policies and procedures apply to graduate students who (a) hold academic apprentice payroll titles of at least 25%, (b) work a total of 25 percent time or more, or the hourly equivalent, in those titles, (c) are registered and enrolled in 12 units by the third week of classes and maintain a minimum 3.0 GPA. Students are eligible for fee payments only for the term(s) in which they meet these requirements. All academic apprentice personnel are eligible to receive a fee deferral for registration fees assessed during the quarter in which they serve as an academic apprentice. You are responsible for ensuring that these fees are paid by the payback deadline. In general, the deferred payment deadline is two months after the standard quarterly due date. If your fees are not paid by this date, you will be liable for an additional $50 late charge. Please contact your departmental administrator to request a fee deferral. Please note that fee deferrals cannot be reversed and if you decide not to enroll after a fee deferral has been posted, you could be liable for an assessment fee. For more information regarding Fee Deferrals, see http://www.gdnet.ucla.edu/gss/appm/feeremission.pdf#search=%22FEE%20DEFERRAL%22.
SUPPORT OPPORTUNITIES FOR GRADUATE STUDENTS

All incoming students in 2013-14 will receive support packages of at least $26,000 per year derived from a combination of fellowships, teaching assistantships, and research assistantships. This support is provided up to five years unless a student finds support elsewhere and as long as the student is in good standing. 1st year PhD students will normally be supported on fellowships during the Fall and Winter quarters. Requests for a deferral of fellowship support to later quarters should be directed to the Graduate Advisor. Students in good standing can extend support beyond five years by applying for TAships and fellowships.

Distinguished fellowships for top-ranked incoming students:

These fellowships include less teaching than the standard support package and provide an annual stipend of $26,000 per year:
- **The Vavra Fellowship** is awarded to recruit an outstanding applicant in the area of organismal plant biology.
- **The Lida Scott Brown Fellowship** is awarded to recruit an outstanding applicant in the area of avian biology.
- **The Chairs' Fellowship** is awarded to outstanding applicants without taxonomic restrictions.
- **The Cota-Robles Fellowship** can be awarded to individuals who demonstrate high potential and promise and should indicate an interest in an academic career in teaching and research; and individuals from cultural, racial, linguistic, geographic and socioeconomic backgrounds that are currently underrepresented in graduate education.

Departmental research support for continuing students:

All graduate students are encouraged to apply for summer fellowships, research grants, and travel awards. The following are funding sources are administered directly by our department. (For additional funding opportunities at UCLA, see below.)

**The Bartholomew Fund for Field Biology**
Generously endowed by Ruth Bartholomew and George Bartholomew, our distinguished Professor Emeritus, this fund provides a summer fellowship ($6500) and research support for the top applicant in ecology, evolutionary biology, and/or conservation biology whose research has a significant field component. Eligible students must already have advanced to PhD candidacy. Thus, one student per summer will receive the "Bartholomew Fellowship", additional students will receive Bartholomew Research Grants to support research expenses.

**The Lida Scott Brown Fund for Avian Biology**
One outstanding student will receive the Lida Scott Brown Fellowship ($6500 summer or academic year stipend with fees) to support research or dissertation writing in avian biology. We also provide several Lida Scott Brown Research Grants to support research and/or travel expenses for pilot studies in avian biology.

**The Vavra Research Fellowship and Grants for Organismal Plant Biology**
The Vavra fund was established to support graduate education in organismal plant biology. One outstanding student will receive the Vavra Research Fellowship ($6500 summer or academic year stipend with fees). Vavra Research grants provide support for research or travel, special workshops, or courses at biological stations that are related to dissertation research in plant biology. Vavra funds are also awarded to provide full or partial travel and conference expenses for students wishing to attend scientific meetings where their research results on plant biology will be presented (maximum $1000).

**Department Dissertation Completion Fellowship**
($6500) to support doctoral students in the final stages of their dissertation research (must be advanced to candidacy).

**Non-Resident Tuition Fellowship**
for foreign students who have exceeded their allotment of tuition support.

**Holmes O. Miller Fellowship**
($6,500) to support an outstanding doctoral student who is doing or planning to conduct field research.

**Registration Fee Fellowship**
for students who do not qualify for fee remissions through TA or GSR support or fellowships that include fees.
**Departmental Conference Travel Grant**
(max. $500) for partial reimbursement of travel expenses to a scientific meeting in which the applicant gives a presentation.

Applications and all supporting documentation are due by the first week of April. The electronic application (available for download at http://www.eeb.ucla.edu/grad_support.php) covers most forms of support for continuing graduate students that are administered by the Department of Ecology and Evolutionary Biology, except Teaching Assistantships. This application does not cover the various forms of support administered by the Graduate Division. For Graduate Division programs and deadlines, go to:
http://www.gdnet.ucla.edu/asis/stusup/stusup.htm. To have the best chance of receiving funding, you are encouraged to submit an application before the April deadline. (delete: and to submit an update (if needed) before the September deadline, If you are unable to meet the April deadline because of fieldwork or unavoidable circumstances, you should explain this clearly in the September application. An electronic application form is available at the departmental support website at http://www.eeb.ucla.edu/grad_support.php.

**Graduate Division support for continuing students:**

The UCLA Graduate Division administers additional support available on a university-wide competitive basis. Graduate students in Ecology and Evolutionary Biology generally do well in these competitions. The department typically has both academic year and summer Graduate Research Mentors for those students working with their major professors, University Dissertation Fellows for those students completing their dissertations, and Ursula Mandel Fellows for those dissertation projects with a biomedical component. Further information can be found at http://www.gdnet.ucla.edu/asis/entsup/finsup.htm.

**Eugene Cota Robles Fellowship:** targeting students from cultural, racial, linguistic, geographic, and socioeconomic backgrounds that are currently underrepresented in graduate education who are pursuing a PhD

**Graduate Opportunity Fellowship Program:** targeting students from cultural, racial, linguistic, geographic, and socioeconomic backgrounds that are currently underrepresented in graduate education and are aiming for a terminal MS.

**Dr. Ursula Mandel Scholarship:** for PhD students in scientific fields related, allied, or of value to the medical field.

**Charles F. Scott Fellowship:** for graduate students with baccalaureates from UCLA; consideration may be given to students with baccalaureates from other UC campuses. Applicants must provide evidence that they are enrolled in a course of study that prepares them for leadership in national, state, or local governmental administration.

**Graduate Division fellowships for continuing students** http://www.gdnet.ucla.edu/asis/stusup/stusup.htm

**Graduate Research Mentorship Program and Summer Research Mentorship Program:** to support close work between graduate students and their faculty mentor.

**Dissertation Year Fellowship:** to support students advanced to candidacy in the final stages of research and writing.

**Conference Travel:** consult Jocelyn Yamadera in the Graduate Student Affairs office.

Some funding opportunities outside UCLA are listed at www.eeb.ucla.edu/grad_funding.php. Finally, there are also fellowships available on a variety of training grants throughout the university. Speak to your advisor about whether you qualify for these.

**TAX INFORMATION**

Fellowship stipend income is taxed differently than most other types of income. Amounts spent on fees, tuition, or required course expenses are not taxable. However, the portion of fellowship stipend income you spend on items other than fees, tuition, and required course expenses will likely be considered taxable by the IRS. U.S. citizens and permanent residents who are California residents (for tax purposes) do not have taxes withheld from their fellowship stipend checks. Nonetheless, these individuals may be required to make estimated quarterly tax payments and to report the income on their tax returns. Foreign students and those who live outside of California and file tax returns as California nonresidents will have state and/or federal taxes withheld
directly from their checks. Information about fellowship taxation is available in IRS Publication 520, "Scholarships and Fellowships," available for download from the IRS website at www.irs.ustreas.gov. Another IRS publication available from the same website offers information on paying estimated tax when your residency status does not permit the tax to be withheld directly from your check: Publication 505, "Tax Withholding and Estimated Tax."

Tax information and forms for UCLA award recipients are located at http://www.gdnet.ucla.edu/gss/library/taxintro.htm. Students are advised to retain “Offer of Graduate Student Support” agreements, fellowship and traineeship offer letters, BAR monthly statements, payroll wage stubs, and other documents and receipts related to fellowship stipends and course expenses. The Graduate Division website also has information on fellowship tax withholding and reporting.
V. TEACHING INFORMATION

ACADEMIC DISHONESTY/CHEATING

If there is strong evidence of academic dishonesty, Academic Senate regulations require that it be reported to the Dean of Students. See www.deanofstudents.ucla.edu/faculty2.htm.

ADDING AND DROPPING COURSES

Before the first day of a course, students can enroll over URSA Online (see Enrollment). After the first day, they can continue to enroll over URSA if they meet the prerequisites and there is room in the class. Instructors or teaching assistants can either give out Permission to Enroll (PTE) numbers themselves once the quarter begins, or have the departmental Student Affairs Officers (see below) continue to handle enrollment. Instructors need to choose one or the other, so that the course will not be overenrolled.

Students may drop courses through URSA Online up until the end of the fourth week of the quarter. After that, they may drop courses with the instructor’s signature until the end of the tenth week of the quarter. A few classes are impacted (EE Biol 110 is the only one in our department), which means that students cannot drop them after the end of the second week of the quarter without extraordinary cause, and they must seek approval from both the instructor and the College. Please consult the undergraduate student affairs officers if you have questions on campus drop/add policies.

AUDIOVISUAL EQUIPMENT

Information is available on the AV equipment provided in specific classrooms at www.oid.ucla.edu/units/avs/buildings/, often with photos of the classroom as well.

CLASSROOM ASSIGNMENTS/CHANGES

Contact Donald Essex in Hershey Hall 133 concerning classroom scheduling/changes or when needing additional rooms for extra class sessions, review sessions, and exams. If you have preferences for particular classrooms or schedules, please notify Donald as far in advance of the quarter as possible (scheduling is typically done several months in advance of each quarter).

COURSE SCHEDULING, ENROLLMENTS & ROSTERS

See Donald Essex in Hershey Hall 133 for rooms and times. Rosters are available online through Electronic Gradebook. The quarterly Schedule of Classes is online at http://www.registrar.ucla.edu/schedule/.

COURSE WEBSITES

For information on instructional websites, contact Kristin Hartman at webteam@lsic.ucla.edu, 310-794-9177.

DESK COPIES

See Donald Essex in Hershey Hall 133 for desk copies of textbooks for courses for which you are serving as a TA.

ENROLLMENT

Students enroll in courses online through URSA Online, beginning several weeks before the next quarter. URSA appointments, which are determined by students’ class standings, begin in late June for Fall classes, mid-
November for Winter classes, and late February for Spring classes. Summer Sessions enrollment begins in early February. Generally enrollments and enrollment problems are handled by the departmental student affairs officers until the quarter actually begins. Course prerequisites are strictly enforced by URSA and departmental student affairs officers, although instructors may choose to overlook prerequisites in individual cases. Check with your departmental SAO (graduate or undergraduate, according to the class) to confirm the policies for enrollment for particular courses.

EVALUATIONS (TEACHING)

See www.oid.ucla.edu/eip/INDEX.HTM. All undergraduate courses must be evaluated. The students will be able to submit their evaluations electronically. Teaching Assistants can review their evaluations through MyUCLA.

GRADES

Please consult with the instructor of the course regarding grade submission. Students should check URSA for their grades; they may also submit grade cards. Grades cannot be given out to students by e-mail or over the phone. To change a grade after grades have been submitted, obtain a Change of Grade form from your departmental Student Affairs Office. The form should be filled out, signed and returned to that office for forwarding to the Registrar. Students may not pick up or return Change of Grade forms under any circumstances.

INCOMPLETE S AND REMOVAL OF INCOMPLETE S

A grade of “I” can be assigned only if a student has substantially finished the work of a course but is missing one part, typically a final paper or project, and cannot complete the course due to illness or another substantive reason. The student must have been passing the course at the time of assignment of the incomplete. Incompletes should not be given to students who simply would like to finish the course later or delay taking the final. (This gives an unfair advantage to the student, who then has three more months to study for the final.) Students do not re-enroll in the course in order to remove the incomplete; they simply finish the work required under the guidance of the original instructor. Incompletes MUST be finished within the next regular quarter (by the end of the following Fall Quarter for Spring courses), or the grade will revert to an F. Extensions of incompletes are very rarely granted by the College. To remove an Incomplete (in other words, to assign a grade), obtain a Change of Grade/Removal of Incomplete form from your departmental Student Affairs Office. The form should be filled out, signed and returned to that office for forwarding to the Registrar. Students may not pick up or return Change of Grade/Removal of Incomplete forms under any circumstances.

INSTRUCTIONAL MEDIA LIBRARY

The IML primarily serves faculty and departmental personnel who use media in the classroom. The IML has a collection of approximately 8,000 videotapes, laserdiscs, DVDs, CD-ROMs, films and slide/tape modules and houses and maintains several department and study center collections. For additional information, see www.oid.ucla.edu/units/imlib/index.html#Location.

MINI-GRANTS

Mini-grants of up to $750 for faculty and up to $250 for teaching assistants per academic year are provided for small-scale projects which improve or enrich existing undergraduate courses. All regular faculty are eligible to apply as are teaching assistants with faculty approval. Allowable costs include instructional media, field trips, distinguished guest speaker honoraria, and some instructional software. Proposals for departmental TA training program development are also considered. For more information or to obtain an application form, please contact the Office of Instructional Development (OID) at x52790.
**MyUCLA GRADEBOOK**

Teaching assistants are able to access their gradebooks from MyUCLA using a Bruin Online (BOL) ID and password. BOL accounts can be established online at [www.bol.ucla.edu](http://www.bol.ucla.edu). Those needing assistance with their BOL accounts can contact the BOL help desk at 310-825-7452 or via email at webmail@ucla.edu. The Undergraduate Student Affairs Officers in Hershey Hall 101 are also a good resource. Departments have designated CSC or network coordinators who can call the BOL help desk on behalf of faculty and reset forgotten passwords. For more information on Gradebook, see the manual at [http://cis.ucla.edu/pdf/print.pdf](http://cis.ucla.edu/pdf/print.pdf) or the Quick Start guide at [http://cis.ucla.edu/pdf/quickstart.pdf](http://cis.ucla.edu/pdf/quickstart.pdf). The Electronic Gradebook can be used by faculty and teaching assistants to record grades throughout the academic quarter, inform students of test scores, distribute comments, assign projects and transmit final grades to the campus registrar -- all from a secure, easy-to-use Web site. Fully customizable by each instructor, the Electronic Gradebook can be adapted to suit individual class management needs, and can offer variable weighting for different kinds of academic performance -- final examinations, midterm tests, papers, class participation, special projects or any other performance indicators chosen by the instructor; automatically schedule projects for students; inform students of their academic progress during the quarter; use calculation features that automatically recommend a grade; modify and update individual grades throughout the academic quarter; submit final grades to the registrar; automatically alert students to deadlines, testing schedules and other class milestones; communicate with individual students about their grades, or discuss study material with an entire class.

**OFFICE HOURS** – If you are a teaching assistant and need a room for office hours, please contact Donald Essex, Hershey Hall 133 (dessex@lifesci.ucla.edu) to reserve a room in either Hershey Hall 309, 316, 318, or Life Science 3326. Contact Grace Angus (gracea@lifesci.ucla.edu) or Sheen Sanchez (ssanchez@lifesci.ucla.edu) for TLSB 1000.

**OFFICE OF INSTRUCTIONAL DEVELOPMENT**

The Office of Instructional Development offers a variety of programs, services, emerging technologies and multimedia labs to enhance teaching and learning. OID provides individualized consultation to faculty on all aspects of teaching and learning (e.g., organizing a lecture, facilitating a discussion, designing course curricula). It provides grant funding to instructors and departments to support major projects designed to enhance curricular experimentation and development and to improve undergraduate instruction; has staff to help instructors learn and use technology and multimedia in the classroom; and houses a collection of instructional video and audio tapes that can be reserved for use in the classroom or the media lab. OID distributes and processes course and instructor evaluations and provides scannable test scoring services (a.k.a. Scantron) to the campus, and organizes training for teaching assistants as well as oral proficiency testing for international TAs. (You must notify the OID office in advance if you plan to use their Scantron services – see SCANTRONS below.) For further information, go to [www.oid.ucla.edu](http://www.oid.ucla.edu) or call 310-825-9149.

**PASS/NO PASS**

Students can change the grading basis of any course from pass/no pass to a letter grade, or the reverse, up until the end of the sixth week of the quarter UNLESS the course is listed in the catalog as letter grade only or pass/no pass only. Check the catalog updates at [http://www.registrar.ucla.edu/schedule/catsel.asp](http://www.registrar.ucla.edu/schedule/catsel.asp) to see what is listed for your course.

**PERMISSION TO ENROLL NUMBERS (PTEs)**

If an undergraduate class is closed (full) and the instructor wishes to let in additional students, or if the student has had the prerequisites but is unable to enroll directly through URSA, or if the instructors wish to move a student from the wait list into the class, the student may be given a Permission to Enroll number for the appropriate section of the course. PTE numbers are available via MyUCLA Gradebook. See the student affairs officers of the course’s department (EE Biol or Life Sciences) to confirm the department’s policy on giving out PTE numbers to students.
PRIVACY LAW (FERPA)

Because of federal privacy laws, information on UCLA students (regardless of their age) cannot be given out to anyone except that student, including their parents. This includes student ID numbers, schedules, grades, locations, or any other information. If you have questions on privacy restrictions, please consult your departmental student affairs officers. In addition, lists of grades, etc., may not be posted by student number or name, nor may assignments, papers, exams, etc., be left in a box for students to pick up.

READERS

Reader budgets may be given to classes with enrollments over 30 in courses without TA’s. Budgets are given based on the official enrollments as of the third week of each quarter. See your departmental student affairs officers for more information. Readers must sign the payroll forms in LSSA’s payroll office, LS 2203.

SCANTRONS (TEST SCORING SERVICES)

The Evaluation of Instruction Program (part of the Office of Instructional Development) provides a variety of test scoring services. EIP scores multiple choice exams using ONLY the UCLA Evaluation of Instruction Program - General Purpose Answer Sheet. This form is provided by EIP. To ensure efficient service, ALL examinations must be scheduled at least 48 hours in advance. To schedule scoring for an examination, please call the EIP office at 310-825-6939 with the following information: subject, instructor/contact person with extension, approximate number of examinations, and time and date they will be delivered. All answer keys and answer sheets must be completed in number 2 pencil ONLY. There is normally a 15 minute turnaround on examination scoring, although contingencies such as workload and equipment malfunction may affect the time needed for processing. Please be prepared to wait for exams to be processed. ALL examinations must be delivered to EIP in their own envelope/folder with their respective keys and the completed Test Scoring Request (PDF) form. For more information, see www.oid.ucla.edu/units/eip/testscoring/.

SCHEDULE OF CLASSES

See www.registrar.ucla.edu/schedule/.

SCHEDULING CLASSES, REVIEW SESSIONS, ETC.

Courses in Ecology and Evolutionary Biology are scheduled by Donald Essex in Hershey 133 (dessey@lifesci.ucla.edu). Courses in the Life Sciences Core series are scheduled by Tracy Knox in Hershey Hall 222B (tracyn@lifesci.ucla.edu).

SUMMER SESSIONS

Summer sessions courses are scheduled by Jocelyn Yamadera. Enrollment for summer sessions begins in early February for UCLA students. See www.summer.ucla.edu, EEB graduate students are not required to enroll in Summer Sessions.

TEACHING ASSISTANTS

Teaching assistants are assigned by the chairs of each department to courses based on enrollment, according to the annual budget granted to them by the Dean of Life Sciences. The traditional load for teaching assistants is three sections of 20-25 students each, but this may vary according to the responsibilities they have in the course. See Jocelyn Yamadera if you have questions about TA assignments.

TEACHING ASSISTANT TRAINING PROGRAM

The OID TA Training Program of the Office for Instructional Development assists TAs at UCLA in improving their teaching and advancing their professional development. For further information, see www.oid.ucla.edu, call 310-206-2622, or go to 390 Powell Library Building. Becoming a successful TA is a skill, and not unlike other skills, requires practice, preparation, and collection of feedback and suggestions for improvement. The TA
Training Program pages are designed to either answer your questions or direct you to a helpful resource. Campus wide TA Conference: Each year, the OID TA Training Program organizes a day-long conference designed for TAs. The conference consists of a series of workshops and a TA/Faculty Panel. Both new and experienced TAs can benefit from the enthusiastic and knowledgeable TA workshop leaders. Many UCLA departments require their TAs to complete a 495 Seminar designed to prepare them for the TA role. Those seminars are organized, developed, and taught jointly by a faculty member and an experienced graduate student holding the title of a TA Consultant (TAC) or a Technology TA Consultant (TTAC). The TA Training Program is involved with the selection and training of all TACs and TTACs.

TEXTBOOK AND DESK COPY ORDERS

See Donald Essex in Hershey Hall 133 (dessex@lifesci.ucla.edu). For Life Sciences core courses, see Tracy Knox in Hershey Hall 222B (tracyn@lifesci.ucla.edu). Ordering class textbooks is done approximately eight weeks before the beginning of the quarter through an online textbook requisition to the UCLA Store.

UNDERGRADUATE RESEARCH

With faculty approval, undergraduates can participate in research as volunteers (without earning money or units), as work-study students, or employees (see the LSSA Personnel Office in Hershey Hall 236), or in some cases they may earn units. If they wish to earn units, generally students begin under the auspices of the Student Research Program, the offices of which are in Life Sciences 2121, and may later progress to 198 or 199 courses. Students work as apprentices in faculty labs and earn one unit of credit for 3-5 hours of work per week, or two units for six or more hours of work. Students enroll in SRP, 198/199 or other research courses online through their MyUCLA site, with the permission of the instructor. (Undergraduate students may not earn both units and money for the same work.)

URSA

Both graduate and undergraduate students enroll through courses for the academic year and summer via URSA, which is accessible through your MyUCLA site.
VI. RESEARCH FACILITIES AND RESOURCES

**Animal Behavior @ UCLA.** Contemporary animal behavior research recognizes that exciting advances can be made with integrative studies that combine multiple levels of analysis. At UCLA, we are engaged in a number of interdisciplinary studies designed to explain the diversity of behavior. We combine observational and manipulative experiments on amphibians, birds, insects, fish, and mammals throughout the world to study causation and function. We use theoretical models and comparative techniques to search for evolutionary principles and trends. The group includes those interested in applying evolutionary principles to understand human behavior, as well as those interested in the wider application of animal behavior to help conserve threatened and endangered species. UCLA is an outstanding place for graduate study in animal behavior because of our interdepartmental strengths. Colloquia and seminar series cultivate communication between students and faculty. For instance, our EEB/Anthropology Behavioral Ecology Colloquia and the multidisciplinary Marschak Colloquium bring world-renowned researchers to campus, while the Behavior, Evolution and Culture brown bag lunch group is just one example of ongoing interdisciplinary meetings on campus. (http://www.animalbehavior.ucla.edu/)

**The Center for Embedded Networked Sensing,** a National Science Foundation Science & Technology Center, is developing Embedded Networked Sensing Systems and applying this revolutionary technology to critical scientific and social applications. Like the Internet, these large-scale, distributed, systems, composed of smart sensors and actuators embedded in the physical world, will eventually infuse the entire world, but at a physical level instead of virtual. CENS systems will form a critical infrastructure resource for society--they will monitor and collect information on such diverse subjects as plankton colonies, endangered species, soil & air contaminants, medical patients, and buildings, bridges and other man-made structures.

**The Center for the Study of Evolution and the Origin of Life (CSEOL),** under the auspices of the University of California Institute of Geophysics and Planetary Physics, is a multidisciplinary center devoted to scholarly activities relating to evolution (broadly defined) of the cosmos, the solar system, the Earth, the environment, of life, and of human beings. (http://www.igpp.ucla.edu/cseol/)

**The Center for Tropical Research.** The unifying goal of the Institute of the Environment’s Center for Tropical Research (CTR) is to understand the biological processes that underlie and maintain the diversity of life, and to use this knowledge to address threats to global biodiversity. The center has established a network of prominent scientists conducting frontline interdisciplinary research on such topics as: the origins of diversity in tropical rainforests, relationships between ecology and disease, the conservation of migratory birds, and rainforest restoration in human-dominated landscapes employing programs appropriate to tropical economies. Employing advanced technology ranging from satellite imagery to molecular genetics, CTR projects provide unique training opportunities for scientists and decision-makers alike, many from developing countries in Central America, South America, Australasia and West Africa. Closer to home, the center is using molecular genetics to studying the migration patterns of birds that breed in California and winter in Latin America. (http://www.ioe.ucla.edu/ctr/index.htm)

**The Coastal Center.** The Coastal Center, which deploys a 64-foot sea-going vessel, the Sea World UCLA, addresses problems related to the coastal ocean and land margin bordering Southern California, including wetlands and watersheds. The center is also home to the world-renowned Reef Check coral reef monitoring program and owns the Santa Monica Bay Observatory (SMBO) Mooring, which is a "real-time" Oceanographic Data Acquisition Mooring located in the northwest portion of Santa Monica Bay.

**The Donald R. Dickey Collection of Birds and Mammals** consists of over 50,000 skins and skeletons of birds and mammals from the United States, Canada, Mexico, Central America, and the islands of the Pacific. Donald R. Dickey of Pasadena developed the collection between 1910 and 1932. Serving as an invaluable historical database of past communities and organisms, the on-campus collection is used for teaching and research by faculty, students, and visiting scientists. (http://www.eeb.ucla.edu/dickey/index.html)
**Environmental Science and Engineering.** UCLA’s innovative Environmental Science and Engineering Program provides practical education for tomorrow’s environmental problem solvers. Traditional discipline-based education does not provide students with the skills and insight to solve complex environmental problems. Today’s environmental professionals need scientific, engineering, and policy skills to translate our collective resolve and resources into effective environmental action. Such environmental professionals are at the cutting edge of efforts to safeguard the environment. (http://www.ph.ucla.edu/ese/)

**The Mildred E. Mathias Botanical Garden** is located on the UCLA campus and maintains an important botanical collection, with plant specimens from all over the world. Approximately 4,000 species in 225 families are growing in the Botanical Garden, named after Dr. Mildred E. Mathias, Director from 1956 to 1974. Special collections include Malesian rhododendrons, the lily alliance, bromeliads, cycads, ferns, and shrubs from Mediterranean climate regions, such as California chaparral. (http://www.botgard.ucla.edu/)

**The Stunt Ranch/Santa Monica Mountains Reserve** is part of the University of California Natural Reserve System. This 67-acre site is located four miles inland on the north central flank of the Santa Monica Mountains, southernmost of California’s Transverse Ranges. Situated less than a 45-minute drive from UCLA, about midway between the cities of Malibu, on the coast, and Calabasas, on the inland side of the mountains, the Stunt Ranch Reserve offers an important resource for teaching, research, and public education in the midst of the heavily urbanized Los Angeles area. Stunt Ranch Santa Monica Mountains Reserve includes fine examples of chaparral and oak woodland ecosystems. Its value is further enhanced by its location adjacent to extensive natural areas, including state (State Department of Parks and Recreation) and federal (Santa Monica Mountains National Recreation Area) parklands and areas managed for conservation purposes by the Santa Monica Mountains Conservancy and the Mountains Restoration Trust. The potential for cooperative research and education programs with these agencies is tremendous. The reserve lends itself to programs that focus not only on the natural ecosystems, but more broadly on issues of resource management in the urban/wildland interface. (http://nrs.ucop.edu/Reserves/Stunt.html)

**The UCLA Institute of the Environment (IoE)** is an independent, interdisciplinary academic unit, which draws upon faculty from a broad range of disciplines - the sciences, public policy, engineering, law, public health, business, and architecture. Its goal is to address the full complexity of today’s environmental problems on a local, regional, and global scale through innovative, multidisciplinary academic research and outreach programs. As one of the world’s foremost research universities, UCLA is already participating in a wide range of research focusing on the environment. The Institute of the Environment has the mission of coordinating and expanding these studies, bringing new knowledge to the classroom and reaching out to the community. In addition to the ongoing research of IoE and UCLA faculty, specialized research centers operate within the IoE that are focused on specific areas and themes (the Coastal Center, the Urban Center for People and the Environment, and the Center for Tropical Study). (http://www.ioe.ucla.edu/)

**The Urban Center for People and the Environment.** Its mission derives from the proposition that society must achieve a sustainable relationship with the natural world to ensure a century of sustainable development in Southern California. Research themes address issues related to land use, transportation systems, energy consumption, water resources, and green design. (http://www.ioe.ucla.edu/research-centers.htm)

**The University of California Natural Reserve System.** Nearly forty years ago, the University of California Natural Reserve System (NRS) began to assemble, for scientific study, a system of protected sites that would broadly represent California’s rich ecological diversity. By creating this system of outdoor classrooms and laboratories and making it available specifically for long-term study, the NRS supports a variety of disciplines that require field work in wildland ecosystems. The NRS makes relatively undisturbed samples of the state’s natural ecosystems and the facilities needed to support teaching and research available not only to students, teachers, and researchers from the University of California, but to any qualified user from any institution, public or private, throughout the world. While other colleges and universities may have one or more sites for field work, none can match the size, scope, and ecological diversity of the NRS. The NRS is the largest university-operated system of natural reserves in the world. More information on the UC Natural Reserve System is available at http://nrs.ucop.edu/.
V. Health and Safety Issues

General information about UCLA Emergency and Safety services can be found at http://www.ucla.edu/about/emergency.html.

CAMPUS ESCORT SERVICE

Community Service Officers (CSO) are available for a walking escort free of charge to students, faculty, staff, or visitors 365 days a year from dusk until 1:00 am. The escort services are provided between campus buildings, local living areas, or Westwood Village within the approximate boundaries of Sunset Boulevard to the north, Hilgard to the east, Wilshire to the south, and Veteran to the west. Dial 310-794-WALK to request an escort. Please allow fifteen to twenty minutes for your escort to arrive.

CAMPUS EVENING VAN SERVICE

The Evening Van Service provides a safe means of transportation around campus during evening hours. The vans provide transportation between campus buildings, on-campus housing, and nearby residential areas. The service is free for UCLA students, employees and visitors. For added safety, the vans are driven by Community Service Officers who carry two-way radios, providing a direct link to the UCLA Police Department. For a map of the Evening Van routes go to http://www.ucpd.ucla.edu/ucpd/CSOroute.pdf. Evening Vans reach every stop approximately every 20 minutes. The service is available Fall, Winter, and Spring Quarters, and the hours of operation are Monday through Thursday from 6 PM until 11 PM. For more information, please call 310-825-9800, or if on campus dial 5-9800.

EARTHQUAKE SAFETY

Earthquake safety instructions are available at: www.fema.gov/hazards/earthquakes/quakef.shtm.

DUCK, COVER AND HOLD.

Indoors: Take cover immediately. Duck under a desk, table, between lecture hall seats or go into a hallway. After the shaking stops cautiously and safely evacuate the building. Do not use the elevators.

Outdoors: Move to an open area. Stay away from buildings, walls, trees and power lines.

In a car: Stay inside the vehicle. Slow down and stop carefully, away from bridges and overpasses.

Remember: Do not panic or run for building exits. Tell others around you to take cover. Stay under cover until the shaking stops. Be alert for aftershocks. Stay out of damaged buildings. Never enter a building or parking structure until emergency personnel have examined it for safety. Call 911 for life threatening emergencies only.

Be Prepared: It’s important in a research lab where there are glassware, chemicals and large equipment within the lab that you identify a safe place in each room.

• Under the lab bench at the knee spaces
• Under sturdy furniture such as a heavy desk or table
• Against an inside wall
• Away from where glass and chemicals can shatter, or where bookcases or other heavy equipment could fall over

Plan Ahead: Fasten shelves securely to walls; place large or heavy objects on lower shelves. Store breakable items such as bottled chemicals, foods, and glass in low closed cabinets with latches. Hang heavy items such as pictures and mirrors away from desks, chairs, and anywhere people sit. Have disaster supplies on hand.

EMERGENCIES

Police, Fire, Ambulance, Hazmat spills: dial 911 from any campus phone to contact the UCLA police. From a cell phone call 310-825-1491 for the UCLA police or 911 for Los Angeles 911. When making an emergency call it is important that you try to remain calm and speak clearly so that the operator understands what you are saying. Give your name, location and phone number, describe what happened, and do not hang up until asked to do so.
• Dial 911 from any campus phone to contact the UCLA police
• The UCLA Police Department’s campus phone number is 51491 (310-825-1491).
• Dial (800) 900-UCLA for recorded campus emergency information, or 51234 from on campus.
• On-Campus emergency radio broadcast: tune in to AM 810.

EVACUATION

If it becomes necessary for any reason to evacuate the building, a gathering place has been designated for our department in the Court of Sciences (north of the Life Sciences Building).

FIRE

If you discover a fire:
• Remove anyone in the immediate area and close all doors as you leave.
• Activate the nearest fire alarm pull station to evacuate the building and to notify the Fire Department.
• From a campus phone call 911 for UCLA police; they will send the fire department. From a cell phone call 310-825-1491 for the UCLA police or 911 for the Los Angeles 911 operator.
• Tell them where the fire is and give them any other information they ask for. They will dispatch the Fire Department.
• Attempt to extinguish the fire only if it is safe to do so.
• If there is smoke, stay low. Crawl to the nearest exit if need be. Use stairways, NOT elevators!
• Before opening any door, feel it near the top. If it is hot, do not open it. Use another exit. If you become trapped, call UCLA emergency number 911 and tell them your exact location and your situation. Place a blanket or similar article along the bottom of the door to keep smoke out. If possible, wet the material first.
• If the door is not hot, open it cautiously. Stand behind the door and be prepared to close it quickly if there is excessive smoke. Leave the area by the nearest stairway that is clear of smoke. Assemble outside in a pre-designated area.
• Do not re-enter the building until notified to do so by the Fire Department.

FIRST AID

Supplies for minor cuts are kept in the Storeroom in Hershey Hall 102. If injured, employees should obtain an Employee Referral Slip for Industrial Injury from the Personnel Office in Hershey Hall 236. The Occupational Health Facility is located in the 200 Medical Plaza Building, Suite 224. Students not employed by LSSA or the departments must go to the Student Health and Wellness Center in the Arthur Ashe Center (near Ackerman Union).

HAZARDOUS MATERIALS SPILLS

Call 911 if you feel the spill is an emergency, or if using a cell phone, call 310-825-1491.
• If the spill is not an emergency but requires assistance and is during normal business hours (8 a.m. - 5 p.m.), call Environment Health and Safety (EH&S) at 310-825-5689. EH&S maintains a well-trained Haz Mat Team who can handle spills of almost any size or complexity.
• If you feel comfortable and have been trained in spill cleanup, and if it is a small spill (usually less than a liter of material), you can proceed to clean up the spill yourself or with the assistance of another person.
• Determining if an item is "hazardous waste" can be difficult. The best policy is to assume all chemicals must be managed as hazardous waste and can only be disposed of through the EH&S Chemical Waste Management Program. Strict sewer, air emissions, and landfill regulations require that hazardous waste not be drain-disposed, evaporated in fume hoods, or disposed of in the normal trash. Contact EH&S for help in classifying waste as hazardous or non-hazardous.
OCCUPATIONAL HEALTH FACILITY

OHF is chartered to provide for employee physical care and maintains outpatient clinic services to meet the special needs of employees on the UCLA campus. The clinical staff comprises of highly qualified doctors, physician assistants and nurses. Services include pre-employment physicals, in-service physical evaluations, diagnosis and treatment of work-related illness and injury, return-to-work examinations and physical evaluations, and immunizations to support health maintenance. OHF is located in the UCLA Medical Plaza Building 200 on the second floor, Suite 224.

POLICE

In emergencies, dial 911 from any campus phone.
UCLA Police Department: dial 51491 from any campus phone; dial 310-825-1491 from an off-campus phone. Campus information during emergency periods: 800-900-UCLA.
The UCLA Police Department web site address is http://www.ucpd.ucla.edu/

SECURITY

Report any suspicious persons or situations to the UCLA Police Department at 310-825-1491 (x51491). Keep windows and doors locked when you are away from the office or lab. Do not keep valuables unlocked; do not keep briefcases, purses, laptop computers, etc., unattended. Also see “Campus Escort Service” above.

SMOKING

Smoking is not permitted on the UCLA campus.