

# UCLA Resources

- [Where can I find out what an acronym means?](#)
- [HIPAA \(Protected Health Information\) Data Elements](#)
- [UCLA Library Research Guides](#)
- [UCLA Library-Licensed Databases – Getting Free Off-Campus Access and Free Articles](#)
- [UCLA Library-Licensed Databases: Getting to and Selecting Databases to Search](#)
- [Evening Escorts and UCLA Safe Ride](#)
- [How to get to Union Station from UCLA](#)
- [How do I reset my voicemail password for my campus phone?](#)
- [FERPA \(Student Records\) Data Elements](#)
- [UCLA Administrative Responsibilities Handbook](#)
- [How do faculty and staff get their official UCLA email address changed?](#)
- [Link for UCLA Bike Shop](#)
- [How do I update my information on the UCLA Directory](#)
- [Campus Housing](#)
- [How to verify UC employment?](#)
- [UCLA Phone Directory](#)
- [Do I need to get an IRB Exemption for a Usability Study?](#)
- [Looking for a student programmer?](#)
- [Is Gartner Research available at UCLA?](#)
- [What's the difference between giveto.ucla.edu and giving.ucla.edu?](#)
- [Can a department sell old equipment to staff?](#)
- [punch card reader](#)
- [Open Educational Resources](#)
- [Vehicle Flood Information \(Insurance Related Questions\)](#)
- [How do I find out if a visiting scholar has an active appointment with the University?](#)
- [When are grades due?](#)
- [Can you recommend good child care options in various neighborhoods around LA?](#)
- [Bruin Alert](#)

- Which areas of LA would you recommend to new faculty or staff for affordable housing?
- Best practices for preparing and documenting data
- Data Management Plans
- The Versatile PhD
- Data Management Plan and Resources
- IT SuperFriends - UCLA Staff Assembly, Helpdesk Consortium, and Knowledgebase
- CareConnect
- Do UC Employees get discounts rates on cellular services and data services?
- Does UCLA offer online sexual harassment training?
- How do I submit a job opening in the Daily Bruin Classifieds?
- What services are available for enhancing instruction?
- Where do I go to find the campus administration organization chart?
- Where can I go to look for a new job on campus?
- What if I want to use software in the HSSEAS labs?
- What are the current BruinBuy suppliers and future suppliers?
- UCLA Network Weather Report
- How do I forward my campus number to another number?
- UCLA Campus Telephone prefixes
- Where are all the Help Desks on Campus?
- Where can I find helpdesks on campus?
- How is blogging being used in teaching at UCLA and elsewhere?
- If I am an instructor, but I have yet to have my name added to the payroll, how can I obtain a BOL account if I need access to course materials?
- Where can I find interviews with faculty about teaching with technology?
- Bruincard photos for class rosters
- How can I find out what UCLA phone number a particular line has?
- Where do I go to find out more information about accepting credit card payments for my department?
- What is the pool schedule for UCLA swimming pools?
- I have some data from my own research. Who can help me archive the data?
- Gartner Events Discount
- How do I apply for admission to the David Geffen School of Medicine graduate programs?
- How can I search for classes by keyword?
- UCLA Maps

- [UCLA Facilities Outage Notification System](#)
- [News Media](#)
- [Use of the UCLA name by a corporation](#)
- [Where can I find out about UCLA's Graphic Standards and which UCLA logo I should use?](#)
- [How do I apply for admission to the David Geffen School of Medicine medical school program?](#)
- [I need some data for a class or research project. Who do I talk to?](#)
- [Where can I find out about David Geffen School of Medicine faculty research interests?](#)
- [How can I access campus administrative data?](#)
- [How do I get a loading permit at UCLA?](#)
- [How can I get more information on the ergonomics of my workstation?](#)
- [How do I subscribe to the Staff Assembly email list?](#)
- [I need to work with census data and don't know where to start.](#)
- [How do I find public opinion polls for a class or research?](#)
- [Event Spaces on Campus](#)

# Where can I find out what an acronym means?

There are all sorts of acronym lists. Here are some from UCLA and outside.

- <http://www.oit.ucla.edu/CommonDocuments/Acronyms.pdf> (technology related, link corrected from icompass)
- <http://www.library.ucla.edu/committees/lacla/links/acronyms.htm>
- <http://www.library.ucla.edu/url/referenc/rco/acronyms.htm>

# HIPAA (Protected Health Information) Data Elements

## HIPAA – Protected Health Information

- Patient Names
- Street address, city, county, zip code
- Dates (except year) for dates related to an individual
- Telephone/Facsimile numbers
- E-mail, URLs, & IP #'s
- Social security numbers
- Account/Medical record #'s
- Health plan beneficiary numbers
- Certificate/license #'s
- Vehicle identification's & serial #'s
- Device identification's & serial #'s
- Biometric identifiers
- Full face images
- Any other unique identifying number, characteristic, or code
- Payment Guarantor's information

# UCLA Library Research Guides

UCLA librarians create research guides for classes and other purposes. I created a guide for TAs to help them learn to incorporate information literacy instruction into their curricula and assignments, and I used it as a supplement and replacement for attending a workshop I gave for TAs in late summer and early fall 2009: [Teach Information Literacy & Critical Thinking](#).

You can find lots more of these LibGuides on the UCLA Library's [site](#) for them. The most popular UCLA guides are in the center, but you can also find many more in the left column on this page.

The Library licenses LibGuide software for librarians to create these kinds of guides. There is similar open source software, called [Library a la Carte](#), developed by Oregon State.

Contact Esther Grassian for a demo if you are interested: [estherg@library.ucla.edu](mailto:estherg@library.ucla.edu) OR 310-206-4410.

# UCLA Library-Licensed Databases – Getting Free Off-Campus Access and Free Articles

The UCLA Library subscribes to hundreds of databases for fees of varying amounts, in order to license them for free use by UCLA students (fully enrolled), staff and faculty. The Library also pays fees to subscribe to thousands of periodicals (journals, magazines and newspapers), many online and some in print and other formats, so that UCLA students (fully enrolled), staff and faculty can use them for free.

While on campus, UCLA students, staff and faculty can use the Library's materials for free. According to our license agreements, when off-campus, the Library's online system needs to know that you are a UCLA student (fully enrolled), staff or faculty member, so that you can use online databases and materials for free. In order to do this, you must set up an authentication method for your computer's Internet connection, in one of two ways:

1. Go to the Bruin OnLine web site: [www.bol.ucla.edu/](http://www.bol.ucla.edu/)
2. Click on the Services tab, and then on Proxy server.
3. Scroll down to see the list of web browsers in 2 columns, one for PC and one for Mac
4. Click on the icon for your web browser and follow the instructions to set up the BOL proxy server.
5. After setting it up, go to the UCLA Library web site: [www.library.ucla.edu/](http://www.library.ucla.edu/)
6. Pull down the Search and Find menu, select Article Databases, and select a database to search.
7. When you click on the link for a database, a popup window will ask for your UCLA ID (the first part of your UCLA email address) and your password for that account
8. Once you have authenticated, you will be able to use the UCLA-Library- licensed

databases for free, and you will be able to get many articles online for free, BUT you must go through the UCLA Library's website in order to do both.

NOTE: When searching UCLA-Library-licensed databases, you may see that some articles are directly available through the databases, as indicated by a link or icon for "PDF" or "full text." If you do not see either of these links, click on the orange rectangle labeled UC e-Links, either to get directly to an article online for free, or to search the UCLA Library Catalog for a free copy. If neither of these choices gets you to an online or print copy of an article, you can still get a copy for free through the UCLA Library. Just click on the link in the UC e-Links box labeled "Request this from another library, or from the campus document delivery service." The Library will look for a copy of this article for you, mount it on a web site and email you the url, usually within 2 days to a week, for free.



# UCLA Library-Licensed Databases: Getting to and Selecting Databases to Search

The UCLA Library subscribes to hundreds of databases for fees of varying amounts, in order to license them for free use by UCLA students (fully enrolled), staff and faculty.

Answers to three questions can be helpful in selecting databases to search:

1. Which topics does it cover?
2. What types of materials does it index or provide?
3. What time period does it cover?

The following steps will help you find answers to these questions:

1. Go to the Library home page: [www.library.ucla.edu/](http://www.library.ucla.edu/)
2. Pull down the Search and Find menu
3. Select Article Databases
4. Enter the name of a database in the search box and press enter, or find a database using any of the following:
  - Frequently Used Databases
  - Databases by Subject
  - A-Z Databases
5. Click on “more info” under the brief information about the database
  - Example: Search and Find/Databases by Subject/Engineering/Computer Science
  - Database: IEEE Explore

- more info:
  - “Description:
  - Provides full-text access to more than 1.9 million IEEE documents including IEEE transactions, IEEE and IET (formerly IEE) journals, magazines, and conference proceedings published since 1988, and all current IEEE standards. Subject coverage includes electrical and electronic engineering, computer engineering, computing science, and related disciplines.”

# Evening Escorts and UCLA Safe Ride

## **Evening Escorts**

If you are on campus by yourself between dusk and 1 a.m., please note this free program sponsored by the UC Police Department. If you call (310) 794-WALK about 15 minutes before you leave, a Community Service Officer will come to your location and will escort you to your destination. They can escort you anywhere between Wilshire and Sunset, and Veteran and Hilgard.

The link, with further information, is below. But from any campus phone, you can simply dial 4-WALK.

<https://www.police.ucla.edu/cso/evening-escorts>

## **UCLA Safe Ride (Evening Van Service)**

The UCLA Safe Ride service (formerly the Evening Van Service) provides free rides on and around campus from 7 p.m. to midnight, Monday through Thursday. It is sponsored by the the UCLA Police Department and UCLA Transportation. You must download the TapRide app to request a ride.

More information: <https://www.police.ucla.edu/cso/evening-van-service>

# How to get to Union Station from UCLA

Please help improve. :D

## Big Blue Bus/Metro Expo Line

- Take the Big Blue Bus #12, #12 Rapid, or #8 south down Westwood Blvd. and get off at Westwood Blvd/Exposition Blvd stop. From the Westwood/Rancho Park station, take the Expo Line east toward downtown Los Angeles. At the 7th Street/Metro Center station, change to the Red or Purple Line towards Union Station.

## Metro

### Wilshire route

- The [#720 Rapid bus](#) is a limited-stop bus that goes along Wilshire Blvd. Get on at Wilshire & Westwood, heading eastward. Transfer to the [Metro Purple Line](#) subway at the “Wilshire/Western”, “Wilshire/Normandie”, or “Wilshire/Vermont” subway stations (which are located at the respective intersections; the Metro Red Line is also available at Wilshire/Vermont). Take the subway to Union Station.

# Sunset route

- The [#2 bus](#) goes along Sunset Blvd. It goes around the UCLA campus and has stops on Veteran, Gayley, Le Conte, and Hilgard Avenues. Take the bus going eastward, and it will eventually get to downtown LA. You will need to walk several blocks from a stop to Union Station. This route is much slower than the Wilshire route above. At certain times of the day, a “#302” limited-stop variant is available.

# Big Blue Bus

- Take the [#1 bus](#) to Santa Monica & Bundy, then cross the street to transfer to Bus [#10](#) “Freeway Express” which goes to Union Station.

# Commuter Express

- The [#534 bus](#) has several stops on Wilshire Blvd., and goes to Union Station. As a commuter bus, it only goes to Westwood a few times in the morning, and goes to Union Station a few times in the evening.

# Alternative for Amtrak riders

- Amtrak provides [a bus service](#) that directly goes to UCLA at Gayley & Strathmore (close to the dorms and apartments). The bus does not go to Union Station, but instead connects to the Van Nuys station for the Pacific Surfliner trains (which go to San Luis Obispo / Santa Barbara / San Diego) and to Bakersfield for the San Joaquin trains (which go to Central Valley / Bay Area). There are only 4 buses a day, but it may be more convenient than going to Union Station. You buy the ticket for the train and bus connection together, and there is a discount code that can be used by UCLA students and faculty and staff. See also [here](#) .

# How do I reset my voicemail password for my campus phone?

The new method is now to send an email request to:

[vm@it.ucla.edu](mailto:vm@it.ucla.edu)

They will create a service now request. Once the request has been completed, the password will be reset to 8252 (UCLA).

For additional information, you can call the CTS Customer Service at x53775.

# FERPA (Student Records)

## Data Elements

## FERPA – Student Records

- Grades / Transcripts
- Class lists or enrollment information
- Student Financial Services information
- Athletics or department recruiting information
- Credit Card Numbers
- Bank Account Numbers
- Wire Transfer information
- Payment History
- Financial Aid / Grant information / Loans
- Student Tuition Bills

Note that the following data may ordinarily be revealed by the University without student consent unless the student designates otherwise.

- Name
- Date of birth
- Place of birth
- Directory address and phone number
- Electronic mail address
- Mailing address
- Campus office address (for graduate students)
- Secondary mailing or permanent address
- Residence assignment and room or apartment number
- Specific quarters or semesters of registration at Stanford



- Stanford degree(s) awarded and date(s)
- Major(s), minor(s), and field(s)
- University degree honors
- Institution attended immediately prior to Stanford
- ID card photographs for University classroom use

# UCLA Administrative Responsibilities Handbook

The Administrative Responsibilities Handbook and Quick Reference Guide can be viewed and downloaded at <https://www.finance.ucla.edu/corporate-accounting/controls-and-accountability/policies-ethics/administrative-responsibilities-handbook>.

# How do faculty and staff get their official UCLA email address changed?

UCLA faculty and staff cannot change their information in the Campus Directory by themselves. They have to go through their department person. To find the correct person in your dept. there is a link off the Campus Directory website <http://www.directory.ucla.edu/> that says Update Directory Listing <http://www.directory.ucla.edu/update.php> , and from that page, there is a link to View Updaters List <http://www.directory.ucla.edu/updaters.php>. Then you look up your department and find the person and ask them to update your campus directory entry.

Keep in mind that the email listed in the Campus Directory is the one that is automatically used when you use your UCLA Logon ID, such as in the CCLE Moodle system. So, if you need to change the email that is used in the CCLE, you'll have to have the email address changed in the Campus Directory.

# Link for UCLA Bike Shop

Here is the page for UCLA's bike shop, which is located in the Wooden Center.

<https://www.recreation.ucla.edu/oa#17166747-bike-shop>

This explains their services.

# How do I update my information on the UCLA Directory

UCLA Directory <http://www.directory.ucla.edu> contains contact information such as Phone Number, E-mail Address and Office Location on UCLA Faculty, Staff and Students.

## \*UPDATING FACULTY AND STAFF LISTINGS \*

Faculty and staff information in the Campus Directory is entered and updated by each department's directory coordinator. [View Updaters List](#)

If you need further assistance, please contact CTS Directory Services at x51990 or x51033. Or send an email to [ucladir@cts.ucla.edu](mailto:ucladir@cts.ucla.edu)

## **UPDATING STUDENT LISTINGS**

To update student information displayed in the Campus Directory, go to [MyUCLA](#). If you encounter problems, contact the Registrar's Office: on campus x51091, off campus (310) 825-1091

# Campus Housing

Customer Self-Service and FAQs for UCLA Housing residents, parents, and prospective residents.

Topics include dorms, meal plans, DSL connections, etc. Over 500 questions answered.

<https://ask.housing.ucla.edu/>

# How to verify UC employment?

You can do it yourself by going to At Your Service Online website

<https://atyourserviceonline.ucop.edu/ayso/> Under “Income and Taxes” section you can click on “Employment Verification” link. That will generate a letter with UCLA logo and all the information pertaining to your employment with UC including hire date, title, and salary.

# UCLA Phone Directory

Ever wonder how to contact a person at UCLA by phone, but all one has is their extension? [Add the dialing prefix](#).

A downloadable PDF of the phone directory is available in a [campus edition](#) and a [Medical Enterprise edition](#).

The directory database is maintained by Communications Technology Services (CTS). All inquiries should be addressed to [ucladir@cts.ucla.edu](mailto:ucladir@cts.ucla.edu).

See also, [UCLA Campus Telephone Prefixes](#)



# Do I need to get an IRB Exemption for a Usability Study?

From: Shafer, Sharon

Sent: Friday, November 21, 2008 9:31 AM

To: Brunt, Wendy

Subject: Request info re archiving and use of data acquired via IRB exempt studies

Dear Wendy,

You have been so helpful to me when I have applied for and received IRB exemption. I hope you do not mind if I ask you a few more questions. Please feel free to point me to various OPHS documentation.

Goal: Establish and maintain an archive of data from library usability studies to be used by library staff for improving library products and services.

Concern: I am sure there are restrictions on the use of data gathered from IRB exempt studies and I hope to gather information on the restrictions so as to ensure that the UCLA Library is complying and that we are respecting our participant's privacy and expectations.

Some specific questions:

1. Can we archive data?
2. Are there different levels of use of the data (processing, transcribing (can it be outsourced?))
3. What type of access is permissible; under what conditions?
4. We never associate names with the data, but are some data (video vs. audio vs. text) subject to more stringent archiving/use policies?
5. If we can't archive video, can we archive a transcript? Or video, with a black smudge on the face?

Perhaps, I need to write this use of the data in to standardized language to be included in all IRB applications?

Perhaps, I need to submit an IRB application for each new use of the data?

Thanks in advance for pointing me to the correct path concerning archiving and use of IRB exempt gathered data.

-Sharon

Sharon Shafer

Librarian, UCLA Library Information Technology

390 Powell Library Building Box 957201

Los Angeles, CA 90095-7201

From: Brunt, Wendy

Sent: Wednesday, November 26, 2008 1:36 PM

To: Shafer, Sharon

Subject: RE: Request info re archiving and use of data acquired via IRB exempt studies

Dear Sharon,

Let me see if I can answer some of your specific questions with some general information.

Please note that, if a library usability study will be conducted solely for the purposes of improving library products and services, the study does not need to be submitted to the OPRS/IRB for review. The OPRS/IRB only reviews "research"; research is defined by the federal regulations as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." [45 CFR 46.102(d)] If a library usability study is not intended to contribute to generalizable knowledge through formal publication or presentation, then neither IRB approval nor certification of exemption of the library usability study is required.

Data collected under a protocol that has been certified exempt from UCLA IRB review must be maintained, stored, accessed and archived as described in the application that was reviewed by the OPRS/IRB. If the data will be maintained in an archive for use by library staff for improving library products and services, the protocol should indicate such. If an investigator wanted to modify the procedures for maintaining, storing, accessing or archiving the research data collected under an exempt protocol, the investigator should submit an amendment to the OPRS for review.

The investigator should consider what the subjects were told in the consent document about the procedures for maintaining the confidentiality of the data when proposing to modify the confidentiality procedures for a project.

Regarding your last two questions... Yes, this use of the data should be described in all applications submitted to the OPRS/IRB. Each proposed use of the data solely for the purposes of improving library products and services would not require submission to the OPRS/IRB.

Please let me know if you have any additional questions.

Sincerely,

Wendy

Wendy Brunt

Administrator

Office for the Protection of Research Subjects

University of California, Los Angeles

# Looking for a student programmer?

Hundreds of UCLA students access [BruinView™](#) daily, seeking part-time positions and internship opportunities. As a UCLA department, you can list employment opportunities for free. By posting jobs through [UCLA Career Center's BruinView™](#) system you can help finance a student's college education, add spending money to their budget, and give their resume a boost with valuable on-the-job experience. Participation in the free web-based [BruinView™](#) system is easy and convenient.

# Is Gartner Research available at UCLA?

UCLA has an enterprise-wide Gartner membership that is co-funded by AGSM, AIS, CTS, the Library, and OIT. Among the benefits of this membership is the right for UCLA faculty, staff and students to access Gartner research documents.

We are pleased to announce that UCLA and Gartner have integrated the Gartner Research Portal with UCLA's Web Single Sign-on system. UCLA faculty, staff, and Students are now able to sign into the Gartner Portal to access eligible Gartner research using their UCLA Logon ID.

With the new integrated portal, users are able to access Gartner.com from anywhere without the need to VPN into the UCLA campus. There is also no need to create Gartner-specific accounts.

The service is now available at: <https://gartner.ucla.edu>

See also <https://kb.ucla.edu/link/500>

# What's the difference between [giveto.ucla.edu](https://giveto.ucla.edu) and [giving.ucla.edu](https://giving.ucla.edu)?

## Q: What is the difference between [giveto.ucla.edu](https://giveto.ucla.edu) and [giving.ucla.edu](https://giving.ucla.edu)?

A: GiveTo.ucla.edu is a marketing site for funds that support an area, department, program, or center at UCLA. Don't see your fund there and you think it is eligible? Contact Joanna Sutton at UCLA Development for more information.

[giving.ucla.edu](https://giving.ucla.edu) hosts online giving pages for all funds that are processed by UCLA via UCLA Foundation. That is managed by Nick Todd inside UCLA External Affairs | Advancement Services.

# Can a department sell old equipment to staff?

No, that is not allowed according to UCOP Policy.

[The whole policy is here for reference](#)

Relevant Text:

Page 6

## PROHIBITION OF SALES TO CERTAIN EMPLOYEES AND THEIR NEAR RELATIVES:

1. No one employed in a department that reports to either the Surplus Administrator or the Equipment Administrator, or a near relative of such employee, may buy excess property directly from the University.
2. No one employed in a department that generates excess property, or a near relative of such employee, may buy excess property originating in that department directly from the University.

## E. RESTRICTIONS

### 1. Personal Use of Excess Property

Regardless of value or condition (e.g., obsolete or broken items), in no case may a University employee remove, or cause to be removed, excess property from University premises for personal use, distribution to third parties, or sale.

Page 15

Q: A retiring faculty member would like to keep/purchase his old computer because it contains valuable and/or sensitive research material: is this allowable?

No. As indicated under Section III.E.1. of this Bulletin, "Regardless of value or condition (e.g., obsolete or broken items), in no case may a University employee remove, or cause to be removed, excess property from University premises for personal use, distribution to third parties, or sale." Furthermore, as indicated under Section III.D.2., "No one employed in a department that

generates excess property, or a near relative of such employee, may buy any excess property originating in that department directly from the University.”

The valuable and/or sensitive research material must be copied onto a portable storage device and then transferred to the retiring faculty member’s personal computer.

Additionally, the hard drive in the computer must be wiped of all sensitive information or removed and destroyed, or the entire computer sent to an authorized E-waste recycler, per the provisions of Section III.E.7. of this Bulletin.



# punch card reader

Does anyone know of a punch card reader available on campus (or Southern California)?

Jamie Jamison

[jamison@g.ucla.edu](mailto:jamison@g.ucla.edu)

Social Science Data Archive

- <http://punchcardreader.com/> – *I haven't used them, but they charge 6.5¢ per card either by mail order, or if you scan the cards, you can submit the images online. 10,000 card minimum that way, though.*

# Open Educational Resources

- [UCLA Library Affordable Course Materials Initiative – ACMI](#) – A total of \$10,000 will be offered for the 2013-14 academic year.
- [Growing the Curriculum:](#)  
[Open Education Resources in U.S. Higher Education](#)
- [OER Commons](#)
- [Diigo collection of OER tagged links](#)
- [Creative Commons](#)
- [OpenStax](#) Connexions
- [Merlot](#) – MERLOT is a curated collection of free and open online teaching, learning, and faculty development services contributed and used by an international education community.
- [UCLA Library Digital Collections](#)
- [‘Open Educational Resources’ promoted in U.S. Senate Proposal](#) – *Education Week, May 19, 2015*
- [Curriki releases a new online collection of Open Educational Resources](#). “With the new tool users can search more than 74,000 OERs by standard, subject or grade level.” – *Sept. 9, 2015*

# Vehicle Flood Information (Insurance Related Questions)

For insurance questions related to the July 29, 2014 flood, visit: <https://www.irm.ucla.edu/news-and-events/vehicle-flood-information>

On the site are FAQ's and DWP claim forms. If you have any insurance related questions, please call the IRM office at (310) 794-6948.

# How do I find out if a visiting scholar has an active appointment with the University?

Go to [Visiting Scholars Directory](#) to search active appointments by Name or by Department.

# When are grades due?

Typically, grades are due 10 days after the last final for a given term. The schedule for grade deadlines can be viewed via Registrar's website: <http://www.registrar.ucla.edu/Faculty-Staff/Grade-Submission-Deadlines>

Instructors must submit their grades electronically via MyUCLA. For instructions on how to submit your grades electronically, please see the article: <https://kb.ucla.edu/link/2>

# Can you recommend good child care options in various neighborhoods around LA?

For faculty and staff with dependent children who are new to UCLA, finding child care in a new city can be challenging. If you are satisfied with your child care arrangements and are willing to share, please consider the following questions:

- In what part of LA or the surrounding cities do you live?
- What days and hours is your child care provider open?
- Does your child care provider offer flexible enrollment (half days or full days, 2-3 days per week vs. all 5 days, etc.)?
- Is there anything in particular that you feel makes your child care provider exceptional?
- Please share the website for your child care provider if they have one.

One UC option is:

- <http://www.sittercity.com./universityofcalifornia>
- [http://atyourservice.ucop.edu/employees/health\\_welfare/sittercity/](http://atyourservice.ucop.edu/employees/health_welfare/sittercity/)

# Bruin Alert

**BruinAlert** is a system developed to notify members of the campus community of emergencies on or near the campus.

UCLA faculty and staff with valid email addresses in the UCLA Campus Directory and URSA are automatically enrolled in **BruinAlert** to receive email alerts.

Reference:

- <https://www.transportation.ucla.edu/bruinalert/> (*opt-in, and opt-out*)
- <http://www.emergency.ucla.edu/>
- <http://map.ais.ucla.edu/go/1004018>

# Which areas of LA would you recommend to new faculty or staff for affordable housing?

When new faculty or staff join the UCLA community from another city, state or even country, it can be difficult to learn about the many different neighborhoods that make up our city. If you like your neighborhood and would recommend it to newcomers, please share some of the details about it here:

- What types of housing are most prevalent (apartments, single-family homes, condos, etc.)?
- What is typical for rent on the average property in your neighborhood?
- Are there notable amenities (good schools nearby, ample grocery stores, nice parks, etc.)?
- What is your commute to UCLA like from your home?

## Responses

**UCLA Housing** has many resources within the university and outlying areas online and in-person:

<http://ucla.in/bA1ZoO>

**Santa Monica \*Big Blue Bus** (BBB) is an excellent system for getting to UCLA, with extensive service to the UCLA Hilgard Terminal as well as more limited service to Ackerman.

<http://www.bigbluebus.com>

**Santa Monica** – Many UCLA staff and faculty live in Santa Monica. Santa Monica is a well-to-do city of about 80,000 people west of UCLA. The vast majority of the residents – 70% – are renters, and most reside in multi-family housing. The average rent on a market-rate two bedroom unit in



Santa Monica was \$2,150, according to a city report released in 2012. The public schools are excellent; the sidewalks are wide and clean; the city government is well-run; and residents are no more than two blocks from a Big Blue Bus stop (although that is no guarantee of the headways). The Wilmont section of Santa Monica is the city's densest corridor, although don't be alarmed; the population densities more match Park Slope, Brooklyn than, say, Manhattan. The City approved a progressive long-range planning document in 2010 which articulates its vision for a future that includes focusing development near the forthcoming Expo Line, and reducing vehicle miles traveled through the expansion of bike infrastructure and siting neighborhood-serving retail near housing.

Commute times to UCLA vary based on your start point in Santa Monica and your end point on campus. Those who live off Wilshire Boulevard and work in Wilshire Center will find their commutes are less than 25 minutes door-to-door by bus. A door-to-door commute by bus for someone who lives on the edge of Venice and works on The Hill may be an hour.

# Best practices for preparing and documenting data

Here are some resources to use in creating and preparing data in a variety of formats and for a variety of disciplines. The call number are for items in the UCLA libraries.

Digital Preparation, Curation and Best Practices Resources

Prepared by Libbie Stephenson, Dir. Social Science Data Archives

([libbie@ucla.edu](mailto:libbie@ucla.edu)) <http://dataarchives.ss.ucla.edu/>

‘Archeology’

Bewley, R. (1999). Archiving aerial photography and remote sensing data. Oxford: Oxbow Books for the Arts and Humanities Data Service.

SRLF Call Number: CC80.4 .A745 1999

Details: Guide to digital preservation of aerial photographs, satellite imagery, and archaeological interpretations derived from these sources.

Schmidt, A. (2001). Geophysical data in archaeology: A guide to good practice. AHDS guides to good practice. Oxford [England]: Oxbow Books. YRL Call Number: CC79.P5 S3 2001

Details: Guide to Good Practice in collecting, documenting, and preserving raw geophysical data and images and interpretations drawn from this data.

Eiteljorg, H. (2003). CAD— a guide to good practice. Oxford: Published by Oxbow Books for the Arts and Humanities Data Service.

SRLF Call Number: AZ186 .C33 2003

Details: A Guide to Good Practice in collecting, documenting, preserving, and using Computer Aided Design datasets and images.

Richards, J. C., & Robinson, D. (2000). Digital archives from excavation and fieldwork: A guide to

good practice. AHDS guides to good practice. Oxford: Oxbow.

YRL Call Number: CC80.4 .D54 2000

<http://ads.ahds.ac.uk/project/goodguides/excavation/>

Details: Guide to digital archiving of records produced in the course of assessment, excavation, and post-excavation phases of archaeological projects.

Gillings, M., & Wise, A. (1990). GIS guide to good practice. AHDS guides to good practice. Oxford, Eng: Oxbow Books.

Details: A guide to good practice in documenting and archiving datasets (both spatial and attribute) from Geographic Information Systems.

‘History’

Townsend, S., Chappell, C., & Struijvé, O. (1999). Digitising history A guide to creating digital resources from historical documents. [London, England]: Arts and Humanities Data Service.  
[http://hds.essex.ac.uk/g2gp/digitising\\_history/index.asp](http://hds.essex.ac.uk/g2gp/digitising_history/index.asp).

Details: This guide is intended as a reference work for individuals and organisations involved with, or planning, the computerisation of historical source documents.

Gregory, I. (2003). A place in history: A guide to using GIS in historical research. Oxford: Oxbow.  
YRL Call Number: D16.12 .G745 2003  
<http://www.ahds.ac.uk/history/creating/guides/gis/index.html>

Details: This guide is intended for historians who want to use Geographical Information Systems (GIS). It describes how to create GIS databases and how to use GIS to perform historical research.

‘Performing Arts’

Goodman, L., Milton, K., Weldon, R., & Hamza, K. (2005). A guide to good practice in collaborative working methods and new media tools creation: (by and for artists and the cultural sector). Office for Humanities Communication publication, no. 18. London: Office for Humanities Communication.  
<http://www.ahds.ac.uk/creating/guides/new-media-tools/index.htm>

Details: This Guide offers new perspectives on the role of new technologies in creative and collaborative practice in performance and is one of a series of titles commissioned and edited by AHDS

Performing Arts at the University of Glasgow.

Smith, B. (2002). Creating digital performance resources: A guide to good practice. Guide to good practice. Oxford: Oxbow.

<http://www.ahds.ac.uk/creating/guides/performing-resources/contents.htm>

Details: This Guide covers various issues in related to digital resources in the performance arts. It examines the construction of web-based databases, digital archives, e-journals and teaching applications, all in the context of performing arts datasets. There is also a section on the use of electronic resources in the actual practice of performing arts.

Fells, N., Donachy, P., Owen, C., & Iles, K. (2002). Creating digital audio resources: A guide to good practice. Oxford: Oxbow.

SRLF Call Number: TK7881.65 .F45 2002

[http://www.ahds.ac.uk/creating/guides/audio-resources/GGP\\_Audio\\_Contents.htm](http://www.ahds.ac.uk/creating/guides/audio-resources/GGP_Audio_Contents.htm)

Details: This Guide aims to provide information and more specific technical guidance for those considering small or medium-scale audio digitisation projects. The guide is aimed at a non-technical audience and will be of interest to holders of analogue collections considering digitisation, managers who need enough information to plan resources for a digitisation project and those experimenting with or piloting digitisation on a small scale for research, teaching, promotion or creative projects.

Frost, H., ed. (2008) Audio Preservation.

<http://cool.conservation-us.org/bytopic/audio/>

Details: The section on Standards, Guidelines and Best Practices contains links to a variety of resources, articles, and organizations.

The Collaborative Digitization Program. Digital Audio Working Group. (2006) Digital Audio Best Practices. Ver 2.1

<http://www.bcr.org/dps/cdp/best/digital-audio-bp.pdf>

Casey, M. & Gordon, B. (2007) Sound Directions: Best Practices for Audio Preservation

[http://www.dlib.indiana.edu/projects/sounddirections/papersPresent/sd\\_bp\\_07.pdf](http://www.dlib.indiana.edu/projects/sounddirections/papersPresent/sd_bp_07.pdf)

‘Literature, Language and Linguistics’

Morrison, A. S., Popham, M., & Wikander, K. (2000). Creating and documenting electronic texts. AHDS guides to good practice. Oxford [England]: Oxbow Books for the Arts and Humanities Data Service.

YRL Call Number: Z699 .M677 2000

Details: This Guide outlines various approaches to creating electronic texts, their advantages and disadvantages, and includes the recommendations of the AHDS. Particular emphasis is placed upon the importance of documenting the process of text creation in order to provide bibliographic information appropriate to the needs of teachers and researchers.

‘Visual Arts’

Fernie, K., & Richards, J. D. (2003). Creating and using virtual reality: A guide for the arts and humanities. AHDS guides to good practice. Oxford: Oxbow.

[http://vads.ahds.ac.uk/guides/vr\\_guide/index.html](http://vads.ahds.ac.uk/guides/vr_guide/index.html)

Details: This Guide to Good Practice concentrates on accessible desk-top virtual reality which may be distributed and viewed on-line via the World Wide Web. It is concerned with the variety of virtual reality models that may be produced and how to ensure that these can be delivered successfully to users and preserved for future reuse.

Grout, C. (2000). Creating digital resources for the visual arts: Standards and good practice. AHDS guides to good practice. Oxford: Oxbow.

YRL Call Number: ZA4084.A78 C74 2000

[http://vads.ahds.ac.uk/guides/creating\\_guide/contents.html](http://vads.ahds.ac.uk/guides/creating_guide/contents.html)

Details: This Guide both highlights examples of current practice in the creation of digital information in the visual arts domain, and makes recommendations for best practice in data creation, collection, description, delivery and preservation. It covers the use of domain specific resource description standards and the issues involved in the creation and use of resource discovery metadata for this domain. It also covers explicitly technical issues such as choice of data format and hardware and software platforms for a given resource.

Texas Commission on the Arts. Videotape Identification and Assessment Guide

<http://www.arts.state.tx.us/video/resources.asp>

Details: Contains links to several organizations and resources on preserving video.

Knight, G. & McHugh, J. (2005) Moving Image Preservation Manual. UK: Arts and Humanities Data Service

<http://www.sscnet.ucla.edu/issr/da/Responsible%20Use/video-preservation-handbook.pdf>

‘Survey data’:

ICPSR. (2009) Guide to Social Science Data Preparation and Archiving. Best Practices Throughout the Data Life Cycle, 4th ed. Ann Arbor, MI: ICPSR

<http://www.icpsr.umich.edu/ICPSR/access/dataprep.pdf>

‘Digital Game’

Lowood, H. ed. (2008) Before It’s Too Late: A Digital Game Preservation White Paper

[http://wiki.igda.org/Game\\_Preservation\\_SIG/White\\_Paper/Before\\_It%27s\\_Too\\_Late:\\_A\\_Digital\\_Game\\_](http://wiki.igda.org/Game_Preservation_SIG/White_Paper/Before_It%27s_Too_Late:_A_Digital_Game_)

Details: Discusses the issues, and have included some suggestions on how to preserve games.

# Data Management Plans

Researchers who are applying for grants from federal agencies, or other funders will need to complete a Data Management Plan as part of the proposal. The Data Science Center is available to anyone for assistance in preparing the plans.

The Data Science Center (DSC) provides access and support for the California Digital Library's "DMPTool"<https://dmptool.org/>, which provides a click-through wizard for creating a DMP that complies with funder requirements. It also has direct links to funder websites, help text for answering questions, and resources for best practices surrounding data management. The DSC can help you fill out a DMP and also provide variety of resources on plans for different funding agencies, boiler plate language, elements to include in a plan, and advice on where and how to deposit data during and after a research project. We also assist in preparation of metadata, depositing data, and sharing data with others. We work with faculty and students and will work with you to manage and use your data throughout the life cycle of your research.

The Data Science Center is located in the Young Research Library and we can be reached at (310) 794-7397. Our "web site"<https://www.library.ucla.edu/location/data-science-center>.

Another great resource for managing social science data can be found at the [Inter-university Consortium for Political and Social Research](#).

# The Versatile PhD

**The Versatile PhD: a new resource on non-academic careers for graduate students in humanities and social science**

Thinking about next steps in your career? Interested in exploring non-academic career options?

The Versatile PhD is a new resource that is especially for graduate students who want to know more about non-academic career options and how to pursue them. The focus is on humanities and social science careers, but graduate students in the STEM disciplines can also benefit.

Visit us at <http://ucla.in/sZtGvB>++



# Data Management Plan and Resources

## Data Management

Making a plan for managing data before beginning a research project and then following that plan throughout the research life cycle is essential to ensure usability, preservation, and access to the data. It may also be a funding requirement; many federal agencies and other funders now require grant applicants to include a data management plan with grant proposals. The UCLA Library can help researchers with data management.

## Grant Requirements

The U.S. Office of Management and Budget [Circular A-110](#) contains federal administrative requirements for grants and agreements received by institutions of higher education, hospitals, and other non-profit organizations. It also reflects circumstances under which public access to research data is required through the Freedom of Information Act. A [table](#) summarizing various federal agencies' data management and sharing policies and requirements is available online.

## National Science Foundation (NSF)

The NSF strengthened its [data sharing policy](#) as of January 18, 2011, when it began requiring all grant proposals to include a two-page data management plan. Guidelines are [available online](#). Specific NSF directorates, offices, divisions, programs, or other units may impose [additional data management requirements](#).

# National Institutes of Health (NIH)

The NIH has a [policy supporting data sharing](#), which requires researchers applying for \$500,000 or more in direct costs in any one year to include a data-sharing plan or state why data sharing is not possible. Further details are available on the [NIH Data Sharing Policy and Implementation Guidance](#) web site.

## Data Management Plans

The California Digital Library (CDL), along with other institutions, has launched an online [data management planning tool](#) to help guide researchers through the process of creating a plan. The tool helps researchers:

- Generate ready-to-use data management plans required by specific funding agencies
- Get step-by-step instructions and guidance on data management plans
- Find resources and services that can help meet funders' data management plan requirements

The CDL also has a [data management guidelines Web site](#) to assist UC researchers with developing data management plans. It links to detailed information on [creating](#), [organizing](#), and [managing](#) data.

UCLA librarians can help researchers with developing a data management plan or using the CDL tool; request a consultation via email ([data@library.ucla.edu](mailto:data@library.ucla.edu)).

## Data Repositories

Researchers can share data by emailing it to requestors or posting it on a Web site, but this can make it difficult to find. Depositing data in an archive facilitates its discovery and preservation.

## UC Repositories

- **Merriitt**: repository service that enables UC users to manage, archive, and share digital content including data; can be used for long-term preservation, sharing, or meeting a grant's data sharing and preservation requirements
- **EScholarship**: open-access publishing platform containing scholarship, including working papers, peer-reviewed journals, monographic series, paper/seminar series, postprints, and conference proceedings, generated by UC departments, centers, and research units
- **EZID**: a service for assigning a unique identifier to digital objects

## Other Repositories

Princeton University has created a repository for policy-relevant data on U.S. arts and cultural policy. The California Digital Library has compiled a partial list of data repositories in various disciplines. More complete lists of data repositories are available from Purdue University's Distributed Data Curation Center and Simmons University.

## Privacy and Intellectual Property

When publishing data, researchers must consider their rights and responsibilities regarding confidentiality and intellectual property.

## Confidentiality

It is vital to maintain the confidentiality of research subjects for ethical reasons and to ensure their continuing participation.

**Comply with UC regulations:** Consult the appropriate UC Requirements and Guidance for Conducting Research Involving Human or Animal Subjects.

Comply with all health research regulations: Federal legislation contains very strict guidelines; consult HIPPA Privacy Rule Information for Researchers.

Evaluate the data's sensitivity: Consider whether the data contains direct or indirect identifiers that could be utilized with other public information to identify research participants.

**Obtain informed consent:** Several sample agreements are available.

Restrict use of the data: Control access through embargoes or access/licensing terms and conditions.

**Learn about professional guidelines:** The National Academy of Engineering offers an online

ethics center that includes a discussion of ethical issues in data management.

#### Intellectual Property Considerations

Data cannot be copyrighted. However, a particular expression of data, such as a chart or table in a publication, can be copyrighted.

Data can be licensed; licensing conditions can be imposed to protect participants' privacy or limit further uses.

To promote sharing and unlimited use of data, make it available under a Creative Commons CC0 Declaration.

Researchers may or may not have the right to share data collected from other sources, depending upon the sources' license terms.

Most licensed databases the UC Libraries subscribe to prohibit redistribution of data outside of UC. For more information on terms of use for databases licensed by the Libraries, contact the subject specialist supporting your discipline.

If you are uncertain about your rights to disseminate data you collected, consult with the UCLA Office of Intellectual Property and Industry Sponsored Research or the UCLA Office of Campus Counsel.

#### Further Information and Assistance

UCLA librarians can provide assistance with developing data management plans; email [data@library.ucla.edu](mailto:data@library.ucla.edu) or contact the subject specialist supporting your discipline. The following may also provide information about and assist with other aspects of managing data.

#### UCLA Resources

- **Office of Contract and Grant Administration:** Assists with applying for, receiving, and administering contracts and grants
- **Academic Technology Services:** Provides academic IT services
- **Information Technology Planning Board:** Primary governance and oversight body for UCLA's IT strategies; see also [Building UCLA's Digital Future](#) (Adobe PDF document)
- **Social Science Data Archive:** Faculty and graduate student survey research
- **Institute for Digital Research and Education:** Cooperative of faculty and technologists

#### Non-UCLA Resources

- [UC Curation Center](#)
- [Preparing Data Management Plans for NSF Grant Applications](#), UC Berkeley Science

## Libraries

- **Data Management and Sharing FAQs**, National Science Foundation
- **Data Management and Publishing**, MIT Libraries
- **Scientific Data Consulting**, University of Virginia Library
- **Guidelines for Effective Data Management Plans**, University of Michigan Inter-university Consortium for Political and Social Research
- **Data Management Plans**, Data Conservancy Science Commons
- **NSF Data Sharing Requirement**, Association of Research Libraries

# IT SuperFriends - UCLA Staff Assembly, Helpdesk Consortium, and Knowledgebase

## What is UCLA Staff Assembly?

*UCLA Staff Assembly is an organization “for staff, by staff”. Through educational, social, and community programs, we foster staff engagement in support of UCLA’s mission. The benefits include leadership opportunities, networking, personal, and professional development, recognition, and campus involvement to name a few. All staff are encouraged to be a part of our community.*

**Sponsors: Office of the Chancellor and Campus Human Resources**

## Learn-at-Lunch

- Sustainability
- Workplace Savings
- Open Enrollment Workshop
- Overview of UC Retirement
- Speed Dating for technology
- External Affairs Career Panel

- Giving Back!
- [Emerging Research Series](#)
- Current & upcoming sessions, <http://uclasa.chr.ucla.edu/learn-at-lunch/>

## Events

- [All-Staff Picnic](#)
- [Breakfast with the Chancellor](#)
- [Town Hall](#)
- [Toy Drive](#)
- VIP Reception with Mrs. Block ([basketball](#), [volleyball](#) )
- see also, <http://uclasa.chr.ucla.edu/events/>

## Fundraising Events

- [Small Business Resource Fair](#)
- [Casino Night](#) (Poker Tournament)

## Scholarships (\$500)

- Career Enhancement and Professional Growth (UNEX, CHR, Conference, Workshops, Seminar)
- see also, <http://uclasa.chr.ucla.edu/awards/>

## 2011 Chancellor's Excellence in Service Award (\$1000)

*Staff members who go “above and beyond the call of duty” in*

# *supporting the University's values:*

1. Sustainability
  2. Diversity
  3. Civic Engagement
  4. True Bruin (Integrity, Excellence, Accountability, and Respect)
  5. see also, <http://uclasa.chr.ucla.edu/awards/>
- Letter of recommendation from nominee's direct supervisor.
  - May 6, 20011 *to be announced soon*

## Faculty/Staff Partnership Award

- see also, <http://uclasa.chr.ucla.edu/awards/>

## For more information on Staff Assembly

- Website: [www.staffassembly.ucla.edu](http://www.staffassembly.ucla.edu)
- Facebook: <http://www.facebook.com/UCLASA>
- Twitter: UCLASA
- Email: [staffassembly@ucla.edu](mailto:staffassembly@ucla.edu)

## What is UCLA Helpdesk Consortium



\*Sponsors: [Office of Information Technology](#) \*

The HDC was form to promote IT Collaboration on campus:

- Share expertise, solutions, ideas and resources to increase efficiencies
- Develop IT best practices and operating standards
- Encourage more specialization and innovation
- Establish cooperation in navigating IT bureaucracy
- Facilitate Help Desk IT projects across campus
- Align IT with the University's mission & vision
- Increase responsiveness to end-users and customers
- Encourage professional development for IT staff

## Subcommittees

- Lab Manager's/Instructional Computing
- IT Scholarships and Awards
- Brown Bag Users Group
- IT HR Committee
- Knowledgebase

## Projects

- Resume Book for HDC  
<https://secure.career.ucla.edu/BruinViewLogin/Login.aspx>
- Microsoft IT Academy

For more information on UCLA HDC:

- Website: [www.hdc.ucla.edu](http://www.hdc.ucla.edu)
- Facebook: UCLA Helpdesk Consortium
- Twitter: UCLA\_HDC
- Email: [hdconsortium@ucla.edu](mailto:hdconsortium@ucla.edu)

# What is the UCLA Knowledgebase?

1364 Articles by 228 Bruins

<https://kb.ucla.edu/link/1297>

## Feedback from Staff Assembly

## Wishlists

1. Ability to Comment
2. Rating (Was article useful?)
3. Recognition

*Ideas or suggestions?*

## What is JWC BOG?

# “Ambassador Resolution”

## Programs

- [Fitwell](#) (also, [here](#))
- [Fitsports](#)
- IHeartWalking
- [BHIP](#) (Bruin Health Improvement Program)
- [Bruin Bike Program](#)

## Space Issues

## Feedback

For more information on UCLA  
Recreation

Website: [www.recreation.ucla.edu](http://www.recreation.ucla.edu)

# CareConnect

**CareConnect**, a new name for UCLA's innovative electronic health record (EHR) program. It is based on EpicCare. The name CareConnect reflects both the breadth of the program and the benefits that will result from its implementation.

While the **CareConnect** program is using Epic Systems technology, the actual implementation will be tailored to UCLA's needs, according to Michael Steinberg, M.D., Chair of the Executive Oversight Board.

**EpicCare EMR** is a comprehensive system of applications known for being efficient and physician-friendly, with integrated access and revenue systems for simplified administration. Their "one patient, one record" approach improves care in both hospitals and physician groups by simplifying the important patient-facing elements of care delivery.

see also,

<http://it2020.ucla.edu/initiatives/electronic-medical-records>

# Do UC Employees get discounts rates on cellular services and data services?

Select cellular services providers offer discounted rates to the UCLA community. You can check the [CTS Website](#) for more information and respective cellular and data service provider contact information.

# Does UCLA offer online sexual harassment training?

Yes!

The UCLA Sexual Harassment Prevention Office offers online workshops. Please follow the link:

[Sexual Harassment Training](#)

This is especially important if you are a supervisor. As a supervisor you must complete two hours of training every two years.

# How do I submit a job opening in the Daily Bruin Classifieds?

Follow this link for instructions and fill out the form:

<http://www.dailybruin.ucla.edu/advertising/classifieds/order/>

# What services are available for enhancing instruction?

There are a lot of services on campus to help you enhance your classes, such as video, interactive media, research collections, etc. These resources are available on campus and are constantly changing as new technology are introduced. Each group has specialists who can help guide you on your way.

- [UCLA Academic Technology Services](#) – ATS provides IT support services for researchers, working with high performance computing, visualization, simulation and modeling. ATS also supports a variety of cross-disciplinary research groups that may fall outside of local departmental IT services. ATS also works with researchers to make the the products of these efforts available for instruction.
- [UCLA Office of Instructional Development](#) – The Office of Instructional Development offers consultation to faculty on all aspects of teaching and learning. Our objective is to help faculty reflect on classroom practice and suggest strategies for improvement.
- [Audio Visual Services](#) – AVS provides equipment at no cost for undergraduate courses, provided that the equipment complements or enhances the lecture during the scheduled class time. Training on equipment is also provided at no cost.
- [Center for Digital Humanities](#) – The Center for Digital Humanities will work with you to develop digital and interactive materials for both teaching and research.
- [Video Conferencing and Distance Learning](#) – Have you been wanting to bring in a guest speaker who specializes in a topic of interest to your students, but the scholar you have in mind doesn't plan to be in Los Angeles during the quarter? Let us help you arrange a live videoconference for your class, right in your general assignment classroom.
- [Instructional Media Production](#) – Instructional Media Production (IMP) supports all aspects of effective presentation, with a staff of media professionals and a state-of-the art technical facility.
- [UCLA Library](#) – Subject librarians offer a variety of services designed to help UCLA students, faculty, and staff access information resources and use them more effectively.
- [Instructional Media Lab](#)



- [Instructional Media Library](#) – The OI Instructional Media Library (IML) is UCLA’s central resource for the collection and maintenance of instructional media.
- [Social Sciences Computing](#) – Here are the pieces of computing information that we think are most critical for new Social Sciences Faculty at UCLA.
- [College Library Instructional Computing Commons](#) – Electronic learning spaces located on the 3rd floor of the Powell Library Building and on the first floor of the Research Library, the CLICC Classrooms provide a range of software for instructional use, as well as accessible desktops and laptops in both PC and MAC platforms.

# Where do I go to find the campus administration organization chart?

[UCLA Leadership](#)

Select Organization Chart (PDF).

# Where can I go to look for a new job on campus?

Visit:

[Campus Human Resources](#)

Click on “Career Opportunities”.

Good luck hunting!

daily updates ;-)

<http://www.chr.ucla.edu/cjo/html/bulletins.html>

# What if I want to use software in the HSSEAS labs?

HSSEAS labs are only available to HSSEAS students or students taking HSSEAS classes. In addition, much of the software installed in the HSSEAS labs (such as Matlab, Femlab, etc.) are licensed for coursework only and are not available for any other purpose.

# What are the current BruinBuy suppliers and future suppliers?

## Active BruinBuy Suppliers

- All-Phase Electrical Supply
- ASUCLA
- BioSource International
- BMC
- Brenton Safety Inc.
- Carl Zeiss
- Cellular Accessories For Less
- Chemicon
- CleanSource
- Fisher Scientific
- Garlic, Inc.
- GE Health Care
- Grainger
- Hydraulic Industrial Plumbing Supply
- Krueger International
- KST Data
- Lab Safety Supply
- Lanier
- Newark Electronics
- OfficeMax
- PerkinElmer Life Sciences
- Sigma Aldrich
- Tangram

- Technology Resource Center
- VWR
- Waxie
- Xerox

#### Future BruinBuy Suppliers

- Bio-Rad
- Invitrogen
- Qiagen
- Roche
- Stratagene

# UCLA Network Weather Report

<http://www.noc.ucla.edu/weather.html>

# How do I forward my campus number to another number?

Phone Forwarding Instructions for campus number:

1. Dial \*42, wait for tone
2. Dial the extension of the number to be forwarded to (example: x55555)
3. Wait for tone, then hang up

Phone Forwarding Instructions for off-campus number

1. Dial \*42, wait for tone
2. Dial the 8, 1 (Area Code) + (phone number)
3. Wait for tone, then hang up

Removing Phone Forwarding:

1. Go to host phone
2. Dial \*43, wait for the tone, hang up



# UCLA Campus Telephone prefixes

UCLA telephone numbers are located within the 310 area code and encompass one of the following prefixes:

206  
267  
312  
319  
794  
825  
983

To identify the full seven-digit UCLA telephone number, match the last digit of the prefix to the first digit of the five-digit number. CTS also provides campus-dialing service to Santa Monica-UCLA Medical Center. However, numbers ranging from 92000 to 93999 and from 95200 to 95999 cannot be dialed directly using the 319 prefix. These five-digit numbers can only be dialed from another UCLA campus number or via Santa Monica-UCLA Medical Center Hospital Communications.

- Taken from the CTS UCLA Telephone Features User Guide at [http://www.cts.ucla.edu/support/publications/user\\_guides/TFUG\\_userguide\\_06.pdf](http://www.cts.ucla.edu/support/publications/user_guides/TFUG_userguide_06.pdf)

# Where are all the Help Desks on Campus?

[Visit the UCLA Help Desk Directory](#)

# Where can I find helpdesks on campus?

There is an array of helpdesks on campus that can help you enhance your curricula, particularly by encompassing technology available for faculty, students, and staff to use. Here's a list of campus help desks available and ready to assist you.

- [Audio Video Services](#) – Audio Visual Services (AVS) provides equipment, training, and technicians for regularly scheduled classes, conferences and events.
  - [HumTech](#) – HumTech provides technical support to Humanities faculty, graduate students and staff.
  - [CLICC](#) – provides assistance with all CLICC services and equipment
  - [Instructional Media Production](#) – Instructional Media Production (IMP) supports all aspects of effective presentation, with a staff of media professionals and a state-of-the art technical facility.
  - [Instructional Media Lab](#) – The UCLA Instructional Media Lab provides access to course related materials for self-study, group instruction or research.
  - [Instructional Media Collections](#) – The Instructional Media Collections (IMCS) is UCLA's central resource for the collection and maintenance of instructional media.
  - [SEASnet](#) – SEASnet provides computing resource support for the Henry Samueli School of Engineering and Applied Science.
  - [Social Sciences Computing](#) – Whether you contact us in person, via the phone (x62821), or email ([support@ssc.ucla.edu](mailto:support@ssc.ucla.edu)), this is where we address all of your questions about access to the network or services available from SSC.
  - [UCLA Help Desk Directory](#) – Anticipated compilation of all the Help Desks / Computing Support groups across the UCLA campus. Groups can voluntarily add themselves to the list along with their proficiencies and specialties.
- 
- In addition to Help Desks, UCLA has a Computer Support Coordinator system with technical staff in departments throughout UCLA

- - [CSC Homepage](#)

# How is blogging being used in teaching at UCLA and elsewhere?

Blogging can definitely be used in teaching, and here are some UCLA Faculty experiences:

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## **Chad Topaz, Dept. of Mathematics**

"I have done some work implementing student blogging as a tool to improve teaching and learning. If you are interested in this topic, feel free to peruse the information packet I put together."

- <http://www.oid.ucla.edu/edtech/interviews/topaz/>
- "Blogs and wikis as instructional tools: A social software implementation of Just-in-Time Teaching" by J.A. Higdon and Chad Topaz. This article will appear in the journal College Teaching in 2008 or 2009.":<http://web.mac.com/chad.topaz/ChadTopaz/Blogging.html>

*Unfortunately, Prof. Topaz has left UCLA and moved to USC and then on to Macalester College - 5-23-08.*

*Prof. Topaz's website <https://chadtopaz.com/> shows his continued interest in this. - 3-21-17*

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## **Kimberly Jansma, Dept. of French and Francophone Studies**

She experimented with blogging in an advanced French writing class. Students took the role of tenants in an apartment building and the writing assignments for the class were done in the "voice" of that character. After the assignments were corrected, students would post them to their blog and other students could read and comment on them. Also in French.

- not just for a writing class
- the blog is "real" virtual reality. People DO in fact blog in the real world. Makes it more

realistic.

- Comments allow for feedback
  - Any assignment (not just a final product)( can be assigned to a blog; e.g. sentences, paragraphs, discussion questions. She wishes she'd done more of that.
  - Students can learn from fellow students; w/o the teacher setting the A students apart.
  - quality of work, and motivation went up
- 

## Articles and Other Resources

- [A Socrates Redux in the BYU Learning Model](#) – Trent Batson – [Campus Technology](#) – 10/07/09
- [Microblogging and Relevancy](#) – Ruth Reynard – [Campus Technology](#) – 11/12/08 *Article on use of <http://twitter.com> in teaching.*
- [Avoiding the 5 Most Common Mistakes in Using Blogs with Students](#) – Ruth Reynard – [Campus Technology](#) – 10/01/08
- [Instructional Models for Using Weblogs In eLearning – A Case Study](#) – Syllabus 2004

If I am an instructor, but I have yet to have my name added to the payroll, how can I obtain a BOL account if I need access to course materials?

Instructor can apply for a “special temporary account” with an expiration date by following the instructions for a visiting scholar account here:

<http://www.bol.ucla.edu/services/accounts/info/special.html#temp>

Once the professor has a payroll entry, they can then contact BOL to switch their account over to a regular one.

# Where can I find interviews with faculty about teaching with technology?

An underutilized resource on campus is this collection of interviews with faculty about teaching with technology.

- <http://www.oid.ucla.edu/edtech/interviews/>

*Please add other sources both here at UCLA and elsewhere.*

The UW-Madison Educational Innovation Initiative produced a series of faculty interviews on teaching and learning, including videos on teaching online, backwards design, hybrid learning, and online music and nursing education:

- Educational Innovation at UW-Madison:  
<https://www.youtube.com/playlist?list=PLE455FFFAF9A10BF0>



# Bruincard photos for class rosters

The School of Public Affairs gets student photos from BruinCard. All students, faculty, and staff photos are on file at BruinCard. This is a fee for service function, and there is a form that must be completed that addresses FERPA and other issues. Faculty really like having a sheet in front of them that allows them to learn names and faces quickly.

# How can I find out what UCLA phone number a particular line has?

If you want to find out what UCLA phone number a particular line has, call 114 from that line, and the support operator will tell you what number it is, 7-5:30 Monday through Friday.

For more information see <http://www.cts.ucla.edu/about/contact.htm>

# Where do I go to find out more information about accepting credit card payments for my department?

Student Financial Services has a great site to help you get started:

[CyberPay at UCLA](#)

# What is the pool schedule for UCLA swimming pools?

Check out the schedule to find out when is a good time for a swim workout:

[UCLA Recreation - Aquatics](#)

# I have some data from my own research. Who can help me archive the data?

The best place to go on campus is the ISSR Data Archive. For more information on data preparation and preservation click on this link: <https://www.library.ucla.edu/social-science-data-archive/about-data-archive>

# Gartner Events Discount

## Gartner Higher Education Discount

All UC staff are entitled to purchase tickets to Gartner events exercising the Higher Education Discount. The discount varies by event, but generally tickets for events that are normally priced around \$1800 can be purchased for \$1195, and tickets for events normally priced higher than \$2000, can be purchased for \$2000.

To purchase tickets using the **Higher Education Discount**, please contact Dee Hartman, at 813-249-5676.

To access the research data provided via our agreement with Gartner, please see

<https://kb.ucla.edu/link/581>

# How do I apply for admission to the David Geffen School of Medicine graduate programs?

Information on applying the graduate programs is available at:

<http://dgsom.healthsciences.ucla.edu/gseducation>

# How can I search for classes by keyword?

Sometimes a student or adviser might want to search the *Schedule of Classes* for a key word such as “Central Asia” or “economics” to catch the offerings that span a wide range of potential departments ranging from the sciences to the humanities.

For a limited time during the summer of 2016, visitors can search by keyword using the legacy site, <http://legacy.registrar.ucla.edu/schedule/search.aspx>. A search by keyword is in development for the new Schedule of Classes search as of June 2016.

Currently, the Schedule of Classes does not contain a search by keyword. However, you can search all course titles and descriptions by keyword on the course descriptions page, <http://www.registrar.ucla.edu/Academics/Course-Descriptions>.

The Schedule of Classes, <https://sa.ucla.edu/ro/public/soc>, available at [www.registrar.ucla.edu](http://www.registrar.ucla.edu) by clicking on Schedule of Classes, allows visitors to search by Subject Area, General Education Foundation and Category, Class ID, Writing II, Class Units, Fiat Lux, Online Classes, Instructor name, Diversity, Collegium of University Teaching Fellows (CUTF) Seminars, Service Learning Classes, and Undergraduate Student Initiated Education (USIE) Seminars. Results can be further filtered by enrollment status, meeting days and times, locations, units, instructors, class level, impacted, enrollment restriction, enforced requisites, and individual studies. Additional filtering by attributes such as GE requirement, Diversity, and Writing II are in development.



# UCLA Maps

Most are aware [basic UCLA campus maps](#) are available by clicking on maps from the UCLA homepage.

A variety of more detailed building maps are available from [UCLA Space Inventory](#) (click “maps/files”). Departmental building managers should have a login for additional maps. (If not, The site has details for obtaining a login specific to it.)

# UCLA Facilities Outage Notification System

If you aren't one of the lucky ones who receives email notifications of Facilities outages, you can find them here. It includes traffic closures and planned electrical outages. I'm told that emergency and monthly test outages aren't listed here.

<http://outages.admin.ucla.edu/index.cfm>

The site also includes lists of who received each notification.

# News Media

A reporter called looking to interview one of our faculty members. What do I do?

It's best to direct initial media calls to the Office of Media Relations at 310.825-2585. They can route the queries to the appropriate media relations staff member in the central office or in the schools/administrative areas around campus and/or provide the interface directly between the reporter and the faculty member (or administrator).

# Use of the UCLA name by a corporation

Our department has been approached by a for-profit company who'd like use the UCLA name and our department's name for advertising its product. They would pay us a fee for using the name.

Can we do it?

UCLA policy 110 governs the use of the UCLA name, seals and trademarks. For complete information: go to <http://www.adminvc.ucla.edu>

# Where can I found out about UCLA's Graphic Standards and which UCLA logo I should use?

University Communications oversees UCLA's Graphic Identity System. You can get complete information by going to:

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

# How do I apply for admission to the David Geffen School of Medicine medical school program?

Information on applying to medical school is available at:

<http://www.medstudent.ucla.edu/prospective/>

# I need some data for a class or research project. Who do I talk to?

The ISR Data Archive serves faculty, staff and students who want to use data for classes and research. For more information about our services and collection please click on this link:

<http://www.sscnet.ucla.edu/issr/da>

# Where can I find out about David Geffen School of Medicine faculty research interests?

The David Geffen School of Medicine maintains a searchable database of faculty located at:

<http://dgsom.healthsciences.ucla.edu/research/institution/search-faculty/>



# How can I access campus administrative data?

UCLA's administrative campus Data Warehouse is called the QDB (Query DataBase). For information on what is included, how to access it, and up-to-date news and information on the many QDB datamarts, go to:

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

As of March 24, 2010, AIS recommends using Firefox – some Query Studio functions still don't fully work in Internet Explorer.

# How do I get a loading permit at UCLA?

1. Drive up to any UCLA Parking Kiosk
2. Ask attendant for loading permit
3. Present a valid parking permit to attendant
4. Receive loading permit

Easy as 1-2-3.

# How can I get more information on the ergonomics of my workstation?

You can schedule a consultation with a UCLA ergonomics expert. UCLA ergonomics team provides wonderful information on their website:

[UCLA Ergonomics](#)

# How do I subscribe to the Staff Assembly email list?

Join “UCLA Staff Assembly”

<https://groups.google.com/a/lists.ucla.edu/forum/#!forum/uclasa-l>

# I need to work with census data and don't know where to start.

There are a number of resources you can use to learn about and use census data. The ISSR Data Archive maintains a collection of census data covering many years and countries.

<https://www.library.ucla.edu/social-science-data-archive/about-data-archive>

The Census Bureau provides options for making tables and downloading reports, maps and tables.

<https://data.census.gov/cedsci/>

Other useful census data sites:

<https://guides.library.ucla.edu/census>

<https://www.icpsr.umich.edu/web/pages/>

# How do I find public opinion polls for a class or research?

The UCLA Data Archive maintains a collection of public opinion poll data, covering many years and countries. Some of these files come from the Roper Center. Some come from Inter-university Consortium for Political and Social Research (ICPSR). To see what is available on campus, click on this link:

<https://www.library.ucla.edu/social-science-data-archive/about-data-archive>

For more information about getting polls from the Roper Center, click:

<https://ropercenter.cornell.edu/>

For more information about getting polls from the ICPSR, click: <https://www.icpsr.umich.edu>

# Event Spaces on Campus

The following is a list of the many event spaces that can be reserved on campus. If your event has audiovisual requirements, it's best to select a location with on-site equipment and staffing (as opposed to bringing in temporary equipment for the day).

Also please note that this data was collected in 2015 and some data may have changed. If so, please feel free to update this resource. For example, the new Luskin Center needs to be added.

## Anderson School of Management

Contact: [events@anderson.ucla.edu](mailto:events@anderson.ucla.edu) (310) 206-7278

Website: <http://www.anderson.ucla.edu/facility-use/room-scheduling>

On-site AV/IT?: Yes

Amenities: Indoor and outdoor spaces that include Meeting Room, Conference Room, Lecture Hall  
Styled Room (Tiered), Classroom Style, Reception Area

## Bruin Plaza

Capacity: 1000

Contact: [oluna@saonet.ucla.edu](mailto:oluna@saonet.ucla.edu) for questions

Website: Reservations submitted via OrgSync at <http://ucla.orgsync.com/org/bruinplaza/home>

On-site AV/IT?: No

Comments: Festivals, concerts, stage shows, rallies and fairs; amplified sound 12pm-1pm only

## CNSI

Seated Capacity: 16, 18, 65, 264

Contact: Nikki Lin [nlin@cnsi.ucla.edu](mailto:nlin@cnsi.ucla.edu)

Website: <http://www1.cnsi.ucla.edu/staticpages/cnsi-space-inquiries>

On-site AV/IT?: Yes

Amenities: Meeting Rooms, Conference Rooms, Auditorium w/ Stage, Lecture Hall Style, Reception  
Areas, Banquet/Dining Areas, Exhibition Space

## Faculty Center

Seated Capacity: various from 12 to 600

Contact: <http://facultycenter.ucla.edu/Event-Hosting/Event-Inquiry-Form.aspx>

Website: <http://facultycenter.ucla.edu/Event-Hosting.aspx>

On-site AV/IT?: No

Amenities: Meeting Rooms, Conference Rooms, Lecture Hall Style, Classrooms, Reception Areas, Banquet/Dining Areas, Exhibition Space

Fireside Lounges, Covell Commons, & De Neve Auditorium and Meeting Rooms

Capacities: 20-500 for various programs

Contact: The Office of Residential Life, Program and Event Management (310)-825-3401

Website: <https://reslife.ucla.edu/contact> (to contact specific residential community offices)

Fowler Museum

Seated Capacity: 200-400, 326

Contact: Sophia Cesaro, [scesar@arts.ucla.edu](mailto:scesar@arts.ucla.edu) (310)-825-3237

Website: <http://www.fowler.ucla.edu/rentals>

On-site AV/IT?: Yes

Amenities: UCLA Art Council Amphitheater (capacity 200-400), Lenart Auditorium (capacity 326), Fowler Museum Terrace (capacity 200)

General Assignment Classrooms, Lecture Halls, & Outdoor Venues

Seated Capacity: Various capacities for meetings, lectures, seminars, concerts

Contact: (310) 825-8989

Website: <http://uclaevents.com/rentals/room-rentals>

Comments: Also responsible for reserving the following: Schoenberg Quad, Court of Sciences, Perloff Quad, Sculpture Garden, Janss Terrace, Wight Art Gallery Plaza, Coral Tree Walk, Wilson Plaza

James Bridges Theater

Seated Capacity: 276

Contact: Steven Foley (310)-206-8422 or [sfoley@tft.ucla.edu](mailto:sfoley@tft.ucla.edu)

Website: [www.tft.ucla.edu/facilities/james-bridges-theater/](http://www.tft.ucla.edu/facilities/james-bridges-theater/)

Comments: Equipped to show 35mm movies

On-site AV/IT?: No

The James West Alumni Center

Seated Capacity: 48, 160

Contact: Burke Anderson x60537 or 800-825-2586 or [reservation@alumni.ucla.edu](mailto:reservation@alumni.ucla.edu)



Website: <https://alumni.ucla.edu/alumni-association/renting/>

On-site AV/IT?: AV/IT equipment exists but no staff

Amenities: Meeting Rooms, Conference Rooms, Lecture Hall Style, Classrooms, Reception Areas, Banquet/Dining Areas

Kerckhoff Hall Art Gallery

Capacity: 50-70

Contact: USAC Cultural Affairs ([reservations@culturalaffairsla.com](mailto:reservations@culturalaffairsla.com)) or (310)-825-6564

Website: [www.culturalaffairsla.com/art-gallery/](http://www.culturalaffairsla.com/art-gallery/)

On-site AV/IT?: No

Comments: Intimate setting for art exhibits, receptions, meetings, lectures, and speakers

LATC Clubhouse

Capacity: Ranges from 40-150 depending on the room

Contact: [events@ucla.edu](mailto:events@ucla.edu) (310) 825-4546

Website: <https://www.events.ucla.edu/plan-an-event/los-angeles-tennis-center-strauss-clubhouse>

On-site AV/IT?: Yes

Amenities: Meeting Room, Conference Room, Lecture Hall Style (Tiered), Classroom Style, Reception Area, Banquet or Dining Area

Luskin School of Public Affairs

Seated Capacity: multiple rooms seating 20, 25, 100, 300, 100, 60, 36, 20, and 36.

Contact: [hmcknight@luskin.ucla.edu](mailto:hmcknight@luskin.ucla.edu) (for non-Luskin community) or [tborrero@luskin.ucla.edu](mailto:tborrero@luskin.ucla.edu) (Luskin community)

Website: <http://luskin.ucla.edu/content/room-request-guidelines> or <http://luskin.ucla.edu/sites/default/files/campusreq1.pdf> (for non-Luskin community) <http://luskin.ucla.edu/computing/roomreservation> (other reservable rooms in Luskin with detailed descriptions)

On-site AV/IT?: They have AV equipment but no staffing.

Macgowan Hall

Seated Capacity: 178-200, 497-586

Contact: (310) 206-1357 or [theaterrentals@tft.ucla.edu](mailto:theaterrentals@tft.ucla.edu)

On-site AV/IT?: No

Amenities: Little Theater (capacity 178-200), Freud Playhouse (capacity 497-586)

#### Pauley Pavilion

Seated Capacity: 12,829

Contact: [reserve@recreation.ucla.edu](mailto:reserve@recreation.ucla.edu) (310) 825-3588

Website: <http://reserve.recreation.ucla.edu>

On-site AV/IT?: Yes

Amenities: Meeting Room, Conference Room, Auditorium/Theater with stage, Classroom Style, Reception Area, Banquet or Dining Area, Exhibition, Arena

#### Royce Hall

Contact: For Auditorium – (310) 825-4403 (off-campus theater rental inquiries) or (310) 206-7848 (oncampus

departments wishing to schedule an event)

For Humanities Conference Room – (310) 206-0559 or (310) 825-1880

Website: <https://www.events.ucla.edu/plan-an-event/royce-hall>

On-site AV/IT?: Yes

Amenities: Meeting Room, Conference Room, Auditorium/Theater with stage, Lecture Hall Style (tiered) Classroom Style, Reception Area, Banquet or Dining Area, Exhibition

#### Schoenberg Music Building

Seated Capacity: 140-528

Contact: Shelley Eckart ([meckart@arts.ucla.edu](mailto:meckart@arts.ucla.edu))

Website: [schoenbergtheaters.com /theater-request-2/](http://schoenbergtheaters.com/theater-request-2/)

On-site AV/IT?: Yes

Amenities: Schoenberg Hall (capacity 528), Jan Popper Theater (capacity 140)

#### Student Union venues in Ackerman and Kerckhoff

(Grand Ballroom, Grand Salon, State Rooms, Viewpoint Conference Room, Kerckhoff Meeting Rooms,

Ackerman Meeting Rooms)

Seated Capacity: <http://asucla.ucla.edu/wp-content/uploads/RoomCapacities.pdf>

Contact: Pat Brennan at x60837 or [events@asucla.ucla.edu](mailto:events@asucla.ucla.edu) or 310.206.0832

Website: [http://legacy.asucla.ucla.edu/eventservices/g\\_portal.asp](http://legacy.asucla.ucla.edu/eventservices/g_portal.asp)

On-site AV/IT?: YES

Amenities: Meeting Rooms, Conference Rooms, Auditorium w/ Stage, Lecture Hall Style, Classrooms, Reception Areas, Banquet/Dining Areas, Exhibition Space

Tom Bradley International Hall

Seated Capacity: 24-80, 72-105, 48-100, 320-600

Contact: (310) 825-1681 [programsupport@ucla.edu](mailto:programsupport@ucla.edu)

Website: <http://www.internationalcenter.ucla.edu/home/about/17/24/contact>

On-site AV/IT?: No

Amenities: Multicultural Room with Kitchen (Capacity 48-100), Global Communications Room (72-105), Group Study Rooms/Study Lounges (Capacity 24-80)

UCLA Catering – Carnesale Commons

Seated Capacity: various from 50 to 700

Contact: (310) 825-7021 or [catering@ha.ucla.edu](mailto:catering@ha.ucla.edu)

Website: <http://www.uclacatering.com/plan/event-spaces>

On-site AV/IT?: Yes

UCLA Catering – Covell Commons

Seated Capacity: various from 35 to 600

Contact: (310) 825-7021 or [catering@ha.ucla.edu](mailto:catering@ha.ucla.edu)

Website: <http://www.uclacatering.com/plan/event-spaces>

On-site AV/IT?: Yes

Amenities: Meeting Rooms, Conference Rooms, Lecture Hall Style, Classrooms, Reception Areas, Banquet/Dining Areas, Exhibition Space

UCLA Catering – De Neve Plaza

Seated Capacity: various from 20 to 325

Contact: (310) 825-7021 or [catering@ha.ucla.edu](mailto:catering@ha.ucla.edu)

Website: <http://www.uclacatering.com/plan/event-spaces>

On-site AV/IT?: Yes

UCLA Catering – Northwest Campus Auditorium

Seated Capacity: 349

Contact: (310) 825-7021 or [catering@ha.ucla.edu](mailto:catering@ha.ucla.edu)

Website: <http://www.uclacatering.com/plan/event-spaces>

On-site AV/IT?: Yes

UCLA Events Office – General Assignment Classrooms

Seated Capacity: [www.oid.ucla.edu/classrooms](http://www.oid.ucla.edu/classrooms)

Contact: (310) 825-8989 or [events@ucla.edu](mailto:events@ucla.edu)

Website: <http://www.events.ucla.edu>

On-site AV/IT?: Yes