



The Molecular Biology Interdepartmental Ph.D. Program



Graduate Student Handbook

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Molecular Biology IDP Contact Information

Program Director

- **Dr. Luisa Iruela-Arispe**, arispe@mcdm.ucla.edu, (310) 794-5763

Home Area Directors

- **BBSB, Dr. Feng Guo**, fguo@mbi.ucla.edu, (310) 206-4576
- **CDB, Dr. Jeff Long**, jeffalong@ucla.edu, (310) 206-6984
- **Gene Regulation, Dr. Michael Carey**, mcarey@mednet.ucla.edu, (310) 206-7859
- **IMMP, Dr. Peter Bradley**, pbradley@ucla.edu, (310) 825-8386

The Home Area Director functions as the Faculty Graduate Advisor for his/her home area. The Faculty Graduate Advisor supervises all academic affairs for graduate students in the home area for Molecular Biology IDP. The Graduate Advisor acts on behalf of the Program to approve student Doctoral committees and programs of study. Advises on advancement to candidacy, considers petitions, leaves of absence, readmission, academic probation, and other graduate matters.

Student Affairs and Administration (stipend, tuition and health insurance payments, course work, grades, department Ph.D. program policy, general student related questions):

- **Jennifer Miller**, jmiller@lifesci.ucla.edu, (310) 267-5209
- **Dr. Pamela Hurley**, pamelah@mcdm.ucla.edu, (310) 794-4256

This is your first point of contact if you are seeking information or trying to solve a problem. The Graduate Student Affairs Advisor has experience handling graduate student issues, funding issues, and can be an extremely valuable interface between you and the Graduate Division or other campus entities. See the Student Affairs Advisor for help with any kind of problem, as well as for help with the necessary paperwork related to constitution/reconstitution of your doctoral committee, the Doctoral Oral Qualifying Examination, and defense of your thesis. While it is true that many questions would seem to have simple answers...at the same time many answers are not simple, so it is wise to invest the time to actually come to the office, as opposed to trying to handle everything via e-mail.

Program Requirements

Core Course Requirements

Students are required to enroll in 12 units each quarter. Courses are required in the first year of the program only. Any courses after the first year must be discussed with your mentor and/or be a necessity to fulfill the requirements of a training grant.

The coursework consists of four consecutive five-week courses covering biochemistry/structural biology, cell biology, genetics, and select topics. These courses involve active student participation in small group, discussion-based courses focused on primary research articles. The guiding principle is that students are transitioning from fact-based learning in undergraduate courses to problem-oriented learning that stresses approaches and data interpretation. The goal is to provide students with skills needed to confront diverse problems in biology by reading and critically evaluating the primary literature so that they are prepared to learn new areas. Additionally, students are required to take 4 or 6 units of elective courses from a list that includes a variety of offerings from the different participating Ph.D. programs. Electives are normally taken in the Spring quarter. A course in ethics and accountability in biomedical research is also required in the Spring quarter.

All incoming students take MOL BIO 254A, MOL BIO 254B, a writing course, an ethics course, and an elective. CDB, Gene Reg, and IMMP students also take MOL BIO 254C and MOL BIO 254D. BBSB students have the option to take structural biology courses CHEM M230B and CHEM M230D instead of MOL BIO 254C and MOL BIO 254D. This possibility must be approved by the Home Area Director.

Course Descriptions

MOL BIO 252. Writing for Science (1) Seminar, one hour. Corequisite: Biological Chemistry 251A or 251B or 251C. Limited to first-year Molecular Biology Ph.D. students in the Gene Regulation Home Area. Development of specific skills in scientific writing within context of one advanced course on mechanics of gene transcription. Letter grading.

MOL BIO 254A-254D. Concepts in Molecular Biosciences. (3 each) Lecture and discussion. Letter grading: **254A.** (3) Limited to human genetics and molecular biology graduate students. Five-week course covering four basic experimental approaches of biochemistry and molecular biology in context of various specific topics, including (1) structural biology, with protein and nucleic acid structure and molecular recognition, (2) use of cell-free and purified in vitro systems to dissect reaction mechanisms, (3) biochemical approaches to dissecting complex reactions/pathways in cells, and (4) enzymology and protein chemistry. Letter grading. **254B.** (3) Five-week course. Molecular mechanisms underlying complex problems in cell biology. Experimental approaches used to define mechanisms involved in protein targeting, cell structure and subcellular organization, cell communication, and intracellular signaling. Analysis of pathways that connect these cellular processes. Letter grading. **254C.** (3) Five-week

course. Important biological problems that have been genetically analyzed in different organisms or small number of related problems. Major genetic approaches used in relevant organisms, including both forward and reverse genetic approaches, genetic interactions between genes (genetic enhancers and suppressors), transgenic technology, and systematic genomic strategies. Letter grading. **254D.** (3) Five-week course. Application of biochemical, molecular biological, genetic, and cell biological approaches to understand specialized topics in life and biomedical sciences, including developmental disease, stem cell biology, synaptic transmission in nervous system, cancer, and heart disease. Letter grading.

MOL BIO 255. Scientific Writing. (3) Lecture, two hours; discussion, one hour. Limited to first-year Molecular Biology Ph.D. students. Improvement of academic literacy through development of specific skills in scientific writing. Review of principles of effective writing using practical examples and exercises. Topics include principles of good writing, tricks for writing faster and with less anxiety, format of scientific manuscripts, art of editing, and issues in publication and peer review. Letter grading.

MOL BIO 596. Directed Individual Studies. (2 to 12) Tutorial, to be arranged. Directed individual research or study. May be repeated for maximum of 12 units. S/U grading.

MOL BIO 599. Ph.D. Dissertation Research and Writing. (2 to 12) Tutorial, to be arranged. Directed individual studies for students who have advanced to candidacy. May be repeated for maximum of 12 units. S/U grading.

MIMG C234. Ethics and Accountability in Biomedical Research. (2) Seminar, two hours. Designed for graduate students and undergraduates who have credit for life sciences or biomedical individual studies 199 course. Responsibilities and ethical conduct of investigators in research, data management, mentorship, grant applications, and publications. Responsibilities to peers, sponsoring institutions, and society. Conflicts of interest, disclosure, animal subject welfare, human subject protection, and areas in which investigational goals and certain societal values may conflict. Concurrently scheduled with course C134. S/U grading.

CHEM C250. Research Integrity in Cellular Biology, Molecular Biology, and Biochemistry Research. (2) Data analysis and management, statistical methods, use of antibody and kit reagents, figure preparation, authorship, mentoring, human subjects protection, animal subject protection, and conflict of interest. Letter grading.

CHEM 203B. Ethics in Chemical Research. (2) Discussion of ethics in graduate education, teaching, and chemical research, including issues such as conflicts of interest, plagiarism, intellectual property, sexual harassment, and other topics related to ethical conduct of research. Letter grading.

CHEM M230B. Structural Molecular Biology (4) Selected topics from principles of biological structure, structures of globular proteins and RNAs; structures of fibrous proteins, nucleic acids, and polysaccharides; harmonic analysis and Fourier transforms; principles of electron, neutron, and X-ray diffraction; optical and computer filtering; three-dimensional reconstruction. Letter grading.

CHEM M230D. Structural Molecular Biology Laboratory. (2) Methods in structural molecular biology, including experiments utilizing single crystal X-ray diffraction, low angle X-ray diffraction, electron diffraction, optical diffraction, optical filtering, three-dimensional reconstruction from electron micrographs, and model building. Letter grading.

BIOL CH 266A. Seminar: Cell, stem Cell, and Developmental Biology. (2) AKA: CDB Journal Club. Advanced course in cell, stem cell, and developmental biology intended for graduate students working or rotating in laboratories of new cell and developmental biology home area. S/U grading.

BIOL CH 251A-251D. Seminar: Transcriptional Regulation. (2) AKA: Gene Regulation Journal Club. Advanced course on mechanics of gene transcription in both eukaryotes and prokaryotes intended for students actively working or highly interested in transcription. S/U grading.

CHEM MC259. Mechanisms of Gene Regulation (4) Mechanisms that control transcription in bacteria. Repression and activation at promoters. Sigma factors and polymerase binding proteins. Signal transduction pathways in transcription. Control of termination. Eukaryotic general transcriptional apparatus; sequence-specific promoter recognition; mechanisms of transcriptional activation and repression, including role of chromatin structure; transcription factors as targets of signal transduction pathways; transcription factors of embryogenesis. Letter grading. Taken as Gene Regulation Student Elective

ENTERING MSTP (MD/Ph.D.) Students:

Program required coursework:

- 2 of the MOL BIO 254 courses (A, B, C, or D) for a total of 6 units. Taken in Fall/Winter Quarter. Each course is 5 weeks in length.
- Scientific writing course. Most will take MOL BIO 255. Gene Regulation students will take MOL BIO 252 and BIOL CHEM 251.
- Ethics course. Recommended course MIMG C234.
- Approved Statistics or Computational Biology Course
- Complete Oral Qualifying Exam in year 2

ENTERING STAR Students:

Students must complete required or recommended courses by the end of the first year of graduate study. These courses will be determined between your mentor and the Home Area Director.

Rotations

The laboratory rotations consist of 10 week rotations in the Fall, Winter, and Spring quarters. At least one of the three rotations must be carried out in the laboratory of a faculty member within your Home Area. All rotations in other Home Areas in the Biosciences Program must be approved by the Home Area Director. These rotations are intended to serve as a tool for finding a suitable thesis lab.

Example of BBSB first year enrollment:

Fall Quarter	Winter Quarter	Spring Quarter
MOL BIO 254A (3 units)	MOL BIO 254C (3 units) or CHEM M230B (4 units)	MIMG C234 (2 units) or CHEM 230B (2 units)
MOL BIO 254B (3 units)	MOL BIO 254D (3 units) or CHEM M230D (2 units)	Elective Course (4 units)
MOL BIO 596 (6 units)	MOL BIO 255 (3 units)	MOL BIO 596 (6 units)
	MOL BIO 596 (3 units)	

Example of CDB first year enrollment:

Fall Quarter	Winter Quarter	Spring Quarter
MOL BIO 254 A (3 units)	MOL BIO 254 C (3 units)	MIMG C234 (2 units)
MOL BIO 254 B (3 units)	MOL BIO 254 D (3 units)	Elective Course (4 units)
BIOL CH 266A (2 units)	MOL BIO 255 (3 units)	BIOL CH 266A (2 units)
MOL BIO 596 (4 units)	BIOL CH 266A (2 units)	MOL BIO 596 (4 units)
	MOL BIO 596 (4 units)	

Example of Gene Regulation first year enrollment:

Fall Quarter	Winter Quarter	Spring Quarter
MOL BIO 254 A (3 units)	MOL BIO 254 C (3 units)	MIMG C234 (2 units)
MOL BIO 254 B (3 units)	MOL BIO 254 D (3 units)	CHEM M259 (4 units)
MOL BIO 596 (6 units)	MOL BIO 596 (6 units)	MOL BIO 596 (3 units)
	BIOL CH 251 C (2 units) *Winter or Spring, discuss with Home Area Director	BIOL CH 251 C (2 units) *Winter or Spring, discuss with Home Area Director
	MOL BIO 252 (1 unit) *Winter or Spring, discuss with Home Area Director	MOL BIO 252 (1 unit) *Winter or Spring, discuss with Home Area Director

Example of IMMP first year enrollment:

Fall Quarter	Winter Quarter	Spring Quarter
MOL BIO 254 A (3 units)	MOL BIO 254 C (3 units)	MIMG C234 (2 units)
MOL BIO 254 B (3 units)	MOL BIO 254 D (3 units)	Elective (4 units)
MOL BIO 596 (6 units)	MOL BIO 255 (3 units)	MOL BIO 596 (6 units)
	MOL BIO 596 (3 units)	

Graduate Student Timeline:

	Fall Quarter	Winter Quarter	Spring Quarter	Summer Quarter
1st year	-Courses -Rotations -Seminars	-Courses -Rotations -Seminars -Complete MyIDP training	-Courses -Rotations -Seminars -Written Qualifying Exam -MBI Retreat -Choose dissertation lab -Annual Progress Report	-Begin dissertation research in lab
2nd year	-Dissertation research in lab -Seminars	-Dissertation research in lab -Seminars	-Dissertation research in lab -Seminars -MBI Retreat -Choose Committee (must be done before Oct. of 3 rd year) -Update MyIDP Goals and include with Annual Progress Report	-Dissertation research in lab -Plan/Complete Oral Qualifying Exam
3rd year	-Dissertation research in lab -Seminars (present in Student Seminar Series this year) -Oral Qualifying Exam must be completed by December	-Dissertation research in lab -Seminars (Present in Student Seminar Series this year) -Reconstitute committee	-Dissertation research in lab -Seminars (Present in Student Seminar Series this year) -MBI Retreat -Update MyIDP Goals and include with Annual Progress Report	-Dissertation research in lab
4th year	-Dissertation research in lab -Seminars -Annual committee meeting	-Dissertation research in lab -Seminars	-Dissertation research in lab -Seminars -MBI Retreat -Update MyIDP Goals and include with Annual Progress Report	-Dissertation research in lab
5th year	-Dissertation research in lab -Seminars (present in Student Seminar Series this year) -Annual committee	-Dissertation research in lab -Seminars (present in Student Seminar Series this year)	-Dissertation research in lab -Seminars (present in Student Seminar Series this year) -Complete	-Complete Alumni datasheet -Keep in touch

	meeting		Dissertation -Final Dissertation Defense -Update MyIDP Goals and include with Annual Progress Report	
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Written Qualifying Exam

The written qualifying examination must take place during the first week of the Spring Quarter of the first year of doctoral study. In order to be eligible to take the written qualifying examination, students must have achieved at least two passing lab rotation evaluations, as well as at least a B average in all coursework.

Students must prepare a written research proposal in the format of an NIH R21 grant proposal. The length is six pages including figures, but excluding references as is detailed under format below. The topic and hypotheses for the proposal are to be selected by the student. The topic requires advance approval by the Home Area Director and may not be a rotation project or an anticipated dissertation research topic. The student is free to consult with other individuals in formulating the experimental approach. This proposal is submitted to the Student Affairs Office.

Proposals are graded by a Home Area faculty committee on a pass or no-pass basis. Students who do not pass the examination are permitted one opportunity to re-take the exam, which can take place no later than the end of the following quarter (Fall).

Written Exam Topic Approval: Before the Written Qualifying Exam, the student must have their topic approved by the Home Area Director. When submitting information for approval, please indicate the following:

- Name
- Anticipated Dissertation Topic (can be vague at this stage)
- Proposed Written Topic (brief description)
- Listing of all Other Major Ongoing Projects Being Conducted By Lab personnel in Research Advisor's Group

Once the written exam topic has been approved, the student then prepares the written material.

Guidelines for WQE Proposal Topic: The written proposal may be related or unrelated to the general interest of the laboratory. However, the proposal cannot focus on the student's proposed dissertation research or a reformulation of any proposal written by any member of the laboratory.

Format:

- Cover page with relevant information (name, UCLA ID, date, what this is, title, etc.)
 - Biosketch
 - Written Qualifying Exam Research Strategy- R21 Style (6 pages maximum including illustrations, excluding references)
 - Summary and Specific Aims page (1 page)
 - Significance and Innovation
 - Experimental Design
 - References
- } (5 pages)

Project Summary:

- The Project Summary must contain an overall accounting of the proposed activity suitable for dissemination to the public. It should be a self-contained description of the project and should include a statement of objectives and methods to be employed. It should be informative to other individuals working in the same or related fields and insofar as possible understandable to a scientifically or technically literate lay reader.

Specific Aims:

- State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
- List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.
- Summary and Specific Aims are limited to one page.

Significance

- Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
- Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.

- Describe how the concepts, methods, technologies, treatments, services, or preventive interventions that drive this field will be changed if the proposed aims are achieved.

Innovation

- Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
- Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.
- Explain any refinements, improvements, or new applications of theoretical concepts, approaches, or methodologies, instrumentation, or interventions.

Experimental Design

- Describe the overall strategy, methodology, and analysis to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted.
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
- Describe any strategy to establish feasibility and address the management of any high risk aspects of the proposed work.

Font: Use an *Arial, Helvetica, Palatino Linotype or Georgia typeface, a black font color, and a font size of 11 points or 12 points.* A symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.

Paper Size and Page Margins: Use standard size (*8 1/2" x 11"*) sheets of paper. Use at least one-half inch margins (top, bottom, left, and right) for all pages, including continuation pages. No information should appear in the margins, except for page numbers.

Convening a Doctoral Committee

When constituting (or reconstituting) your doctoral committee, be sure to refer to the most CURRENT [MB-IDP Faculty Adviser](#) page! The faculty page changes slightly every year at the end of September. Several criteria are used to determine eligible faculty, including mentoring an MB-IDP student, chairing a committee, and/or serving on the MB-IDP governing committee. Once a student's committee has been approved by Graduate Division, a committee member's status does not change regardless of any changes that may occur in the core list in subsequent years. Any changes made to a student's committee (reconstitution) will be bound by the list at the time of the change.

The committee must meet the criteria indicated below. Once you have identified who will serve on your doctoral committee, list the names of your selected faculty in an email to the MB-IDP Student Affairs Office. The Student Affairs Officer will complete the official nomination form and you will be required to submit it to the Graduate Division for approval.

- Your committee chair must be an [MB-IDP Faculty Adviser](#) and cannot be your PI.
- At least four faculty members from UCLA.
- Two of those members (including your chair) must be from the following academic appointments:
 - Professor
 - Associate Professor
 - Professor-in-residence
 - Associate Professor-in-residence
- Three of those members must hold an UCLA Academic Senate faculty appointment limited to:
 - Professor (any rank)
 - Professor or Associate Professor Emeritus
 - Professor in Residence (any rank)
 - Acting Professor
- Only one committee member may hold an Academic Senate faculty appointment or its academic equivalent at another accredited university or college.
- Your PI cannot be one of the committee members at this time. When your committee is reconstituted after the orals, your PI will be added on. This also means that your PI will not be your committee chair.

CERTIFYING MEMBERSHIP

Certifying members will read, approve and certify the dissertation. All of your committee members will be certifying members, as will be indicated on the OQE form at the time of the exam.

Oral Qualifying Exam

PREPARATION OF THE ORAL QUALIFYING EXAM WRITTEN PROPOSAL

The aim of the University Oral Qualifying Examination is to determine whether the candidate is qualified for advancement to candidacy for a doctoral degree. This examination is open only to the doctoral committee members and the student.

The exam consists of a written proposal and a formal presentation of the proposal to the doctoral committee. The Oral Qualifying Examination should be scheduled and completed by the Fall Quarter of the third year.

Oral Qualifying Exam Scheduling Procedures

- All members of the Doctoral Committee **MUST** attend the oral qualifying exam. This is a University requirement.
 - Remote participation via Skype (or other electronic means) is allowed only as a matter of necessity, not convenience. If there is a matter of necessity, the faculty member, student, or chair must contact the Student Affairs Office in order to submit the required paperwork to the Graduate Division within 14 days of the exam. The committee chair is never allowed to remotely participate.
- The student must schedule a date and time (approx. 2 hours) that is agreeable to all committee members.
- The student will reserve a room for at least 2.5 hours. The student may contact the MB-IDP Student Affairs Officer for assistance in finding and booking a room, if needed.
- At least 10 working days prior to the scheduled exam, the student must notify the MBIDP Graduate Student Affairs office of the date, time and room number.
- At least one week prior to the oral exam, please submit one copy of the oral exam proposal to each of the committee members and one copy to the MBIDP Graduate Student Affairs Office.

NOTE: It is acceptable (but not required) for the student to provide light refreshments such as cookies and coffee and/or a cold beverage for the committee. A more elaborate spread is considered unacceptable.

Guidelines for OQE Proposal Topic: The OQE is on-topic, meaning, the subject of the proposal must be the thesis project that the student plans to undertake under the guidance of his/her mentor and it should include preliminary data gathered during the previous quarters in the laboratory.

The student's proposal and presentation are expected to demonstrate:

1. A scholarly understanding of the background of the research proposal;
2. Well-designed and testable aims;
3. A critical understanding of the techniques employed in the proposed research; and
4. An understanding of potential experimental outcomes and their interpretation.

Except for their doctoral committee members, students are free to consult with their thesis advisor, or other individuals in formulating the proposed research.

Preparation of the Proposal: The proposal has to be the intellectual product of the student him/herself.

The student is expected to read in detail in the research area of his/her proposal, suggest a well-defined experimental approach to one or more questions and provide an interpretation of possible results. Include sufficient but concise information to facilitate understanding, but avoid redundancies. Readers often consider brevity and clarity to be indicative of a focused approach to a research objective and the ability to undertake a research project. Make sure you emphasize the significance of your research proposal.

Format: The format of the proposal should follow the outline of a typical RO1 NIH grant application. The proposal should be a maximum of 10 single spaced pages, including figures and illustrations but excluding references.

Include the following information on your title page:

A-Title Page

- Proposal title
- The words “Oral Qualifying Examination” should be included in the title page
- Your name
- Your mentor’s name
- Names of committee members
- Quarter submitted (e.g., Fall 2016)
- Room number, building and time where the OQE will take place

B. Summary and Specific Aims page: Approximately one half-page paragraph describing the problem being addressed, its relevance and how you will address it in the proposal. Make sure to also include an overarching hypothesis and list the specific aims to address this hypothesis.

C. Significance: This section should state how addressing the question or problem will advance the specific field (suggested length of half to one page but flexible)

D. Innovation: Discuss any technical innovations, development of new reagents that others in the field can use and intellectual innovations that your proposal presents.

E. Experimental Approach: Subdivide this section according to each of the Specific Aims (no need for extraneous details like buffer concentrations or sources of materials unless they are highly specialized and might not be recognized by your average professor). For each aim, make sure you include rationale, background, experimental design, read-outs for your experiments, quantification/statistical analysis, caveats and alternative approaches. Sometimes an added figure or two can help if your experiments are complicated and cannot be described succinctly. Incorporate the figure into the body of the text so that the reader can look at the figure and text simultaneously (include a figure legend with the figure, smaller font size for the figure legend is acceptable [9-10pt]). Finally, use this section to describe expected results and future directions.

F. References – Please make sure that references are cited in full and formatted consistently.

Font: Use an *Arial, Helvetica, Palatino Linotype or Georgia* typeface, a black font color, and a font size of 11 points or larger. A symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.

Paper Size and Page Margins: Use standard size (8 1/2" x 11") sheets of paper. Use at least one-half inch margins (top, bottom, left, and right) for all pages, including continuation pages. No information should appear in the margins, including the page numbers.

At least one week prior to the oral exam, please submit one copy of the oral exam proposal to each of the committee members and one copy to the MBIDP Graduate Student Affairs Office.

PRESENTATION OF THE ORAL QUALIFYING EXAMINATION

The Oral Examination generally requires about 2 hours to complete. This includes the presentation (approx. 45 min) and questions during and after from the committee. The exam will cover your specific proposal as well as general scientific background. It is important that you make it clear to the committee what data you generated versus any supporting data from other members of your lab. You may want to get feedback prior to your oral exam by practicing your presentation with a group of fellow students, your mentor and other trainees. Note that this is not a requirement, only a suggestion.

Grading of the Oral Exam by the Faculty: The faculty will be asked to assess the following:

1) *Originality of the hypothesis and its strength, i.e., your ability to argue your point*

convincingly: A good hypothesis and experimental design generates yes or no answers. As such, if the experiment did not work as expected, you must be prepared to interpret that result and design backup approaches. Although there is little room to cover backups in the written proposal, be prepared to present these in your exam. Additionally, do not propose open-ended experiments without a clear hypothesis, i.e., “I’ll take this gene, knock it out, and see what happens”.

2) *Your answers to fact based questions:*

- **Background.** You must know the background literature as assessed by an expert in that area. Be prepared to **cite** studies.
- **Methodology.** Know the details behind the methodology used to address your hypothesis. You need not delve into a detailed description of the methodology in the written proposal, but be prepared to discuss it if questioned by the committee, e.g. if you use RNAi to reduced gene expression, you must know how to deliver the RNAi and how RNAi inactivates genes, as well as alternative strategies to achieve the same goal.
- **General knowledge.** Typically you will not be quizzed on your command of broad subjects. However, you may be asked questions as mundane as the structure of a peptide or nucleotide bond if your proposal utilizes proteases or nucleases. Be prepared to address such questions.

3) *Presentation:* You must prepare a well-organized and articulate presentation. The best presentations are practiced in front of your peers. To prepare you, they should raise questions not only about the background and methods, but also about the experimental approach and interpretation of possible results.

Final Assessment by the Committee

The expectation during the oral qualifying exam is that a student delivers a strong, novel proposal that is written in a scholarly and clear manner. The proposal needs to be experimentally compelling and integrated with the current literature. In addition, the student must be able to defend the proposal orally, answer questions related to any aspect of the presented work and discuss the literature.

After assessment of the written and oral presentation, there are three types of decisions that a committee may make: Pass, Conditional Pass or Fail.

Pass - *The student provided a strong written proposal and was able to present and defend the proposal adequately.*

Conditional Pass – *The written proposal was not of sufficient caliber but the oral presentation was strong, more substantive and in-depth. A student who receives “Conditional Pass” will be*

required to modify or re-write their research proposal to bring it up to required standards. The revised proposal should be submitted to the doctoral committee for their review within 1 month of the original orals date. The student can seek the advice of their committee in preparing their revisions. The doctoral committee chair will notify the student in writing of the final decision, within 30 days of re-submission.

Fail – The written proposal was adequate, but the presentation and defense of the application was poor or both the written and oral aspects were below standard.

A student may not be advanced to candidacy for the Ph.D., if more than one member votes “fail” regardless of the size of the committee. Upon vote of the doctoral committee, a student who fails the initial exam may re-take it within six months of the original orals date. If the student fails the exam a second time, he/she must leave the program.

Advancement to Candidacy

Due: By third year of Graduate School

Students are eligible for advancement to doctoral candidacy after passing the University Oral Qualifying Examination with no more than one negative vote, completing four terms of academic residence and any additional departmental requirements, and maintaining a 3.0 grade-point average in graduate standing. They are officially advanced to candidacy on the date the completed application for candidacy form is received in Graduate Admissions/Student and Academic Affairs, provided the information on the form is correct and complete and the examination was conducted in accordance with Graduate Council regulations.

Important: The \$90.00 advancement to candidacy fee appears on the next UCLA Billing Statement. Students are responsible for paying the ATC fee, unless the student’s mentor has made arrangements to cover this expense. The fee should be paid before the start of the proceeding quarter to avoid problems with your BruinBill account. Students are expected to advance to candidacy no later than Winter Quarter of the third year of graduate school. Nonresident students qualify for a 100% reduction in the cost of NRT the quarter after they advance to doctoral candidacy for a maximum of nine academic quarters (Summers are not counted).

Midstream and Annual Committee Meetings

The Midstream is the first Annual Committee Meeting - Due approximately 1 year after Oral Qualifying Exam

In the 3rd, 4th & 5th years, to remain in good academic standing, you must convene an annual meeting with your doctoral committee until completion of the Ph.D. degree. Please notify the [MBIDP Student Affairs Office](#) when you have a definite date/time set for your meeting. The annual meetings are not examinations. They are simply an opportunity for the committee to review the student's progress and make any recommendations that would facilitate timely advancement to the degree. At each meeting, you should plan on doing a 20-30 minute (approximately) presentation of your research project and discuss the anticipated date of degree conferral with your committee. For the convenience of your committee members, we suggest you print PowerPoint handouts of your presentation with lines for note taking, so that your committee can jot down important points.

The first annual committee meeting (midstream) is presented to the student's doctoral committee approximately 1 year after the Oral Qualifying Exam. It is understood that there may only be preliminary results at this stage, but it provides an opportunity for the committee to evaluate progress, help define specific goals, and offer advice. The seminar should include a summary of the background, objectives, present accomplishments, and future plans for the dissertation research. The student may present the history and significance of the area and discuss the merits and pitfalls of the particular experimental approach being taken.

The midstream talk should be about 30 minutes with the remainder of the time for discussion (1 to 1-1/2 hrs total). Only four committee members are required, but student is encouraged to invite all five members, as it is to the student's benefit if all are present. A brief one-page form is given to each committee member to complete and sign with the following areas of evaluation (sample given below):

1. Scientific content

- a. Understanding of the problem:
- b. Acquisition and analysis of data:
- c. Overall impression of scientific work:
- d. Evaluation of Progress to date:
- e. Specific Goals - Work still to be done:
- f. Format expected of dissertation (including publication expectations)
- g. Estimated/Recommended Target date for Final exam:

2. Presentation

- a. Audibility, pace of talk, boardwork, visual aids:
- b. Response to questions:

c. Overall effectiveness as a communicator

Each year, following the midstream, to remain in good academic standing, you must convene an annual meeting with your doctoral committee until completion of the PhD. degree. Please notify the [MBIDP Student Affairs](#) office when you have a definite date/time set for your meeting. **Remember to pick up your file and the evaluation forms for your committee from the MBIDP Student Affairs Office on the day before or the day of your scheduled meeting.**

myIDP

Beginning with a mandatory training workshop in the first year of graduate study, students are required to generate an Individual Development Plan via myIDP website:

<http://myidp.sciencecareers.org/> in order to map out their academic and professional development goals throughout graduate school. The myIDP must be updated annually with specific new goals that will be accomplished within that academic year and the printed goals summary discussed with and signed by the student's Home Area Director (in year 1) or the dissertation research adviser (in years 2-5). The signed summary will be included with the annual progress report due June 1 of each year.

To print out the myIDP goals summary page, login to your myIDP account and click on myIDP Summary under Implement Plan on the left hand side of the screen. Uncheck all checkboxes except the last three (career advancement goals, project completion goals, and goals summary). Please refer to picture below. Click show report and print the resulting summary.

The screenshot displays the myIDP website interface. At the top left is the myIDP logo with the text 'INDIVIDUAL DEVELOPMENT PLAN' and 'ScienceCareers'. A 'LOG' link is in the top right. The left sidebar has a red header 'myIDP' and a navigation menu with categories: Overview, Assessment, Career Exploration, Set Goals, and Implement Plan. The 'Implement Plan' category is highlighted in red, and 'myIDP Summary' is selected. The main content area is titled 'Individual Development Plan Summary' and includes a 'Quick Tips' and 'Print myIDP' button. Below this is a message: 'It may be useful to share parts of your IDP with others, or to keep a copy for yourself.' The 'Select Plan Sections to Include in Report' section contains a list of sections with checkboxes. The last three sections are checked: 'Career Advancement Goals', 'Project Completion Goals', and 'Goals Summary'. A 'Show Report' button is at the bottom of the list.

Dissertation Defense

Every doctoral program requires the completion of an approved dissertation that demonstrates the student's ability to perform original, independent research and constitutes a distinct contribution to knowledge in the principal field of study. The choice of subject must be approved by the doctoral committee, which usually reviews and approves the dissertation prospectus at the time of the University oral qualifying examination. Subsequently, the doctoral committee guides progress toward completion of the dissertation. For guidance in the final presentation of the manuscript, a student consults the thesis and dissertation adviser, Office of the University Archivist, 330 Powell Library, and [UCLA Thesis and Dissertation Filing Requirements](#), available on the Graduate Division web site. When planning to submit the dissertation during the current academic year, students are encouraged to attend one of the [orientation meetings on manuscript preparation and filing procedures](#) which are conducted by the thesis and dissertation adviser and the Graduate Division at the beginning of each quarter.

****After you have completed the filing process, please go online ([MyUCLA](#)) and declare your Non-Attendance for the following quarter. This will prevent fees from being assessed and billed to your BAR account.****

Please note, the process of electronic thesis and dissertation (ETD) filing was implemented Tuesday, March 13, 2012. The [ETD Submission Instructions](#) are available online at [Thesis and Dissertation Formatting and Filing Guide](#).

If conducting research for the purpose of fulfilling the requirements for a doctoral degree, students should be aware that if the research will entail the use of human subjects (medical procedures, questionnaires, interviews, etc.), in addition to receiving the approval of the doctoral committee, students must also seek the approval of the appropriate Human Subject Protection Committee (HSPC) at UCLA, prior to the initiation of the research project. Additional information regarding application procedures may be obtained from the HSPC - School of Medicine, (310) 825-5344; HSPC - General Campus, (310) 825-7122.

IMPORTANT LINKS:

Graduate Division

- [Graduate Division Dissertation Meetings Schedule](#) (Information on University regulations governing Manuscript preparation and completion of degree requirements)
- [Graduate Division Policies and Procedures for Thesis and Dissertation Preparation and Filing](#)
- [Filing Webinar](#)
- [Doctoral Hooding Ceremony - Commencement](#)

NOTE: Please be sure and complete the "[Update Your Info](#)" form alumni website. If your UID does not work, please call the AA desk 825-2586) to get your UID/Advance/Alumni ID, since this is the most important UCLA locator number.

Dissertation Defense Procedures

Please note all members of your Doctoral Committee must be present at the dissertation defense. Inform the MBIDP Graduate Office *at least three weeks* prior to the presentation of your final oral examination of the date, time and room number. Also, be sure to submit the title of your defense to the Student Affairs Office well in advance (at least two weeks) so that an announcement can be posted on the MBIDP Events Calendar and on the MBIDP website. A flyer will also be prepared and posted throughout Boyer Hall. The Student Affairs Office will provide you with extra copies of the announcement if you wish to distribute and post elsewhere.

You should distribute a copy of your dissertation to each of your committee members at least two weeks prior to your defense date. Please make sure that you know if your committee members want a paper copy or a digital copy.

DEFENSE SEMINAR PROCEDURE

In general, the format for the defense is as follows: The candidate should be prepared to make a twenty-to thirty-minute oral presentation to the committee. The presentation is followed by a question-and-answer period. Once the questioning period is complete, the candidate and non-committee members leave and the examination committee discusses the merits of both the dissertation and the defense. The candidate may be asked to make major or minor revisions before receiving final approval by the examination committee. There is, of course, a possibility that the dissertation is not accepted, in which case the candidate and dissertation committee meet together to decide how to proceed. Because revisions may well be required, the candidate should leave enough time between the defense date and the final date for submitting the completed draft to the Graduate School. (*Procedure may vary, according to each committee's preference.*)

A Final Oral Examination form will be given to your Committee Chair before your seminar. The form must be signed by each member of your Doctoral Committee upon satisfactory completion of your oral examination. This form is for MB-IDP records only and is not an official indication of passing the final oral exam. Your committee will register official approval once they have completed the ETD approval process online.

AFTER YOUR DEFENSE

Please indicate your Non-Attendance on MyUCLA for the quarter following your defense. This will prevent fee assessment and billing for that quarter.

Important Insurance Information: If you are graduating at the end of the quarter, please note that your health insurance will end at quarter's end. There are options available for dependents and eligible UC SHIP students not returning to school (filing fee status or graduated) to be able to purchase a Non-Registered Student Voluntary UC SHIP Policy. Please contact Wells Fargo Insurance Services at (800) 853-5899 for the enrollment application, fee payments, and benefits details. For those students no longer eligible for UC SHIP, please refer to the [Alternate Insurance Resources](#) handout available on the Student Health website www.studenthealth.ucla.edu,

Note: If you are registered in Spring quarter, you are covered through the summer months, until the beginning of Fall quarter.

Financial Support

Molecular Biology IDP students making timely progress to degree receive full financial support in the form of a competitive stipend, tuition, health insurance, and non-resident supplemental tuition (NRST) as applicable. It is a general policy of the MBIDP that doctoral students be supported for five years.

In a public university setting, the MBIDP is obligated to coordinate effective distribution of a variety of sources of financial support for students pursuing the Ph.D. under the guidance of member faculty. This support is derived from a number of individual or combined sources: stipend from Departmental, University, or Extramural fellowships, or from institutional or individual training grants; salary from academic apprentice employment, such as academically required Teaching Assistantships and Graduate Student Researcher (GSR) appointments. Because foreign students are not eligible for support from Federal training grants, resources available to support foreign students are limited. For Information on university fellowships for continuing students, consult [Graduate Student Support for Continuing Students](#).

All prospective graduate students are urged to apply for any extramural predoctoral fellowships for which they may be eligible. In addition to those that are administered by the University, these include the National Science Foundation Graduate Research Fellowship Program (NSF GRFP) and Howard Hughes Medical Institute, among others. The Graduate Program Coordinator receives notifications of funding opportunities from the graduate Division on a daily basis. These notices are posted online and may be viewed on the Graduate Division [GRAPES](#) database. Most funding organizations require that you contact them directly for detailed information and an application. When "1252 Murphy Hall" appears in a listing, applications for it are available for pickup in the Graduate Fellowships and Financial Services office. For more information on funding opportunities, and to view archived announcements, visit the [Graduate Division Financial Support](#) webpage.

General Tax Information

Tax information is available through the university. Please visit the [UCLA Graduate Education Tax Information and Forms](#) page for more information. International students may get more tax information from the [Dashew Center for International Students and Scholars](#). VITA at UCLA is a non-profit organization that provides free tax services to the Los Angeles community. They are able to file Federal and California tax returns and provide tax consultation. For more information, please visit the [VITA webpage](#).

Fees

Tuition and Fees

- Tuition (at 12 units) is fully covered by the Molecular Biology IDP by assistantships, traineeships, fellowships, or grants. Tuition and fees are paid directly to the University. These payments will show up on BruinBill on the fee payment deadline.
- The estimated breakdown of [UCLA Graduate Student Tuition](#) is available upon the Graduate Division webpage. It is subject to change without notice.
- A \$100 document fee is required for all incoming students. This is paid for by the Graduate Programs in Bioscience.

Arthur Ashe Student Health and Wellness Center

The Mission of The Ashe Center is to support UCLA students in the successful attainment of their educational goals through the personalized delivery of accessible, high-quality health and wellness services, rendered with kindness and competence, by diligent, dedicated professionals.

The Arthur Ashe Student Health and Wellness Center (The Ashe Center) is devoted to providing quality, accessible, state-of-the-art healthcare and education to support the unique development of UCLA students. Our comprehensive services include Primary Care, Women's Health, Immunizations, Travel Medicine, Physical Therapy, Specialty Clinics, Optometry, Acupuncture and Massage – all under one roof! Students can schedule appointments online, in person, or by phone and can communicate with their primary care providers via secure electronic messaging. For more immediate concerns, Urgent Care is available during business hours, and after hours, students can access our 24/7 Nurseline for advice and information by phone. The Ashe Center also houses its own full-service Pharmacy, Laboratory and Radiology units.

Please contact the [Ashe Center](#) at (310) 825-4073.

Health Insurance Requirements/Payments

Health Insurance is mandatory for all UCLA registered students and is a condition of enrollment. The UC Student Health Insurance Plan (UC SHIP) is a comprehensive medical insurance program offered to UCLA students. All students are automatically enrolled in UC SHIP, but if you have a comparable insurance and you do not want to keep UC SHIP as dual coverage, you must submit a request to waive enrollment by the specified deadlines.

The cost of your student health insurance (UC SHIP) premium is part of fees/tuition, and will therefore be paid for you. For more information, please contact [student health insurance](#): (310) 825-4073, option 4.

Enrollment

MBIDP graduate students must enroll in a minimum of 12 units per quarter (excluding summer when no enrollment is required). In addition to any lecture, seminar or TA courses you might be taking:

- you must enroll every quarter in either Directed Individual Research (596) prior to your advancement to candidacy

OR

- Research-Dissertation (599) after your advancement to candidacy

Graded *on an S/U basis*, unless your mentor or the mentor's home department specifies otherwise.

Most of the 596/599's have variable units between 2 and 12. *Please make sure you end up with a minimum total of 12 units combined (lecture courses/seminars and 596/599 research class)*

To get to MOL BIO 596 or 599:

- Under the Classes mega menu, select Find a Class and Enroll.
- Select Fall 2016 from the list and then search for MOLECULAR BIOLOGY
- On the next screen, choose either 596 (for those who have not advanced to candidacy) or 599 (for those who have advanced to candidacy).
- When you click on the number, it will drop down the list of currently available sections.
- From there, you can select and make sure that you choose from the drop down the amount of units that you need to enroll in for your schedule to be at 12 total. (Please see picture below as a guide)

If you need a 596 or 599 number that isn't there, please let me know and I'll have it set up. In an IDP, it is always possible that a few faculty have not yet been set up for these numbers.

*****PLEASE MAKE SURE TO CHECK YOUR PI'S NUMBER AGAINST THE LIST BEFORE YOU ENROLL. HOW THESE NUMBERS ARE ASSIGNED AND THE ORDER IN WHICH THEY APPEAR EACH QUARTER IS A RELATIVELY ARCANE PROCESS, SO SOME FACULTY MEMBER'S NUMBERS MAY NOT BE THE SAME, EVEN AS LAST QUARTER (and it can be an incredible amount of hassle and paperwork to correct it, if you should end up enrolled in the wrong faculty member's number, which is not okay)**

Narrow By:

- Status
- Open
- Units:
 - 2.0-12.0 Variable
- Instructor
- Level
- Impacted
- Enrollment Restrictions
- Enforced Requisites
- Individual Studies

Your results for: 2016, Fall, Molecular Biology (MOL BIO), 596 - Directed Individual Studies

Expand All Classes

NOTE: The number of open seats for a section is constantly updated.

596 - Directed Individual Studies

NOTE: To enroll for this class, you must select a Tutorial.

Enroll	Section	Status	Info	Day(s)	Time	Location	Units	Instructor(s)
<input checked="" type="checkbox"/>	Tut 1	Open: 10 of 10 Left	i	Not scheduled		Consult instructor	2.0-12.0 Variable	Ardehali, R.

OPTIONS

Molecular Biology (MOL BIO) 596 - Directed Individual Studies has the following options:

Select the number of units:

To enroll in Fall 2016, click:

Or

Select one of the following options:

Be sure to check for the correct 596 or 599 ID# EVERY QUARTER! Do NOT assume the number will always be the same!

Before you can TA, you will need to complete a 495 Preparation for Teaching Course. Please consult with the Student Affairs Officer in the TA department for the appropriate course ID number, or contact the Graduate Student Affairs office for assistance.

When you have been assigned to TA a specific class, in order to get credit on your transcript, you must enroll in the appropriate 375 Teaching Apprentice Practicum course. The TA assigning department should provide you with instructions for enrollment. If you have any questions, ask the Student Affairs Officer in the TA department for the appropriate course ID number, or contact the Graduate Student Affairs office for assistance.

After you have enrolled in all of your classes be sure to go back and check your final study list for accuracy!

Program Awards

MBIDP presents outstanding teaching and dissertation research awards to eligible students. Nominations for the awards are solicited and the recipients are announced at the annual MBI Retreat in the spring quarter.

General Eligibility for Program Awards: Students must be current in their time-to-degree progress and be compliant with the program's participation requirements.

1) MBIDP Dissertation Year Award (\$2500)

(Awardee must present a 15-minute talk at the **MBI Annual retreat**.)

Eligibility: Current graduate students in the Molecular Biology IDP who are approximately one year or less away from presenting their Final Defense and filing their dissertation. We are looking for candidates whose research achievements are notable, who have had an impact on their field, and who have the potential for continued significant scientific contributions.

Nominations: May be nominated by the student's research mentor. Submit the following material:

- Student's CV, including list of publications, manuscripts, presentations (copies of reprints would be appreciated)
- Letter of nomination from the research mentor outlining the student's research achievements and future scientific potential
- One additional letter of support from someone familiar with the student's research
- Any other supporting materials

2) Paul D. Boyer Outstanding Teaching Award (\$1000)

Eligibility: Current Molecular Biology IDP students in the fourth year or later of graduate study. Applicants must have completed their Teaching Assistant requirements between the Fall and Spring Quarters of the prior year.

Nominations: Must be nominated by the instructor of the course for whom you were the Teaching Assistant. Research mentors can only nominate if they were the instructor of the course for which you were the Teaching Assistant.

Submit the following material:

- Student's complete CV
- Brief half-page statement regarding how the experience of being a Teaching Assistant enriched your graduate education and career

- Copy of Teaching Assistant evaluations, including EIP statistical summary sheet and summary of written comments
- Any additional letters of support from instructors, students

NOMINATION MATERIALS (including letters of support) MUST BE SUBMITTED BY THE DEADLINE TO: MBIGrad@lifesci.ucla.edu, Graduate Student Affairs Office, Boyer Hall 172

Conference Travel Funding

Graduate Division Funding

Effective July 1, 2016, new and continuing UCLA doctoral students will be eligible to request up to \$1,000 to reimburse travel expenses for attending professional conferences, engaging in off-campus fieldwork or collaborative research, or taking advantage of off-campus professional development opportunities. The reimbursement can be used, in whole or in part, at any time through the seventh year of enrollment in the doctoral program as long as the activity meets the eligibility requirements.

Deadlines: Reimbursement must be requested within a reasonable amount of time, not to exceed 45 days after travel has been completed.

Allowable Expenses: Students must meet UCLA travel policies (www.travel.ucla.edu).

Expenses may include:

- Airfare
- Transportation
- Lodging (at a commercial venue; no stays at someone's home)
- Conference/Workshop registration and fees

Ineligible Expenses that will not be included for any reimbursement:

- Computer or other electronics or equipment
- Alcoholic beverages
- Transcription/printing services
- Recreation/social events (even those held by the conference)
- Incidentals during trip
- Supplies, materials and other costs associated with the research or professional development activity (e.g., software, printing, reproduction, flash drives, etc.)
- Payment to research study subjects
- Abstract submission fees

Student Procedures to request reimbursement through Graduate Division:

1. Submit completed [application](#) directly to Graduate Division Fellowship and Financial Services, 1228 Murphy Hall or uclafellowships@grad.ucla.edu, no later than 45 days after travel has been completed.
 - a. [Application includes](#):
 - i. Name of the conference or workshop, or the institution/location where the research was conducted
 - ii. Travel timeline or itinerary
 - iii. For presenters: title, authors (include affiliations if different from the student's UCLA program), and either the acceptor/published abstract of the work presented or a brief (150 words or less) synopsis
 - iv. For participants in workshops or related professional development activities: provide a brief (150 words or less) explanation of the professional development training or activities
 - v. Indicated the total travel costs for the travel, any other sources of funding for travel (e.g., research grants), and the amount being requested from the Graduate Division
 - vi. Faculty mentor's signature on the application form
 - vii. Completed [Graduate Division General Conditions for Student Travel](#)
 - viii. Proof of payment (usually a bank or credit card statement)
 - ix. Eligible receipts

MB-IDP Program Travel Funding

Funding applications should be submitted within the given time frame for each quarter. There is a specific budget for each quarter conference travel, so please be advised that requests received outside of that time frame will not be accepted. Cost sharing is essential for meetings related to the mentor's research and is viewed as "commitment" on the part of the mentor. MB-IDP will consider providing no more than 50% of eligible expenses (lodging, travel, and conference registration) **Reimbursement for any expenses you pay out-of-pocket cannot be made until AFTER the meeting/conference has been completed.** All travel reimbursements must be submitted within 30 days of completion of travel. Submission of materials after 30 days will not be processed.

Time Frames for Conference Travel Requests:

Intended conference travel dates	Request Deadline
Winter Quarter	December
Spring Quarter	March
Summer Quarter	April
Fall Quarter	August

NATIONAL AND INTERNATIONAL CONFERENCES

Supporting travel to national and international conferences is a major philosophical component of the MBIDP training program. Travel exposes students to the international community and a broader view of their own work. Presentation of your research at conferences provides students with opportunities to network, establish collaborations, and seek potential postdoctoral connections. To be eligible for conference travel funds, you must provide documentation of invitation to present a talk and/or poster at the conference and cost sharing sources.

COURSES AND WORKSHOPS

Travel funding **MAY** be available for students who wish to take specialized courses and take part in workshops outside of UCLA, such as Cold Spring Harbor courses and EMBO workshops. If funding is available, we will fund travel, registration, and lodging costs, providing an opportunity for students to supplement their education with outside learning.

GENERAL CRITERIA CONSIDERED FOR FUNDING PRIORITIES

- Student's compliance with time-to-degree and participation requirements. Students who are not both advanced to candidacy and up-to-date on program participation requirements will be ineligible for conference travel funding.
- Submission of conference travel request materials submitted within the given time frame for each quarter and within 30 days after the travel has taken place.
- Offer of cost-sharing from the student's mentor or other funding source (e.g. training grant, individual fellowship, conference organizers) for conference attendance or course/workshop enrollment related to mentor's research. We encourage you to request the support of the meeting organizers.
- For recipients of a Carl Storm Underrepresented Minority Fellowship (a Gordon Research Conferences Minority Diversity Initiative), we will cover the balance of registration and airline fees. The fellowship is available for Native American (this includes North, Central, and South America), African American, and Hispanic American graduate students who are U.S. citizens or permanent residents and who have not

previously attended a Gordon Conference. There are no deadlines for applying for the fellowship itself; refer to the deadline for registration for the conference you wish to attend. [Apply online](#). Applications from students who receive such extramural support are viewed especially favorably. In the event that after receiving travel funding from the MBIDP, extramural funding sources are also made available to you, we need to be informed.

HOW TO APPLY FOR TRAVEL FUNDING

For attending a Conference: Complete a Student [Request for MBIDP Travel Support form](#). Provide estimated or actual costs of your conference attendance. Submit the completed form to the Graduate Student Affairs Office, 172 Boyer Hall. Also submit a copy of your talk or poster abstract as soon as it is accepted by the conference. (Travel awards will be made pending acceptance of poster/talk, if request has been submitted within conference travel request time frames.)

For enrolling in a Course or Workshop: Complete a Student [Request for MBIDP Travel Support form](#). Provide estimated or actual costs for travel, registration and accommodations. Provide a course syllabus or workshop description. Include a brief statement as to your reason for enrolling in this course or workshop. Submit all materials to the Graduate Student Affairs Office, 172 Boyer Hall.

CONFERENCE TRAVEL REIMBURSEMENT GUIDELINES

Required for Conference Travel Reimbursement:

1. Documentation of acceptance of your talk and/or poster
2. Documentation of itemized receipts for expenses you claim
3. Documentation of proof that you paid these expenses (credit card or bank statement must bear your name and the name of the credit card company/bank)

AIRFARE: All airfare, hotel, and car rental receipts must be itemized. **Do NOT book travel packages that include hotel + airfare + rental car for one price (e.g., Expedia, Travelocity).** *New UC Policy prohibits purchase of travel/vacation packages from Internet vendors. These packages lump airfare, hotel, and car rental into a package price, and therefore, travelers are unable to obtain itemized documentation as required by the IRS.*

Only coach airfares are reimbursable. Airfare, and other travel costs, may be reimbursed as soon as receipts, proof of payment, and documentation of talk/abstract are turned in. Be sure to save your ticket/itinerary receipt.

LODGING: Likewise, only hotel room rate, room tax and parking are reimbursable. Extraneous expenses such as **gym fee, movies, videos, newspapers, magazines, etc., are NOT reimbursable.** Also lodging expenses are not reimbursable prior to the trip, nor are lodging expenses reimbursable for travel within a 50-mile radius of student's home or UCLA,

whichever is the point of departure. An original itemized receipt for lodging is required. Printouts of hotel reservations made online are not considered acceptable documentation – you must have the hotel provide an original, itemized receipt.

REGISTRATION FEES: Conference registration fees may be reimbursed as soon as receipts, proof of payment, and documentation of talk/abstract are turned in. Non-business related expenses, such as social functions, golf, cruises, will NOT be reimbursed. Abstract submission fees will not be reimbursable.

TRANSPORTATION: Do not take additional collision, accidental death or medical insurance, as the UCLA rate includes this coverage free of charge. Only economy and compact car rental is reimbursable. **Extraneous expenses, such as rental upgrades, GPS systems, child car seats, etc. are not allowed.** For rental cars, gas is reimbursable.

Ground transportation, such as bus, taxi, subway, shuttle, are reimbursable with receipt. Receipts from a taxi or shuttle service must be clearly legible and include the name of the service, the date, and the total fare.

You may use your private automobile if you carry insurance necessary to satisfy state law financial responsibility. When using a privately-owned automobile, travelers are reimbursed according to mileage, at the current rate of 56¢ per mile, and therefore, gas purchases are NOT reimbursable

MEALS & INCIDENTAL EXPENSES: Reimbursement for meals and incidental expenses (poster printing, etc.) is not available.

OUT-OF-POCKET USE OF FUNDS: In the case of multiple employees or students attending the same event, you may share a room or transportation with others, but you must be able to provide an **individual bill and receipt**, as well as **proof of payment** for your bill. Expenses must be paid and reimbursed per individual only.

Please retain for your own records, copies of any documents, receipts, and proof of payment that you turn in for your conference travel reimbursement. Submission of all materials must be completed within 30 days of completion of travel.

Helpful Resources

ALL THINGS ADMINISTRATIVE, AND YET ENTIRELY ESSENTIAL

UCLA Logon ID Required for access to many essential UCLA services. You can create your UCLA Logon ID at UCLA Logon ID at <https://logon.ucla.edu>

MyUCLA: <http://my.ucla.edu/> MyUCLA gives UCLA students access to their University

academic, personal and financial records. It is the easiest way to enroll in classes. Access requires UCLA Logon ID and password.

Here is a partial list of things you can do through MyUCLA:

- Enroll in classes
- View information regarding Holds on your records.
- Order UCLA transcripts
- Pay charges that appear on your Bruinbill
- View and print current- month account information
- Check the status of refund activity
- Change your street or email address
- Change your privacy options
- Provide emergency contact information

Registrar's Office: <http://www.registrar.ucla.edu/> Online Schedule of Classes; Annual & Quarterly Calendars; Miscellaneous fees; UCLA General Catalog; order transcripts, etc.

BRUINBILL – UNIVERSITY STUDENT BILLING ACCOUNT All students are assigned a BruinBill account which records all charges and payments associated with registration, and student housing, as well as other service charges like student health service (Ashe Center) charges that are assessed to students. Your BruinBill is available to manage nearly 24/7; just login to [MyUCLA](#) and click on BruinBill Accounts. UCLA uses a readily accessible financial system known as BAR (Billing Accounts Receivables) to assist students in managing their account and to generate fellowship stipend, loan, and other need- and merit- based aid payments. The University records all billing (such as fees, nonresident tuition, and Student Health Services charges) and all UCLA aid payments through the BAR system. Transactions are listed by the month in which they occurred. In addition to the current month activity, students can view monthly statement activity going back 24 months. Around the first of each month an e-mail is sent to all students as a reminder to review their BruinBill accounts in MyUCLA. Even though you are not paying your own tuition and Non-Resident Supplemental Tuition (NRST) charges, **it is your responsibility to review your BruinBill account each month** and to make the Graduate Student Affairs Advisor aware of any issues that arise.

Financial awards for Tuition and Non-Resident Supplemental Tuition (NRST) will pay out only on the scheduled quarterly Registration Fees Payment Deadline (see <http://www.registrar.ucla.edu/calendar/calf14.htm>) and will automatically be applied toward tuition and NRST charges. After tuition and NRST have been satisfied, any award amount that remains will be disbursed to the student as a refund through Bruin Direct.

Fellowship stipend payments are directly deposited, mailed to the student's local mailing

address, or held for pickup, generally one to two weeks before the start of the fall or spring quarter. However, because of the change in tax years, Winter Quarter funds are disbursed on the first business day after January 1, and may take about one week to pay out. Monthly stipend payments should arrive by the first day of the month. Questions regarding fellowship disbursement may be directed to Graduate Financial Services, 1228 Murphy Hall, (310) 825-1025.

Also, an e-mail is sent to the student's official e-mail address to notify him/her of every direct deposit of funds. The official e-mail address can be viewed and updated at MyUCLA.

Students must pay all charges in full by the 20th of the month following the posting date of the charge. If the 20th falls on a weekend or holiday, due date is the last business day prior to the 20th. After the 20th, students are assessed a delinquent fee and a student account hold is placed on their record until the charges are paid in full. There are no extensions. Please make payments early to avoid problems, especially if payment is made by check.

- **BRUINCARD:** www.bruincard.ucla.edu
- **E-mail:** bruincard@finance.ucla.edu
- **BruinCard Center:** 123 Kerckhoff Hall Hours: 9:00 am-4:00 pm Mon-Fri (except University holidays)
- **Phone:** (310) 825-2336

The BruinCard is your official University ID card. In addition, this card will serve as your library card (when activated at the UCLA Library), your recreation facilities card, your debit card for purchases at UCLA food facilities and ASUCLA stores, and even as an AT&T calling and discount card. To obtain your BruinCard, please visit the BruinCard Center. Note: A Bruin Card will only be issued upon presentation of official identification, in one of the following three forms: **Driver license/state ID, Passport, Military ID.**

BRUIN DIRECT (Direct Deposit for your BAR/BruinBill Account) BruinDirect is the electronic deposit of your BAR/BruinBill refunds directly into your personal bank account. **All students are required to have BruinDirect.** A U.S. bank account is required. While your BruinDirect account is being setup, refunds will be mailed to the address you indicate on MyUCLA. All BAR refunds are eligible to be directly deposited, which include fellowships, stipends, loans and any non-payroll payments to students. Sign up is available by logging into MyUCLA and click on BruinBill Accounts. Online enrollment becomes active immediately upon sign up. Refunds processed using this method occur each week night and are then deposited into your bank account within 2-3 business days.

How long will my direct deposit last? You will remain on BruinDirect until you cancel your authorization. Continuing students are not required to re-authorize every year, however, you

must complete a new form if you change banking institutions.

How do I cancel BruinDirect? You may deactivate at any time online.

How will I know when my money has been deposited to my bank account? You will receive an electronic message (email) before every deposit made to your bank account. Your Billing and Receivable (BAR) statement will include a message (for students who anticipate receiving financial aid) which gives the disbursement start date for the term. You may check MyUCLA any time after that date to confirm that your aid has been posted to BAR. You must call your bank to verify deposit of funds into your account. The month following disbursement, your BAR statement will provide details of all activity.

What happens if I receive a direct deposit for which I am ineligible? If you receive funds to which you are not entitled, you will be billed for repayment.

What else do I need to know?

- The bank you designate for direct deposit must be in the United States.
- You must deactivate your BruinDirect online when you leave the University.
- It is extremely important that you keep your email address current in order to receive timely deposit notifications.
- Every bank differs when it comes to posting electronic payments. Verify with your bank as to when your funds will be available.

Is BruinDirect a debit process where payment of University charges can be deducted from my bank account? UCLA currently does not have an Automated Clearing House (ACH) debit process. BruinDirect is a direct deposit process where any credit balance from the Billing and Receivable system (BAR) is automatically deposited into your bank account

What should international students who do not have US bank accounts do? Since you will not be able to establish your BruinDirect until the term begins, the next best course of action is to immediately establish your place of residence and to notify Student Accounting, 1121 Murphy Hall, of your address where you will be residing while you attend UCLA. This allows for any refunds resulting from stipends or assistantships you may receive to be mailed to you at your residence while your BruinDirect is in the process of being established. Please provide Student Accounting with your voided check and BruinDirect form as soon as you open a bank account in the United States.

VERY IMPORTANT NOTE: Setting up Bruin Direct establishes direct deposit only for funds that come through your BAR account (like first-year stipend from the program or training grant stipend). After your first year in the program, unless you are awarded a training grant, you will

likely become employed as a Graduate Student Researcher (on a faculty member's research grant) or as a Teaching Assistant (TA). **It will be necessary for you to set up a separate direct deposit for funds that come to you through the UCLA Payroll system....so plan in advance!!**

CHANGE OF ADDRESS: Always make sure that your mailing address in MyUCLA is appropriately up to date (for example...if MyUCLA still says your mailing address is in China, unless you update it to a local address, your stipend check can absolutely be mailed to China!).

Where should students report name or address changes? Name changes should be reported to the Registrar's Office. Students are urged to maintain their own mailing, permanent, and email address listings online using MyUCLA. Changes can also be made and revised documents can be obtained at 1113 Murphy Hall and at most student service offices in Murphy Hall.

BRUIN ONLINE (BOL) – E-mail accounts and more 124 Kerckhoff Hall (310) 267-4357 **Help** Desk Telephone technical support
Website: www.bol.ucla.edu Email: consult@ucla.edu

In order to have access to BOL services, you must have a UCLA Logon ID. Bruin OnLine (BOL) is a collection of services that provides UCLA students, faculty, and staff with:

- Email and Online Campus Directory
 - Web Hosting Services
 - Network Connectivity, including Wireless
 - Free Software and Support
 - Check class availability in the online Schedule of Classes
 - Access your student records via URSA Online
 - Search for a book at the UCLA Library, or browse online databases
- IMPORTANT:** Bruin OnLine will never ask for your password. Do not provide your password to anyone over the phone or via email.

CALIFORNIA RESIDENCY: California residents are not charged Non-Resident Supplemental Tuition (NRST = \$5,034 per quarter) in addition to regular tuition. International students can never be classified as residents of California for tuition purposes and are therefore not expected to establish residency. Since graduate students in this program are financially supported, those who are U.S. Citizens or Permanent Residents and who are not classified as residents of California for tuition purposes for 2014-15, are required by the program to consult the UCLA Residence Deputy immediately upon their arrival in Southern California to begin the process of establishing California Residency by the start of their second year in the doctoral program. Upon arrival in California, a student wishing to gain California tuition residency should establish ties with the state (i.e., get a driver's license/California ID, register automobile, register to vote, change the permanent address on University records to a California address, and file a resident

tax return). Contact the [Residence Deputy](#) at 1113 Murphy Hall, (310) 825-3447, for more residency information; by University policy, only the Residence Deputy is authorized to apply and interpret policy on tuition residency.

E-MAIL ACCOUNTS E-mail accounts that end in ucla.edu are obtained through Bruin On-Line (see above). By the time you fulfill your TA requirement, you will be required to have a BOL e-mail account.

ENGLISH AS A SECOND LANGUAGE – Test of Oral Proficiency (TOP Exam) All international students (i.e., non-citizens) whose native language is not English will need to pass the TOP before they are allowed to work as a teaching assistant (TA) at UCLA. Molecular Biology IDP requires that each student TA for two quarters, so all international students will need to take this exam as soon as possible. Exam schedules and additional information can be found at <http://oid.ucla.edu/training/top>

HARASSMENT UCLA Student Conduct Code:

http://www.deanofstudents.ucla.edu/Code_choice.php UCLA is committed to creating and maintaining a community in which students, faculty, administration and academic staff can work together in an atmosphere free of all forms of harassment, exploitation or intimidation. At the same time, the University has a vital interest in protecting and encouraging the lawful freedom of expression. UCLA has policies prohibiting harassment and similar conduct by students (see “Student Conduct” in this section) which attempt to strike a balance between lawful free speech and the University’s responsibility to assure a learning climate free from expression of bigotry that corrodes the intergroup tolerance required for all to enjoy genuinely equal opportunities to learn and discover.

If you believe that you have been harassed, please talk with someone. Harassment Information Centers (listed below) have been created by the University to offer people the opportunity to learn about the phenomena of harassment; to offer support; to understand the informal and formal mechanisms by which misunderstandings may be corrected and perpetrators disciplined; and to consider which of the available options is the most appropriate for your circumstances. The counselors at each center understand the available remedies and provide support and assistance. (If you believe that you have been sexually harassed, refer to “SEXUAL HARASSMENT.”) It is the University’s hope that those who experience harassment will come forward so that appropriate remedies for stopping the behavior may be sought and so that perpetrators may be held accountable. The Harassment Information Centers and counselors are located in:

Office of the Dean of Students 1206 Murphy Hall, (310) 825-3871

Office of Ombuds Services 105 Strathmore Building, (310) 825-7627

SEXUAL HARASSMENT AND TITLE IX OFFICER (310) 206-3417
http://www.sexualharassment.ucla.edu/report_officers.html

UCLA POLICE DEPARTMENT (310) 825-1491 <https://www.ucpd.ucla.edu>

LEAVE OF ABSENCE For graduate students on official leave of absence, a percentage of registration fees paid are refunded to the source from which they were paid, according to the calendar date on which the official Request for Leave of Absence is submitted to the Graduate Division.

MAILBOXES The department mailboxes for graduate students are located in 162 Boyer Hall, two doors North of the Graduate Student Affairs Office (172 Boyer Hall). Graduate student mail may also be left in the mailbox of the student's PI for distribution in the lab.

PRIVACY AND ACCESS TO STUDENT FILES By federal law (FERPA: the Family Educational Rights and Privacy Act) students have a right to see everything in their student file except those items to which they have specifically waived their right of access (such as some letters of recommendation). A "student file" is anything intended for communication from one person to another that has the student's name on it. (A person's notes to him- or herself are excluded.) No one can keep confidential evaluations in a student's file without the student having a right to review them. Along with that comes the guarantee that no one has a right to see the student's file without his/her permission, except on an "in-house, need-to-know" basis. That means that a professor cannot look up all of her/his students – and your spouse or parent cannot check up on you! It does mean that if a UCLA faculty or staff member needs access to your information in the normal course of his/her job, that access is available. A **FERPA** restriction means that no information will be released to anyone outside the University, including prospective employers. Once placed, a FERPA restriction can only be released in person at the Office of the Registrar in 1113 Murphy Hall. Please see the Graduate Advisor for questions about student privacy and records access.

REDUCED NONRESIDENT SUPPLEMENTAL TUITION (NRST) At the point of advancing to candidacy for the doctorate, non-resident (international) graduate doctoral students become eligible for a complete reduction in nonresident tuition fee for a period of up to nine quarters.

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.

TEACHING ASSISTANT INFORMATION UNION – SAGE/UAW As a graduate Teaching Assistant, you belong to a union, UAW. For more information on your contract and rights, please refer to: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/>

ADVANCE TA LOAN If a student has a teaching assistantship, he/she is eligible to get an advance loan interest-free, with the understanding that the repayment will be made by automatic payroll deduction. One-half of the loan will be deducted from the second TA paycheck and the remaining half from the third TA paycheck of the quarter.

TEST OF ORAL PROFICIENCY (TOP Exam) <http://oid.ucla.edu/training/top> Students who plan to work as a teaching assistant (TA) at UCLA and are non-native English speaking international students must take and pass the TOP before working as a TA in any department at UCLA. Only non-citizens are considered international students. No alternatives to TOP are accepted. This means for example that Permanent Residents and students who earned undergraduate or graduate degrees in the US must take the exam. If you question why, or whether you really need to take the TOP Exam (I learned five languages growing up, one of which was English...or...I'm from Canada, where English is one of the official languages of the country. That sort of thing), you need the TOP Exam people to tell you that you do not need to take the exam...and you need them to send that statement to you in writing, so that you can forward it to the appropriate TA hiring department when asked to do so. In the case of such questions, please contact the TOP Exam Coordinators at top@oid.ucla.edu....but only if there is a question as to whether or not you are required to take this exam.

TELEPHONES ON CAMPUS 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.”

CAMPUS SERVICES:

BICYCLES, MOPEDS & MOTORCYCLES Licenses and Permits - Mopeds & Motorcycles
Contact the DMV 2235 Colorado Avenue, Santa Monica, (800) 777-0133 www.dmv.ca.gov

Lost or Stolen Registration UCPD 601 Westwood Plaza (310) 825-1227 info@ucpd.ucla.edu

Bicycles on-campus must adhere to specific rules and parking regulations. UCLA Bike Safety, Regulations, and Resources can be found at: <http://map.ais.ucla.edu/go/1001702>

CAMPUS ESCORT SERVICE (310) 794-WALK (**4-9255**) Campus Security Officers provide walking escort services every day of the year from dusk until 1:00 a.m. Dial (310) 794-WALK. The UCLA Police Department provides a free escort service from dusk to 1:00 am. Community Service Officers (CSOs) are UCLA students who walk students, faculty, staff and visitors to and from campus buildings, local living areas and Westwood. The service boundaries are Sunset to the north, Wilshire to the south, Veteran to the west and Hilgard to the east. When requesting an escort, allow 15 minutes for the escort to respond.

CAMPUS MAP: <http://www.ucla.edu/map/>

CAMPUS NEWSPAPER: Daily Bruin <http://dailybruin.com>

CAREER CENTER: www.career.ucla.edu Offers job listings, campus interviews, workshops, career fairs, and career counseling.

CENTRAL TICKET OFFICE James West Alumni Center (310) 825-2101 Hours: 10:00 am-4:00 pm (Mon-Fri) (213) 480-3232 - Ticketmaster information www.tickets.ucla.edu Concert tickets, UCLA cultural and performing arts events, athletic event tickets, discount movie tickets and bus passes are all available at CTO.

CHILD CARE UCLA EARLY CARE & EDUCATION PROGRAM (310) 825-5086
Website: <https://www.ece.ucla.edu> Email: ece@ece.ucla.edu ECE operates three child care centers which are all accredited by NAEYC (National Association for the Education of Young Children). These centers provide care for children two months to six years old. Fees range from \$1,250 to \$1,580 per month. Tuition assistance is available for eligible student families. The Child Care Resource Program helps parents make off-campus child care arrangements; call (310) 825-8474 to leave a message or request for the Outreach coordinator.

THE UNIVERSITY VILLAGE CENTER 3233 S. Sepulveda Boulevard (310) 915-5827 Located in the UCLA Childcare Complex at University Village (which is also the home of UCLA ECE). It is a cooperative school for 2 to 5 year-old children of UCLA students, faculty and staff, offering morning and afternoon sessions. Parent participation is a requirement for membership in the school. Each family works a total of eight hours a month in the classroom. There is a waiting list for each age group.

For assistance locating other childcare options within the Los Angeles area, contact Connections For Children at (310) 452-3325

CHILDREN'S MEDICAL CARE

The Marion Davies Children's Clinic is part of the UCLA Hospital complex. In addition to their child health insurance plan for UCLA students' kids, they also screen people financially and offer fixed percentage reductions for examinations, treatment, and prescriptions on a sliding scale. They ask for payment in advance of service. Staff includes mostly residents in pediatrics. Administrative Offices: Suite 265, Medical Plaza 200 (310) 825-0867 Emergencies: (310) 825-2062 **UCLA PARENT AND FAMILY PROGRAM** <http://parents.ucla.edu> To work with parents and families to build relationship with the University, the office of UCLA Parent & Family Programs is an outreach program partnering with parents, students, faculty, staff and friends to engage parents and family members with the UCLA community alongside and in addition to the student experience.

VETERAN'S RESOURCE CENTER <http://www.veterans.ucla.edu/graduatestudents/default.htm>

The Bruin Resource Center's Veterans Resource Office (VRO) provides caring and personalized support to UCLA undergraduate and graduate student veterans. We help our veterans navigate UCLA and provide a welcoming space, mentoring from student veterans, guidance on educational benefits, and tools to succeed academically and personally.

COLLEGIUM OF UNIVERSITY TEACHING FELLOWS (CUTF) OFFICE OF INSTRUCTIONAL DEVELOPMENT 70 Powell Library (310) 206-8998

<http://www.oid.ucla.edu/training/cutf> The Collegium of University Teaching Fellows (CUTF) was initiated to provide a mechanism for UCLA's finest advanced graduate students to develop and teach lower division seminars in their area of expertise. These unique courses cover all areas, from the social sciences and humanities to the life and physical sciences. General Education and Honors credits are granted for most seminars. These seminars are offered in Winter and Spring Quarters only (please consult the Schedule of Classes). Enrollment is limited.

COUNSELING & PSYCHOLOGICAL SERVICES John Wooden Center West 221 Westwood Plaza (entrance faces the Intramural Field and Drake Stadium) Phone: (310) 825-0768

<http://www.counseling.ucla.edu/>

The cornerstone of CAPS services is confidential individualized therapy and psychiatric care, provided by a diverse and multiculturally competent professional staff.

In addition to individual services, CAPS provides a range of programs to promote mental health, emotional resilience and wellness throughout the campus community. A Wellness Skills Program provides wellness workshops, time-limited skills development groups, biofeedback training, and wellness program consultations at various locations across campus. Our Wellness Self-Help Lab at John Wooden Center West includes biofeedback bays, a self-help lending library and access to self-diagnostic computerized tools to increase emotional wellness.

Wellness Skills Development Groups focus on self-management and stress management skills, including Reducing Procrastination and Perfectionism, Mindfulness Training, and Increasing Public Speaking Confidence.

CAPS counselors meet with faculty, staff and students across the campus to provide training on emotional health and wellness, and identifying and referring students with compromised stress resilience. On-line resources are designed to allow students, faculty, staff and parents to easily access wellness resources. A 24-hour telephone access line (310-825-0768) allows students, parents and other members of the campus community to receive counseling and consultation in the use of CAPS' many offerings.

DENTAL CARE The UCLA Dental School General Dentistry Clinic accepts patients to become

teaching cases. There is a nominal evaluative screening fee, which includes a set of X-rays. You are rated on teaching value on a 5-point scale, and financial screening permits reduced fees (from private practice). The Dental School can also refer you to other low-cost dentists. This Clinic is not an option, if all you need is routine cleaning or scaling.

Appointments: 714 Tiverton Avenue (310) 206-3904 Children's Clinic: (Children up to 12 years of age) 714 Tiverton 2nd Floor. (310) 825-5619

DISABILITIES, SERVICES FOR STUDENTS WITH OFFICE FOR STUDENTS WITH DISABILITIES (OSD) A255 Murphy Hall <http://www.osd.ucla.edu> (310) 825- 1501 (Voice) (310) 206-6083 (TDD) (310) 825-9656 (Fax) The Office for Students with Disabilities (OSD), provides a wide range of academic support services to regularly enrolled students with documented permanent or temporary disabilities in compliance with federal and state laws and University policies. Academic support services are determined for each student based on specific disability-based requirements. The range of services includes: campus orientation and accessibility, note takers, sign language interpreters, proctoring and test taking arrangements, real-time captioning, on-campus transportation, support groups and workshops, special materials, referrals to UCLA's Disability and Computer Program, Learning Disabilities Program, readers, registration assistance, disability parking, assistive listening devices, adaptive equipment, tutorial referrals, housing assistance, and processing of California Department of Rehabilitation Authorizations. There is no fee to students for any of these services and all contacts and assistance are handled confidentially.

UCLA DISABILITIES AND COMPUTING PROGRAM (DCP) 4909 Math Science (310) 206-7133 (Voice & TDD) <http://www.dcp.ucla.edu> Provides information access and adaptive technology training, support, and services for students, faculty and staff with disabilities. Services include: web accessibility evaluations and recommendations along with voice synthesis, Braille print, large print, voice recognition technologies, and consulting for individuals and departments.

EMERGENCY LOANS – A227 Murphy Hall <http://www.loans.ucla.edu/shorttermloan.html> In the **Office of Student Loan Services & Collections**, you can arrange an appointment with a loan officer to obtain an emergency loan. The Office is open 9:00am- 4:30pm on weekdays. You may borrow up to \$200, or \$350 if you are employed. Short-term loans are always due on the 20th day of the following month from the date on which the money was borrowed.

If you are a member of either the **University Credit Union** (<https://www.ucu.org/studentaccounts.htm>) OR the **Westwood Student Federal Credit Union** (308 Westwood Plaza Los Angeles, CA 90095; Phone (310) 825-1211), you may be eligible for a loan through them.

GRADUATE STUDENT ASSOCIATION The GSA is the student governing body that represents

graduate and professional students. MCDB participates through the GSA - Biological Sciences Council. To find out more or get involved check out: <http://www.gsa.asucla.ucla.edu> or [GSA Biological Sciences Council](#)

GRADUATE STUDENT RESOURCE CENTER (310) 267-4805 gsrc@saonet.ucla.edu Located in Room B11 of the Student Activities Center (formerly the Men's Gym) The UCLA Graduate Student Resource Center (GSRC) is a resource, referral and information center for graduate students, offering programs and workshops on a variety of topics, drop-in advice and assistance, meeting and study space, and the opportunity for social interaction. The GSRC works with GSA to organize the Graduate Student Orientation each fall. The Graduate Student Resource Center is also the home of the new Graduate Writing Center. All graduate and professional students are welcome.

GRADUATE WRITING CENTER (310) 267-4805 gwc@gsa.asucla.ucla.edu Located in Room B11 of the Student Activities Center (formerly Men's Gym) The Graduate Writing Center offers a variety of workshops and programs throughout the year. They also organize independent writing groups in fall quarter, primarily for doctoral students.

The GWC offers FREE appointments with friendly, experienced writing consultants to registered UCLA graduate and professional school students. Meet with a graduate writing consultant to work on issues ranging from style and argumentation to grammar and syntax. The consultation appointments are interactive sessions, not proofreading sessions. The goal of the writing consultation is to increase your skill level, confidence and independence as a writer.

HOUSING FOR GRADUATE STUDENTS & STUDENTS WITH FAMILIES The University offers housing options for graduate students who are single, married, have families, or have same sex domestic partners.

HOUSING ASSIGNMENT OFFICE Sproul Hall, 360 De Neve Drive (310) 206-7011 <https://housing.ucla.edu> Single students contact this office for information and application for both on- and off- campus University-owned housing. On-campus housing consists of four residence halls, two residential suite complexes, and four residential plaza buildings. All rooms on campus are fully furnished and are shared either by two or three students. A variety of meal plans are available. Housing contracts are for the academic year.

Off-campus housing includes seven apartment buildings managed by the University and located within walking distance of campus. Apartments are furnished and house mostly transfer and upper division undergraduate students. Bedrooms are usually shared by two and sometimes three students. Each apartment is furnished and utilities are included. Housing contracts for individual

students are for the academic year.

UNIVERSITY APARTMENTS SOUTH 3200 Sawtelle Blvd., Los Angeles, CA 90066 (310) 398-4692 [Student Resident Handbook](#) Provides married family student, and single graduate student housing.

UCLA COMMUNITY HOUSING OFFICE 360 De Neve Drive (lobby of Sproul Hall) (310) 825-4491 <https://housing.ucla.edu/community-housing> A free service for UCLA students, the UCLA Community Housing Office provides rental listings through our online database. Our database includes vacant listings, sublets and roommate needed listings. Students may also visit our office for our rental rate survey, neighborhood profiles and more!

UNIVERSITY COOPERATIVE HOUSING ASSOCIATION (CO - OP) 500 Landfair Ave. (310) 208-UCHA Houses students in three student-run buildings two blocks from campus. Accommodations include one- , two- and three-student rooms with private or semi- private bath. Placement is based on seniority. Four work hours a week are required plus four hours per quarter. Rates start at \$315 per month including 19 meals per week.

DASHEW INTERNATIONAL CENTER FOR STUDENTS & SCHOLARS (DICSS) 106 Tom Bradley International Hall (310) 825-1681 <http://www.internationalcenter.ucla.edu> Hours: 8:30 am-5:00 pm (Mon-Fri) (Except University holidays) The Dashew Center provides services and programs for the international community at UCLA, including nearly 3,200 non-immigrant students. These services include: immigration and visa counseling, employment advising and strategies for cultural adjustment and personal matters. The Dashew Center is particularly alert to actual or planned legislation and policies relevant to acquiring and maintaining non-immigrant visa status.

If you are a non-immigrant student, you must bring your passport, other immigration documents, and any UCLA admissions materials to the Dashew Center upon your arrival on campus.

The Dashew Center also offers programs and services to help international students and scholars adjust to life on campus and in Los Angeles, and to build bridges between UCLA's international and domestic communities. The Center offers an orientation program during the summer, English programs, Discovering LA trips, International Connections Program, conferences and workshops, language clubs, Food Club, and special events. Volunteer opportunities are available.

LESBIAN, GAY, BISEXUAL & TRANSGENDER RESOURCE CENTER (B36 Student Activities Center) <http://www.lgbt.ucla.edu> provides a comprehensive range of education, information and advocacy services and works to create and maintain an open, safe and inclusive environment for lesbian, gay, bisexual, intersex, transgender, queer, questioning, and same-gender-loving students, faculty, and staff, their families and friends, and the entire campus community.

OMBUDS OFFICE (Strathmore Building room 105) <http://www.ombuds.ucla.edu> (310) 825-7627 The Office of Ombuds Services is a place where members of the UCLA community—students, faculty, staff and administrators—can go for assistance in resolving conflicts, disputes or complaints on an informal basis. In order to afford visitors the greatest freedom in using its services, the Office is independent, neutral and confidential.

PARKING & COMMUTER SERVICES Strathmore Bldg. 555 Westwood Plaza Hours: 7:45 am-5:00 pm (Mon-Fri, except University holidays) Commuter Services & Information: (310) 794-7433 Email: transportation@ts.ucla.edu Website: www.transportation.ucla.edu

STUDENTS MUST APPLY FOR PARKING EVERY QUARTER. *Graduate students who hold a current appointment as academic apprentice employees in either Graduate Student Researcher [GSR] or Teaching Assistant [TA] payroll titles, should apply for campus parking permits through the parking contact person for the hiring department.* Since you will not be employed in either title during your first year of graduate school, if you need campus parking, you may go through the graduate program's parking contact after asking for a letter (or e-mail) from the Graduate SAO to the parking contact person that verifies your student and funding status. **Be sure to observe all quarterly deadlines for application, otherwise your parking application will not be considered.**

STUDENT LEGAL SERVICES A-239 Murphy Hall (310) 825-9894 <http://www.studentlegal.ucla.edu> Hours: 9:00 am-5:00 pm, closed 12 noon-1:00 pm (Monday-Friday, except University holidays - See web site for Summer hours.) E-mail: slegal@saonet.ucla.edu Student Legal Services offers currently registered and enrolled students assistance on a wide range of legal problems. Confidential assistance is provided by appointment only.

RECREATION

UCLA RECREATION 2131 John Wooden Center (310) 825-3701 <http://www.recreation.ucla.edu> UCLA Recreation is responsible for all campus recreational facilities, activities and services. Programs cover the competitive, informal, social, cultural and instructional aspects of recreational activities.

Club Sports and Recreation Associations - improve skills and explore special interests through clubs and associations. Includes everything from archery to chess, water polo and rugby to table tennis and soccer, Bruin Masters swim to golf. Club dues may apply.

Intramural Sports offers team, dual and individual sports in tournament or league play. More than 2,200 teams and 16,000 participants compete. Nominal fees charged.

Recreation Classes and Adventure Trips are available in a broad range of interests, from fitness, aquatics and sports, to music and arts; from rock climbing and backpacking to kayaking and surfing. Check the website for activities and schedules, fees may apply.

Open Recreation - Students have access to open recreation in multiple venues on campus. Please check the website for options and times.

John Wooden Center - 3 gyms for basketball, volleyball and badminton, and gymnastics; a Strength and Conditioning Zone with state of the art equipment; 4 hardwood floor studios for group classes and activities; a rock wall; handball; racquetball and squash courts; locker rooms with showers and saunas; a games lounge and more.

Drake Track Stadium and Fields - includes North Athletic Field, Intramural Field, and a nine-lane 400-meter track with javelin, triple jump, long jump, and infield events area.

Student Activities Center - gymnasium, locker rooms with showers, meeting rooms, and an outdoor swimming pool.

Sycamore Park - available for daytime use, 6 tennis courts and a golf chipping area and putting green. Call for reservations - (310) 206-8307.

Sunset Canyon Recreation Center - features a 50-meter pool with diving facilities, a 25- yard family pool, a sand volleyball court, picnic and barbeque areas, an outdoor amphitheater, 8 lighted tennis courts, 2 sport courts and a challenge (ropes) course.

Marina Aquatic Center - scenic home base to multiple water sports, includes dock access, equipment rentals, locker room and showers, and barbeque and fire pit.

ACADEMIC INTEGRITY

From the Student Guide to Academic Integrity
<http://www.deanofstudents.ucla.edu/integrity.html>

To All UCLA Students: As a student and member of the University community, you are here to get an education and are, therefore, expected to demonstrate integrity in all of your academic endeavors. You are evaluated on your own merits, so be proud of your accomplishments, and protect academic integrity at UCLA.

Forms of Academic dishonesty

As specified by University policy, violations or attempted violations of academic dishonesty include, but are not limited to: cheating, fabrication, plagiarism, multiple submissions, or facilitating academic dishonesty (See University of California Policies Applying to Campus Activities, Organizations, and Students, 102.01).

Cheating

Cheating is the failure to observe the expressed procedures of an academic exercise, including but not limited to:

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

Fabrication

Fabrication is falsification or invention of any information in an academic exercise, including but not limited to:

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

Plagiarism

Plagiarism is the presentation of another’s words or ideas as if they were one’s own, including but not limited to:

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

Multiple Submissions

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

Facilitating Academic Dishonesty

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

◆ Taking a quiz, exam, or similar evaluation in place of another person ◆ Allowing another student to copy from you ◆ Providing material or other information to another student with knowledge that such assistance could be used in any of the violations stated above (e.g., giving test information to students in other discussion sections of the same course)

Procedures When Academic Dishonesty is Suspected

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

If it is alleged that you engaged in academic dishonesty, don't panic! Read the allegations carefully. You may consider talking with your professor to clarify the situation and/or pursue clarification during your interview(s) with the Dean.

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

Promoting Academic Integrity: Proactive Strategies

◆ Take the time to produce quality work that you can be proud of, and be thoroughly prepared

for examinations. ♦ During an exam, don't sit next to someone with whom you studied, in case your exams end up looking "too similar." ♦ Discourage academic misconduct among other students. ♦ During examinations, focus on your work, and do not look in the direction of other students. Take the initiative to shield your work to prevent other students from copying. ♦ Do not allow others to use your computer, user ID, or password ♦ Resist the temptation to share rough drafts and participate in peer editing without the consent of your instructor ♦ When using class notes for an assignment, ask yourself: Did this information come from me? Always document where and from whom you got your information (e.g., other students, professor, class text, web site). ♦ What can you do if you are unsure whether it is unauthorized collaboration or whether it is okay to work together? When in doubt, ASK!. Check your course syllabus or speak with your instructor.

If you would like more information regarding academic integrity/dishonesty issues or concerns, please visit the Dean of Students' Office in 1206 Murphy Hall, (310) 825-3871, www.deanofstudents.ucla.edu/