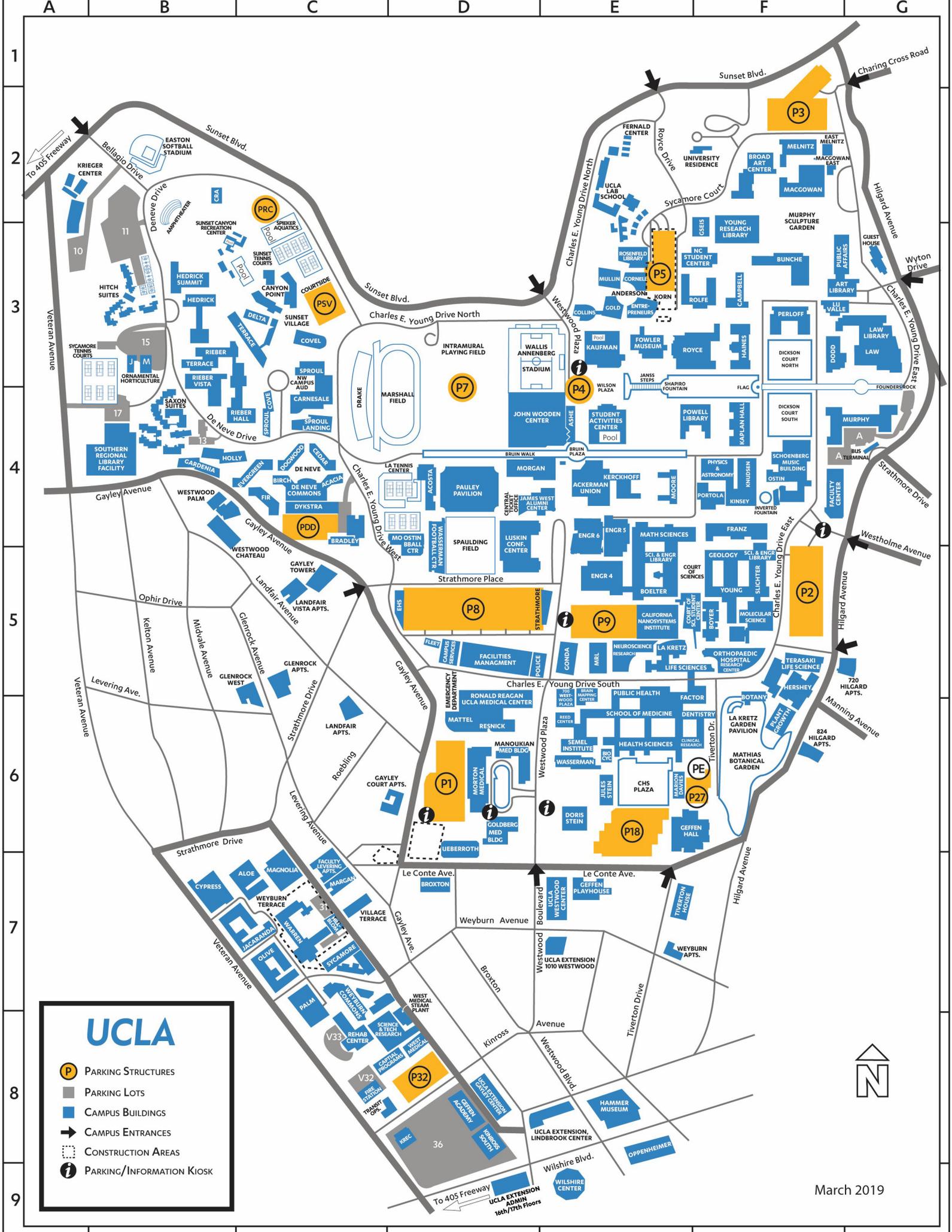


UCLA EXTENSION

STUDENT HANDBOOK

The future of continuing education



UCLA

- PARKING STRUCTURES
- PARKING LOTS
- CAMPUS BUILDINGS
- CAMPUS ENTRANCES
- CONSTRUCTION AREAS
- i PARKING/INFORMATION KIOSK



March 2019

TABLE OF CONTENTS

01	Who We Are.....Mission, values, service units
03	Programs & Services.....Staff directory, academic calendar
05	Campus Resources.....UCLA resources for students
07	Bruin REACH.....Behavioral health and wellness
09	Disability & Access.....Accommodations
13	Community Standards....Student rights and responsibilities
19	Other Policies.....FERPA, Title IX, etc.
22	Safety & Security.....Personal safety resources
23	Attestation





WHO WE ARE

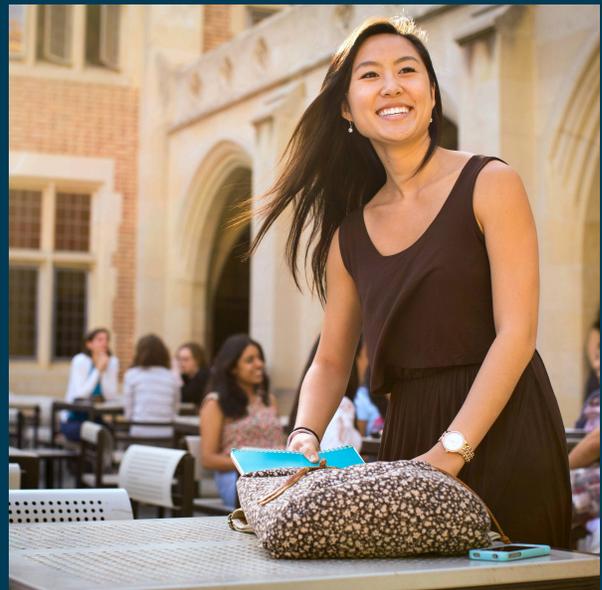
UCLA Extension Mission

We are UCLA, offering exceptional continuing, lifelong, and professional education to empower individuals and organizations to thrive in an ever-changing world.

[Review our Strategic Plan](#) for more information.

Service Units

- Advising
 - CASS
 - Veterans
 - Workforce Education Programs
 - Career Services
- Student Services
 - Enrollment & Records
 - Financial Aid
 - Cashier
 - International Programs
- People & Culture
 - Student Rights & Responsibilities
 - Office of Disability Services
 - Bruin REACH – Behavioral Health



WHO WE ARE

UCLA Extension Values

Underlying the educational mission of the Division of Continuing Education & UCLA Extension are basic values that bind students and instructors alike into a community of learners. These values include:

- An expectation of intellectual honesty;
- The fostering of mutual trust and respect;
- Regard for others' freedom of speech,
- Thought and belief; freedom of inquiry;
- Joy in learning; freedom from discrimination, and;
- A rejection of all forms of intimidation, harassment, disruption or violence aimed at limiting these freedoms, or interfering with a student's, instructor's or staff member's performance of their University responsibilities.

In keeping with UC and UCLA Diversity Policies, UCLA Extension commits to fostering an inclusive classroom environment that honors all students. If for any reason you feel uncomfortable because of an interaction with other students or the instructor, please reach out to the Student Rights & Responsibilities Center to explain the situation.



PROGRAMS & SERVICES

Student Services

At UCLA Extension, we know that selecting your course is only the beginning, so we offer a number of services to help make the most of your education.

Staff Directory

- **Enrollment Services** (regular and concurrent enrollment, registration, FERPA)
 - Maryia Brereton – Registrar
 - enroll@uclaextension.edu
 - 1-800-825-9971
- **Financial Aid** (financial aid, scholarships, discounts)
 - Staci Yates – Financial Aid Manager
 - finaid@uclaextension.edu
 - 310-825-4246
- **Records** (transcripts, grades, certificates)
 - records@uclaextension.edu
 - 1-800-825-9971
 - Option 1
- **Career Services**
 - Laura Daroca – Career Services Manager
 - careers@uclaextension.edu
 - 310-267-1317
- **International Programs**
 - La'Shea English – Director of International Programs Administration
 - internationalprograms@uclaextension.edu
 - 1-800-825-9971
 - Option 3
- **Center for Advising & Student Success** (academic advising)
 - Tanu Kohli – Director for Academic Advising & Student Success
 - advising@uclaextension.edu
 - 1-800-825-9971
 - Option 2
- **Graduation & Alumni**

PROGRAMS & SERVICES

Center for Student Resilience

CSR Staff Directory

- Student Rights & Responsibilities Center (Student Conduct, Title IX, Compliance)
 - Melissa Turkington - Director for Student Resilience
 - SRRC@uclaextension.edu
 - 310-825-0953
- Office of Disability Services (ADA/504 Compliance)
 - Monic Clare - Accessibility Manager
 - ODS@uclaextension.edu
 - 310-206-8731
- Bruin REACH (Behavioral Health, Case Management)
 - Jonathan Ditmore - Student Wellness Advisor
 - CSR@uclaextension.edu
 - 424-259-5243
- Office of Disability Services (Accommodations, Support)
 - Disability Services Specialist
 - ODS@uclaextension.edu
 - 310-794-4192

[Schedule an appointment](#) with us.

Academic Calendar

View quarterly registration [dates and deadlines](#).

CAMPUS RESOURCES

UCLA Extension students do not have access to most resources on UCLA Campus. This section includes those resources that UCLA Extension students may access. A full listing of resources is available on the [Bruin REACH](#) website.

UCLA Ombuds Services

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

<https://www.ombuds.ucla.edu/>

Santa Monica Rape Treatment Center

If you or someone you know has recently experienced sexual violence, a survivor has the option to obtain a free forensic exam (for the purpose of evidence collection) up to five (5) days after an assault at the Santa Monica RTC 24 hours/7 days a week. For more information or to schedule transportation, please call the RTC at 424-259-7208 (24/7). The RTC also offers free trauma therapy regardless of the obtainment of a forensic exam.

CARE Program

Campus Assault Resources and Education provides confidential support and advocacy to UCLA affiliated survivors of sexual violence. The primary role of the advocate is to provide emotional support and establish safety for all clients.

Advocates can support with the following:

- Crisis intervention and emotional support
- Resources/referrals for counseling, medical, legal, and other resources as needed
- Support at police, Title IX, and/or Student Conduct interviews, meetings, and hearings
- Addressing academic, housing, and employment concerns
- Developing a safety plan
- Obtaining a No Contact Directive/Stay Away Order
- Obtaining a Restraining Order
- Healing and Empowerment

<https://careprogram.ucla.edu/>

UCLA Civil Rights Office (Compliance)

UCLA Extension students may choose to report concerns of discrimination and harassment to the SRRC, or directly to the UCLA Civil Rights Office. The Civil Rights Office is not a confidential resource.

<https://equity.ucla.edu/report-an-incident/>



Bruin REACH

[Bruin REACH](#) provides campus-based services supporting behavioral health and academic progress through mindfulness, persistence, optimism, self-compassion and connectedness.

Using a brief intervention model, we help students improve resilience and achieve their goals through positive coping strategies.

Our services include:

- Initial intake and referral
- Wellness workshops and resources
- Assistance with insurance and finding community providers
- Online self-help toolkit
- Self-assessment tools
- Self-directed online learning modules
- Peer coaching for managing stress and emotions

We also facilitate case management services in situations that are referred for clinical intervention.

Bruin REACH does not provide emergency services. If you are in crisis, please call 9-8-8.

Eligibility

Current full-time and certificate students are eligible to utilize services free of charge while enrolled. To remain eligible, full-time students must complete at least one 4- to 8-unit course for a letter grade in each quarter they wish to continue receiving services. Certificate students who have established candidacy and enrolled in courses toward their chosen program are eligible for resources. See our website for full eligibility information.



Bruin REACH

Intake/Assessment

Case Managers and Peer Coaches in Bruin REACH serve as a neutral resource to answer student questions about available resources, leave procedures, what the student can expect during the process, and what to expect when they return to school.

We encourage students to schedule an initial intake appointment to determine the best response for their needs. The decision about whether or not those needs fall within the scope of nonclinical care of Bruin REACH will be made after an initial intake meeting with a case manager. Alternately, a decision will be made after confidential consultation with the Extension Response Team. The professional judgment of Bruin REACH staff will govern this determination. Use [our Bookings page](#) to schedule an intake appointment.

Crisis Management

On rare occasion, a student's needs may require a level of care that exceeds what the University can appropriately provide. Where the student poses a significant risk to the health or safety of themselves or a member of the University community, or where a student's behavior severely disrupts the University environment, the Extension Response Team (XRT) will lead the effort to resolve the matter.

XRT is charged with assessing reports of concern regarding students in distress and actively managing ongoing cases of student behavioral health and safety in partnership with the UCLA Behavioral Intervention Team. The XRT is composed of regular standing members who are trained in threat assessment who review reports of threat to student health and safety, provide resources to use in potentially threatening situations, and manage ongoing cases of student behavioral health and safety.

Students may voluntarily withdraw from courses on their own via the Canvas student portal at any time prior to the date of their final examination or project deadline. There is no penalty for withdrawal. When taking an extended leave, certificate students should bear in mind that they have five years to complete their certificate. Students who wish to petition for a refund based on unforeseen life circumstances may do so by contacting the Refund Exceptions Coordinator. The Withdrawal process for UNEX students is outlined [at this link](#).

DISABILITY & ACCESS

The Office of Disability Services (ODS) provides academic accommodations to students enrolled in Extension courses. Students are welcome to apply for accommodations whether or not they have received any form of accommodation at past levels of education or in the workforce.

Some available accommodations include:

- Extra time on exams, quizzes and in-class timed assignments
- Notetaking support
- Live captioning/ASL services
- Adjusted assignment deadlines
- Physical accessibility such as seating, ramps and adaptive furniture/equipment
- Alternative format for course materials (e.g. accessible font, digital materials, Braille)

Some accommodations NOT offered include:

- Personalized tutoring or aids
- Emotional Support Animals
- Blanket extensions on assignment deadlines
- Early/priority enrollment
- Individualized academic contracts or IEPs

Applying for Accommodations

Accommodations requests with UCLA Extension require course enrollment for the current and/or upcoming quarter(s) along with submission of the following forms:

1. Request for Accommodations form, to be filled out by you, AND;
2. Verification of Disability form, to be filled out by your physician; OR
 - a. Current medical documentation as defined by our policies.

These forms can be found [on our website](#). Please contact cass@uclaextension.edu if you need enrollment assistance.

Once we have both confirmed your enrollment and received your completed application materials, we will be able to begin the interactive process. Accommodation approvals may take 2-3 weeks to be processed.

DISABILITY & ACCESS

Key Application Dates

ODS accepts applications on a rolling basis; however, we strongly recommend applications be submitted 2 weeks in advance of the quarter in which you wish to use them, regardless of how often you anticipate using them. Accommodations cannot be granted retroactively, so you are unlikely to be successful in applying for accommodations the day before your midterm exam.

Applications received after Week 8 will be applied to the following quarter.



Temporary Accommodations

Accommodations are available on a temporary basis for an acute event (e.g. concussion, injury, severe illness) via the same application process. Approvals for temporary accommodations are granted on a quarterly basis or for however long the condition lasts, whichever is shorter.

Students with temporary accommodations who wish to apply for permanent accommodations must submit a new application with medical documentation that supports the need for permanent accommodation.

Managing Accommodations

Your approved accommodations are permanent (unless otherwise specified). Upon approval of accommodations, a letter of approval will be sent to all of your instructors for the current quarter. Your instructors will be your primary contact for how your accommodations are applied, but you may reach out to ODS at any time if an issue arises.

Should you enroll in courses in future quarters, we kindly ask that you notify ODS of your new enrollment so we may notify your instructors before the new quarter.

CAE Transfers

If you were previously approved for accommodations at UCLA through the Center for Accessible Education (CAE), you may request your CAE file be transferred in lieu of the above application process. Please contact CAE at caeintake@saonet.ucla.edu to notify them that you would like to initiate this process; if you do not receive a response in a reasonable timeframe, feel free to contact ODS directly and we will reach out on your behalf.

DISABILITY & ACCESS

Testing and Proctoring Support

If you have been approved for testing accommodations such as extra time or private testing room, please reach out to your instructor immediately to arrange for an alternate testing schedule as necessary. If you are taking a hybrid or remote course, all exams and timed in-class assignments taken at home fulfill the need for a private testing room.

ODS proctors exams on a limited, case-by-case basis. If your instructor would like to request proctoring, they must notify ODS at the beginning of the quarter. We cannot accept proctoring requests from students.

Quarterly Review and Appeals

As a student with approved accommodations, you have the right to:

- Review your approved accommodations on a quarterly basis
- Appeal your approval if seeking additional accommodations

Quarterly reviews can be scheduled through [our Bookings page](#) to discuss your current accommodations and any modifications you believe should be made. Students are limited to two (2) advising appointments per quarter.

If you wish to appeal your approval, you may notify ODS at any time of your intent to do so. In order to appeal for additional accommodations, you must submit additional medical documentation that supports the need for your requested accommodations.



COMMUNITY STANDARDS

The UCLA Extension Student Rights and Responsibilities Center (SRRC) is an important partner in ensuring that all UCLA Extension students abide by the civil and criminal laws and policies that govern all aspects of the University of California and UCLA. We work closely with UCLA Extension students, instructors, and staff to provide a safe, intellectually honest, and inclusive environment in our classrooms, facilities, and surrounding communities.

This section outlines the various services and supports offered by the SRRC.

Restorative Justice

The SRRC uses a Restorative Justice model. Restorative Justice is a people-centered approach that focuses on restoring relationships after harm is caused. It moves away from defining a person by their choices, focuses on changing behaviors, and encourages students to engage with the process. Unlike a courtroom environment, Restorative Justice promotes education and transparency.



Reporting

Concerns or allegations of misconduct by an Extension student are reported in writing via the [Incident Reporting Form \(IRF\)](#).^{*} This form logs an incident of concern and enables the SRRC to document and resolve the matter.

Allegations of misconduct must be made within one (1) year following the discovery of alleged misconduct, unless an exception is granted by the Dean of Continuing Education & UCLA Extension. Allegations of conduct prohibited by the SVSH or Anti-Discrimination policy may be made at any time.

Complainants who may require reasonable accommodation in reporting an incident should contact the Office of Disability Services for assistance.

Opportunities

There are plenty of ways to get involved with the SRRC. We offer free workshops on subjects like First Amendment Rights, Sexual Assault Prevention, and Academic Integrity every quarter, as well as volunteer opportunities for students and alumni to become panelists on the Extension student conduct committee (ESCC) or act as student advocates/advisors in the hearing process. Students who perform these functions are given credit for community service hours upon request.

Title IX Reporting

Extension students may report incidents of sex-based discrimination via the IRF or you may report directly to the UCLA Title IX Office.

Mohammed Cato - UCLA Title IX Director

2255 Murphy Hall

Email: titleix@equity.ucla.edu

Phone: (310) 206-3417

COMMUNITY STANDARDS

The SRRC ensures the right to due process for students alleged to have violated law or policy. [Our website](#) includes a comprehensive FAQ section, including information on reporting, what to expect from the hearing process, and sanctioning.

This section outlines the [code of conduct](#), rights and responsibilities for Extension students, and sets forth applicable disciplinary procedures and sanctions for violation of this code.

Jurisdiction

This policy and its standards of conduct, guidelines for fact-finding, hearings, and sanctions applies to students as the term 'student' is defined in Section II of this policy, including students who are enrolled concurrently in regular session courses and who are not otherwise matriculated at UCLA and not under contract for readmission. This policy applies to students enrolled in continuing education courses and programs offered by UCLA professional schools where the course and enrollment process is hosted by Extension and where the Dean of the partnered school has elected to employ UCLA Extension's disciplinary process.

This policy also applies to:

- a) applicants who become students, for offenses committed as part of the application process;
- b) applicants who become students, for offenses committed on campus and/or while participating in University-related events or activities that take place following a student's submittal of an application through their official enrollment;
- c) applicants or registrants who attend an Extension event or info session; and
- d) former students for offenses committed while a student.

COMMUNITY STANDARDS

Student Rights

UCLA's principles of community set the foundational values that guide the behavior of all members of the campus, individually and collectively. Students are expected to be aware of and comply with the law, and with University and campus policies and regulations. In matters of conduct, students have the right to:

- Written notice of charges including the section(s) of the Code that a student is alleged to have violated and a summary of the available supporting information of the charge.
- A presumption of innocence and due process in the conduct procedure for determining responsibility and validity of an allegation.
- Choose not to participate in a conduct or grievance process, but having been made aware that the process can proceed without their participation and may result in decisions made based on the information available. No inference can be drawn as a direct result of a student's non-participation.
- Be heard and have the opportunity for a hearing to resolve the case.
- Have a support person be present with them during a hearing.
- Appeal the decision of a hearing and/or sanctions imposed, based on the criteria for appeal.

Student Conduct Code

The list of proscribed behaviors on the next page applies to student conduct that occurs on University and UCLA Extension property, or in connection with official University and UCLA Extension programs or functions, whether on or off University/UCLA Extension property, both in-person or virtual/online classrooms or settings.

A UCLA Extension student found to be engaging in, committing, attempting to commit, aiding, abetting, inciting, encouraging, or assisting another person to commit proscribed conduct as listed below, will be in violation of University policy and, as applicable, state and/or federal law.

Students are responsible for their guests while on campus and while participating in programs of the University, and may be held accountable for any violation(s) of the code committed by their guest, including the willful refusal to comply with the order of a University official.



COMMUNITY STANDARDS

The Division of Continuing Education & UCLA Extension rejects all forms of intimidation, harassment, disruption, or violence aimed at or resulting in limiting the freedom of thought, belief, and inquiry or interfering with a student's, instructor's, or staff member's ability to successfully perform their University responsibilities.

In addition to the categories outlined elsewhere in this handbook, UCLA Extension students are expected to refrain from the following actions while in our classrooms, facilities, and surrounding communities:

- All forms of academic misconduct or research misconduct, including, but not limited to, cheating, fabrication or falsification, plagiarism, multiple submissions or facilitating academic misconduct which occurs in academic exercises or submissions.
- Disruptive behavior that leads to the inability of academic staff to conduct instruction, that inhibits other students from learning in a safe and peaceful environment, or that prevents administrative staff from conducting normal business operations
- Forgery, alteration, or misuse of University documents, records, keys, or identifications
- Theft of, damage to, or destruction of any property of the University or of others while on University premises
- Unauthorized entry to or use of University properties, equipment, or resources
- Harassment, defined as conduct that is so severe, pervasive, or objectively offensive, it substantially impairs another person's equal access to UCLA Extension programs and/or activities
- Physical abuse including but not limited to assault and other forms of violence, threats of violence, or other conduct that threatens the health or safety of any person wherever it might occur
- Stalking, which is conduct repeatedly directed at another person with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; and where the behavior is reasonably determined by the University to seriously alarm, torment, or terrorize the person, wherever it may occur
- The unlawful use, possession, sale, distribution, or manufacture of controlled substances, identified in Federal and State law or regulations, on University property or at official University functions
- The use, possession, sale, distribution, or manufacture of alcohol on University properties or at official University functions outside of compliance with Federal and State law and University policy or campus regulations

This list is non-exhaustive. For information on the various policies/regulations governing Extension students, see "other policies" below.

COMMUNITY STANDARDS

Hearing Procedures

The SRRC will conduct an initial review of incident reports and assess the allegation with respect to the conduct code and policy. Complainants and respondents will be afforded impartiality and equal rights to due process.

Based on the nature of the circumstances, the initial review determines whether:

- The allegation does not constitute a violation of the conduct code and the matter is dismissed; or
- The alleged action does constitute a conduct code violation and the student accepts responsibility, then the SRRC determines an appropriate sanction and resolution; or
- The student does not accept responsibility, then the SRRC determines if the matter can be resolved with a brief adjudicative proceeding (BAP); or
- The circumstances and allegations are more complex or severe, then the SRRC may refer the matter directly to the ESCC for formal resolution.

In the course of an investigation, interim measures, including a disciplinary no-contact order, or emergency/interim suspension or exclusion may be imposed when it is determined that one party may pose a threat to the health or safety of another. Such an order will be imposed to the extent necessary to maintain the safety of both parties.

A complaint filed regarding a case that is in the resolution process may not be used to impede or remedy a current open case. A complaint or grievance cannot be used to re-open outcomes of conduct cases that have been closed. Students who fabricate information or knowingly provide false information may be disciplined under the conduct code.

The full text of our [Hearing Procedures](#) can be found in the Student Rights & Responsibilities Policy.



OTHER POLICIES

ADA/504

Per [University Procedure 230.2](#), a student has the right to file a grievance if they believe they have been discriminated against or denied an accommodation on the basis of disability. A student who complains about Disability Discrimination, Harassment, or Failure to Accommodate should be referred to the ADA/504 Compliance Office for assistance. Please note that all grievances must be filed within 180 days of the time at which the student could have been reasonably expected to have knowledge of the alleged violation.

Privacy of Records and Data

In keeping with University of California's privacy values and principles, this notification explains UCLA Extension's policies and practices for [managing information and data](#). UCLA Extension collects various types of information from existing and prospective students, website visitors, alumni and other users of UCLA Extension's programs, services and digital media, including websites or mobile applications operated by or on our behalf.

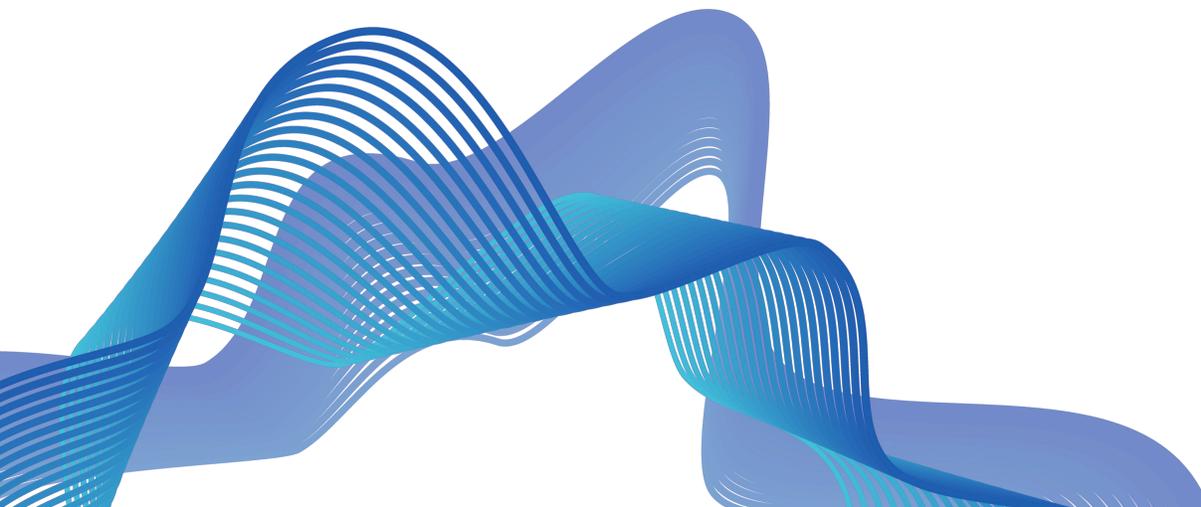
Sexual Violence/Sexual Harassment

Per Title IX of the Education Amendments of 1972, No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. In accordance with applicable federal and state law, the [UC Sexual Violence/Sexual Harassment Policy](#) covers admission, employment, access and treatment in University programs and activities.

Anti-Discrimination

UCLA Extension, in accordance with University and legal standards, prohibits discrimination and harassment against any person in its programs, activities, and employment based on [protected categories](#). This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

Inquiries regarding the University's nondiscrimination policies and reports of violations are welcomed at the Student Rights & Responsibilities Center, 310.825.0953 (SRRC@uclaextension.edu) or the [UCLA Civil Rights Office](#).



OTHER POLICIES

Jeanne Clery Act

The Clery Act requires colleges and universities to disclose policy statements and crime statistics for incidents that occur on four defined areas: on-campus, in on-campus housing, on unobstructed public areas immediately adjacent to the campus and on non-campus properties owned and or controlled by the institution. This information is published in the Annual Security Report on or before October 1st annually for the preceding three years. The report, annual fire logs, and training resources can be found on the [UCPD website](#). Timely notices are made through Bruins Safe Online.

Accommodations for Nursing Mothers

UCLA is committed to the health and well-being of its community members, which includes all students, staff and faculty. If you need support during your pregnancy or accommodations upon returning to school, you are encouraged to connect with the Office of Disability Services. [This webpage](#) is intended to provide guidance in finding appropriate resources, as well as understanding what your rights are as a breastfeeding student.

Workplace Violence

UCLA is committed to providing a safe work environment for faculty, staff, students, and visitors – one that is free from violent behavior and threats of harm. Violent behavior and threats of harm affecting the workplace are contrary to the law and University policy.

[Policy 132](#) defines the scope of Workplace Violence, identifies unacceptable behavior that will be treated as a violation of this Policy, establishes the process to report these behaviors, and requires employee compliance with the UCLA Workplace Violence Prevention Plan (“WVPP”). This Policy applies to all members of the University community, including faculty and other academic personnel, staff, students, volunteers, contractors, and visitors.

FERPA

The [Family Educational Rights and Privacy Act \(FERPA\)](#) protects all information for students enrolled at UCLA Extension. Excerpted from the Extension policy on FERPA:

Students of UCLA Extension do not need to opt out of directory listings, a right otherwise ensured by the federal FERPA. This is because UCLA Extension as a matter of practice does not list students in any directory unless they affirmatively opt in; a status they have the right to change at any time. Certain conferences and short courses are designed with professional networking a featured characteristic and will include provisions for nametags and the sharing of participant rosters. Students enrolling in such classes will receive notice (usually through the course listing) enabling an opportunity to opt out of participant rosters.

UCLA Extension staff are bound by FERPA to protect all educational records generated about or shared by students. Information may be shared with relatives, physicians or other third parties only with the express written consent of the student, with few exceptions allowed by law. The student must submit a FERPA release form in order for the office to share their records with a third party.

All staff are “mandatory reporters,” meaning they must report any information disclosed that has or can result in harm to oneself or others. Students are not required to disclose this information to the office, but the office is required to report if disclosed.

OTHER POLICIES

Tobacco-Free Environment

Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e.g., “e-cigarettes”) are [strictly prohibited](#) in all indoor and outdoor spaces, including parking lots, residential spaces, and the Medical Center campuses; that the policy apply to all UC facilities, whether owned or leased; and that the sale or advertising of Tobacco Products be prohibited in University Owned or occupied buildings.

Alcohol & Drug-Free Schools

The unlawful manufacture, sale, distribution, possession or use of controlled substances and alcohol [is prohibited](#) on university properties or at official university functions, on or off campus. Any member or group of the campus community violating university policies or local, state or federal regulations related to alcohol or substances will be subject to review and potential disciplinary action. If you have any questions about university policies and regulations or about our assistance programs and services, please contact the Center for Student Resilience (CSR@uclaextension.edu).

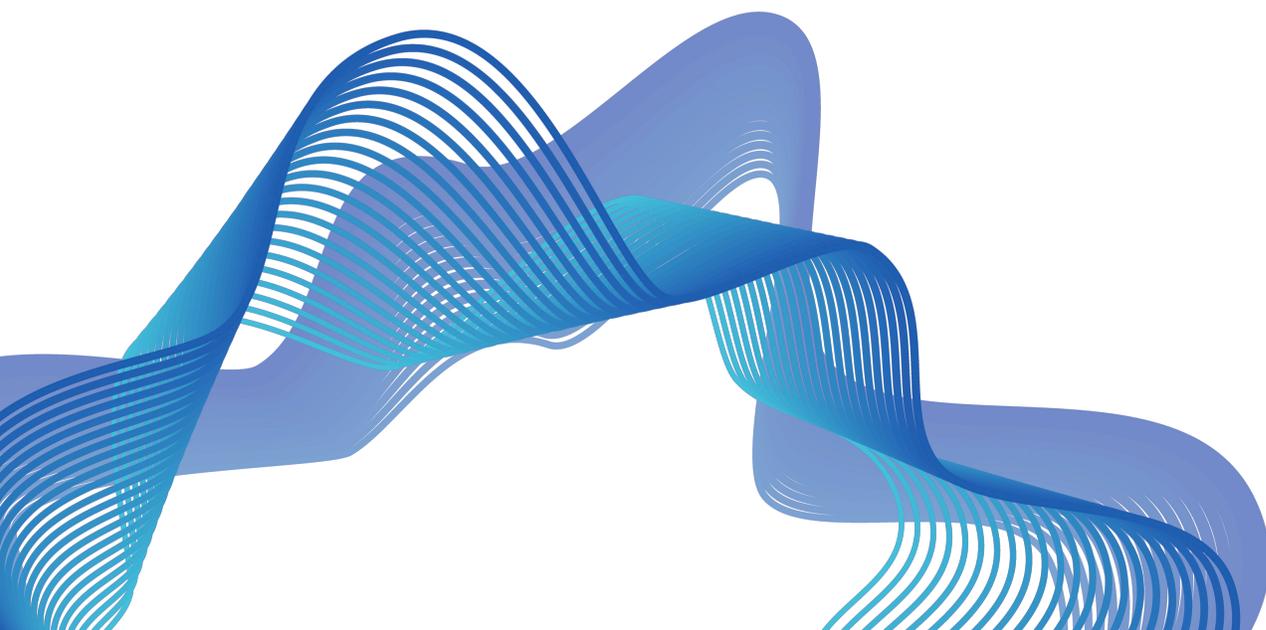
Other Policies of Interest to Students

[Student Grievance Resolution Policy \(SA508\)](#)

[Reporting Child Abuse & Neglect \(UCLA Policy 136\)](#)

[Grading Policy \(AA121\)](#)

[Policy on Recordings \(AA111\)](#)



SAFETY & SECURITY

UCLA Extension is committed to providing a safe and secure environment for its students, instructors, and staff at all locations where we offer instruction.

- For police, fire, or medical emergencies, call 911 from any campus phone.
- For non-emergency information, UCLA Campus Police: 310-825-1491
- Use any Emergency Reporting System (ERS) call box.
- UCLA Medical Center Emergency Room (24 hours): 310-825-2111

Campus Escorts

CSO escorts are available free of charge to walk with students, faculty, staff or visitors from dusk until 1am between campus buildings, local living areas or Westwood Village within the approximate boundaries of Sunset Boulevard to the north, Hilgard to the east, Wilshire to the south, and Veteran to the west. To request an escort, please call (310) 794-WALK (x 49255 from campus phones) 15 minutes prior to leaving.

BruinALERT

BruinALERT is UCLA's public alert & warning system, used to distribute emergency notifications to the campus community. A BruinALERT emergency notification is primarily used in an emergency to notify the UCLA campus community of a dangerous situation and/or immediate threat to their health or safety. Ensure your contact information is updated here or register by texting BRUINALERT to 888777.

Bruins Safe App

Bruins Safe App sends instant notifications during on-campus emergencies and offers quick access to campus safety staff and other resources.

[Download the app here.](#)

Bruins Safe Online

Bruins Safe Online (BSO) provides updates on campus operations and emergency statuses.

- Receive instant notifications and instructions from when on-campus emergencies occur
- Contact campus safety staff quickly for help during an emergency
- Access important safety resources
- Report hazards, near misses and other safety concerns
- Accessed through the Bruins Safe app, Friend Walk lets a friend or family monitor your journey and, if necessary, trigger an emergency call.

[Visit Bruins Safe Online here.](#)

ATTESTATION

Please read carefully before signing.

I certify that I have reviewed the UCLA Extension Student Handbook that outlines the policies, rights and responsibilities of a UCLA Extension student. I further acknowledge that I can speak to a staff member with the Center for Student Resilience if I have any questions about the information outlined in this handbook.

A copy of this publication is available [online](#) for my information and future reference.

Student's Name (print):

Student's Signature:

UNEX ID (X1234567): _____ Date: _____

Please return this form to SRRC@uclaextension.edu.

