

Department of Environmental Health Sciences



Doctoral Student Handbook

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Introduction

The goal of the Department of Environmental Health Sciences is to promote human health through a healthy environment. The research and educational activities of the Department's faculty and students range from studying the impact of biological, chemical, physical, mechanical, and psychosocial stressors on human health to understanding how human activities impact the environment.

Scope & Objectives:

Our PhD graduates are scientists and professionals capable of identifying and measuring agents of environmental concern; evaluating the health, environmental, and all other impacts of such agents; developing means for their effective management; and evaluating and developing alternative policies directed at improving and protecting environments and protecting the people in them including environmental justice issues. This is accomplished through degree programs which offer specialized study in selected academic areas of environmental health sciences such as air quality, built environment, climate and health, climate change, environmental biology, environmental chemistry, environmental and occupational health assessment, justice, management, practice and policy, exposure assessment, industrial hygiene, occupational health and safety, toxicology, and water quality. Graduates of the department have pursued careers in the academic, private and public sectors as researchers, consultants, educators, managers, policymakers, and practitioners.

The field of EHS is undergoing rapid change due to rising public and policy awareness of the importance and impact of the environment on health, as well as to the impacts of humans on the environment. With disasters such as explosions, hurricanes, oil spills, and wildfires, there is greater need for scientists and professionals who understand the implications of such events on the environment and human health. The research study of toxicology is facilitated through an interdepartmental degree program (IDP) housed in the EHS department: the [Molecular Toxicology Program](#) (Ph.D.).

The Environmental Health Sciences Department houses a number of Centers ~~organizations~~ including: the [UCLA Center for Occupational and Environmental Health \(COEH\)](#), and the [Southern California Education and Research Center \(ERC\)](#), the latter facilitating the [Industrial Hygiene program](#). COEH and the ERC offer annual applications for pilot project research funding

Research:

EHS is a leader in the health effects of air pollution and vehicular emissions, industrial hygiene, occupational health, toxicology (including ecotoxicology, teratology, carcinogenesis, and risk assessment), children's health and the environment, climate and health, environmental biology and chemistry (including water quality, air quality, agriculture and pesticide issues), built environment and health, environmental health policy, environmental justice, globalization, as well as other areas. See faculty profiles and their selected publications: https://ph.ucla.edu/faculty?field_departments_nid=43

**Community Service:**

The EHS faculty strive to maintain strong commitments to outreach efforts by sharing research results and engaging communities. Faculty members are involved in a number of federal, state, local, community and academic committees. They also offer technical assistance, testimony and comment on key environmental issues. A number of projects involve collaborations with community-based organizations. Researchers work with community groups to develop measurements of impact as it relates to air pollution, traffic and pedestrian safety and create maps of these impacts within the community.

Career Opportunities:

A graduate doctoral degree in environmental health sciences equips students with not only the training to identify and measure environmental agents that impact human health, but also to evaluate policies designed to improve and protect environments and health. Graduates generally pursue research and/or educator careers in the private or public sector, at universities, and/or in local, state and federal government, and in corporations. The department maintains an academic position open file.

Some recent doctoral graduates have found positions in the University of California and California State University systems, the University of Southern California, the University of Washington, Harvard Medical School, California EPA, Amgen, and GlaxoSmithKline.

Admissions Requirements:

Applicants should meet the University requirement of a Bachelor's Degree with a minimum 3.0 grade point average (B). Satisfactory performance on the Graduate Record Exam (GRE) taken within the last five years is recommended but not required. There is no minimum combined score requirement for the GRE. Foreign students must have a satisfactory TOEFL score, taken within the last three years. MCAT or DAT scores are accepted only for applicants already holding MD or DDS degrees. In addition to the [University's minimum requirements](#) and those listed above, all applicants must submit the departmental application through the [UCLA Graduate Division](#) and the Schools of Public Health Application Service ([SOPHAS](#)).

In addition to meeting the [University's minimum requirements](#), students should have a bachelor's (or master's) degree in public health, environmental health, life sciences, physical sciences, engineering, environmental science, or a related field.

Applicants with non-science majors who meet the following course work requirements will also be considered for admission:

- 1 university-level course or equivalent in Calculus, Linear Algebra, or Statistics
- 1 university-level course in Chemistry or equivalent
- 1 university-level course in Biology or equivalent

Students who do not have the prerequisites at the time of application may take equivalent courses at UCLA in their first year.

Prospective doctoral students must contact faculty doing research in their field of interest before applying to the doctoral program since an applicant cannot be accepted without an advisor.

How to Apply:

Detailed information on the application process and procedures can be found at: <http://ph.ucla.edu/prospective-students>.

All application materials for the School's graduate programs are available online for electronic submission at <https://grad.ucla.edu/admissions/> and at www.sophas.org. Students are admitted in the Fall Quarter only. Applicants need to apply to both websites.

The dossier of each doctoral applicant is evaluated by the department Admissions and Financial Aid Committee for academic quality, and will verify that there is an advisor before admission. Typically, the advisor and department will then create a formal offer to the applicant.

Applicants for doctoral study in the Industrial Hygiene area of focus who are admitted and who are US citizens or holders of Green Cards qualify for fees and stipend support from the NIOSH Southern California Education and Research Center: <http://erc.ucla.edu/industrial-hygiene/>. For questions about the Industrial Hygiene doctoral program and funding, please contact the IH Director, Professor Shane Que Hee at squehee@ucla.edu.

Transferring into the Doctoral Program: Current master's students who are interested in pursuing a doctoral degree may submit a blue petition to transfer into the doctoral program after their first year in residence. The student must have at least a 3.5 GPA and must identify a faculty member who is willing to serve as their advisor. An updated statement of purpose must be submitted along with the blue petition. Admission into the doctoral program is not guaranteed.

Standards and Procedures for Graduate Study at UCLA:

Provides detailed information and sets forth general policies, many of which emanate from the Academic Senate and its Graduate Council, regarding completion of degree requirements, master's and doctoral committees, examinations and foreign language requirements. General regulations concerning graduate courses, standards of scholarship, disqualification, appeal, leave of absence, in-absentia registration, withdrawal, normal degree progress and a number of other matters are also included.

Laboratory Safety Training:

The UCLA Office of Environment, Health & Safety creates, delivers, and tracks health, safety and environmental training for faculty, staff and students. You can determine your training needs by first speaking with your advisor about the hazards you will encounter in your work. The [Lab Safety Training Matrix](#) can provide further guidance.

EH&S offers classroom and online training for the UCLA community, available in [Worksafe](#), their online learning center.

For more information or to enroll in a laboratory safety training course, visit the Environmental, Health & Safety website: <http://www.ehs.ucla.edu>.



Doctoral Degree Program Requirements:

Doctor of Philosophy in Environmental Health Sciences (Ph.D.):

The Ph.D. in Environmental Health Sciences is an advanced research degree that emphasizes depth of knowledge and original research skills. The dissertation must demonstrate ability for independent and original scholarly investigation. Students may choose to concentrate on any field of environmental health sciences. Such areas of academic focus may include those mentioned above in the sections on Scope and Research. Interdisciplinary research is encouraged.

The doctoral program encompasses the following major elements:

- Course work in the major field under direction of the Guidance Committee that also considers School and Department course requirements
- Written qualifying examinations, including proposals related to the dissertation, under direction of the Guidance Committee and involving preliminary research to assess dissertation topic feasibility
- Oral Qualifying Examination on the proposal for the dissertation (advancement to candidacy) under direction of the Doctoral Committee. This is not a public examination.
- Dissertation
- Oral defense of the dissertation under the direction of the Doctoral Committee. (This is a public examination.)

Time-to-Degree:

The normal time from initial enrollment to advancement to candidacy is six to nine quarters (two to three calendar years); from advancement to candidacy to filing of dissertation, the normal time is six to nine quarters (two to three calendar years). The University maximum is seven years for the whole process.

Teaching Experience:

Teaching experience is recommended, but not required for the doctoral degree.

Course Requirements:

Students select a course of study upon consultation with their Advisor and guidance committee. Proficiency in biostatistics/statistics is also required. Each specific letter grade required course can be waived by the current UCLA instructor of the topic if the equivalent has been successfully taken previously with a grade of B or better.

EHS required courses include:

- EHS C200C (Spring): Foundations of Environmental Health Sciences
- EHS 296: Research Topics in EHS (required for each quarter in residence)
- EHS 411: Environmental Health Sciences Seminar: (Fall). Taken once a year for two years
- EHS 414A (Fall) and EHS 414B (Spring): Research Methods and Effective Communication in Environmental Health Sciences
- One full course (4 units or more at the 100 or 200 level) in epidemiology
- Public Health course requirement: Students who have not previously completed a Council on Education for Public Health (CEPH)-accredited degree (bachelor's, master's or doctoral degree) are required to complete Public Health 201: Contemporary Health Issues

Major Fields or Sub-Disciplines:

Students may choose to concentrate on any field of environmental health sciences. Such areas of academic focus may include those mentioned above in the sections on Scope and Research. Interdisciplinary research is also recommended.

Advising:

Each doctoral student must meet with their Faculty Advisor on a regular basis. Student and advisor together agree upon a study list for each academic quarter; any subsequent alterations must be approved both by the advisor and the Guidance Committee. Students are advised by the following faculty:

- *The advisor* and later *the doctoral committee chair*, who assists the student to develop particular career interests and who supervises the student's quarterly course work, preparation for examinations, proposals and dissertation. The advisor arranges funding for the research.
- *The Guidance Committee*, who assists the student to develop particular career interests, who supervises the student's course work, assists the student in defining interests, and who evaluate the Written Qualifying Examination. The guidance committee is also responsible for making course recommendations.
- *The Doctoral Committee*, who evaluate the student during the oral examination, dissertation defense, and any associated documents.

These committees are chosen by the student in consultation with the advisor, and must be formally approved by the Department Chair. A student's advisor may, but will not necessarily, become chair of the dissertation committee, if research interests and activities are compatible. These persons and committees also evaluate the student's progress, making decisions regarding the quality of scholarly work.

Formation of the Doctoral Guidance Committee:

A Guidance Committee consists of an Advisor plus at least one other Department Academic Senate member. It must be formed within three months of student arrival in the Department..

The Guidance Committee prepares the student for the Doctoral Written Comprehensive Qualifying Examination process. A Guidance Committee must meet formally with the student to review student progress at least once each year.

PhD students can formally nominate their Guidance Committee by submitting PhD- Form 1 to the EHS Student Affairs Officer.



Written Doctoral Qualifying Exam:

The aim of the Written Doctoral Qualifying Examination is to verify that the candidate has state-of-the-art knowledge about the general areas of the major field (intended research and its relationships to environmental health sciences and to public health).

It is recommended that the Written Qualifying Examination be scheduled to be within 2 years after initial student enrollment as a doctoral student. Before scheduling the Written Qualifying Exam, the student must complete the minimum course requirements to the satisfaction of the Advisor and Guidance Committee. The student enrolls in EHS 597 Preparation for Master's Comprehensive or Doctoral Qualifying Examination (2-8 units) and works with the Guidance Committee to select a date for the Examination.

The Guidance Committee administers and evaluates the Examination. The format of the Exam is decided by the Advisor and Guidance Committee. The student should discuss the format of the exam with the student's Advisor, but some commonly used formats are described below. Although these examples illustrate the range of approaches that can be taken for the written exam, other approaches are possible. The student should confirm with the student's Advisor the particular format of the student's exam.

Example 1: Critical evaluation of a scientific paper.

The student is given a set of 5 papers for study two weeks before the exam. The papers are chosen to be generally related to the student's Ph.D. research topic, but typically emphasize a broader set of knowledge (perhaps with particular reference to the environmental health sciences curriculum). The papers are chosen by and agreed upon by the entire Guidance Committee. The student must answer a set of questions about one of the papers; the questions for all the papers are given to the student beforehand, so the student can plan how to answer the questions .

One paper to be used in the exam will be chosen by the committee in advance but not known to the student until the day of the exam. The exam is done on campus for three hours (in isolation, without access to any documents; a laptop computer can be provided

so the answers can be typed as long as the computer does not have internet access or any relevant documents on it).

Example 2: Preparation of a research proposal.

The student completes a research proposal on the dissertation research topic. The proposal should be written in the format of NIH, NSF, or another funding agency, as determined by the student's Advisor and Guidance Committee.

Example 3: Questions and a research proposal.

A first section of the exam consists of answering questions about the general research area. The goal of this section of the exam is to determine if the student possesses the necessary knowledge about the major field. The questions are determined by the Advisor and Guidance Committee.

A second section of the exam consists of a research proposal on a hypothesis related to the student's research area. The goal of this section is to demonstrate that the student can write a NIH/NSF/EPA research grant. The format of the proposal is determined by the Advisor and Guidance Committee.

The Guidance Committee assesses the student's answer to the examination and determines whether or not the student passed. The Committee can ask for resubmission of sections before the final assessment is made. If the Guidance Committee passes the student's examination answer, the Guidance Committee members sign a form certifying completion of the Written Qualifying Examination. (Form 2 Ph.D.: Report on the Written Qualifying Examination in the Major Field). The student prepares the form to be signed.

If the student does not pass the Written Qualifying Examination on the first attempt, a second attempt can be made.

Nomination of Ph.D. Doctoral Committee:

On successful completion of the written Qualifying Examination, the doctoral committee is organized to administer the Oral Qualifying Examination.

A doctoral committee is nominated when students are ready to take the University Oral Qualifying Examination.

The University's minimum standards for Doctoral Committee constitution are as follows:

1. All doctoral committees require a minimum of four members among whom a minimum of three members must hold current UCLA Academic Senate faculty appointments limited to Professor (any rank), Professor or Associate Professor Emeritus, Professor in Residence (any rank), or Acting Professor or Acting Associate Professor. Two of the three doctoral committee members from UCLA must hold the rank of professor or associate professor (regular or in-residence series).

2. One of the three UCLA members may be an Adjunct Professor (any rank) or Professor of Clinical X (any rank) who is certified and approved by the Committee on Degree Programs (CDP).
3. The Chair always must hold a current Academic Senate faculty appointment at UCLA in the same department or interdepartmental program as the student.
4. Each program or department may set additional requirements above the UCLA minimum standards in their Program Requirements regarding:
 - UCLA members (e.g., all three must hail from the home department, two out of three from the same discipline as the student, etc.)
 - Parameters for service as a Co-Chair
 - Minimum academic credentials of an additional member
5. Only one committee member may hold an Academic Senate faculty appointment or its academic equivalent at another accredited university or college (UC or non-UC) without need of an exception from the Graduate Division.
6. All committee members hear the presentation, ask questions, approve, and certify the Oral Qualifying Examination and also read, approve, and certify the dissertation after the Dissertation defense. All committee members must certify that the fairness, equity, and academic integrity of the oral qualifying examination and the final oral examination (dissertation defense) have been preserved by the doctoral committee.

Note: Under unusual circumstances, a department or interdepartmental program may petition the Committee on Degree Programs via the Graduate Division for an exception that would allow three committee members (including the Chair and at least one other UCLA member) to serve as certifying members in lieu of the full committee. An approved exception would apply to all doctoral committees of graduate students in that department or interdepartmental program for a period of up to ten years.

7. Only one committee member (never the Chair or Co-Chair) may participate remotely in an oral qualifying examination or final oral examination (defense of the dissertation). Remote participation must be a matter of necessity rather than convenience. The student must petition the committee chair in advance of the examination to allow one member to participate remotely; the committee Chair must provide written approval to the student ahead of the examination. The technology required for remote participation must allow for the participant to see/be seen by and hear/be heard by all committee members and have access to visual materials simultaneously.

Although no exception petition will be required for one committee member participating remotely, the department/program must notify the Graduate Division of the remote participation within 14 business days of the examination. Under rare circumstances, the

department or inter-departmental program Chair may petition the Graduate Division for an exception to allow a second member (not the Chair or Co-Chairs) to participate remotely in a doctoral oral qualifying examination or a final oral examination (defense of the dissertation). [Effective 2015 Fall].

A wholly remote examination is only granted under extreme conditions as in a pandemic or campus-wide disaster where all departments are affected.

8. In addition to the university's minimum standards for the nomination of the Doctoral Committee, the Environmental Health Science Department requires the following:

- a. One of the doctoral committee members must hold an appointment at UCLA in an outside department. Students may petition to request that Faculty with joint appointments in EHS be considered as outside members. Faculty with split appointments are not eligible to be outside.
- b. At least one of the four doctoral committee members must be a Faculty member from the EHS Department.

Oral Doctoral Qualifying Exam:

The exam focuses on the topic for the dissertation in PowerPoint/voice-over or other Oral format and an accompanying written proposal. It also includes the following as appropriate: theory and background research relevant to the proposed research beyond that reviewed in the proposal; methodological and analytic considerations pertinent to the proposed research, irrespective of whether these issues have been covered in the proposal; and feasibility. The proposed research must make an original contribution to the field.

The exam is administered by the student's doctoral committee. The student presents a brief overview of the research, describing its significance, the contribution that the work will make to the field, the methods to be used to collect and analyze data, and the expected strengths and limitations of the work. This presentation is followed by an extended question-and-answer period. The exam typically lasts two hours and the student usually presents their intended focus area in the first 50 minutes.

The examination is evaluated on a Pass/Fail basis; at least a majority of the committee must approve the proposal. It may be repeated once if a majority of the committee so recommends.

Advancement to Candidacy:

A student is advanced to candidacy following completion of course requirements and the written and oral qualifying examinations. A student is advanced to candidacy by the Graduate Division when the completed report on the University oral qualifying examination is received, provided that all conditions are met. You may request report template from the Student Affairs Officer. It is to be noted that international doctoral candidates will cease to pay non-resident tuition after advancement to candidacy

Final Oral Examination (Defense of Dissertation):

A final oral examination is required of all candidates. Notice of the Oral Defense of Thesis presentation (40 minutes) is required to be provided to all EHS and FSPH faculty at least one week before the event. If possible the presentation can be scheduled as part of the EHS 411 seminar series but you must contact the EHS Department SAO in the preceding Spring Quarter to be added to the Fall EHS 411 schedule. This is only if you plan to defend during Fall quarter as EHS 411 is only offered during this time



It is the student's responsibility to obtain the prepared required form for signature and academic file for the examination from the EHS Department SAO.

For detailed information on how to prepare and file your dissertation, visit:

<http://www.gdnet.ucla.edu/gasaa/etd/index.html>.

Required Forms that are the Student's Responsibility to Prepare and Timing:

Action	Form to File With Student Affairs Officer	When to File Form
Nominate Guidance Committee	PhD Form 1 (see Department SAO)	Before second year of doctoral program (within first three quarters)
Report on Written Qualifying Exam & Completion of Course Requirements	PhD Form 2 (see Department SAO)	After completion of exam
Nomination of Doctoral Committee	Nomination of Doctoral Committee	Submit to SAO a minimum of 4 weeks before oral exam
Report on Oral Qualifying Exam & Advancement to Candidacy	See Department SAO	Request from SAO at least 2 weeks prior to exam. Submitted by SAO to Grad Division after completion of exam
Report on Final Oral Examination	See Department SAO	Request from SAO at least 2 weeks prior to defense.
File Dissertation	See Department SAO	By last week of May/first week of June to participate in Commencement. See SAO for exact date.

***All forms must be submitted to the EHS Department SAO, not directly to the Graduate Division.**

CEPH Foundational Knowledge and Competencies:

CEPH Foundational Knowledge (sometimes referred to Learning Experiences)

1. Explain public health history, philosophy and values
2. Identify the core functions of public health and the 10 Essential Services
3. Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health
4. List major causes and trends of morbidity and mortality in the US or other community relevant to the school or program
5. Discuss the science of primary, secondary and tertiary prevention in population health, including health promotion, screening, etc.
6. Explain the critical importance of evidence in advancing public health knowledge
7. Explain effects of environmental factors on a population's health
8. Explain biological and genetic factors that affect a population's health
9. Explain behavioral and psychological factors that affect a population's health
10. Explain the social, political and economic determinants of health and how they contribute to population health and health inequities
11. Explain how globalization affects global burdens of disease
12. Explain an ecological perspective on the connections among human health, animal health and ecosystem health (eg, One Health)

PhD Competencies: Upon graduation, a student with a Ph.D. degree in Environmental Health Sciences should be able to do the following:

1. Formulate a testable hypothesis about a current critical issue in Environmental Health Sciences and related fields. (EHS 414A)
2. Propose appropriate data collection strategies and data analysis methods to test hypothesis in Environmental Health Sciences and related fields. (EHS 414B)
3. Prepare a research proposal for submission to a funding source (EHS 414A) or a scientific manuscript for publication in a peer review journal in Environmental Health Sciences and related fields. (EHS 414B)
4. Communicate scientific results at national or international conference in Environmental Health Sciences and related fields. (EHS 414B)



Official Materials from the University:

You will receive many documents from the University stating deadlines, offering opportunities, etc. It is your responsibility to observe the deadlines, and take any action that is required. This is especially important for work-study, financial aid, traineeships, filing deadlines, etc.

For the most current deadlines, go to the online schedule and calendar at <http://www.registrar.ucla.edu/Calendars/Overview/>.

Registration:

Registration consists of paying fees and enrolling in classes.

1. Registration fees for graduate students must be paid prior to each term. Fees can be paid by check, credit card (Visa, MasterCard, Discover), or cash. View the [Registrar's Term Calendar](#) for specific dates. Questions regarding graduate fees should be directed to the [Registrar's Office](#) at 1113 Murphy Hall, (310) 825-1091.
2. Enrollment in classes is completed via MyUCLA at www.my.ucla.edu.

Students must complete both processes by the established deadlines to be officially registered and enrolled for the term.

Graduate students must be either registered & enrolled or on an official leave of absence every term until their degrees are awarded. As an exception, certain graduate students may be eligible to pay the filing fee (see below). Failure to register or be on an official leave of absence for any term constitutes withdrawal from UCLA.

Paying Fees:

Your registration fees (and non-resident tuition, if applicable) are due via your BAR account by September 20 (Fall quarter), December 20 (Winter quarter) and March 20 (Spring quarter). Credit card payments may be made online using MyUCLA online. If registration fees are not paid in full by the payment deadline, a late registration fee is assessed and classes are dropped in accordance with the drop class deadline. If you enroll in classes and pay registration fees after Friday of the second week of classes, both the late registration fee and a late Study List fee are assessed.

Details on fee payments, miscellaneous fee charges, enrollment procedures, and deadlines can be found at: <http://www.registrar.ucla.edu/Fees-Residence/Overview>.

Enrollment/MyUCLA:

Students enroll in classes through MyUCLA, which is accessed at <http://www.my.ucla.edu>. MyUCLA gives students real-time private access to their University academic, personal and financial records. Enrollment-related tasks, such as adding, dropping, or exchanging classes, signing onto the wait list for a class, checking waitlist status, or changing the grading basis for a class can also be done through MyUCLA.

Enrollment Deadlines:

Visit the [Registrar's site](#) to view detailed dates and deadlines for each term of the current academic year, or jump to a specific week of instruction. Download the calendar to display in your favorite calendar app. A PDF version can be viewed on your device or printed for easy reference.

UCLA Student Accounts:

[UCLA Student Accounts](#) oversee billing and collections for all student and various non-student accounts for the campus. They offer a variety of services, including customer service and support to billing customers via phone, email and in-person; billing and collections for all student registration fees, campus charges including Housing and Transportation fees; billing and collections for various non-student and sponsorship accounts; disbursement oversight including refunds with approved disbursement amounts by Financial Aid; management of 1098-T tax reporting. Direct deposit of awards, stipends and salaries of Graduate Student Researchers and Teaching Assistants is also possible.

Study List:

A study list, which records all classes in which a student is enrolled for a term, becomes official at midnight on Friday of week two. Use the MyUCLA [Class Planner](#) to plan classes for a term. If in doubt, consult your Advisor.

Student Responsibility for Study List: Each student is responsible for all classes and the grading basis for each class as listed on the study list, and cannot receive credit for classes not listed. Errors or omissions should be corrected before the College or school deadline for changes by petition. Enrollment deadlines end at midnight on the published date. The study list should be checked after all enrollment transactions. Unapproved withdrawal from or neglect of a class entered on the study list results in a failing grade. A student who has been added to a class from a wait list and no longer wants the class must drop that class before the study list deadline. Students who pay their registration fees but are not officially enrolled in courses for credit as of Friday of the second week of instruction must file a late Study List. An [Enrollment Petition](#) is used for this process. A late payment fee is assessed for filing a late study list.

Normal Progress/Full-time Graduate Status:

Three full courses (or 12 units) per term are considered the normal enrollment for graduate students and are required for a student not in doctoral candidacy to be counted for full-time status in the University's official enrollment. Approval of less than full-time enrollment is at the discretion of the department. A student is directed by the department to enroll full-time whenever possible. Teaching assistants (TAs) and graduate student researchers (GSRs) are required to be registered and enrolled in at least twelve quarter units throughout their appointments. Those

assistants who take a leave of absence or withdraw terminate their appointments. Course 375 for teaching assistants, and independent studies at the 500-level for graduate student researchers, may be included in reaching the eight or twelve-unit load.

Filing Fee:

Graduate students, who meet the criteria, can apply for a Filing Fee and pay a nominal fee in lieu of standard tuition and registration fees. The Filing Fee is intended for students who are in good academic standing and who have completed all degree requirements, except for filing their dissertation or thesis, submitting their capstone project, or taking their comprehensive exam. Effective Fall 2018, graduate students who are approved to use a Filing Fee will have the entire academic term to complete their degree requirements. While on Filing Fee status, a student may no longer: take courses, be employed by UCLA, receive financial support, or access certain campus services.

Students may use the Filing Fee application only if they were registered for the previous academic term, and satisfy the eligibility criteria.

For detailed information on the filing fee requirements and to access the Filing Fee application, visit: <https://grad.ucla.edu/academics/graduate-study/filing-fee-application/>.

Students are only eligible to pay the filing fee one time at UCLA no matter the degree.

For example, a filing fee for a Master's thesis causes ineligibility for a filing fee for a doctoral student.

Leave of Absence:

Continuing graduate students in good academic standing (3.0 GPA or above) who have completed at least one quarter of academic residence at UCLA, may petition to take a leave of absence. A leave is granted for a period of one to three quarters at the request of the student, on the recommendation of the department involved, and with the approval of the Graduate Division. No more than three quarters of leave of absence are permissible for graduate students during the course of their enrollment at UCLA. Extensions beyond these limits may be approved; such approval is at the discretion of an Associate Dean or the Dean of the Graduate Division. Additional information and petition forms are available on the Graduate Division website.

International students on non-immigrant visas (F-1 or J-1) may not remain in the United States while on a leave of absence unless: (1) they have finished all course work and have advanced to candidacy. The Dashew Center for International Students and Scholars may request additional documentation for verification purposes; or (2) they provide evidence of a serious illness of their own (not that of a family member) that prevents attendance at UCLA. Before granting a leave of absence to international students, the Graduate Division requires written notification from the Dashew Center for International Students and Scholars to the effect that the student has been made aware of the immigration implications of a leave of absence and immigration requirements for maintaining legal status within the U.S. while on leave. The Graduate Division will not approve a leave of absence that is not in compliance with Immigration and Customs Enforcement (ICE) policy governing international student visas.

All leaves must be requested before the end of the second week of class of the quarter in which the leave of absence or extension of leave of absence is to begin. Deadlines are published for each quarter in the General Catalog and in the quarterly Schedule of Classes.

The Graduate Division will not review late requests or requests for retroactive leave of absence except under extraordinary circumstances.

For more details on the University's leave of absence requirements, deadlines and to access the request form, visit: <http://www.gdnet.ucla.edu/gasaa/library/loa.htm>

Establishing California Residency (US Citizens & Permanent Residents only):

Domestic students who are not California residents will need to establish residency to avoid assessment of nonresident tuition. In order to establish residency, certain requirements must be met. Please refer to the Registrar's web page: (<http://www.registrar.ucla.edu/Fees-Residence/Residence-Requirements>) or call the Residence Deputy at (310) 825-3447 for complete details on establishing California Residency. This is very important. Otherwise, you may have to pay non-resident tuition during your second year.

Transfer of Credit:

Courses taken for any other degree previously awarded at UCLA or another institution, and courses taken before the award of the Bachelor's degree may not be applied toward a graduate degree at UCLA. Correspondence courses are not applicable to graduate degrees.

A maximum of 8 units of courses successfully completed through UCLA Extension can be transferred.

Grading:

UCLA grades for graduate students are A, B, C, F, and I. Grade point averages are computed on the basis of 4 points for an "A", 3 points for a "B", 2 points for a "C", and 0 points for an "F".

Once an Incomplete (I) grade is assigned, it remains on the transcript along with the passing grade students may later receive for the course. The instructor may assign the "I" grade when work is of passing quality but is incomplete for a good cause (such as illness or other serious problem). It is the student's responsibility to discuss with the instructor the possibility of receiving an "I" grade as opposed to a non-passing grade.

If an "I" grade is assigned, students may receive unit credit and grade points by satisfactorily completing the coursework as specified by the instructor. Students should not reenroll in the course; if they do, it is recorded twice on the transcript. If the work is not completed by the end of the next full term in residence, the "I" grade lapses to an F, NP, or U as appropriate.

Standard of Scholarship/Probationary Status:

UCLA requires at least a 'B' (3.0) average in all courses taken in graduate status at the University, and in all courses applied toward advanced degrees. This standard applies to all graduate students, including candidates in graduate-level certificate programs. In courses graded

on an S/U basis, a grade of S (Satisfactory) shall be awarded only for work which would otherwise receive a grade of 'B' or better.

A student is considered in probationary status and subject to dismissal if the cumulative scholarship in all work attempted in graduate status falls below a 'B' (3.0), or if the student's work in any two consecutive terms falls below a 'B' (3.0) average. The Dean of the Graduate Division determines a student's eligibility to continue graduate study. If allowed to continue in probationary status, the student is required to make expeditious progress toward improvement in scholarship. If a student is allowed to continue as a graduate student, this action does not constitute an exception to policies governing any other situation in which a minimum cumulative grade point average of 3.0 is required (e.g., an apprentice personnel appointment).

English as a Second Language Placement Exam (ESLPE):

The ESLPE (English as a Second Language Placement Examination) is required of all entering UCLA graduate students whose first language is not English and who have not otherwise satisfied the ESL requirement. Sometimes Graduate Division requires the test for other reasons. The "Graduate Admissions Checklist" that comes with the acceptance letter gives a link to information on whether a student needs to take the exam or contains a paragraph telling the student to take the exam. For more information, visit:

<https://www.internationalcenter.ucla.edu/resources/esl#graduate-students>.

Test of Oral Proficiency (TOP):

Students who plan to work as a teaching assistant (TA) at UCLA and are non-US citizens must pass the TOP before working as a TA in any department at UCLA. All non-U.S. citizens are considered international students (including permanent residents). However, international students who have earned a bachelor's degree from a U.S. university are exempt from taking the TOP.

No alternatives to TOP are accepted. If you believe you should receive an exemption from taking the TOP, please contact Graduate Division directly. International students must pass the TOP before working as TAs in any department at UCLA, but students who do not plan to work as TAs at UCLA do not need to take TOP. We do not encourage newly admitted students to take the TOP upon arrival, before they have had interaction with native speakers.

For more details regarding the requirements of the exam please see the TOP Website:

<https://oid.ucla.edu/top>.

Course Waivers:

A mandatory core course may be waived if the student either has taken a similar university-level course elsewhere and/or passes a waiver examination. If a core course is waived, the student receives credit for the course. Waiver examinations for core courses in the 100 series of Biostatistics and Epidemiology are available. Contact department SAO for information. Requests for waiver examinations for any other courses are considered on a case-by-case basis, and in consultation with the course instructor and the student's advisor. A student who passes a waiver examination waives *only* the course requirement, *not* the unit requirement, so additional elective courses are needed to make up the units.

Student Complaints and Academic Grievances:

A grade may be appealed, on any reasonable grounds, to the instructor, the chair of the department, and the dean of the school or division.

If the student believes that the instructor has violated the Faculty Code of Conduct by assigning the grade on any basis other than academic grounds, the matter should first be taken up with the instructor. If the matter is not resolved, the student may go for counsel to the Office of Ombuds Services or may follow the procedures for the formal filing of charges. If a charge is sustained by the Academic Senate Committees on Charges and on Privilege and Tenure, an ad hoc committee is appointed within two weeks to review the disputed grade, and any warranted change is made within four weeks.

Academic Integrity:

With its status as a world-class research institution, it is critical that the University uphold the highest standards of integrity both inside and outside the classroom. As a student and member of the UCLA community, you are expected to demonstrate integrity in all of your academic endeavors. Accordingly, when accusations of academic dishonesty occur, The Office of the Dean of Students is charged with investigating and adjudicating suspected violations. Academic dishonesty, includes, but is not limited to, cheating, fabrication, plagiarism, multiple submissions or facilitating academic misconduct. For more information, visit:

<https://www.deanofstudents.ucla.edu/Academic-Integrity>.

Ordering Transcripts:

Official academic transcripts can be ordered online through MyUCLA, by mail, or in person. Transcript orders may not be faxed or sent electronically; these are not secure transmission methods and cannot safeguard personal data. Transcripts delivered electronically are processed through Credential eScrip-Safe, the official UCLA transcript agent. For more information, visit: <https://www.registrar.ucla.edu/Student-Records/Academic-Transcript/Order-an-Academic-Transcript>.

Change of Name or Address:

Students who wish to change their name on official University records should fill out a [UCLA Legal Name Change or Correction form](#) and submit it with the required supporting documentation to the Registrar's Office Student Services. All name changes are recorded on the transcript. If students change their address, they should update their address through [MyUCLA](#).

Financial Support and Funding:

The UCLA Graduate Division offers funding opportunities for both incoming and continuing graduate students. Prospective students may apply for Graduate Division funding by completing the fellowship section of the online graduate admissions application before the December 1 deadline. Need-based student loans and work-study awards are available through the UCLA Financial Aid office. Students can search for awards among 625 scholarships, grants, fellowship and postdoctoral awards through the [GRAPES](#) database.

The Environmental Health Sciences Department has a limited amount of funds available for incoming and continuing students. The allocation of these awards is based on academic standing

(GPA) and/or financial need. Factors considered are GPA, campus employment, outside employment and fellowships.

The UCLA Fielding School of Public Health offers a wide variety of scholarships, fellowships, paid internships and training programs, as well as employment opportunities to students and post-doctoral candidates. For more information about these financial opportunities please visit the <https://ph.ucla.edu/current-students/funding-your-education>.

Formal announcements and fellowship applications for the School and Department funding opportunities are sent out to students via email upon availability throughout the academic school year.

Academic Apprentice Personnel:

“Academic apprentice personnel” are academic student employees (Readers, Tutors, and Teaching Assistants) and Graduate Student Researchers (GSRs). These apprenticeships are intended to provide qualified students with relevant training experience for academic and academic-related careers in teaching and research and to augment limited resources from within the University for graduate student support. As a matter of University policy, academic apprentice personnel are considered primarily as students being professionally trained, and graduate student status takes precedence over University employment.

Many students obtain part time academic personnel positions as Special Readers, Teaching Assistants or Graduate Student Researchers with faculty either at the Fielding School of Public Health or elsewhere on campus. Students who are appointed to academic personnel positions for at least 25% time and enrolled in a minimum of 12 units may be eligible to receive fee remissions. If the student holds two or more positions, the funding sources generally share fee remissions according to % effort except where graduate division Fellowships take precedence.

Please refer to the [Academic Apprentice Personnel Manual](#) or the following site for detailed information on employment opportunities, policies and benefits, including fee remissions: <https://grad.ucla.edu/funding/working-at-ucla/>.

ASE opportunities can also be found through the following sites:

- [Teaching Assistantship Positions \(TA Marketplace\)](#)
- [Summer Teaching Assistant Opportunities](#)
Available through Summer Sessions
- [Additional Academic Year & Summer Tutor Opportunities](#)
Available through the College

Working over 50% time:

Graduate Students must have approval from the Department to work over 50% time. Students will need to coordinate with the Department Student Affairs Officer to file the appropriate paperwork. A letter of support from the Faculty Advisor is required to work over 65% time. Approval from the Graduate Division is required to work over 75% time.

****It is the student's responsibility to inform the Department of any campus positions that they have accepted and any funding they are receiving. You must provide this information to the Department's Student Affairs Officer****

Additional Funding Resources:

- [Funding for Continuing Students](#).
- [Academic Student Employees Appointments & Union Contract](#).
- [Funding Opportunities Resources](#)
- [Graduate Work-Study Program](#).

Federal work-study grants are available to “financially need eligible” graduate students to complete part-time paid internships, community service, research projects, or other endeavors closely related to their academic degree program. Graduate students working on a research project in his/her discipline qualify for funding. Students should not be employed as clerical assistants to departmental administrators nor in other functions not related to their graduate education.

- [Bruin Direct Deposit](#).
Authorization form for direct deposit of stipend payments.
- [Tax Information & Forms for Fellowship Recipients at UCLA](#).



Student Life & Resources:

2021-22 Academic Calendar:

FALL QUARTER 2021

Quarter begins	Monday, September 20
Instruction begins	Thursday, September 23
Study List deadline (becomes official)	Friday, October 8
Veterans Day holiday	Thursday, November 11
Thanksgiving holiday	Thursday-Friday, November 22-26

Instruction ends	Friday, December 3
Common final exams	Saturday-Sunday, December 4-5
Final examinations	Monday-Friday, December 6-10
Quarter ends	Friday, December 10
Christmas holiday	Thursday Friday, December 23-24
New Year's holiday	Thursday-Friday, December 30-31
Winter campus closure	TBD
WINTER QUARTER 2022	
Quarter begins	Monday, January 3
Instruction begins	Monday, January 3
Study List deadline (becomes official)	Friday, January 14
Martin Luther King, Jr, holiday	Monday, January 17
Presidents' Day holiday	Monday, February 21
Instruction ends	Friday, March 11
Common final exams	Saturday-Sunday, March 12-13
Final examinations	Monday-Friday, March 14-18
Quarter ends	Friday, March 18
SPRING QUARTER 2022	
Quarter begins	Wednesday, March 23
César Chávez holiday	Friday, March 25
Instruction begins	Monday, March 28
Study List deadline (becomes official)	Friday, April 8
Memorial Day holiday	Monday, May 30
Instruction ends	Friday, June 3

Common final exams	Saturday-Sunday, June 4-5
Final examinations	Monday-Friday, June 6-10
Quarter ends	Friday, June 10
Commencement Ceremonies 2022	https://commencement.ucla.edu

BruinCard (Student ID):

[BruinCard](#) is the official campus identification for UCLA, and is required for all students, faculty, and staff. Your BruinCard also serves as your library card, recreation card, door access card, and much, much more!

MyUCLA:

[MyUCLA](#) is a customized portal web page where students can access real-time class schedules, grades, campus appointments, traffic and weather information, check their UCLA e-mail account and link to campus events and resources.

Student Mailboxes:

Each student has their own mailbox in the EHS Student Room (56-081). This is to be used for educational and University purposes only.

Student Lockers:

Lockers are available for EHS students in the EHS Student Room (56-081). They are assigned on a first come, first served basis. Students can reserve a locker through the Department's Student Affairs Officer. Students are required to provide their own combination lock and must give the Department's Student Affairs Officer the combination number (for emergency use only). Students are prohibited from storing food in their locker.

Graduate Writing Center:

The Graduate Writing Center offers a variety of [workshops and programs](#) throughout the year. During the summer, we offer various [dissertation "boot camps"](#) for graduate students working on dissertation proposals and dissertations. We also organize independent [writing groups](#) in winter quarter, primarily for doctoral students.

Dashew Center for International Students & Scholars:

UCLA is home to more than 12,000 international students and scholars. The [Dashew Center](#) serves the international community at UCLA. They are the central hub for resources, support and advocacy for international students and scholars.

The purpose of Dashew Center programming is to provide opportunity for students, scholars, faculty, staff and friends to facilitate their cross-cultural learning, cultural adjustment, and language improvement, all while building friendships with people from across the globe. They offer a wide variety of programs, including trips around the greater Los Angeles area, discounted tickets to popular events, performances and tourist destinations, and on-campus events and workshops.

The Dashew Center also provides specialized services, counseling, and programs for all international students and scholars, from the time of their arrival to their departure. They offer services, such as orientation for new students, help in locating affordable housing, English conversation classes, programs for the families of international scholars, assistance with questions regarding immigration issues, employment, financial aid, tax matters, and cultural adjustment, as well as a number of other topics.

Arthur Ashe Student Health and Wellness Center:

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. Their comprehensive services include Primary Care, Women's Health, Immunizations, Travel Medicine, Physical Therapy, Specialty Clinics, Radiology & Laboratory, and Acupuncture & Massage. 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, the Same-Day Access Plan ([ASAP Clinic](#)) is available during business hours. For advice and information from a registered nurse after hours, contact the Nurseline at (310) 825-4073, option 2.

Center for Accessible Education (CAE):

The [UCLA Center for Accessible Education](#) (CAE) facilitates academic accommodations for regularly enrolled, matriculating students with disabilities. The CAE provides access to the numerous educational opportunities available to students on our campus and empowers students to realize their academic potential.

To obtain disability-related accommodations and services through the CAE, students should complete a Request for Services form and upload appropriate documentation. Students may also download and complete a printable version of the Request for Services form and [email](#) or fax it to the CAE at (310) 825-9656. For more information visit: www.cae.ucla.edu.

Resources for First Generation College Students:

Housed under the [First Year Experience](#), First To Go promotes campus involvement and visibility with a focus on the retention and success of all first-generation college students at UCLA. We are here to serve as a resource hub to assist current UCLA students as they navigate the campus and provide support in building community. Being first-generation college is an accomplishment that should be celebrated!

Health Insurance Requirement:

Health Insurance is a mandatory condition of enrollment for all UCLA registered students. As such, the UC Student Health Insurance Plan (UC SHIP) is a comprehensive medical insurance program offered to UCLA students. All registered students are automatically enrolled in UC SHIP, but if you have 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 deadline**. For more information, visit: <http://www.studenthealth.ucla.edu/CustPages/Insurance.aspx>. Please also notify the EHS Student Affairs Officer.

UCLA Counseling and Psychological Services:

Counseling and Psychological Services (CAPS) is here to support your mental health needs as you pursue your academic goals. Their services are designed to foster the development of healthy well-being necessary for success in a complex global environment. They offer a variety of services to meet your needs including:

- Crisis counseling available by phone 24 hours a day/7 days a week
- Emergency intervention
- Individual counseling and psychotherapy
- Group therapy
- Psychiatric evaluation and treatment
- Psychoeducational programs and workshops for students, staff and faculty
- Campus mental health and wellness promotion

To learn about their [Services](#) and [Beginning Treatment](#), visit: <https://www.counseling.ucla.edu/>.

For urgent matters or after-hours counseling by phone, please contact 310-825-0768.

Equity, Diversity, and Inclusion Resources:

As a land grant institution, UCLA acknowledges the Gabrielino/Tongva peoples as the traditional land caretakers of Tovaangar (Los Angeles basin, So. Channel Islands).

UCLA Equity, Diversity, and Inclusion Office

If you have witnessed or experienced acts of discrimination, please contact the UCLA Equity, Diversity, and Inclusion team at WeListen@equity.ucla.edu or call (310) 825-3935. More information is available on our [Report an Incident page](#).

UCLA is committed to maintaining an equal learning and working environment for all.

Discrimination based on

- race, ethnicity, ancestry, color;
- sex, gender, gender identity, gender expression, sexual orientation;
- national origin, citizenship status;
- religion;
- disability, pregnancy, medical condition, genetic predisposition;
- domestic partnership / marital status;
- age;
- veteran status

may violate University codes of conduct and policies, with potentially serious consequences. Acts of [sexual harassment](#), assault, and [violence](#) are considered to be discrimination based on gender.

When someone alleges discrimination by faculty, staff, or students, it is the University's **ethical and legal responsibility** to conduct a thorough, independent, and objective investigation. The Office of Equity, Diversity and Inclusion and its investigative teams, the [Title IX Office](#) and

the [Discrimination Prevention Office](#), play a crucial role in those investigations. We do so in conjunction with other offices, such as the [Staff Diversity & AA/EEO Compliance Office](#) of Campus Human Resources, and the Office of Student Conduct in the [Office of the Dean of Students](#).

Depending on **who** allegedly engaged in the discrimination (e.g., faculty, staff, or students), different offices generally have primary responsibility in conducting investigation. Also, the **type of discrimination** alleged (e.g. sexual assault, or race discrimination) can influence the specific type of investigation and adjudication procedures that apply.

UCLA Fielding School of Public Health also has a Equity, Diversity, and Inclusion team. We strive to fulfill our mission of Equity, Diversity and Inclusion through the following four initiatives, with the intention of creating a climate in the Fielding School for students, faculty and staff that honors and supports the excellence, creativity, passion and contributions of every member of our community. We recognize and value—and act on our beliefs—that our individual differences enrich our common vision for each of us personally, and increase our creativity and effectiveness professionally. To view initiatives and more information, please visit the [FSPH EFI site](#). You may also contact **Janae Hubbard**, Equity Diversity and Inclusion Program Manager at jhubbard@ph.ucla.edu or (310) 794-3530. Office location is 26-059 CHS.

The department also has an ad-hoc Equity, Diversity and Inclusion Committee headed currently by professor Kirsten Schwarz.

COVID-19 Resources

These primary resources are intended for the entire campus community, including faculty, students and staff. For more information, please visit: <https://covid-19.ucla.edu/>

FSPH Career Services Office:

The mission of the Career Services Office is to empower public health students with current career education, employment trends, practical resources and a community of support to confidently make a lifetime of career decisions. For more information, visit their website at: <http://ph.ucla.edu/current-students/career-development> or contact:

Kristy J. Sherrer
Director of Career Services
UCLA Fielding School of Public Health
Office Location: 16-085 CHS
Phone: 310-825-1056
Email: ksherrer@ph.ucla.edu

UCLA Career Center:

The UCLA Career Center provides a wide range of programs and services exclusively for UCLA students. Your academic studies are based upon the career you want to develop, so discussing

options when you arrive will give you the edge in the competitive job market. The Career Center provides services such as: individual career counseling, workshops, and online resume critique. For more information, visit: <http://career.ucla.edu>.

Bruin OnLine (BOL):

Bruin OnLine (BOL) is a collection of services that provides UCLA students, faculty, and staff with e-mail, web hosting services, network connectivity (including wireless), and free software and support. For more information, visit: www.bol.ucla.edu.

Walk-in Consulting: Kerckhoff Hall, Suite 124
Telephone Technical Support: (310) 267-HELP (4357)

BruinTech:

The [BruinTech](#) mission is to share technical knowledge and experience, encourage innovation and promote participation among all Bruin technologists. Their vision is to establish community relationships and foster professional development throughout the UCLA technical community while promoting digital citizenship through our work with students, faculty, researchers, and staff.

Borrowing a CLICC Laptop:

The [Campus Library Instructional Computing Commons](#) (CLICC) offers technology and support for UCLA students, faculty, and staff. CLICC provides services such as laptop lending, printing, study room reservations, projector loans, video kits, computer stations, and a wide variety of instructional software. Most importantly, CLICC's student consultants can help find you the computing resources you're looking for and help you get started using the technology. For more information CLICC services, including laptop lending locations, visit: <http://www.library.ucla.edu/clicc>.

2021-22 EHS Schedule of Classes:

To view real-time course offerings, including enrollment counts and official course descriptions, visit the [Schedule of Classes](#).

EHS Faculty & Research Interests:

For a complete list of EHS faculty members, including their bios and contact information, visit: <https://fdb5.ctrl.ucla.edu/ph/ehs/institution/personnel-list/>.

FSPH Faculty Research and Expertise Portal:

Learn more about the cutting-edge research that the FSPH faculty are engaged in, as well as their areas of expertise. You can also browse international projects by accessing the global projects map.