We are excited that you have chosen to spend a fun, intensive learning period with us this summer. By entering a community of media artists and designers who are actively working with technology in their creative work, you will discover a whole new world of creative possibilities. Our program will not only teach you technical skills but also introduce you to ideas and concepts of media literacy. No matter which direction you take in life, the skills and experiences you gain from the Design Media Arts (DMA) Summer Institute will serve you well!

In addition to intensive hands-on instruction, there will be field trips to the local museums and lots of planned activities for the weekends and evenings. As a UCLA Summer Institute student, you will also have access to various campus facilities.

On the final day of the program, Friday, July 17, we will have an exhibition of all of the DMA Summer Institute students’ works. Parents are invited and encouraged to attend this event. The exhibition will be held from 11:00 a.m. to 12:00 p.m. in Room 1250 at Broad Art Center.

In this packet you will find some useful information regarding your two-week stay in the program. If you have any questions about any of the included information or concerns, please feel free to contact Sara Lee, the assistant director of DMA Summer Institute. She can be reached by email at saraslee@arts.ucla.edu or by phone at (310) 825-2231.

Willem Henri Lucas  
Director of DMA Summer Institute  
Professor of Design Media Arts  

Sara S. Lee  
Assistant Director of DMA Summer Institute
THE TRUE BRUIN COMMUNITY

During the summer, UCLA students and visiting students alike are members of our diverse and inclusive True Bruin community. The highest standards are expected from this True Bruin Community are expressed in the True Bruin Statement below. This statement provides the framework of expected student conduct and is applicable to the entire UCLA community.

As a Bruin, I commit myself to the highest ethical standards.

I will conduct myself with INTEGRITY in my dealings with and on behalf of the University.

I will conscientiously strive for EXCELLENCE in my work.

I will be ACCOUNTABLE as an individual & member of this community for my ethical conduct.

I will RESPECT the rights & dignity of others.

I will make an impact in our global community through public SERVICE.
RULES AND REGULATIONS

While participating in the program, you are a member of UCLA’s diverse and inclusive True Bruin community and must conduct yourself accordingly. Participants must abide by the rules and regulations set forth by the University of California, on behalf of UCLA, including, but not limited to, rules and regulations issued by the UCLA Housing Office, the UCLA Office of Residential Life, the UCLA Office of the Dean of Students, and the UCLA Office of Summer Sessions.

Participants will be expected to meet the highest standards both academically and behaviorally and will be held fast to a commitment to academic and personal integrity, respect for all members of the community, regard for the basic rules of physical safety, and cooperation with adult supervision. Conduct that threatens the health or safety of any person or that poses a threat of causing damage to University or community property will not be tolerated. Summer Sessions has a “Zero Tolerance” policy with regard to alcohol, illegal drugs (including manufacture, distribution, use, possession, or sale thereof, or the attempted manufacture, distribution, or sale thereof), theft, lewd or indecent behavior, sexual, racial or personal harassment or intolerance, or use of unauthorized transportation. Tobacco use of any Tobacco Product as defined in the UCLA Policy 810, including smoking, chewing, spitting, inhaling, ingesting, burning, or carrying any lighted or heated Tobacco Product is prohibited on any University Owned or Leased Property including residential halls. During registration, you have agreed to the UCLA Summer Sessions Precollege Summer Institute Program Participant Agreement. A breach of this agreement may result in immediate dismissal from the program, and we strongly encourage you to review the agreement.

The UCLA Student Code of Conduct has been developed to maintain a safe, supportive, and inclusive campus community that engages students in order to foster their academic success, personal growth and responsible citizenship. Therefore, you are expected to conduct yourself in a manner which demonstrates respect for yourself, fellow Summer Sessions students, UCLA’s faculty members, and members of the local community. Behavior governed by the UCLA Student Code of Conduct includes academic honesty, treatment of others, health and safety, use of resources, and use of alcohol and controlled substances. UCLA’s reputation for academic excellence and institutional integrity is among the institution’s most valued assets; as such, academic integrity is of paramount importance and UCLA does all within its power to maintain its standards. For more information on the student code of conduct, please visit the Dean of Students’ website.

Participants are required to participate in all scheduled sessions, including all classes, group meetings and orientations, special functions, meals, and excursions. Program faculty and administrators
reserve the right to dismiss a participant for repeated tardiness to and/or unauthorized leaves/absences from scheduled sessions for reasons other than unforeseen emergencies.

Participants may leave the program unaccompanied or accompanied by an authorized adult with prior permission from the guardian AND with prior approval from the program, as well as the UCLA Office of Summer Sessions. To request a leave, the guardian must fill out the Leave Request Form, acknowledge the leave policies and procedures, and authorize the participant to leave the program. No leave requests will be accepted via telephone. Forms can be hand-delivered or sent via mail, email or fax by the guardian. All requests must be received at least THREE business days PRIOR TO THE PROGRAM START DATE. Requests that are received after the deadline will be considered only under special circumstances. Leave requests may be approved as requested, approved with modified times, or denied by the Program faculty, administrators, and Summer Sessions on academic and/or administrative grounds. Approval will not be granted if forms are incomplete or are not signed by the guardian. Any participants found to have left The Program without prior approval will be subject to immediate dismissal from The Program.
Program Dates
July 5, 2015 – July 17, 2015

Check-in
Sunday, July 5, 1:00 p.m. – 3:00 p.m., Sproul Cove.

You will be able to unload in the Sunset Village Parking Structure on the P1 Level. Please note that there is a 30 minute time limit on free parking for loading and unloading. Take the elevator up to the Lobby Level and then walk to Sproul Cove for check-in. Please try to be on time. We recommend eating lunch before check-in as there will be a full afternoon of activities without an opportunity to eat again until dinner at 5:00 p.m. From 6:00 p.m.– 10:00 p.m, you will participate in organized activities with other program participants and DMA program counselors.

Daily Schedule

Each day is divided into two classes: a morning class from 9:00 a.m. to 12:00 p.m. and an afternoon class from 2:00 p.m. to 5:00 p.m. During each class, students receive one-on-one instruction and work individually and in groups to develop their own projects. Experts from the field are invited to guest-lecture and provide input on students' works.

Classes meet daily for two weeks.

9:00 a.m. - 12:00 p.m.
Instruction in lab. Students will be introduced to the workshop content and will work individually or in groups.

12:00 p.m. - 2:00 p.m. Lunch
Students must bring money for lunch.

2:00 p.m. - 5:00 p.m.
Students work on developing their projects with the help of instructors. One-on-one instruction is the main focus during this time. The program will feature visiting guest lecturers from the field who will give input on student work and show their own work as a source of potential inspiration.

EXTENDED LAB HOURS
Extended lab hours are offered on Thursdays, 5:30 p.m. - 9:30 p.m.
Check-out
Friday, July 17, 2015, 11:00 a.m., Sproul Hall.

Check out at the Sproul Hall Front Desk by 11:00 am, Friday, July 17. After check-out, you should stow your luggage at the front desk reception area. A separate room will be provided for luggage storage.

The Final Exhibition and Closing Reception will be held between 11:00 a.m. and 12:00 p.m. in Room 1250 at the Eli and Edythe Broad Art Center. After the Final Exhibition, students should return to Sproul Hall to load/pick up their luggage.

You can load in the Sunset Village Parking Structure on the P1 Level. Limited free parking spaces are available for 30 minutes. Paid-by-space parking is also available if more time is needed.

Final Exhibition and Closing Reception
Friday, July 17, 2015, 11:00 a.m. – 12:00 p.m., Eli and Edythe Broad Art Center.

GRADES & TRANSCRIPTS

Grades earned during the summer are recorded on an official University of California transcript. Participants who have completed the program can view grades on MyUCLA no later than August 11. The transcript is a permanent record that reflects all undergraduate and graduate work completed at UCLA. It lists courses, units, grades, cumulative grade-point average, transfer credits, total units, and work in progress in chronological order. Please note that official transcripts are not automatically sent to you.

Once grades have posted, you may order transcripts on MyUCLA. If you are signed into MyUCLA, select “CLASSES”, then “TRANSCRIPTS - OFFICIAL”. You will always have MyUCLA access and can order transcripts at any time.
YOUR STAY AT UCLA

You will be living in Sproul Cove:

330 De Neve Drive
Los Angeles, CA 90024
ph. 310.825.2075

Sproul Cove has the following amenities:

- Internet access
- Gender-specific shared bathrooms on each side of the hall
- Laundry facilities
- 24-hour front desk service and a secure facility entrance

Roommates: Participants will be assigned roommates based on age and gender. Preferred roommate assignment requests received via the online registration form can only be accommodated if both participants have indicated the matching preference.

Dining: Breakfast (7:00 p.m. - 9:00 a.m.) and dinner (5:00 p.m. - 8:00 p.m.) will be provided in Covel Commons unless otherwise arranged by the program. Participants are responsible for their own lunch; participants may purchase lunch at any of the eating establishments on campus.
**Supervision and Safety**

UCLA Summer Sessions is committed to keeping all participants safe and healthy. Throughout the program, program counselors will reside in the same residence hall to provide supervision and wake-up and curfew checks. Additional precautions include 24-hour front desk service, surveillance cameras, key access only, and UCLA Police Department (UCPD). UCPD services include an evening van service, walking escorts, bike lockers, and emergency telephones placed throughout campus.

General UCLA campus safety information is available [here](#).

**Protocol for On-Campus Medical Services and Off-Campus Emergency Services**

For minor ailments, participants will be escorted to the UCLA Arthur Ashe Student Health and Wellness Center for treatment on campus. The Arthur Ashe Student and Wellness Center, located in the heart of campus, is the facility that UCLA undergraduate and graduate students use to meet all of their health needs. Please note that the Center does not bill insurance companies. Billing for services provided by the Center will appear on the participant’s BruinBill account via [MyUCLA](#).

In the event that a participant is in need of immediate emergency medical attention, the participant will be transported to the UCLA Ronald Reagan Medical Center Emergency Room. The parent/guardian will be contacted as soon as possible under the circumstances.

**BRUINCARD**

The BruinCard is your passport to life at UCLA. It serves many purposes and the convenience of all the included features makes it a must-have essential. Participants are eligible to obtain a UCLA BruinCard, the university student identification card. Please bring your photo ID with you and know your nine-digit UCLA University Identification Number (UID). Your UID number is included in your confirmation email sent from institutes@summer.ucla.edu.
Summer days in Southern California are warm and dry, but the evenings can be cool. Plan to bring a sweater or light jacket. It rarely rains during the summer and waterproof clothing is probably not necessary. The following items will be provided:

- Bed with bedding (including a blanket)
- Pillow
- Closet (no hangers)
- Desk
- Chest of drawers

What to Wear

Summer days in Southern California are warm and dry, but the evenings can be cool. Plan to bring a sweater or light jacket. It rarely rains during the summer and waterproof clothing is probably not necessary.

Suggested Items to Bring

- Bathrobe, towel, washcloth, and toiletries
- A plastic caddy or Ziploc bag for carrying shampoo and soap
- Swimsuit and beach towel
- Hangers (if desired)
- Flip-flops for the hallways and shower facilities
- Notebook, pens/pencils
- Alarm clock
- Additional pillows or blankets (recommended)
- Sweater, sweat shirt or light jacket
- Any necessary medication (Participants are responsible for their own medication.)

Packing Tips

Try to keep your belongings in one suitcase and one backpack (or a handbag). Remember that you have to carry everything yourself. There are convenience stores around campus where you can pick up anything you forgot to pack.
Don’t Forget to Bring

Lunch will not be provided. Please bring lunch money. Additionally, some students like to bring extra money for gifts or purchases at the UCLA store and at off-campus excursions.

CAMPUS MAPS

It can be easy to get lost on our 419-acre campus. This Interactive Campus Map will help you find your way around the campus this summer.
If you are flying, the closest major airport to UCLA is the Los Angeles International Airport, LAX. There are various options for transportation from LAX to UCLA:

- Shuttle Services operate continuously and can take you to UCLA for approximately $16 to $25. Super Shuttle is one of the larger shuttle companies and has dispatchers at LAX between 8 AM and 12 PM. You may schedule a trip at their website.
- FlyAway Buses provide daily nonstop bus service between Westwood and LAX. At LAX, you may board from the lower level outside the baggage claim. Each bus is marked with its service location. Look for the one marked Westwood to get to UCLA. The shuttle stops at UCLA Parking Structure 32. Buses depart every hour on the hour between 6 AM and 10 PM, 7 days a week. Cost is $10 each way (credit card payments only).
- Taxis to UCLA from LAX are about $40 including a $2.50 airport tax.

WHO TO CONTACT

For general registration and payment questions:
UCLA Summer Sessions | institutes@summer.ucla.edu | 1331 Murphy Hall | 310.825.4101

For general program curricular questions:
mun@international.ucla.edu

Other UCLA Resources:
Arthur Ashe Student Health Center | 221 Westwood Plaza | 310.825.4073

Registrar’s Office | 1113 Murphy Hall | 310.825.1091

UCPD | 601 Westwood Plaza | 310.825.1491