

The background of the entire page is a photograph of a modern building. On the left, a red brick building has several balconies with glass railings and integrated linear lighting. To the right, a multi-story building with a large glass curtain wall is visible, reflecting the sky and surrounding environment. A person is walking on a path in front of the glass building. The foreground is filled with tall, golden-brown grass.

# UCLA Pre-Medical Enrichment Program

2025 Scholar Handbook  
David Geffen School of Medicine



## Table of Contents

Professional Responsibilities and Expectations:.....	3
Professionalism Guide .....	4
Pathway Program Policies .....	6
Attendance .....	6
Dress and Personal Appearance.....	7
Academic and Disability Support .....	7
Longitudinal Mentor Policy .....	7
Abuse Free Environment .....	8
Professionalism Concern Process .....	9
Helplines and Emergency .....	10
Emergencies call 9-1-1 .....	10
UCLA Police Department.....	10
Emergency Reporting System (ERS) Telephones .....	10
Community Service Officer (Evening Escorts) .....	10
UCLA Health Security (RRUCLA, CHS, Geffen Hall) - (310) 267-7100 .....	10
9-8-8 Suicide & Crisis Lifeline.....	10
Personal Preparedness for Illness or Emergency: .....	11
Procedures for a partial campus closure or specific area: .....	11
Procedures for a full campus closure: .....	11
Scholar Illness Protocol .....	12
Waivers and Agreements .....	15
PREP 2025 Scholar Contract.....	15
PREP Professional Responsibilities and Expectations Agreement.....	16
Housing Agreement .....	18
Roommate Agreement .....	19
Confidentiality Statement .....	20
Course Materials Copyright Agreement.....	21
Waiver of Liability, Assumption of Risk, and Indemnity Agreement.....	22
Photo Waiver .....	23
On Campus Housing Regulations.....	24
A.General Conduct Regulations .....	24
B.Facilities Regulations .....	29
C.Residential Restaurant and Dining Service Regulations.....	34
D.Activities Regulations.....	35

## Professional Responsibilities and Expectations:

As a DGSOM Pathway Programs Scholar and future health professional, we expect you to demonstrate exceptional professionalism. All scholars shall adhere to the Honor Code and Code of Conduct for the School of Medicine and the University; however, our expectations of your professional behavior extend beyond these oaths. The following are our expectations for the demonstration of professional behavior for all scholars in the Pathway Programs. Any violation of these professionalism expectations will be treated seriously. (Please see “Professionalism Concern Process” section.)

### **Professional Responsibility and Judgment**

- Scholars are expected to be on time and attend all Pathway Program mandatory activities
- Maintain attire appropriate for the professional setting.
- Contribute to a positive atmosphere in the classroom, team building activities, problem-based learning sessions that promotes optimal, respectful, and interactive learning.
- Full engagement and attention in all workshops, meetings, and panels. No utilizing phones or computers for non-Pathway Program notes or work.
- Meet all educational and administrative responsibilities and deadlines in a timely fashion.
- Continuously seek feedback from program staff in order to continually improve the program experience, including the development of knowledge and clinical skills.
- Recognize limitations and seek help when in situations where expertise, knowledge, or level of experience is inadequate to manage the situation.
- Attend to your physical and emotional well-being, and work to support peers and other members of the community during difficult times in their academic, professional, and personal lives.
- Refrain from using any substance and/or medication in a manner that may compromise judgment, safety, or the ability to contribute to safe environment for all.

### **Honesty, Integrity, and Confidentiality**

- Treat student records and any communications as confidential and follow compliance and confidentiality guidelines for social media and conversations in public places.
- Assume responsibility for mistakes made in a mature and honest manner and develop productive strategies for correcting them.
- Demonstrate academic and scholarly honesty.
- Provide constructive feedback to others to facilitate ongoing improvement of the curriculum and learning environment.
- Adhere to DGSOM’s Honor Code, Technical Standards, University policies, and UCLA Student Conduct Code.

### **Respect and Compassion for Others**

- Be respectful of everyone, including lecturers, faculty, peers, interns, staff, and volunteers, with respect to their time, rights, values, religious, ethnic, racial, and socioeconomic backgrounds. There is no tolerance for any behavior that discriminates against another individual or group of individuals.
- Communicate respectfully, respecting everyone’s right to hold differing opinions.
- Maintain appropriate relationships with lecturers, faculty, peers, interns, staff, and volunteers Demonstrate care and compassion for others.
- Seek to constructively approach conflict resolution with others.

### **Professionalism Concerns**

- Scholars may be subject to dismissal from the program by the Office of Outreach and Pathway Programs for disruptive or unprofessional behavior, repeated absences, or significant tardiness for course sessions. Demonstration of exemplary or poor professionalism may also be reflected in scholar performance evaluations and any recommendation request in the future.

## Professionalism Guide

Ensuring Positive First Impressions and Lasting Reputations

### Time Management

DO	DON'T
<ul style="list-style-type: none"> <li>• Show up on time on all scheduled sessions/events</li> <li>• Meet all deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Have Unexcused Absences</li> <li>• Be Excessively Tardiness</li> </ul>

### Cohort Culture

DO	DON'T
<ul style="list-style-type: none"> <li>• Get to know you cohort and build relationships</li> <li>• Work pleasantly and effectively with everyone, including support staff</li> <li>• Say thank you when you receive help</li> <li>• Be enthusiastic about the planned sessions and activities</li> </ul>	<ul style="list-style-type: none"> <li>• Respond negatively to constructive criticism or make excuses for submitted work</li> <li>• Treat staff differently depending on their ranking or position</li> <li>• Speak negatively about classmates, faculties, or support staff</li> </ul>

### Assignments/Tasks

DO	DON'T
<ul style="list-style-type: none"> <li>• Accept all assignment/task with enthusiasm</li> <li>• Listen carefully to make sure you understand each deliverable</li> <li>• Ask follow-up questions as necessary</li> <li>• Request Feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in or contribute to cohort gossip</li> <li>• Assume that because you are not graded, you don't need to do your best work</li> </ul>

### Interacting with Faculty and Staff

DO	DON'T
<ul style="list-style-type: none"> <li>• Show up for all scheduled meetings!</li> <li>• If you need to cancel a meeting on short notice because of an emergency, contact the faculty or staff member ahead of time to let them know you won't be there and apologize for the last-minute cancellation</li> <li>• Prepare for your meeting: send requested materials ahead of time, and take any other steps recommended by the faculty member or office prior to showing up for your meeting</li> <li>• Follow up on the advice given to you by the faculty or staff member. If the faculty or staff member has been helpful, thank them!</li> <li>• If something exciting (a job, a paper, etc.) came out of your interaction with a faculty or staff member, let them know!</li> <li>• Respect faculty and staff members' time: do your best not to submit last-minute requests for assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Fail to show up for a scheduled appointment without any notice.</li> <li>• Come to a meeting unprepared or lacking necessary materials (a resume, for example)</li> <li>• Bypass established scheduling systems for appointments.</li> <li>• React defensively to constructive criticism</li> </ul>

### Dress Code

DO	DON'T
<ul style="list-style-type: none"> <li>• Appropriate attention should be given to personal cleanliness</li> <li>• Wear neat, acceptable and clean clothing which includes pants, shorts, shirts, dresses, skirts, blouses, and footwear at all times</li> <li>• Wear Business Casual clothes when noted</li> </ul>	<ul style="list-style-type: none"> <li>• Wear inappropriate clothes as outline in the Dress and Personal Appearance Guidelines</li> </ul>

### Email Etiquette

DO	DON'T
<ul style="list-style-type: none"> <li>• Use formal greetings</li> <li>• Provide a short, clear, specific subject line that conveys the e-mail's content</li> <li>• Label your attachments appropriately to indicate their content.</li> <li>• Limit attachments to only necessary documents.</li> <li>• Be as short and succinct as possible.</li> <li>• Use a basic, readable font.</li> <li>• Pay attention to tone; think about how your words will come across.</li> <li>• Read (then re-read) your e-mail before sending to check for spelling, grammar and overall accuracy.</li> <li>• Take care not to be too colloquial in content, language or tone.</li> <li>• Respond to e-mails as quickly as possible, even if just to acknowledge receipt and then follow up substantively later.</li> </ul>	<ul style="list-style-type: none"> <li>• Use informal greetings ("hey," "hi," etc.): these are for friends/family, not professional relationships.</li> <li>• Send separate e-mails asking the same question of multiple people; include all relevant recipients in a single e-mail.</li> <li>• Use vague language in your subject line.</li> <li>• Use a long subject line.</li> <li>• Use generic labels for your attachments (e.g., "resume", "resume 1," "resume 2017," instead of "John Doe Resume").</li> <li>• Send unnecessary attachments.</li> <li>• Send unusually large attachments.</li> <li>• Use emojis, emoticons, unnecessary graphics or colors.</li> <li>• Bury questions within text; make sure questions are clearly laid out for your reader.</li> <li>• Assume your e-mail is private; don't include anything in an e-mail you wouldn't want the world to see.</li> <li>• Forward an e-mail without permission.</li> <li>• Hide behind e-mail; sometimes personal contact is better for more sensitive topics.</li> <li>• Let an e-mail languish in your inbox for more than 24 hours without a response; ideally, you should respond within 24 hours of receipt.</li> </ul>

### Social Media

DO	DON'T
<ul style="list-style-type: none"> <li>• Build a professional, well-written, up-to-date online profile</li> <li>• Remember that any information you provide online will likely live there forever</li> <li>• Use privacy settings (but see related don't)</li> </ul>	<ul style="list-style-type: none"> <li>• Post inappropriate personal pictures or commentary that you made visible for public viewing</li> <li>• Use profanity</li> <li>• Post confidential information.</li> <li>• Upload anything you don't want everybody to see.</li> <li>• Assume that others will not be able to access any of your online information, even information hidden behind privacy settings.</li> </ul>

## Pathway Program Policies

### Attendance

Full engagement in mandatory activities, including attendance and arriving on time, are core principles that promote the professional development of healthcare professions students. This aligns with the expectations for scholars as they mature into fully-functioning, independent healthcare providers. In accordance with this philosophy, all Pathway Scholars are expected to adhere to the following attendance and participation guidelines. Your participation in this pathway program is a privilege. You were selected from a highly selective application process. Your participation and professionalism are mandatory.

#### Attendance Expectations:

- Scholars are prohibited from scheduling outside commitments such as work, school, or travel that could interfere with attending any part of the Pathway Program. **If a scholar anticipates a conflict, they must contact the program immediately for guidance.**
- Scholars are expected to **attend and participate** in all aspects of the Pathway Program unless explicitly stated that an activity is optional.
- Scholars must be present for the **entirety of each session.**
- **Repeated instances of being tardy** to any scheduled Pathway Program event/activity will result in an absence. Repeated instances of excessive lateness may lead to further disciplinary action.
- If a scholar feels unwell or has a fever, they must submit an **Absence Notification Form**. The Program Manager will follow up directly with the scholar.

#### Consequences for Attendance Violations:

Failure to meet attendance expectations will result in the following disciplinary actions as part of the Professionalism Concern Process:

- A **warning** will be issued.
- A reprimand will be issued. This may impact the scholar's eligibility for a letter of recommendation or certificate of completion for the Pathway Program.
- The scholar will be **dismissed** from the program at their own expense, including forfeiting any stipend if dismissed before a scheduled stipend release date. If a scholar is dismissed from a Pathway Program they also forfeit eligibility for any further program assistance (i.e., LOR, Alumni Personal Statement Clinics, Mock MMIS, scholarships, etc.)
- If the infraction is serious enough, the proper level of adjudication will be determined and may skip the system of consequences.

#### How to Report Absences:

- Scholars must notify staff using the **Absence Notification Form**.
- After submission, staff will respond via email within **2 business days** with either an approval or a request for additional information.
- The Program Manager will determine how missed activities/classes can be remediated to fulfill program requirements.

By adhering to this policy, scholars will help ensure a productive and professional learning environment for themselves and their peers.

## Dress and Personal Appearance

All scholars are expected to dress in professional manner and maintain a professional appearance at all times. In general, this means scholars should be dressed neatly and modestly.

### General Clothing Appearance Guidelines

- Clothes should be clean and scholars themselves should demonstrate good personal hygiene.
- Scholars are expected to maintain a professional appearance and are asked to wear clothes that are appropriate for a professional academic environment.
  - Very short shorts/skirts, tank tops or muscle tee-shirts, sweatpants, work-out attires, provocative or overly revealing clothes, graphic tees with profanity, or other similar casual clothing is considered inappropriate.
- Specific events/activities would require a business casual clothing dress code.
- Hats, bandannas, sweatbands or headgear may only be worn indoors if required for medical, safety, religious or cultural reason.
- Appropriate footwear is expected

### I.D. Badges

I.D Badges are considered part of the required dress for all scholars.

- All scholars are expected to wear their identification badges during scheduled classes, events, and activities.
- I.D Badges are to be worn on the upper third of the body, with the person's picture and name easily readable.
- Badges are not to be worn with the name and/or picture turned away from view. Badges shall not be defaced with stickers, pins or any other items as these can deactivate the badge proxy function.

## Academic and Disability Support

The Office of Outreach and Pathway Programs will work closely with you to identify reasonable accommodations. Documentation may be needed.

## Longitudinal Mentor Policy

An integral aspect of the pathway program is the Longitudinal Mentor connection. Scholars will be paired with a professional in the Healthcare Field for pathway program and beyond.

- Scholars will meet bi-weekly with their mentor during the pathway program. **Scholars cannot schedule meetings during or miss any section of the pathway program to meet with their mentor. All meetings must happen after or before designated Pathway Program sections.**
- After the pathway program, it is expected that mentees and mentors meet once a semester.
- Communication. We expect scholars to be proactive with communication and respond to communication in a timely manner.
- Should any issues arise, please contact the Office of Outreach and Pathway Staff for options.

### Note:

You will be paired with a mentor based on your Pre-Health goals. Mentors will not have a 100% match to all aspired traits. However, all mentors will be able to provide you with guidance, support, and institutional knowledge that will support scholars along their journey. As such, mentor switches will not be accommodated, unless absolutely necessary.

## Abuse Free Environment

*The David Geffen School of Medicine at UCLA Supports an Abuse-Free Academic Community.*

The David Geffen School of Medicine at UCLA is committed to establishing and maintaining an environment in which every community member is enabled and encouraged to excel. This will happen only if all of us work in harmony, free of intimidation, exploitation, ridicule, and harassment. We must maintain a productive environment in which no individual is subject to discrimination or abuse. This statement should be read as consistent with and in conjunction with UCLA policies relating to harassment and discrimination.

### Specific behaviors that are not acceptable include:

- Sexual harassment, including unwelcome sexual advances or demands, either verbal or physical.
- Using rejection to such advances as a basis for making academic or personnel decisions affecting an individual.
- Discriminating on the basis of gender, race, ethnicity, religion, sexual orientation, national origin, disability, or any other group characteristic.
- Using power to interfere with the activities of another in a manner that is unrelated or counterproductive to the expectations and requirements of his or her position.
- Creating an environment, through abusive behavior, in which the abilities of individuals to function professionally are negatively affected.
- No person shall be subject to reprisal for using or participating either in an informal or formal complaint resolution process. It is incumbent on each and every one of us to support the maintenance of an abuse-free environment.



## Professionalism Concern Process

When program representatives (faculty, staff, interns, etc.) identifies a lapse in scholar professionalism, they will notify the Program Manager and/or Principal Investigator (PI) who will determine the course of action. They may choose to provide the scholar with feedback on the specific behavior, and they may also choose to formally document and report the lapse using the Professionalism Concern Reporting Form. Once a Professionalism Concern Reporting Form is filed, the scholar will first meet with the Program Manager or PI to discuss the concerns and together, they will make a plan for remediation.

### Professionalism Concern Reporting Form

#### **System of Consequences for lack of professionalism:**

Persistent lack of professionalism of the group/individual both on campus and at the dorms will be addressed through a system of consequences.

- A **warning** will be issued.
- A reprimand will be issued. This may impact the scholar's eligibility for a letter of recommendation or certificate of completion for the Pathway Program.
- The scholar will be **dismissed** from the program at their own expense, including forfeiting any stipend if dismissed before a scheduled stipend release date. If a scholar is dismissed from a Pathway Program they also forfeit eligibility for any further program assistance (i.e., LOR, Alumni Personal Statement Clinics, Mock MMIS, scholarships, etc.)
- If the infraction is serious enough, the proper level of adjudication will be determined and may skip the system of consequences.

Outlined below are examples of reasons why a scholar would be documented via the Professionalism Reporting Form, this is not an exhaustive list. It is up to the discretion of the program representatives to interpret cases of lack of professionalism.

- Unexcused absences
- Repeated instances of excessive lateness (15 minutes or more) to any of the scheduled Pathway Program events/activities
- Sleeping in class
- Behaving disrespectfully in the hallways which includes cursing in front of staff and visitors, and talking loudly when there is signage asking to keep voices down
- Leaving the middle of a session/class for a long period of time and or not coming back
- Disregarding quiet hours at the dorms
- Showing disrespect to any of the Pathway Program Staff, Faculty, Representatives, Pathway Tutors, Student Workers, or HCC Interns.

If the lapse in professionalism falls within the parameters of the University disciplinary system (e.g. plagiarism, falsification of documents, verbal or physical or sexual assault, or sexual harassment), the scholar will be referred to the appropriate University Disciplinary Body.

## Helplines and Emergency

### Emergencies call 9-1-1

Helpful Guide on when to call 911

### UCLA Police Department

The UCLA Police Department Communications Center receive calls from 9-1-1 and the non-emergency business lines, and assign police officers, firefighters, paramedics/EMTs, CSOs and parking enforcement officers as appropriate.

#### **UCLA Police Department**

Email: [info@ucpd.ucla.edu](mailto:info@ucpd.ucla.edu)

Phone: (310) 825-1491

#### **Address**

601 Westwood Plaza  
Los Angeles, CA 90095-1364

### Emergency Reporting System (ERS) Telephones

An ERS telephone is a customized telecommunications device (call box) designed to be used by anyone in an emergency situation. It provides immediate access to the UCLA Police Department. All ERS call activations come into the UCLA Police Department's Communications Center as a 9-1-1 call and will list the location of the call box that that call came from. There are a number of different call box-types on campus. The older ERS telephone station can be recognized by its bright blue hood. All parking structures have ERS call boxes in their stairwells and at numerous locations on each level of the parking structure. In and around the residence hall areas, call boxes have a tower-like look.

### Community Service Officer (Evening Escorts)

CSO escorts are available free of charge to walk with students, faculty, staff or visitors 365 days a year from dusk until 1 a.m. 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. Here's how it works: Fifteen minutes before you need to leave, call (310) 794-9255. You will be connected to a police dispatcher who will ask you:

1. where you are,
2. where you need to go, and
3. your name and a call-back number.

After you hang up, the dispatcher will radio a roaming CSO to come to your location and pick you up. Once you start to walk, the CSO will inform dispatch that the escort has begun. When you reach your destination, the CSO will likewise inform dispatch that you have reached your destination safely.

### UCLA Health Security (RRUCLA, CHS, Geffen Hall) - (310) 267-7100

The function of the Security & Parking Services Department is to provide 24-hour security services to the Ronald Reagan UCLA Medical Center, UCLA Santa Monica Medical Center, Resnick Neuropsychiatric Hospital, Center for the Health Sciences, and 100/200/300 Medical Plazas.

### 9-8-8 Suicide & Crisis Lifeline

988 has been designated as the new three-digit dialing code that will route callers to the National Suicide Prevention Lifeline (now known as the 988 Suicide & Crisis Lifeline), and is now active across the United States. When people call, text, or chat 988, they will be connected to trained counselors that are part of the existing Lifeline network. These trained counselors will listen, understand how their problems are affecting them, provide support, and connect them to resources if necessary.

### UCLA Bruins Safe Online and BruinAlert

UCLA Policy 130 : Emergency Notifications

## UCLA Health Office of Emergency Preparedness

## Personal Preparedness for Illness or Emergency:

## Procedures for a partial campus closure or specific area:

Should the Outreach and Pathways Staff ever receive a notification that scholars should avoid a certain area of campus, please follow these steps:

- Please make sure to check your email regularly.
- Outreach and Pathway Programs staff will contact you via email with specific instructions on parts of campus to avoid.
  - Please make sure to steer clear of the areas
- Should you have any questions, please contact the Office of Outreach and Pathways at (310) 825-3575 or email [uclashpep@mednet.ucla.edu](mailto:uclashpep@mednet.ucla.edu) or [uclaprep@mednet.ucla.edu](mailto:uclaprep@mednet.ucla.edu)
- Reference the BruinAlert and Bruin Safe App above.

## Procedures for a full campus closure:

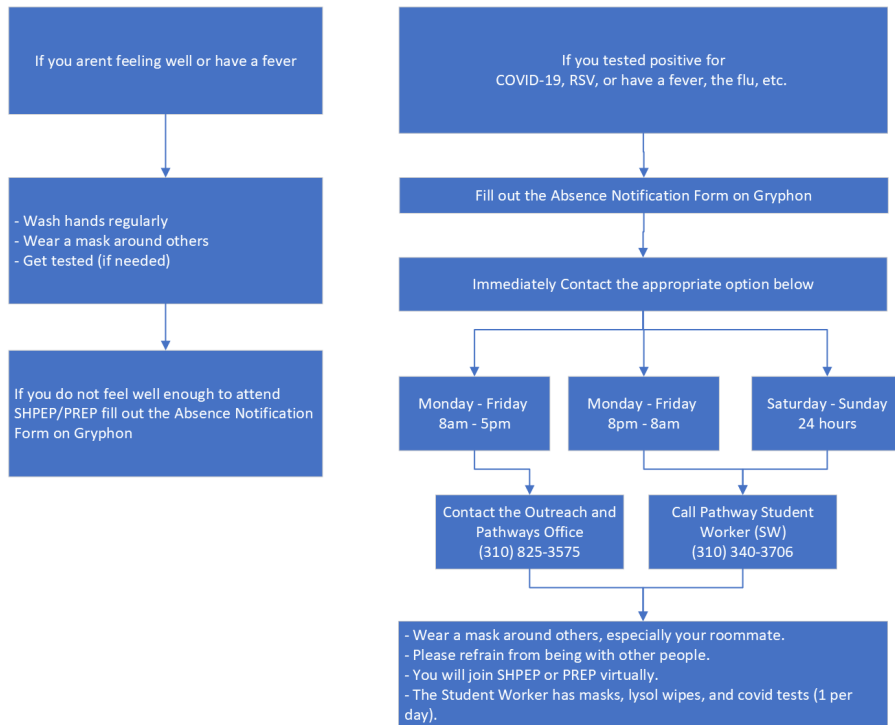
Should the Outreach and Pathways Staff ever receive a notification that the campus is to close or start remote classes due to an emergency, please follow these steps:

- Please make sure to check your email regularly.
- Outreach and Pathway Programs staff will contact you via email with specific instructions for moving the Pathway Program to be conducted via Zoom.
  - The link for **SHPEP** will be: <https://uclahs.zoom.us/j/92024302681> **Meeting ID:** 920 2430 2681
  - The link for **PREP** will be: <https://uclahs.zoom.us/j/91990743774> **Meeting ID:** 919 9074 3774
- Please stay in your room and shelter for safety, please read the instructions of the email to be cognizant of areas of campus to avoid. Usually campus closures are out of an abundance of caution and should not cause worry.
- Should you have any questions, please contact the SHPEP/PREP office at (310) 825-3575 or email [uclashpep@mednet.ucla.edu](mailto:uclashpep@mednet.ucla.edu) or [uclaprep@mednet.ucla.edu](mailto:uclaprep@mednet.ucla.edu)
- Please make sure that you have registered your phone number and email to [Bruin Alert](#)
  - UCLA uses BruinALERT to alert the UCLA community of a dangerous or potentially dangerous situation. BruinALERT is used only for emergencies. BruinALERT for emergencies that threaten the health or safety of the campus community will be sent as soon as the emergency is verified. BruinALERT will not be used for general information messages such as traffic notices.
- Download the [Bruin Safe App](#)
  - 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
  - Bruins Safe is an essential tool to enhance your safety at UCLA. Add this convenient, easy-to-use app to your mobile phone for added peace of mind!



## Scholar Illness Protocol

### Have a fever or not feeling well?





### Symptoms of COVID-19

- Fever or chills
- Cough
- Shortness of breath/difficulty breathing
- New loss of taste or smell
- Fatigue
- Runny or stuffy nose
- Muscle or body aches
- Headache
- Sore throat
- Nausea or Vomiting
- Diarrhea

*This list does not include all possible symptoms of COVID-19.*

### Where to Get Tested

At Home Covid Test	UCLA COVID Testing (Monday – Friday)	Los Angeles COVID Testing (7-Days a Week)	Check with your Primary Care Physician or Insurance (7-Days a Week)
The Pathway Student Workers have tests available at the dorms. They are available: <ul style="list-style-type: none"> <li>• Mon. - Fri.: 8pm – 8am</li> <li>• Sat. – Sun: 24hrs</li> </ul>	<ul style="list-style-type: none"> <li>• Specimens dropped off <b>after 11am</b> may not get collected and processed until the next business day.</li> <li>• Samples dropped off on <b>Friday after 11am</b> may not be resulted until Monday evening.</li> </ul>	<ul style="list-style-type: none"> <li>• Scroll down to “<b>Book a Test at a County or Partner Site</b>”</li> <li>• Many pharmacies can also do covid testing</li> </ul>	<ul style="list-style-type: none"> <li>• Find your insurance card</li> <li>• Call the number on the back of the card to determine the best urgent care for you to go to</li> <li>• Understand co-pay or fees associated</li> </ul>
			



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**If you have tested positive for COVID-19, RSV, other respiratory illness, or have a fever**

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If you have symptoms of COVID-19 or another respiratory illness, stay home away from others until you have not had a fever for 24 hours (without using fever-reducing medication) and other symptoms are mild and improving. Take the following actions while you isolate:

**Stay home except to get medical care.**

- If you need to leave home to get medical care, wear a well-fitting mask.
- If you need help finding social services, or essential items like food and medicines, call 2-1-1.

**Separate yourself from others in your home.**

- Wear a mask if you need to be in the same room as other household members. This is especially important when you are around people at higher risk for getting very sick from COVID-19.
- Do not have non-essential visitors.
- If you are immunocompromised or if you were severely ill with COVID-19, talk to your doctor about when you can be around other people.
- Bring as much fresh air into your home as possible. Open windows (if it is safe to do so) and use fans to blow air out or use air purifiers.
- Avoid contact with high-risk individuals like people who reside temporarily or live in a congregate facility or people with immunocompromising conditions for 10 days.

**If sharing a bathroom, clean and disinfect touched surfaces after each use.****Wash your hands often with soap and water for at least 20 seconds.**

- If you can't wash your hands, use an alcohol-based hand sanitizer with at least 60% alcohol.

**Clean and disinfect all "high-touch" surfaces routinely (at least once daily).**

- Use household cleaning and disinfectant sprays or wipes. Be sure to follow the product label instructions.

If your COVID-19 symptoms return or get worse after you have recovered, you may have COVID-19 rebound. Stay home until your symptoms improve. Talk to your doctor about your symptoms or concerns.

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**Let others know you tested positive.**

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It is responsible to let others know you tested positive if you were with them and possibly exposed them to Covid.

- COVID is not 100% transmissible, but we want to make sure others can take any precautions they need.
- Pathway Student Workers will have Lysol wipes and masks for any roommates or bathroom mates who would like to disinfect their spaces.

## SHPEP/PREP Program Information

If you feel well enough, you can virtually attend SHPEP/PREP by joining the Virtual Zoom. **If you have any issues joining the zoom, please use the SHPEP or PREP email or phone number.**

- The link for **SHPEP** will be: <https://uclahs.zoom.us/j/92024302681> **Meeting ID:** 920 2430 2681
- The link for **PREP** will be: <https://uclahs.zoom.us/j/91990743774> **Meeting ID:** 919 9074 3774

## General Questions or Concerns

Should you need to contact Outreach and Pathways Staff, please email [uclashpep@mednet.ucla.edu](mailto:uclashpep@mednet.ucla.edu) or [UCLAPrep@mednet.ucla.edu](mailto:UCLAPrep@mednet.ucla.edu) or call (310) 825-3575. Email and phone calls are only checked during business hours.

- Staff will check-in on you once a day, please make sure to respond. **It is required you answer each call.**

**In urgent situations please call the Pathway Student Worker on Shift (310) 340-3706**

**Monday – Friday: 8pm - 8am**

**Saturday and Sunday: 24hrs**

*Please note: we do not give medical advice, if medical advice is needed, please see the hospital/urgent care information below.*

## Hospital and Urgent Care

*Disclaimer: All listed resources are provided for convenience and informational use only. Listing of resources does not indicate an endorsement or recommendation by UCLA or its affiliates. DGSOM UCLA is not responsible for the content, claims, fees, or representations of the listed resources:*

### Closest Hospital to UCLA:

Ronald Reagan UCLA Medical Center  
757 Westwood Plaza  
Los Angeles, CA 90095

### Closest Urgent Care Centers:

UCLA Health: Century City Immediate Care	Exer Urgent Care	Brentview Medical Urgent Care	Check With Your Insurance
Westfield Century City 10250 Santa Monica Blvd., Suite 2440 Los Angeles, CA 90067	2090 Westwood Blvd Los Angeles, CA 90025	11611 San Vicente Boulevard Ground Floor Los Angeles, CA 90049	<ul style="list-style-type: none"> <li>• Find your insurance card</li> <li>• Call the number on the back of the card to determine the best urgent care for you to go to</li> <li>• Understand co-pay or fees associated</li> </ul>
310-286-0122	(213) 814-4070	(310) 820-0013	
			

**UCLA Pre-Medical Enrichment Program 2025**  
Scholar Participant Contract

For this program to be a success we need you to commit to the following by placing your initial to the left of each statement and signing the bottom of this form:

\_\_\_\_\_ I understand that being part of UCLA PREP is a full-time commitment. Therefore, I understand that I will not partake in any outside activities during my participation in the program. These activities include, but are not limited to, work, classes, sports, conferences, school activities, etc.

\_\_\_\_\_ I understand that I am to act professionally at all times as a representative of the UCLA PREP Program. This includes abiding by the Longitudinal Mentor Policies.

\_\_\_\_\_ I understand that I am expected to be on time and attend all aspects of the Pathway Program unless explicitly stated that an activity is optional. As well as be present for the entirety of each session.

\_\_\_\_\_ I understand that I must meet all educational and administrative responsibilities and deadlines by established dates.

\_\_\_\_\_ I understand that the program administrators reserve the right to issue a curfew at any time during the program. A curfew can be issued if participants begin to arrive late to sessions, fall asleep in sessions, or participate in any other form of misconduct. In the event that a curfew is issued, participants will be required to be in their assigned room by the time of that curfew. The Pathway Student Worker may conduct random room checks to ensure that each scholar adheres to the curfew.

\_\_\_\_\_ I understand that UCLA PREP highly recommends health insurance while I attend the program. I also understand that UCLA PREP is not responsible for providing healthcare while I'm in the program.

\_\_\_\_\_ I have read and agree that I will comply on all the policies and regulations listed in the UCLA PREP Scholar Handbook at all times.

\_\_\_\_\_ I understand that I must also adhere to the DGSOM's Honor Code, Technical Standards, University and UCLA Housing policies, and UCLA Student Conduct Code.

\_\_\_\_\_ I understand that scholars may be subject to dismissal from the program and removed from university housing by the Office of Outreach and Pathway Programs for, but not limited to, disruptive or unprofessional behavior, repeated absences, or significant tardiness for course sessions.

\_\_\_\_\_ I understand that to receive the stipend, scholars must officially complete the UCLA PREP program and be in good standing. If dismissed from the program, scholar will not receive their remaining stipend amount.

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Participant Full Name

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Participant Signature

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Date

**UCLA Pre-Medical Enrichment Program (PREP) 2025**  
PREP Professional Responsibilities and Expectations

As a PREP Scholar and future health professional, we expect you to demonstrate exceptional professionalism. The following are our expectations for the demonstration of professional behavior for all scholars in the Pathway Programs. Any violation of these professionalism expectations will be addressed accordingly.

**Professional Responsibility and Judgment**

- The UCLA PREP is a full-time commitment. Participants cannot partake in any outside activities during my participation in the program. These activities include, but are not limited to, work, class, sports, conferences, activities, etc.
- Scholars are expected to be on time and attend all aspects of the Pathway Program unless explicitly stated that an activity is optional. Scholars must be present for the entirety of each session.
- Maintain attire appropriate for the professional setting.
- Contribute to a positive atmosphere in the classroom, team building activities, problem-based learning sessions that promotes optimal, respectful, and interactive learning.
- Full engagement and attention in all workshops, meetings, and panels. No utilizing phones or computers for non-PREP notes or work.
- Meet all educational and administrative responsibilities and deadlines in a timely fashion. This includes abiding by the Longitudinal Mentor Policies.
- Recognize limitations and seek help when in situations where expertise, knowledge, or level of experience is inadequate to manage the situation.
- Attend to your physical and emotional well-being, and work to support peers and other members of the community during difficult times in their academic, professional, and personal lives.
- Refrain from using any substance and/or medication in a manner that may compromise judgment, safety, or the ability to contribute to safe environment for all.



### **Honesty, Integrity, and Confidentiality**

- Treat student/scholar records and any communications as confidential and follow compliance and confidentiality guidelines for social media and conversations in public places.
- Assume responsibility for mistakes made in a mature and honest manner and develop productive strategies for correcting them.
- Demonstrate academic and scholarly integrity.
- Provide constructive feedback to others to facilitate ongoing improvement of the curriculum and learning environment.
- Adhere to DGSOM's Honor Code, Technical Standards, University and UCLA Housing policies, and UCLA Student Conduct Code.

### **Respect and Compassion for Others**

- Be respectful of everyone, including lecturers, faculty, peers, interns, staff, and volunteers, with respect to their time, rights, values, religious, ethnicity, gender, sexual orientation, racial, and socioeconomic backgrounds. There is no tolerance for any behavior that discriminates against another individual or group of individuals.
- Communicate respectfully, respecting everyone's right to hold differing opinions.
- Maintain appropriate relationships with lecturers, faculty, peers, interns, staff, and volunteers. Demonstrate care and compassion for others.
- Seek to constructively approach conflict resolution with others.

### **Professionalism Concerns**

- Scholars may be subject to dismissal from the program and removed from university housing by the Office of Outreach and Pathway Programs for disruptive or unprofessional behavior, repeated absences, or significant tardiness for course sessions. Demonstration of exemplary or poor professionalism may also be reflected in scholar performance evaluations and any recommendation request in the future.

**I agree to abide by all PREP Professional Responsibilities and Expectations:**

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Participant Full Name

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Participant Signature

---

Date

**UCLA Pre-Medical Enrichment Program (PREP) 2025**  
PREP Housing Agreement

1. University Housing and the David Geffen School of Medicine will **NOT** assume any responsibility for lost/stolen items including packages or mail. Please make sure your valuable items are properly secured and that your room is locked and secure at all times.
2. UCLA Campus has a **zero-tolerance** policy for possession of alcohol and drugs. Failure to adhere to this regulation will result in **IMMEDIATE DISMISSAL** from the program and removal from university housing. Further legal action may be taken against the scholar by the University Police.
3. Scholars will be sharing rooms with one other scholar for the duration of the program. The living arrangements is one bedroom with two twin beds and two desks with a shared bathroom with one adjacent room.
4. Scholars will be randomly assigned rooms and roommate and cannot change rooms. If there is a roommate conflict, the roommates must work with the Student Worker staff to mediate the agreement. Roommate changes will be a last resort and need written approval by Pathway Program staff prior.
5. Non-PREP affiliated visitors are **NEVER** allowed in the rooms or dorms. Scholars are **NOT** allowed to have any program-affiliated visitors in their rooms unless agreed upon by roommates.
6. Scholars are encouraged to socialize with PREP peers and PREP staff in communal meeting rooms at the residence halls (available after 5 pm) as well as other public campus meeting places.
7. Scholars are required to treat their living space, roommates and neighbors respectfully by monitoring the noise level and keeping their living space clean at all times.
  - a. Scholars are expected to follow the Quiet Hour and Courtesy Hour policies. Specifically designated Quiet Hours: Sunday - Thursday 10:00pm through 8:00am the next morning; Friday and Saturday 1:00am through 9:00am the next morning.
8. The program manager reserves the right to issue a curfew at any time during the program. In the event that a curfew is issued scholars will be required to be in their assigned room by the curfew time. The PREP Student Worker may conduct random room checks to ensure that each scholar adheres to the curfew.
9. Scholars will be expected to know and follow all On-Campus Housing Regulations  
<https://reslife.ucla.edu/regulations>
10. Any issues with the facilities must be brought to the Housing Front Desk to be addressed.
11. Scholars will be directly responsible for any costs due to loss, damage, or destruction of the dorm room, furniture, or UCLA Housing property.
12. UCLA is committed to providing a healthy, safe, and positive living environment for all scholars. Because gender identity, sex assigned at birth, and outness are unique to each trans and non-binary scholar, UCLA PREP staff will work with scholars individually to figure out the best housing environment for them. Gender inclusive housing is available to any scholar who requests it. Scholars interested in gender inclusive housing should indicate this in the "Gender Inclusive Housing" section on the **PREP Onboarding survey**.

I hereby agree that I have received information on *UCLA Housing regulations* as well as the *PREP-specific regulations* and will adhere to the policies and regulations. I understand that failure to adhere to the regulations will result in my removal from university housing and dismissal from the program without stipend.

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Participant Full Name

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Participant Signature

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Date

**UCLA Pre-Medical Enrichment Program (PREP) 2025**  
Roommate Agreement

Students will be roomed with one other student, and both will be referred to as “Roommates” in the statements below:

1. *On Campus Housing Regulations.* All the Roommates agree to be bound by all of the On-Campus Housing Regulations.
2. *Length of Stay.* Each of the Roommates will live in the Dorm **beginning on July 20, 2025 and ending on August 16, 2025.**
3. *Living Arrangements.* The bedroom(s) will be allocated as follows: Two bedrooms with two twin beds and shared bath with one adjacent room.
4. *Guest Policy.* Only PREP scholars are allowed in the dorms; any other visitors are not allowed in the rooms or dorms, except for move-in and move-out day. It is up to the roommates to agree if other PREP scholars are allowed in the room for visits during the duration of the program.
5. *Overnight Guests.* Overnight guests are not allowed.
6. *Noise Level.* During quiet hours stated in the On Campus Housing Regulations, the Roommates will maintain a noise level that will permit all of the Roommates to study.
  - Scholars are expected to follow the Quiet Hour and Courtesy Hour policies. Specifically designated Quiet Hours: Sunday - Thursday 10:00pm through 8:00am the next morning; Friday and Saturday 1:00am through 9:00am the next morning.
7. *Smoking and vaping.* Smoking and vaping are not allowed in the Dorm.
8. *Alcohol and controlled substances/illegal drugs.* Alcohol and controlled *substances/illegal drugs* are not allowed on campus or in the Dorm.
9. *Roommate Change.* If there is a roommate conflict, the roommates must work with the Pathway Student Worker to mediate the agreement. If escalated, Roommate changes will be a last resort and require written a meeting and written approval by Outreach and Pathway Program staff prior.
10. *Property Damages.* Each Roommate agrees to be solely liable for any loss or damage to the building, the Dorm, furnishings, appliances, or personal property of the other Roommates caused by the negligent or intentional act of that individual Roommate or his/her guests.
11. *Pets and Animals.* There will be no pets in the Dorm at any time. Should one Roommate or his/her guest bring an animal in the dorm, that Roommate will be responsible for all charges and penalties incurred as a result. Support and Service Animals are permitted under the Housing Accommodation Agreement, each Roommate who has a pet or guest animal shall be responsible for all damages caused by his/her animal. This includes, but is not limited to, damage to the furniture, carpeting, doors, yard, garden, and other household fixtures.
12. *Agreement is Complete and Binding.* All preliminary negotiations by the Roommates are merged into, and superseded by, the terms of the Agreement. Any modification to this Agreement must be in writing, signed by all the Roommates and the Manager of the Office of Outreach & Pathway Programs.

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Roommate #1 Full Name

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Roommate #1 Signature

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Date

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Roommate #2 Full Name

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Roommate #2 Signature

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Date

**UCLA Pre-Medical Enrichment Program (PREP) 2025**  
Confidentiality Statement

Applies to all program scholars, lecturers, faculty, staff, interns, tutors and student workers. It is the responsibility of all members identified above to preserve and protect confidential scholar & office business information.

***Confidential Scholar / Student Information includes:*** Any individually identifiable information in possession or derived directly from the student, conversations, research records and financial information. Examples include, but are not limited to:

- Scholar academic record(s)
- Verbal information provided by or about a student
- Social Security Number or Tax Identification Number
- Scholars telephone number, email address, and home address

***Confidential Program Business Information includes, but is not limited to, the following:***

- Guest lecturer and staff telephone number and emails
- Spouse or other relative names
- Information related to evaluation of performance
- Other such information obtained from program records which if disclosed, would constitute an unwarranted invasion of privacy
- Disclosure of confidential business information that would cause harm to the Office of Outreach and Pathway Programs.

I understand and I acknowledge that:

1. I shall respect and maintain the confidentiality of all discussions, deliberations, scholar records and any other information generated in connection with individual scholars and/or peer review activities.
2. It is my legal and ethical responsibility to protect the privacy, confidentiality and security of all scholar records, proprietary information and other confidential information relating to UCLA Health and its affiliates, including business, employment and personal information relating to our scholars, members, employees and lecturers.
3. I shall only access or disseminate scholar information in the performance of my assigned duties and where required by or permitted by law, and in a manner which is consistent with officially adopted policies of the Office of Outreach and Pathway Programs, or where no officially adopted policy exists, only with the express approval of the Outreach and Pathway Programs Staff. I shall make no voluntary disclosure of any discussion, deliberations, student records or any other identifiable information, except to persons authorized to receive it in the conduct of the Office of Outreach and Pathway Programs.
4. I agree to discuss confidential information only in the workplace and only for job related purposes and to not discuss such information outside of the workplace or within hearing of other people who do not have a need to know about the information.
5. My obligation to safeguard any PREP participant's confidentiality continues after the summer programming of PREP at David Geffen School of Medicine at UCLA.

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Participant Full Name

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Participant Signature

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Date



**UCLA Pre-Medical Enrichment Program (PREP) 2025**  
Course Materials Copyright Agreement

Please note that most lectures are available in electronic formats to students as an aid to better understand the course material. All materials, both electronic and hard print, are copyrighted by the Office of Outreach and Pathway Programs at the David Geffen School of Medicine and the presenting lecturer. As a condition of accessing these files and information, you agree not to share them with anyone outside of the course without explicit permission from the instructor who delivered the lecture. Your adherence to this policy is part of the professional behavior expected of you. Infringements are a violation of policy and will be considered violations of the honor code and academic policy. This may result in a ***Professionalism Concern Reporting Form*** or administrative action.

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Participant Full Name

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Participant Signature

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Date

**University of California, Los Angeles**  
**Waiver of Liability, Assumption of Risk, and Indemnity Agreement**

**Waiver:** In return for being permitted to participate in the following activity or program (“The Activity”), including any associated use of the premises, facilities, staff, equipment, transportation, and services of the University, I, for myself, heirs, personal representatives, and assigns, **do hereby release, waive, discharge, and promise not to sue** The Regents of the University of California, its directors, officers, employees, and agents (“The University”), from liability **from any and all claims, including the negligence of The University**, resulting in personal injury (including death), accidents, or illnesses, and property loss, in connection with my participation in the Activity and any use of University premises and facilities.

**Description of Activity or Program:**

Start Date: 07/07/2025

End Date: 08/16/2025

UCLA Pre-Medical Enrichment Program (PREP) is a 6-week intensive summer program that provides premedical students with the means to strengthen their ability and readiness to study medicine.

**Assumption of Risks:** Participation in the activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injury or illness, including contraction of COVID-19, the disease caused by SARS-CoV-2 (including any variants). The specific risks associated with any activity will vary, and may include 1) minor injuries such as scratches, bruises, and sprains, to 2) major injuries such as eye injury, joint or bone injuries, heart attacks, and concussions, to 3) catastrophic injuries such as paralysis and death, and 4) contraction of COVID-19 which can cause serious illness or death to the participant and others.

**Indemnification and Hold Harmless:** I also agree to indemnify and hold The University harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney’s fees, arising out of my involvement in The Activity, and to reimburse it for any such expenses incurred.

**Severability:** I further agree that this Waiver of Liability, Assumption of Risk, and Indemnity Agreement is intended to be as broad and inclusive as permitted by law, and that if any portion is held invalid the remaining portions will continue to have full legal force and effect.

**Governing Law and Jurisdiction:** This Agreement shall be governed by the laws of the State of California, and any disputes arising out of or in connection with this Agreement shall be under the exclusive jurisdiction of the Courts of the State of California.

**Acknowledgement of Understanding:** I have read this Waiver of Liability, Assumption of Risk, and Indemnity Agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue**. I understand that no precautions, restrictions, guidelines or practices will eliminate the risk of exposure to the virus that causes COVID-19. I confirm that I am signing the agreement freely and voluntarily, and **intend my signature to be a complete and unconditional release of all liability** to the greatest extent allowed by law.

Signing as a: ☐ Participant

☐ Parent or Guardian: I, the parent/legal guardian of the Participant, hereby agree to the above on behalf of the Participant.

\_\_\_\_\_  
Participant First Name

\_\_\_\_\_  
Participant Last Name

\_\_\_\_\_  
Participant Age (if minor)

\_\_\_\_\_  
Name of Person Signing

\_\_\_\_\_  
Participant/Parent/Guardian Email

\_\_\_\_\_  
Participant/Parent/Guardian Signature

\_\_\_\_\_  
Date

UNIVERSITY OF CALIFORNIA, LOS ANGELES  
Permission for Use of Name, Image and Statements

I hereby grant to The Regents of the University of California permission to reproduce my name, likeness, identity, voice, photographic image, videographic image and oral or recorded statements in any publication of The Regents of the University of California intended for research, educational, promotional, fund-raising or other related use, including but not limited to, film broadcast, printed publications, webpages and web-based publications, associated with UCLA.

By signing, I waive and release The Regents of the University of California and its officers, agents and employees, from any claim or liability relating to the use of my name, likeness, identity, voice, photographic image, videographic image and oral or recorded statements.

I acknowledge that The Regents of the University of California will rely on this permission and release in producing, broadcasting, and distributing materials containing my name, likeness, identity, voice, photographic image, videographic image or oral or recorded statements, and that I will receive no money or remuneration of any kind from The Regents of the University of California related to this permission and release or the materials covered by this permission and release.

**Acknowledgment of Understanding:** I have read the permission to use my name, image, and statements, and fully understand the terms. **I understand that I am giving up substantial rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, **and intend by my signature to be a complete and unconditional release of all liability** to the greatest extent allowed by law.

I am an adult, 18 years or older, and I have read and understand this agreement and I freely and knowingly give my consent to The Regents of the University of California as described herein.

Signing as a:      ☐ Participant  
                         ☐ Parent or Guardian: I, the parent/legal guardian of the Participant, hereby agree to the above on behalf of the Participant.

_____	_____	_____
Participant First Name	Participant Last Name	Participant Age (if minor)
_____	_____	
Name of Person Signing	Participant/Parent/Guardian Email	
_____	_____	_____
Participant/Parent/Guardian Signature		Date

# On Campus Housing Regulations

## Bias Incidents

As stated by the University of California's Principles of Community grounded in the mission of teaching, research and public service, UCLA seeks to foster open-mindedness, understanding, compassion and inclusiveness among individuals and groups.

UCLA will work to promptly address acts of discrimination, harassment, profiling or other conduct causing harm to individuals on the basis of expression of race, color, ethnicity, gender, age, disability, religious beliefs, political preference, sexual orientation, gender identity, citizenship or national origin. Such conduct violates UCLA's Principles of Community and may result in imposition of sanctions according to campus policies governing the conduct of students, staff, and faculty.

Bias incidents will be referred to the UCLA Office of the Dean of Students and can be reported by visiting the websites of the [Dean of Students](#) or the [UCLA Office of Equity, Diversity, and Inclusion](#).

## On Campus Housing Regulations

As an On Campus Housing resident, you are responsible for abiding by the On Campus Housing Regulations as well as the UCLA Student Conduct Code. These regulations have been designed to create safe, supportive, and inclusive living-learning communities that engage residents in the fostering of their academic success, personal growth, leadership development, and social responsibility.

As a member of the community, it is your responsibility to familiarize yourself with these policies and abide by them. Violation of any of the following policies jeopardizes your housing contract, violates the UCLA Student Code of Conduct §102.07, and may result in University Sanctions.

These regulations have been categorized into four sections:

### A. General Conduct Regulations

#### A.1 ALCOHOL

Regulations regarding the possession, consumption, or distribution of alcoholic beverages within or on grounds immediately adjacent to the On Campus Housing facilities include the following:

- a. Consumption, manufacture, distribution, dispensing, use, or sale of, or attempted consumption, manufacture, distribution, dispensing, or sale of alcohol, which is unlawful or otherwise prohibited by, or not in compliance with any University policy or campus regulations is prohibited.
- b. Possession of visible containers, opened or closed, (e.g. cups, cans, bottles, cases/boxes, on which alcoholic beverage insignia appear) anywhere within or on grounds immediately adjacent to the On Campus Housing facilities except in an assigned student room when the door is closed and the alcoholic beverage cannot be detected from outside the room/suite, is prohibited. If alcohol



possession or consumption can be detected from outside the room/suite, it is considered public, visible and in violation of this policy.

This includes containers used as decorative items.

c. Possession of bulk alcoholic beverages, that is, amounts for storage or use that is excessive under the circumstances for personal use is prohibited. Devices or activities intended or used for the rapid consumption of alcoholic beverages such as “borgs”, beer bong, funnels, etc.) are prohibited.

d. Violation of any other provision of the Housing Regulations or UCLA Student Code of Conduct while under the influence of alcohol is considered an additional violation of the Housing Regulations.

e. Inability to exercise care for one’s own safety, the safety of others or the safety of property owned by the University or others due in whole or in part to being under the influence of alcohol is considered a violation of Section A.1 of the Housing Regulations.

f. Regardless of ownership or origin, staff members are authorized to require residents to dispose of alcoholic beverages, kegs, beer balls, taps, or other mechanisms used to dispense alcohol. If the possession of the beverages is a violation of State Law or Housing Regulations. Staff members may require residents to dispose of alcoholic beverages if the possession of the beverages is a violation of State Law or Housing Regulations.

g. Providing, selling, or causing to be sold any alcoholic beverage to any other person is prohibited.

h. Drinking games, including, but not limited to, beer pong, flip cups, and quarters, is prohibited. Simulated drinking games are also prohibited regardless of whether or not alcohol is used.

## **A.2 CONTROLLED SUBSTANCES/ILLEGAL DRUGS**

Regulations pertaining to the possession, use, misuse or distribution of controlled substances within or on grounds immediately adjacent to the On Campus Housing facilities include the following:

a. The manufacture, distribution, dispensing, possession, use of, sale of, or attempted manufacture, distribution, dispensing, use of, or sale of controlled substances identified in Federal or State laws or regulations is prohibited (including medical marijuana).

b. Possession or use of drug-related paraphernalia is prohibited.

c. Violation of any other regulation while under the influence of a controlled substance is considered an additional violation of On Campus Housing Regulations.

d. Inability to exercise care for one’s own safety, the safety of others, or the safety of property owned by the University or others due in whole or in part to being under the influence of a controlled substance is considered a violation of this policy.

e. The use of any prescribed medication or over the counter drugs in an abusive manner is prohibited. Prescription medication may only be used by the person to whom it is prescribed for its intended purposes.

**A.3 DISRUPTIVE BEHAVIOR**

Behavior that disrupts or interferes with the orderly functions in or around the On Campus Housing community is prohibited. Additionally, acts or behaviors that disrupt or interfere with others' normal use of facilities or privileges are prohibited.

**A.4 EXPLOSIVES, CHEMICALS, OR HIGHLY COMBUSTIBLE MATERIALS**

Chemicals, explosives, or highly combustible materials that are potentially dangerous or damaging to the buildings or their occupants are prohibited in and around the On Campus Housing facilities. These include, but are not limited to gasoline, kerosene, paint thinner, vehicle batteries, unauthorized pesticides, and/or charcoal starters.

Residents are not permitted to bring or possess Fireworks, including firecrackers of any size. Fireworks are defined as any device containing any combustible or explosive substance for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation.

Residents are not permitted to bring or possess an Incendiary or Destructive Device. An Incendiary or Destructive Device is any device that is constructed or designed to start an incendiary fire including any sealed devices containing dry ice or other chemically reactive substances assembled for the purpose of causing an explosion, flame, or smoke by chemical reaction.

**A.5 FAILURE TO COMPLY**

- a. Failure to identify oneself upon request to or comply with the directions of a University official (such as Resident Assistants, Resident Directors, Housing Safety Ambassadors, Community Service Officers, University Police, etc.) is prohibited.
- b. Resisting, obstructing, or providing false information to such University officials (defined above) in the performance of or the attempt to perform their duties is prohibited.

**A.6 FIRE SAFETY**

- a. Students and guests are required to evacuate any On Campus Housing facility, in accordance with the Fire department evacuation procedures, immediately upon the sound of an alarm or an order to evacuate. Re-entry may not occur until authorization is given by University personnel.
- b. Room doors, fire doors, hallways and stairwells may not be obstructed.
- c. Activating false fire alarms or misusing, removing, or tampering with fire protection devices (including but not limited to smoke detectors, sprinklers, fire extinguishers, and alarm pull stations) is prohibited.

**A.7 GAMBLING**

Illegal gambling in University-Owned Housing facilities is prohibited, i.e., activities played for money, checks, credit, or any other item representative of value (e.g., chips or markers to be traded in later for cash), as provided for in Section 330 of the California Penal Code.

**A.8 GUESTS**

a. UCLA housing is provided exclusively for the residents and their authorized guests. Resident hosts are required to be present with their guests at all times. Allowing a person entrance into a building and leaving them unattended is prohibited. Residents are fully responsible for the conduct of their guests and for informing their guests of University policies and On Campus Housing regulations pertaining to conduct within the On Campus Housing community. Residents may be held responsible in lieu of the guest for a guest's violation of University regulations. A guest is any person who accompanies a resident within or around the On Campus Housing community and/or into a building they do not live in. Guests, or those wishing to be guests, may be required to leave the On Campus Housing community for violating University Regulations or causing a disruption within the On Campus Housing community. Buildings with access control require all guests, between 9:00 p.m. to 5:00 a.m. to be signed in by the Access Monitors upon providing valid photo identification.

b. Residents may accommodate overnight guests, no more than four (4) nights per month, with the prior consent of all residents of the unit. Any guest staying past 1:00 a.m. may be deemed an overnight guest.

c. Resident hosts are expected to be present with their guests at all times while dining in the residential restaurants. Swiping a guest into a residential restaurant and leaving them unattended is prohibited.

**A.9 IDENTIFICATION**

Students must be in possession of their UCLA BruinCard at all times and present it to University personnel upon request. BruinCard is the property of UCLA and is non-transferable. All other persons within the On Campus Housing community must be in possession of and present valid photo identification to University personnel upon request. Persons who fail to provide appropriate identification may be required to leave the On Campus Housing community.

Children under 16 years of age and accompanied by their legal guardian or resident host who has valid photo identification are an exception.

**A.10. MISUSE OR VANDALISM OF PROPERTY/THEFT**

Unauthorized possession, use or misuse, removal, defacing, tampering, damage or destruction of university property or the property of others is prohibited.

**A.11 NOISE**

a. All residents and guests are expected to be considerate of noise levels, 24 hours a day, seven days a week. Noise including, but not limited to voices, amplified music, televisions, musical instruments, radios must be maintained at all times at a level which does not disturb any other resident. Residents are expected to dialogue and provide reasonable requests of neighbors to reduce noise levels at all times. Residents are expected to comply with the requests of others to reduce noise levels at all times.

Specifically designated Quiet Hours:

- Sunday 10:00pm through Monday 8:00am
- Monday 10:00pm through Tuesday 8:00am
- Tuesday 10:00pm through Wednesday 8:00am
- Wednesday 10:00pm through Thursday 8:00am
- Thursday 10:00pm through Friday 8:00am
- Saturday 1:00am through Saturday 9:00am
- Sunday 1:00am through Sunday 9:00am

During Quiet Hours it is each resident's responsibility to be certain that no noise can be heard outside of their room/suite or in neighboring rooms, halls, shared common spaces, or outside of the building.

Exceptions may be made for Residential Life approved programs.

b. Quiet Hours are extended to twenty two (22) hours 7:00 p.m. to 5:00 p.m. daily beginning on the first Sunday preceding 10th week through the last two (2) weeks of each quarter during the academic year. Extended quiet hours shall be observed by all residents and guests of any floor which chooses to designate additional quiet hours. During the summer sessions, extended quiet hours must be observed when posted.

## **A.12 SECURITY AND EMERGENCY SYSTEMS**

Tampering with or bypassing the safety and security systems of On Campus Housing facilities (including, but not limited to, propping open, forcibly opening, or unauthorized use of emergency and exterior doors) is prohibited.

Room doors must be closed and locked when the room is unoccupied and no resident of that room is in the immediate vicinity or when occupants are sleeping.

## **A.13 HOSTILE/INTIMIDATING BEHAVIOR**

Engaging in conduct which a reasonable person would be intimidated by under the circumstances that is directed to any person while on or in the On Campus Housing community is prohibited.

## **A.14 THROWING OBJECTS**

Projecting objects or substances (including, but not limited to, trash, bottles, and liquids) from or within facilities is prohibited within the On Campus Housing community.

## **A.15 WEAPONS**

UCLA Policy 131 – Weapons on Campus applies on On Campus Housing premises, including parking facilities, at all times. Residents and guests are prohibited from:

1. Possession, storage, use, or manufacture of weapons or replicas, except as expressly permitted by law and UCPD policy. This prohibition includes the use or possession of sporting items such as

archery equipment and martial arts practice weapons; weapons or replicas used for decorative purposes; weapons rendered inoperable; and ammunition.

2. Possession of a loaded or unloaded Firearm or an assembled or disassembled Firearm.
3. Possession of a “Generally Prohibited Weapon” (California Penal Code §16590).
4. Possession of an Imitation Firearm which includes but is not limited to any BB device, toy gun, paintball gun, replica of a Firearm, or other device that is substantially similar in coloration and overall appearance to an existing Firearm as to lead a reasonable person to perceive that the device is a Firearm.
5. Possession of a Lethal Weapon which includes but is not limited to large knives, ice picks, daggers, knives or similar implements with fixed blades longer than 2.5 inches, and other similar instruments. Kitchen cutlery used exclusively for the preparation and consumption of food is permitted.
6. Possession of a “Less Lethal Weapon” which includes but is not limited to a device that is designed to or that has been converted to expel or propel less lethal ammunition by any action, mechanism, or process for the purpose of incapacitating, immobilizing, or stunning a human being through the infliction of any less than lethal impairment of physical condition, function, or senses, including physical pain or discomfort. Examples include but are not limited to pepper spray, batons, tasers, and “Stun Guns.”

See UCLA policy 131 - Weapons on Campus

#### **A.16 VIDEO OR AUDIO RECORDING AND CAMERA USE**

Making a video recording, audio recording, image capture, taking photographs, or streaming audio/video of any person in a location in or around University-owned, leased or controlled property where the person has a reasonable expectation of privacy without that person’s knowledge and express consent is prohibited. The installation of personal security/surveillance equipment (Ring, Nest, SimpliSafe) is not permitted.

“Express consent” is clear, unmistakable and voluntary consent that may be in written, oral, or nonverbal form.

#### **A.17 COMPLICITY**

Encouraging or permitting others in the commission or attempted commission of misconduct is a violation of the On Campus Housing Regulations. Students are expected to notify an appropriate university official of the misconduct and/or remove themselves from the situation.

### **B. Facilities Regulations**

#### **B.1 BICYCLES, SKATEBOARDS, HOVERBOARDS**

a. Bicycles, scooters, skateboards, and roller skates/blades may not be ridden in buildings and may be stored only in residents’ rooms or designated areas (i.e., bicycle racks). The aforementioned items may not be stored in stairwells, lounges, lobbies, or hallways or attached to handrails. Check with your front desk for locations of bicycle racks in the On Campus Housing area. Outside, these

items are prohibited for purposes other than transportation from one place to another. It is encouraged that all bicycles operated on UCLA campus -owned, leased or controlled properties be registered with the [National Bike Registry](#). For more information regarding bicycle registration visit [UCLA Transportation](#).

b. In accordance with the [University of California Hoverboard Policy](#), the University of California prohibits the use, possession, charging, or storage of non-certified self-balancing, battery-powered boards known as hoverboards in any UCLA owned, operated or leased Housing facility unless proof of personal liability insurance is provided.

c. Vendor-owned personal conveyance vehicles (e.g., ride-share scooters, bicycles, etc.) are prohibited from operation, parking, charging, or storage in On Campus Housing.

## **B.2 CABLE USE**

Residents may not use or share any cable signal outside the room in which it is provided.

## **B.3 COMPUTER USE**

Residents agree to abide by acceptable use agreements when they activate the computer port in their room or when they get a computer lab account. Residents also agree to abide by the [Bruin Online Acceptable Use](#) Policies.

## **B.4 FIRE HAZARDS**

a. Open flames (including candles and incense), live-cut trees or other hazardous decorations (including miniature lights) that are not fireproof, combustible or hazardous chemicals, ('octopus') electrical adapters and ungrounded electrical appliances are prohibited in residents' rooms. Electrical heating/cooking appliances such as coffee makers, hot pots, hot plates, toasters, toaster ovens, immersible heating coils, and microwave ovens are not permitted. Microfridges are permitted. Refrigerators greater than 6 cubic ft. are not permitted. Electrical heating appliances, such as space heaters, as well as portable air conditioning units are also prohibited. Halogen lamps are not permitted for fire safety purposes.

b. Cooking is limited to designated community kitchens and designated barbecues only.

## **B.5 FURNITURE/LOFTED BEDS**

Furniture (including mattresses) may not be removed from the originally assigned resident room without written authorization from UCLA Housing. Furniture may not be assembled atop bricks, bookcases, or other structures not originally designed to support it.

Bunked beds may only be assembled by certified Housing Staff and manufacturer trained installers/movers assigned by the University. No other person or entity may install, adjust, or construct a University bed. Bed adjustment requests, must be made in the first two (2) weeks of the fall quarter, and will be assessed a Housing fee per request and processed while supplies last. This fee covers both the cost of the requested alteration and the returning of the bed to the original configuration upon move-out. Contact the Front Desk to request a bed adjustment. To ensure proper stabilization and anchoring for earthquake safety, elevated beds must not be altered. Elevated beds (i.e., bunks and lofts) may not be located directly in front of a window.



Removal of guard rails on elevated beds is prohibited. If the guard rail breaks, residents must immediately notify the front desk. Ladders and replacement guard rails for elevated beds are available upon request through the front desk of each residence hall.

Armoires in suites must remain secured to the wall in order to prevent injuries during an earthquake.

Waterbeds are not permitted in any University owned or leased housing.

## **B.6 HALLWAY USE**

For health and safety reasons, hallways, stairwells, and walkways are to be kept clear of furniture, equipment, trash, and any other obstacles that might obstruct passage. Games and other recreational activities are prohibited in these areas.

## **B.7 INSPECTIONS**

The On Campus Housing staff reserve the right to inspect all rooms and document observations in order to ensure compliance with occupancy, maintenance, and health and safety regulations. Documentation may include pictures, work orders, or other written records. Residential Life and Housing staff conduct routine Health and Safety Inspections per room throughout the year as necessary. Such inspections will occur during normal business hours and upon prior notice except in the event of an emergency, abandonment, surrender, or other reason allowed by law.

## **B.8 KEYS/KEY CARDS AND LOCKS**

Room access will be coded onto the resident's Bruin Card. A Bruin Card is not to be duplicated, loaned, or furnished to any other person. Doors, door jams, and locking mechanisms are not to be altered or tampered with in any way, especially in ways that would preclude doors from latching. This includes, but is not limited to, doors on resident rooms, lounges, bathrooms, and exits/entrances. Lost and missing key cards and altered or damaged locks can result in lock replacement at the expense of the resident. In the event that a resident's Bruin Card is misplaced, Housing will provide the resident a separate temporary card that will only allow access into the resident's room and bathroom. Building access and meal plan information cannot be coded onto the separate card. The resident is responsible for obtaining a replacement Bruin Card from the Bruin Card office within 5 days to regain all access functions.

## **B.9 MOTOR VEHICLES**

Motorized vehicles may be parked in designated areas only. No motorized vehicle may be parked or stored inside or adjacent to the On Campus Housing facilities. Improperly stored vehicles will be removed and the removal cost, along with any related charges, will be the responsibility of the owner. For more information, contact [UCLA Transportation & Parking](#).

## **B.10 PARKING**

All vehicles parked on campus must display a valid permit. Parking is allowed in designated spaces only. Parking permits are available for purchase on a limited basis through [UCLA Campus Parking](#). Visitors may purchase daily parking permits by stopping at the various [Parking Pay Stations](#) located throughout campus.

**B.11 PETS**

Animals, visiting or otherwise, are not permitted in residence halls or suites, except fish in small tanks not to exceed ten (10) gallons. All roommates or suitemates must agree to have a fish tank. There cannot be more than one fish tank per bedroom and tanks may not be kept in bathrooms. This provision does not apply to Service or Assistance animals that are registered and approved through the Center for Accessible Education's (CAE's) Housing Accommodation Board.

In accordance with [UCLA Policy 135](#), students requesting to bring a Service or Assistance Animal to University housing are required to submit a [CAE Housing Accommodation Request](#) and abide by the [Guidelines for Maintaining a Service or Assistance Animal](#). When not readily apparent that an animal is a Service Animal or the animal is an Assistance Animal, the resident is not permitted to have the animal in University Housing until Housing Services has indicated full approval. For further information, contact [CAE](#) at (310) 825-1501 or (310) 206-6083 (TTY/TDD).

**B.12 COMMON AREA CARE**

- a. Persons are to place waste products in appropriate recycling and waste receptacles. Residents may not use the common area trash receptacles to dispose of their room trash.
- b. Posted and published regulations and hours for use of the community barbecues, laundry facilities, and kitchens are to be observed.
- c. Common areas must be maintained for shared use at all times. Furniture, and other common area furnishings, i.e., floor mats, should only be used in the manner for which they were designated and must remain in the common areas to which they were assigned. Residents with common area furniture found in rooms are subject to Housing fees. Furnishings which are not officially designated as part of a residential room's accessories may not be moved into any resident's room at any time. Damage charges not readily assignable to a particular individual may be charged to a group or floor of residents. Sleeping or loitering in lounges or other common areas is not permitted.

**B.13 REFRIGERATORS**

One (1) mini refrigerator is allowed per room and may not be operated in a closet or enclosed area. All refrigerators must be less than six (6) cubic feet, be U.L. Approved, and be in good working condition. Refrigerators must be emptied and unplugged during the winter recess. Refrigerators are the sole responsibility of the resident. Additional information is available at the front desks regarding rental micro-refrigerators while supplies last.

**B.14 RESTRICTED AREAS**

Unauthorized presence on rooftops, outside ledges, in other resident's rooms or suites, in administrative offices, service areas, or College facilities after business hours, or areas marked as restricted in the On Campus Housing community is prohibited. Unauthorized entrance into and presence in construction sites in the vicinity of the On Campus Housing community is prohibited.

**B.15 RESTROOMS**

In buildings with community restrooms, individuals, both residents and guests, should use restrooms that correspond to their gender identity or utilize bathrooms that are designated all gender or gender inclusive.

**B.16 ROOM/SUITE BEHAVIOR**

a. Residents are responsible for all behavior which occurs in their respective Residence Room/Residential Suite. Room/suite occupants will be required to pay for any damage or excessive cleaning to any part of their room or suite, including, but not limited to furniture, fixtures, doors, and screens. Report any damages promptly so that repairs may be made. Access and ability of housekeeping staff to perform their duties cannot be obstructed.

b. No business of any kind may be established within any Housing complex; this includes University residential suites, rooms, and common areas. Residents are not permitted to act as either the landlord or resident by entering into a private agreement to rent a bed, a room, garage or parking space from another resident or individual. Residence rooms/suites are the property of UCLA Housing and are not subject to private rental.

c. Residents are required to complete a “Roommate Agreement” upon moving into their On Campus Housing room or suite. Roommate Agreements are facility-specific and designated to facilitate discussion and compromise around issues of individual preference. Stipulations in the Roommate Agreement supplement the On Campus Housing Regulations; in any conflict between the terms of a Roommate Agreement and the On Campus Housing Regulations, the On Campus Housing Regulations will prevail. A Roommate Agreement is to be completed each time there is a change in roommates. The completion and signing of a Roommate Agreement is facilitated by designated Resident Assistants.

**B.17 ROOM/SUITE CHANGES**

Residents who wish to change their accommodations must make proper arrangements with their Resident Director, prior to any move or change to their assignment. Occupancy changes include room or suite changes, roommate changes, inter-hall transfers, and termination of housing contracts. All of these changes are regulated by specific procedures. Some changes are limited to certain time periods and some changes require an administrative fee to be paid at Housing Services. It is important to consult with your Resident Director well in advance of your anticipated occupancy change in order to clarify procedures and receive authorization to initiate the process.

**B.18 ROOM/SUITE OCCUPANCY**

a. Unauthorized gatherings of more than twenty (20) individuals, at any time, in individual rooms or Saxon and Hitch suites are prohibited.

b. The Housing Assignment Office will continue to sell available space in assigned rooms and may fill this space at any time. Residents are required to keep the vacant space clean and available for a potential roommate at all times.

**B.19 SMOKING AND TOBACCO PRODUCTS**

Smoking of any kind is not permitted within all University housing communities. In accordance with the [UCLA Tobacco-Free Policy](#), the use of all tobacco products, including cigarettes, cigars and smokeless tobacco, as well as electronic cigarettes such as vapes, is prohibited on campus and at properties owned or leased by UCLA. There are no designated smoking areas. We ask that tobacco users be respectful of our neighbors and not congregate or litter on their property.

**B.20 TELEPHONES**

Telephone use is limited to lawful activities. Tampering with telephone equipment, false use of authorization codes and/or calling card codes, and/or misuse of telephone services is prohibited.

**B.21 DECORATING, ALTERATION TO PREMISES/PROPERTY DAMAGE**

No alterations, improvements, paint, redecorating, installation of major appliances (such as bidets), or attachment of fixtures may be done to the premises. This includes but is not limited to paint, tape, nails, screws, etc. All decorations, posters, notes, etc. may only be attached to pre-installed tackable fabric covered surfaces inside student rooms and doors.

Residents are responsible for any and all damage and cost of repair that result from any unapproved alterations or unapproved removal or modification of existing appliances and fixtures in the unit.

**B.22 WINDOWS AND EXTERIOR SURFACES**

Screens are required to be securely centered and in place at all times in all room windows designed to be fitted with screens. Lost or damaged screens are the responsibility of the resident. Safety latches on windows may not be bypassed or disabled. Laser or other types of light displays through windows, as well as the positioning or attachment of any materials on ledges, awnings, windows, or outside walls is prohibited. Exiting or entering through windows is prohibited.

**C. Residential Restaurant and Dining Service Regulations****C.1 BOOK BAGS**

Book bags, backpacks, handbags larger than 4.5' x 6.5", tumblers, sipper bottles and thermoses are not permitted in any residential restaurants. Storage lockers are provided adjacent to each of these locations.

**C.2 BUSING DISHES AND TRAYS**

Individuals are responsible for taking (busing) their own dishes and trays to the dish belt at the end of each meal.

**C.3 DISTURBANCES**

Disturbances in the residential restaurants, including food fights, the throwing of any objects, and the destruction of property are prohibited.

**C.4 DRESS CODE**

Shoes and shirts are required in the residential restaurants.

## **C.5 ENTRY AND RE-ENTRY**

Unauthorized (non-paying) guests are not permitted to enter residential restaurants. Re-entry into residential restaurants is not permitted, neither is any other duplication of meals including entering residential restaurants after making alternative arrangements for the meal in question except for 14 Premiere and 19 Premiere meal plan holders. Residents, guests, and meal card holders are allowed to enter residential restaurants to eat only during official operating hours, as posted by each restaurant.

## **C.6 FOOD AND DINING SERVICE EQUIPMENT**

Food and drinks from outside sources may not be brought into the residential restaurants. Residential Restaurants may allow for certain food items to be taken out of the facility as detailed in each facility's posted Take Out Policy. All other food and drink items must be consumed within the residential restaurant.

Dining service equipment, including china, glassware, and silverware, may not be removed from residential restaurants.

## **C.7 MEAL PLAN USE**

a. The only person authorized to use a UCLA Dining Meal Plan card is the owner of the card. UCLA Housing and Hospitality Services is the sole vendor of meal plans and dining meals. Dining Plan meals are non-transferable. Meal plan holders may not pass, loan, trade or sell meals or their ID card to anyone for any reason. Your UCLA photo ID card with proper encoding must be shown at all meals in such a manner that the photo is clearly visible to the Restaurant Host or Cashier. It may be necessary for a Restaurant Manager or Supervisor, in the performance of duties, to see your ID card after you've entered the residential restaurant. Please assist our supervisory staff by responding promptly when this request is made of you.

b. An On Campus Housing resident may obtain a temporary meal pass from the front desk if s/he has lost their BruinCard but still would like to eat in a Residential Restaurant with their meal plan. Each resident is allowed six temporary meal passes per quarter. When a resident receives a temporary meal pass from the front desk, s/he signs the Temporary Meal Pass Log acknowledging that they will be assessed a \$25.00 Housing fee if they are found to have signed up for a Bruin On The Go event or have swiped their BruinCard for the same meal period for which a temporary meal pass was issued.

c. Non-Premiere meal plan holders who participate in the Bruin on the Go program are not allowed to swipe during that same meal period if they sign up for the Bruin on the Go meal program.

## **D. Activities Regulations**

### **D.1 CAMPAIGNING**

Campaigning is defined as any display on the part of any person for the purpose of convincing another to vote for a candidate, initiative, referendum or recall. Distribution of materials, posting literature, speeches, and debates are examples of campaign activities. Campaigning in the residence halls/suites is limited to elections for undergraduate resident student governments only.

Candidates are responsible for their campaign conduct and activities, and they are responsible for the conduct and activities of the others who campaign for them. Specific campaign activities regulations include the following:

Campaign procedures within each residence area must apply consistently to all candidates. Campaigning may only occur on residents' floors as part of a program sponsored by Residential Life or Residents' Associations and in accordance with procedures determined by the Residents' Association in each hall/suite. Knocking on residents' doors for the purposes of campaigning is not permitted. Campaigning is not permitted in any dining area. The emergency public address system and the Front Desk operations may not be used for campaign activities.

Distribution of campaign materials/literature (such as flyers) is not permitted. Campaign posters must be approved by the Resident Director and will be limited to one per candidate per floor. Posters may not be attached to painted, wooden or carpeted surfaces. Campaign posters may not exceed 24 inches by 22 inches in size. Candidates must remove campaign materials from the halls/suites within 24 hours after the voting results are reported.

Campaign activities are restricted to the common areas of any hall/suite complex, except during meetings upon the specific invitation of the Residents' Association. Campaign posters in the common areas must be approved by the Resident Director will be limited to one per candidate and may not exceed 24 inches by 22 inches in size. Use of residents' mailboxes is permitted only through the regular US Mail postage and distribution process.

## **D.2 DONATIONS AND FEES**

While monetary donations may be requested from program participants, mandatory fees may not be collected from residents and meal card holders for on campus housing events. Any exceptions must be approved by the Associate Director responsible for program services. Off-campus events may involve an expense for program participants.

UCLA funds, properties, and materials may not be donated to charitable or other organizations.

## **D.3 FACILITIES USE RESTRICTION**

Court/hall/suite common areas are study areas, primarily. Other uses require approval and sponsorship by the appropriate Association, Council, or Residential Life. In considering whether to approve and sponsor proposed uses, Residents' Associations, Councils, and/or the Residential Life office will consider the benefit of the proposed use to the residential community, and the impact on use of the area for study purposes. Approval and sponsorship will be granted or denied on a viewpoint neutral basis.

## **D.4 FUNDRAISING**

Fundraising activities that comply with [UCLA Regulations on Activities, Registered Organizations and Use of Properties](#) may occur in On Campus Housing. Fundraising activities originating from members of the on-campus housing community and occurring in On Campus Housing must be sponsored and fully financed by Residential Life or the appropriate On Campus Housing Residents' Association and must be approved by a Residential Life professional staff member. Residential Life



or the sponsoring Association is responsible for maintaining accurate accounting for all funds collected.

Fundraising activities in On Campus Housing by non-residential campus organizations must be approved by [Student Organizations, Leadership, & Engagement \(SOLE\)](#) as well as sponsored by Residential Life or the Residents' Association of the respective community. Residential Life or the sponsoring Association assumes responsibility for ensuring that time, place, and manner requirements of the activities are clearly identified. Residential Life or the sponsoring Association and/or SOLE do not assume financial liability for the fund-raising events of non-residential organizations.

Residential Life or the Residents' Associations may not sponsor fundraising events that are open to non-campus participants or fundraising events conducted by unregistered campus organizations. Student Organizations, Leadership, & Engagement (SOLE) must pre-approve any fundraising publicity materials before they can be considered for posting within the On Campus Housing community.

The sale of items for profit is prohibited in common areas of On Campus Housing. Upon approval of the Resident's Association, along with that of the Resident Director, the ASUCLA Student Store or the Association may sell items in designated areas only. In the latter case, individuals participating in the selling of items for the Association must be residents.

#### **D.5 MAILBOX USE**

Distribution of materials through On Campus Housing mailboxes is regulated by the following conditions:

- a. On Campus Housing Staff, On Campus Housing Council, or Residents' Association related materials, upon the approval of the Resident Director, On Campus Housing Council, or Residence Hall Manager may be distributed without names, addresses, or postage.
- b. University units and registered campus organizations, upon approval of the Residential Life Conduct Coordinator, may distribute materials.
- c. Non university organization materials and UCLA campus student government campaign materials not sponsored by On Campus Housing Council require US Mail postage and distribution process.

#### **D.6 FACILITIES CARE**

Residential Life or the sponsoring Residents' Association is responsible for compliance with established security procedures as well as prevention of damage to any furniture or equipment at a program. Keys for locked rooms may be issued according to specific procedures at the residence hall Front Desk.

#### **D.7 PETITIONS**

Student initiated petitions related to On Campus Housing or the University may be placed in the hall lobby only after approval by the appropriate Association, Council, or Residential Life. In considering whether to approve placement of a petition, the Residents' Associations, Councils,

and/or the Residential Life office will consider the benefit of the proposed petition to the residential community and the impact of its placement in the lobby area. Approval and sponsorship will be granted or denied on a viewpoint neutral basis.

#### **D.8 POSTING, ADVERTISING, AND DISTRIBUTION OF MATERIALS**

All materials for posting, advertising, or distribution within the On Campus Housing community must comply with [UCLA Regulations on Activities, Registered Organizations and Use of Properties](#) and receive verification of compliance, with the guidelines c through f, by Residential Life. All materials from outside of On Campus Housing must be verified in compliance with guidelines c through f, certified and disseminated by Residential Life and must be received at least five (5) business days prior to the event date.

- a. Materials will only be posted by Residential Life or Housing staff on designated spaces.
- b. Materials not posted on designated spaces will be removed.
- c. Materials should be single-sided, not smaller than 4.25 inches by 5.5 inches, and may not exceed 8.5 inches by 11 inches in size. Information about all posting material layouts and sizes are detailed on [Publicity](#). Exceptions may be approved by Residential Life. Priority of posting materials will be based on the following order: Residential Life and Housing and Hospitality Services; Resident Governments/Associations; Academic Departments; University Units; Registered Campus Organizations; Approved Sponsors.
- d. All postings must clearly identify the sponsoring organization and UCLA affiliation. All flyers pertaining to Greek letter organizations must have prior certified approval from the Office of Fraternity and Sorority Life. Any programs co-sponsored with Residential Life must list the Residential Life sponsor on the posting.
- e. The maximum duration allotted for publicity materials is two weeks from the date of posting, with the exception of long-term programs sponsored by or through Residential Life. All posted materials will be removed within 24 hours of the conclusion of the event.
- f. Distribution of materials through mailboxes is restricted to Residential Life, Housing and Hospitality Services, Residents' Associations and other University departments or units. For information about approving distributions to mailboxes, please contact Residential Life at (310) 825-3401.
- g. Contact the Residence Hall Manager to request materials to be placed at the Front Desk and to arrange for the placement of materials.
- h. Residential Life also utilizes table tents and digital displays for publicity. Submissions must adhere to the relevant criteria described above. Further guidelines and applications are available on [Publicity Requests](#).
- j. Contact [communications@orl.ucla.edu](mailto:communications@orl.ucla.edu) to promote any events or services other than noted above, including "chalking" and digital projection.

## **D.9 RESEARCH PROJECTS**

Research projects must be approved by the UCLA Institutional Review Board and conducted according to specific guidelines and with prior approval from Residential Life. For more information, please contact Residential Life at (310) 825-3401 (campus extension 53401).

## **D.10 PRODUCTS OR SERVICES**

Advertising or selling of products or services is prohibited in or around common areas of On Campus Housing facilities unless it is part of an On Campus Housing sponsored event. Advertising and promotion of non-university goods, services or organizations is allowed in On Campus Housing facilities only with approval from Residential Life.